

2011-2012
STUDENT HANDBOOK
Masters Programs

Palmer Theological Seminary
The Seminary of Eastern University

2011-2012
Student Handbook
Masters Programs

Entering students **MUST COMPLETE THIS PAGE** for Registrar's Office files.

I certify that I have received, read and understood the contents of the Student Handbook.

print name _____

signature _____

date _____

Cut out this page and return it to the Seminary Dean's Office via campus mail by:

- September 19, 2011 for Fall 2011 incoming students
- February 17, 2012 for Spring 2012 incoming students.

COMMUNITY AT PALMER SEMINARY

Palmer Theological Seminary is centered in Christ and Christian in its heritage. We stand securely rooted in the biblical faith handed down by our founders and continued in the represented experience and diversity of all women and men who have been and are now part of the life of the Seminary.

Out of this living community comes our motto: The Whole Gospel for the Whole World through Whole Persons. This means Palmer Seminary

- affirms the Bible as uniquely inspired and the authoritative revelation of God's nature and purposes for humanity, as fully expressed in Jesus Christ;
- prepares persons to participate in God's mission throughout the world;
- equips persons for Christian ministry who view such ministry as divine vocation, know themselves to be called by God, and are committed to grow toward wholeness in their relationship with God, themselves, others, and God's world.

True community becomes visible in communion with those who have lived before us, in the books we read, in the worship in which we engage, and in our interactions with others both within and outside the seminary community. As part of this living community, you will experience and learn from a diversity of cultures, ethnicities, traditions and thought. Many expressions of life and hope are present at Palmer Seminary, just waiting to be discovered. May God grant us ears to hear, eyes to see, and courage to engage these surprising, unexpected gifts.

The Student Handbook is a guide to practical and policy information for Palmer Seminary M.Div., M.T.S., and students in joint degree programs with other institutions. These matters are subject to change without notice.

*Produced by the Office of the Dean.
Palmer Theological Seminary is the Seminary of Eastern University.*

TABLE OF CONTENTS

PALMER
THEOLOGICAL SEMINARY
THE SEMINARY OF EASTERN UNIVERSITY

Student Handbook – Masters Programs
2011 - 2012

Student Formation.....	5
Student Services.....	8
Administrative Services	14
Financial Information.....	18
Special Events.....	21
Academic Information.....	22
Seminary Policies.....	58
Facilities & Auxiliary Services.....	65
Contact Information.....	72
Index.....	74

STUDENT FORMATION

“Dear friends, now we are children of God, and what we will be has not yet been made known.” - I John 3:2 (NIV)

Introduction. Palmer Seminary's mission is to equip whole people to minister the whole gospel in the context of the whole world. This mission is a commitment to the formation of our students for excellence in personal discipleship and in ministry. In light of this, at Palmer Seminary spiritual formation takes place both in and out of the classroom.

Spiritual Formation is a required course, designed to provide the resources, structure, and opportunity for students to develop insights and habits that will enhance their Christian formation throughout their lives and ministries. Additionally, students have rich co-curricular opportunities for learning, worship, prayer, fellowship, recreation and growth in discipleship. For more information on any Student Formation activities, please contact the Office of Student Formation at 484-384-2981.

Director of Student Formation & Seminary Chaplain. Rev. Willette A. Burgie-Bryant is responsible for leadership of the Seminary's co-curricular student formation efforts. New Student Orientation is coordinated by the Office of Student Formation (OSF), which also has oversight of student assessment, and of academic advising processes. Via coordination of on-campus worship and other opportunities for spiritual nurture and growth, Rev. Burgie-Bryant makes pastoral resources available to the entire Seminary. Also under her purview is strategic planning of programs designed to enhance students' personal Christian growth and ministerial development. Through the work of the OSF and others, students, faculty, administrators and staff are able to take advantage of periodic community-building opportunities for learning and for relaxed fellowship.

Assistant in Student Formation. Mrs. Eva Ragwan provides administrative support for all Student Formation and Chapel programs. She also provides direct coordination of, and support for, student assessment procedures, and for Special Interest Student Groups on campus.

Worship and Prayer. Prayer, both personal and corporate, is an integral part of how we interact as a Seminary community. The entire Seminary also gathers periodically for on-campus worship to strengthen our fellowship as a worshipping body, fortifying our integrity as a community of believers. Students may also plan additional worship activities. Note: Students planning public worship services on campus must first obtain clearance from the Seminary Chaplain.

Colloquia. Through structured conversations with faculty, visiting ministers, and lecturers, students are exposed to models that display diverse personality types and temperaments that have cultivated spiritual clarity and authenticity in their Christian walk and ministry. While “the image of Christ” is the ultimate ideal of spiritual formation,

through these conversations students are invited to refine their awareness of the uniqueness of their own paths toward that ideal.

Special Interest Student Groups. Students are encouraged to form new and participate in existing Special Interest Student Groups on campus. In the past, groups have formed around a variety of interests (Baptist Theology Group; Creation Care Group; Palmer Seminary Soccer Team; etc.), denominational identification (United Methodist Student Fellowship, etc.), or around cultural or other commonalities (International Student Fellowship; Women in Ministry Fellowship; etc.). Special Interest Student Groups must submit budget needs each term to the Student Assembly (SA) in order to receive SA funds for their activities.

The Student Assembly

Representatives of the student body are elected each year to serve the community and allow for students to have an active voice in the Seminary.

All M.Div. and M.T.S. students are welcomed and encouraged to participate actively in student life by:

- (a) attending regular Student Assembly general meetings
- (b) running for an office on the Student Assembly

Student Dues. Each semester every student pays \$15 in Student Assembly dues. This money is used by the Student Assembly to provide funding for regular and special activities for students, to support student groups on campus, and for discretionary funds of the Assembly. This is one way you invest in the community at Palmer Seminary.

Student Assembly Responsibilities. Student Assembly (SA) is the general planning agency of the student community and provides a base for organization, communication, and support. Through the SA, all students are represented to the Board of Governors, administration, faculty, and staff. Student representatives serve on several faculty committees and participate in other activities that focus on building community. Students are encouraged to talk to their representatives and share any ideas or concerns. Administratively, the SA is accountable to the Office of Student Formation.

Officers of the Student Assembly

The Moderator is leader of the student body and facilitates the efforts of the Student Assembly. As the key contact for Seminary leadership to the student body, he or she is the primary voice for the student body to Seminary leadership. He or she attends faculty and board meetings, and regularly convenes and leads Student Assembly meetings.

The Vice Moderator shares responsibility and leadership as needed and appropriate. He or she is the key contact for the various Small and Special Interest groups and serves as liaison to West Virginia Program students. He or she serves on at least one faculty committee.

The Secretary is responsible for keeping the minutes of all Student Assembly meetings and for coordinating written communication with the Seminary community.

The Treasurer is responsible for maintaining financial records and coordinating as necessary with Financial Services. Check requests should be handled through him or her, but at least one other member of the Student Assembly leadership must sign each request.

Class Representatives must attend Student Assembly meetings and make appropriate announcements to their classes. Representatives should be available and open to class members in order to be successful links between the Assembly and the student body. Two Representatives are elected for each class: Junior, Middler, and Senior.

At-Large Representatives attend Student Assembly meetings and serve as liaisons to at least one committee or area within the Seminary.

Student Group Representatives serve as liaisons between the Student Assembly and the Special Interest Student Groups.

All members of Student Assembly are expected to participate actively in at least 75% of the meetings of the Student Assembly and the committees or task forces on which they serve. Members must maintain at least a 2.0 Grade Point Average and must not be on academic probation. Resignation is effected by sending a letter to the Student Assembly, with a cross copy to the Office of Student Formation, noting the reasons for resigning. If the resigning member is leaving due to unreconciled differences with the Student Assembly or a member thereof, both parties must seek reconciliation and then decide whether to part in peace or continue reunited. The OSF Director/Chaplain, and/or the Assistant in Student Formation serve as the persons of first resort for mediating such a process.

Staff Advisor: Assistant in Student Formation.

Student Recreation

For information regarding the Seminary exercise room and facilities available at the St. Davids campus, see pp. 65-66 in the 'Facilities' section.

STUDENT SERVICES

In addition to offering academic courses, Palmer Seminary offers student support services to facilitate completion of academic programs. Among these services are the following:

REGISTRAR'S OFFICE

Mr. Craig M. Miller, Associate Registrar

Ms. Tammy Werron, Office Manager and Transcript Officer

The Registrar's Office, Rm. 103, is located in the administrative wing of Palmer Hall. Information regarding office hours is posted on the office door and Palmer website. During the first two weeks of each semester and during registration periods, hours are extended to 6:30 p.m. Monday-Thursday, and from 8:30 a.m. to 1:00 p.m. on Saturdays.

Information pertaining to class registration, extensions, waivers, inactive status, withdrawal, independent study, change of degree program, academic calendar, class schedule, and transcripts can be obtained from this office. Most forms related to the above are also available online at the Seminary website, www.palmerseminary.edu.

The Registrar's Office is responsible for all student records, registration, class scheduling and grades, course waivers, extensions, cross-registration, review and guidance of students on academic probation, and academic transcripts. The Registrar's Office helps coordinate student and academic services for West Virginia students and commencement, and is responsible for the content of the Seminary Catalog. The Associate Registrar reports to the Dean of the Seminary and to the Eastern University Registrar.

Transcripts. A transcript is issued upon receipt from a student of a signed, completed transcript request form or a signed letter containing the necessary information, if all financial obligations to the Seminary have been met. Transcript request forms can be obtained from the Registrar's Office or online at the Seminary website. An official transcript bearing the seal of Eastern University and the University Registrar's signature will be issued in a sealed Palmer Theological Seminary envelope to protect the authenticity of the record. Unofficial transcripts do not bear the University's seal or University Registrar's signature and may be given directly to the student or faxed to a third party at the student's request. Seminary transcript services are free to currently enrolled students; graduates and former students must pay a \$10 official transcript fee. No fee is charged for unofficial transcripts.

Verification of Enrollment. Letters verifying a student's enrollment in coursework are provided by the Registrar's Office. Letters may be requested using the appropriate request form, available at the Registrar's Office or online at the Seminary website.

Loan Deferment or Forbearance. Each semester, student enrollment is electronically reported to the National Clearinghouse through the Eastern University data management system. Most lenders use this system to certify a student's enrollment for loan deferment

or forbearance purposes and no specific request is required by the student or the academic institution.

If a student's lender does NOT use this system, the student may submit a request for verification through the Registrar's Office using the lender's form or a request on the appropriate Seminary form. Students who need to request enrollment verification for deferment purposes must submit the form, along with a pre-addressed, stamped envelope to the Registrar's Office. Forms received by fax or without a self-addressed stamped envelope will be placed in the student's campus mailbox. In the absence of a box, the student will be required to retrieve the completed form from the Registrar's Office. Copies of completed forms are maintained in students' files and are available to students upon request by the student.

DEAN'S OFFICE

Dr. Christopher Hall, Seminary Dean

Ms. Perri Lewellen, Executive Assistant to the Seminary Dean

The Seminary Dean's Office, located in the administrative wing of Palmer Hall, is normally open Monday through Friday, 9:00 a.m. to 5:00 p.m.; appointments are encouraged to address issues that are appropriately handled by the Dean.

FINANCIAL AID

Ms. Jennifer Moore, Eastern University Interim Director of Financial Aid

Located in the Mall Cottage at Eastern University, the office is open Monday through Friday, 9:00 am – 5:00 pm. All matters regarding financial aid (loans) and federal work study are handled by the Financial Aid Office. Forms and instructions on how to apply for Stafford Loans are available on the Seminary's website. Students will be advised of all aid granted via written correspondence from the Financial Aid Office. Students should pay close attention to deadline dates and allow for processing time when filing the FASFA (Free Application for Student Financial Aid). FAFSA deadlines are posted on the EU website; click on Quick Links.

BUSINESS OFFICE

Ms. Dana Quan, Accountant/Office Coordinator

Located off Gallup Lobby, the Business Office processes all student billing inquiries, I.D. stickers, financial transactions, and student health insurance. Payment arrangements can be made in person, by phone, mail, or Internet using a credit card. During the first two weeks of the fall and spring semesters, office hours are extended beyond the posted hours of 9:00 a.m. to 4:00 p.m., Monday through Friday. Students with outstanding balances will be removed from course registration lists for the following term/semester, and will not be permitted to graduate until all balances are paid in full. Reports to the COO/Controller.

LIBRARY

Ms. Melody Mazuk, Senior Librarian

Dr. Nancy R. Adams, Technical Services Librarian

Ms. Jeron A. Frame, Public Services Supervisor

Mr. Herbert Johnson, Special Library Manager

The Austen K. deBlois Library is a member of the Southeastern Pennsylvania Theological Library Association (SEPTLA) and the American Theological Library Association (ATLA). Students from SEPTLA-member libraries can access over one million volumes from other libraries in the consortium. A validated Seminary ID and a signed letter of introduction each semester are required to gain access to SEPTLA libraries.

Library Hours

Regular Semester Hours:

Monday through Thursday — 8:30 a.m. to 11:00 p.m.

Friday — 8:30 a.m. to 6:30 p.m.

Saturday — 10:00 a.m. to 5:00 p.m.

Sunday — CLOSED

The Library observes all official Seminary holidays: Labor Day, Thanksgiving (Thurs.-Sat.), Christmas through New Year's Day, Martin Luther King, Jr. Day, Easter (Fri.-Sat.), Memorial Day, and Independence Day.

Library hours are subject to change, especially during the summer, semester breaks, and holidays. Please call the library at 484-384-2946 and check the Seminary website for current hours. Hour changes will also be posted on the Library front door and at the Reception area.

See pp. 50-53 for more information about library policies and procedures.

AUXILIARY SERVICES

Mr. Byron McMillan, Manager of Auxiliary Services

Ms. Mary Weyant, Assistant

Located off Gallup Lobby, Auxiliary Services has hours from 9:00 a.m. - 4:00 p.m. Monday through Friday. Additional hours are offered at the beginning of each semester. All matters of housing, facility reservations, facility rentals, catering, ID badges, parking permits, mailboxes, guest rooms, and guest services are handled through this office. Auxiliary Services reports to the COO/Controller.

SWITCHBOARD

Ms. Joyce Pleas, Receptionist

The switchboard is open Monday - Friday from 8:30 a.m. to 4:30 p.m. Security covers the switchboard from 4:30 p.m.- 12 a.m. Monday- Friday and 8:00 a.m.- 12 a.m. Saturday, Sunday and on holidays. If the Seminary closes due to inclement weather, a message will be put on the voice mail system. The switchboard operators report to the Manager of Auxiliary Services.

BOOKSTORE

Ms. Patricia Eads, Store Manager

Palmer Seminary does not own the Palmer Bookstore. The Seminary contracts with Follett Higher Education Group in order to provide textbooks and other needed materials for students. The Seminary receives a commission from Follett based on the volume of sales.

Palmer Bookstore accepts all major credit cards and checks, as well as student vouchers from the Business Office that are charged to the student's loan account.

Books may be returned to the bookstore when accompanied by the original receipt. The return policy is displayed in the store. Any questions regarding returns, textbooks, or special orders should be directed to the store manager at 484-384-2960. Bookstore hours vary. Information on current hours can be obtained by calling the above number or inquiring at the Switchboard.

ACADEMIC COMPUTING / INFORMATION SERVICES

Information Services is responsible for the operation and upkeep of the Student Computer Lab, classroom computer technology, audio-visual equipment, and faculty/staff computer technology. The office is located in Room 210 of Palmer Hall, and staff can be reached by phone at 484-384-2937, or email: semis@eastern.edu. Additional user support from the central Academic Computing Office at St. Davids is available during regular business hours at 610-341-1726 or 610-341-1499.

Student Computer Lab

The student computer lab located on the second floor of Palmer Hall is available to all registered students. The access combination can be obtained from the receptionist at the switchboard. The room holds twelve computers, two laser printers, and a scanner. Standard programs include MSOffice, Adobe Reader, Internet Explorer, McAfee antivirus, and others as needed by various instructors.

Additional basic software packages and Bible programs are available for purchase at the Seminary Bookstore.

Each registered student in a masters or doctoral program at Palmer will receive an Eastern University username and password, which provide access to the student's EU

email, Blackboard, MyEastern account, and the Palmer network. This information will be provided to new students at the start of fall and spring semesters. If you are enrolled in other programs at Palmer, please contact your program administrator for a login and password for network and Internet access in the computer lab.

See pp. 54-55 for student computer lab rules and regulations, and academic computing policies and procedures.

REVIEW & GUIDANCE COMMITTEE

The Review and Guidance Committee is appointed by the Dean and consists of representatives from faculty, administration and Supervised Ministries. The committee approaches its work from a prayerful and supportive pastoral perspective.

The committee is responsible for recommending policy on student guidance and monitoring the academic and ministerial formation progress of all students throughout their courses of study. This includes reviewing requests for extensions, and semi-annual reviews of all students (undertaken by the full faculty). Particular attention is given to students whose names are submitted to the committee through any of the following channels: individual faculty members including adjuncts and affiliates, full faculty review of student progress, Supervised Ministries staff, the Dean, Associate Registrar, and other administrative staff. The objective of the committee is to discern the most appropriate action for the well-being of the student as well as the Seminary community. Each case reviewed by the committee is given careful, prayerful consideration and treated confidentially. Recommendations or requirements may be made to support personal, spiritual or professional growth. See the Seminary Policies section for more information about the committee's work.

INSURANCE & MEDICAL SERVICES

Health Insurance. All students are required to have health and accident insurance. Students without proof of insurance at time of registration will be required to purchase the student health and accident insurance offered through the Seminary.

Medical Services. Students are encouraged to seek medical attention from local medical services, one of which is the General Clinic at Lankenau Hospital. Local hospitals are The Lankenau Hospital and Bryn Mawr Hospital.

Personal Property Insurance. Palmer Seminary does not carry insurance covering loss, theft, or damage to personal property of students, or for automobiles parked on Seminary lots. Therefore residents are urged to have their personal property insured.

COUNSELING AND SPIRITUAL DIRECTION

Dr. S. Timothy Pretz, Coordinator

Students in degree programs are entitled to 20 sessions of counseling and/or spiritual direction during their tenure at the Seminary. The coordinator of these services will match students with one of a growing number of professionals available to work with seminarians at a reduced rate. If a student qualifies, based on a record of demonstrated financial need, he or she may receive additional financial assistance.

PALMER NEWS AND NOTES (PNN)

Palmer News & Notes is an in-house newsletter produced weekly during fall and spring semesters and periodically during January term and summer. Published by the Dean's Office, PNN provides information about Seminary activities and events, community news, and important announcements from student groups, the Dean, Registrar's Office, Supervised Ministries, Business Office, Auxiliary Services, Office of Student Formation, and other Seminary departments. Submissions for PNN may be emailed to plewelle@eastern.edu.

KOINONIA KAFÉ

During the school year, the Koinonia Kafé is open for meals based on class schedules and the academic calendar. Kafé hours are posted each term and are subject to change. Operated by Brown's Kitchen, the Kafé offers light fare including made-to-order sandwiches and salads daily.

ADMINISTRATIVE SERVICES

OFFICE OF THE CHANCELLOR AND SEMINARY DEAN

Dr. Christopher Hall, Eastern University Chancellor and Seminary Dean

The Chancellor of Eastern University, reporting to the Eastern University President, currently leads the Seminary as Dean. The Chancellor serves on the Eastern University Leadership Team.

The Seminary Dean is Palmer's chief academic and administrative officer. The Seminary Dean serves as liaison to the Seminary Committee of the Eastern University Board of Trustees, and chairs the Palmer Seminary Leadership Team, whose members include the Chief Operating Officer/Controller, Dean of the Smith School of Christian Ministries, and a Faculty representative. The Seminary Dean leads the faculty, serves on the Provost's Collegium, and is responsible for Seminary programs, policies, procedures, budget, and all related functions and services. Reporting to the Seminary Dean are the Dean of the Smith School of Christian Ministries, the Chief Operating Officer/Controller, the Regular and Adjunct/ Affiliate Faculty, the Senior Librarian, the Director of Spiritual Formation & Seminary Chaplain, the Director of Supervised Ministries, the Associate Registrar, the Director of Admissions, the Educational Technologist, the Director of the Sider Center, and the Recruitment and Church Relations Officer for the West Virginia Programs.

SMITH SCHOOL OF CHRISTIAN MINISTRIES

Dr. Wallace Charles Smith, Dean

The Dean of the Smith School of Christian Ministries reports to the Chancellor/Seminary Dean and serves on the PTS Leadership Team. The Dean of the Smith School leads the Eastern School of Christian Ministry (ESCM), The Priscilla Institute, the D.Min. in Leadership of Missional Church Renewal program, and the MTS Openseminary™ program. Reporting to the Dean of the Smith School are the directors of these respective programs.

CHIEF OPERATING OFFICER/CONTROLLER

Mr. Anup Kapur, Chief Operating Officer/Controller

The Chief Operating Officer/ Controller reports to the Chancellor/Seminary Dean, serves on the PTS Leadership Team, and is responsible for the financial and business affairs of the Seminary. This includes the Business Office, Auxiliary Services, Physical Plant, the computer lab, and the bookstore.

PALMER THEOLOGICAL SEMINARY OFFICE OF DEVELOPMENT

Mr. Graham Thorpe, Director of Donor Relations

Rev. Dr. Stephen S. Hutchison, Development Officer

The Office of Development is responsible for overseeing the fundraising efforts on behalf of Palmer Theological Seminary. Tuition covers approximately 60% of the Seminary's instructional and operational expenses, which leaves a significant gap to fill from resources raised by members of the Development Office through the Annual Fund campaign directed to alumni/ae, churches and friends. The Office of Development team raises money through gifts, federal grants, estate planning and annuities.

OFFICE OF STUDENT FORMATION & SEMINARY CHAPLAIN

Rev. Willette A. Burgie-Bryant, Director of Student Formation & Seminary Chaplain

The Director of Student Formation/ Seminary Chaplain reports to the Seminary Dean and is responsible for 1) promoting the development and formation of students through strategic program planning, and the administration of student orientation and assessment processes; 2) providing leadership for students and staff via worship services and other opportunities for Christian growth and nurture; and 3) supervising the Assistant in Student Formation.

EDUCATIONAL TECHNOLOGY

Dr. Masego Kebaetse, Educational Technologist

The Educational Technology Office provides training to faculty and students in the development and use of instructional technology, with the ultimate goal of enhancing the classroom experience. Training of students is provided as needed on MS office, using Blackboard, Internet, etc. The Educational Technology Office reports to the Seminary Dean.

Blackboard tutorials and support site can be accessed from
<http://www.eastern.edu/blackboard/index.html>

Blackboard can be accessed directly from <http://eastern.blackboard.com>

HUMAN RESOURCES DEPARTMENT

M. Kacey Bernard, Director of Human Resources

The Human Resources Department fosters a community of excellence through strategic leadership and service of the highest quality. Human Resources coordinates and refines all personnel policies and services, facilitates and supports academic and non-academic searches, and provides official University communications to employees. We accomplish this by:

- Developing and supporting an environment that assists the University Community to recruit and retain quality faculty and staff.
- Ensuring fairness for all employees in application of all HR policies and procedures and in its dealing with every member of the community.
- Providing information and resources regarding employment laws and University policies that support effective decision-making at the University.

LIBRARY

Ms. Melody Mazuk, Senior Librarian

The Senior Librarian reports to the Seminary Dean and is responsible for the operation and development of Palmer Seminary's Austen K. deBlois Library, including library personnel, resources, expansion, budget, and services.

MARKETING AND COMMUNICATIONS OFFICE

Mr. Randy Frame, Executive Director

The Marketing and Communications Office develops and oversees the Seminary's marketing and advertising strategies and initiatives, Seminary publications, website, brochures and news releases. The Executive Director of Marketing and Communications reports to Eastern University's Executive Director of Marketing.

PLANT OPERATIONS

Mr. Carmen Anuzzi, Manager of Plant Operations

Reporting to the COO/Controller, Plant Operations includes employees and student workers who serve the Seminary community through building maintenance, repairs, housekeeping, grounds upkeep, and security. The Manager of Plant Operations supervises employees and student workers, and oversees all onsite contractors.

AUXILIARY SERVICES

Mr. Byron McMillan, Manager of Auxiliary Services.

Reporting to the COO/Controller, Auxiliary Services includes employees and student workers who serve the Seminary community through management of the reception desk, mail center, office supplies, external and internal events, housing and parking. The Manager of Auxiliary Services supervises employees and student workers.

TITLE IX OFFICER FOR EASTERN UNIVERSITY

Eastern University is committed to complying with all State and Federal laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination on the basis of sex. The Title IX officer for Eastern University is Bettie Ann Brigham, Vice President for Student Development. She can be reached at 610-341-5823 or at bbrigham@eastern.edu. The full policy can be accessed through the Eastern University Student Handbook at <http://www.eastern.edu/campus/studev/handbook.html>. Search using “Title IX.”

FINANCIAL INFORMATION

Payment of Accounts

All bills must be paid in full before classes begin. Fall bills are due September 1 and spring bills are due February 1. When payment is received in full or Stafford loan arrangements are completed, the Business Office will validate your student ID badge. This validation is necessary to obtain other student privileges.

Palmer Seminary offers a payment plan to assist in budgeting for your education and to ensure timely payment of your financial obligation to the Seminary. Due dates for the fall are the first days of August, September and October. Due dates for the spring are the first days of January, February and March. Failure to meet your schedule of payments will result in monthly late payment penalties; inability to register for future classes; withholding of transcripts; and inability to march at commencement or receive a diploma. Monthly statements are sent as reminders of balances owed. Students/residents with balances owed to the Seminary will not be issued refund checks until all balances are cleared.

In case of serious delinquency of financial obligation, the student's account may be placed with a collection agency and ultimately may be listed with one or more credit bureaus. In addition to the delinquent balance, the student will be responsible for any and all late charges accrued on the student's account, and any costs, which may range from 30% to 50%, associated with placing the account with a collection agency. If it becomes necessary to litigate an account all cost of litigation will be added to the balance of the student's account.

Refund Policy

Rooms and apartments: Rooms and apartments are engaged by the semester. Room and apartment fees are non-refundable.

Tuition: Students wishing to withdraw from a course or courses at the seminary must do so through the Registrar's Office. Notifying an instructor of the intent to withdraw DOES NOT constitute an official withdrawal. For purposes of tuition refund, the official date of withdrawal is the date a withdrawal form is received in the Registrar's Office. A refund will then be granted according to the following schedule. (For purposes of refund during January and Summer Terms, one day is the equivalent of one week.)

1. 80% tuition refund — during the first week after drop period (date specified on calendar).
2. 60% tuition refund — 2nd and 3rd week after drop period.
3. 30% tuition refund — 4th week after drop period.
4. 0% tuition refund – After four weeks from the end of drop period refunds are not given, except when serious illness necessitates a student's withdrawal, if accompanied by a medical certificate. Refunds in these cases will be on a pro-rated basis, or students have the option to finish the course within the next academic year at no additional cost.

Accelerated Scholarship Plan (ASP), Early Withdrawal: Early termination of your ASP contract will result in one additional payment beyond your final semester at Palmer. The payment will be equal to one payment of your selected ASP plan. Transcripts will be withheld until your account is paid in full.

Late Cancellation of Registration Penalty

Students who fail to officially notify the Registrar's Office BEFORE THE END OF THE ADD/DROP PERIOD during the semester that they intend to drop and have NEVER attended the course(s) being dropped, will be assessed a penalty fee of \$75.00 for that semester.

Prizes, Awards & Special Scholarships

All prizes, awards and scholarships are presented to the faculty for final discussion and vote. Monetary amounts may vary year to year.

Middler Scholarships. Awarded by the faculty and the Dean to two Middler students, for significant academic achievement.

Lillian D. Poling Prize. Awarded to Middler student with highest grade average.

David Lee Gabelman Scholarship. Awarded to an incoming student, selected in consultation with Dr. Gustave Gabelman.

Wilbur T. Elmore Prize in Church History. Awarded to two students writing the best papers in Church History, and selected by Church History professors.

Herbert Stilwell Prize in Evangelism. Awarded for an outstanding essay in Evangelism. Selected by course professor.

Ella S. Twomey Prize. Awarded to student showing greatest proficiency in Missions; recommended by professor of Missiology.

The Borchert Prize in Christian Education. Awarded for excellence in Christian Education.

William J. Harvey III Scholarship. Established to provide tuition assistance for African American students studying at Palmer Seminary.

Clifford C. Meeden Memorial - Church History. This memorial fund was established by Mrs. Vivian L. Meeden and friends in loving memory of Dr. Clifford C. Meeden, a graduate of the Seminary and for many years a member of the Board of Directors. The annual award is given to students who excel in the area of Church History.

Harriet B. Paullin Scripture Reading Prize. Established by the late Dr. Norman W. Paullin in memory of his mother, and awarded to seniors who demonstrate unusual ability in the public reading of Scripture.

Philadelphia City Wage Tax

Any student or student family member who either lives or works in the City of Philadelphia is liable for payment of the Philadelphia City Wage Tax on all earnings, either through his or her employer by payroll deduction, or directly to the City on an individual basis. Any student or student family member who neither lives nor works in the City of Philadelphia is not liable for payment of the Philadelphia City Wage Tax. The entire Seminary is in Lower Merion Township, Montgomery County, not in the City/County of Philadelphia.

RATES AND FEES FOR 2010-2011 SCHOOL YEAR

Application Fee

<i>Degree Programs</i>	\$ 30
<i>Non-matriculants</i>	\$ 15

Advance Deposit

Each student is required to pay this deposit within two weeks of receiving notice of acceptance. This amount is applicable toward one's total expenses, but is non-refundable if the applicant withdraws.

<i>Masters programs</i>	\$ 50
-------------------------------	-------

Tuition per Unit (Masters programs)

<i>8 units or more/semester</i>	\$ 660
<i>Less than 8 units/semester</i>	\$ 700

CEU (per unit)	\$ 300
----------------------	--------

Audit Fee (per unit)	\$ 280
----------------------------	--------

Student Assembly Dues (per semester)	\$ 15
--	-------

Other Fees

<i>Course Change</i>	\$ 15
<i>Installment Payment Plan</i>	\$ 45
<i>Monthly Late Installment Payment Penalty</i>	\$ 25
<i>Late Tuition Payment Penalty (end of semester)</i>	\$ 50
<i>Graduation</i>	\$ 160
<i>Registration for J-terms and Summer</i>	\$ 25
<i>Late Registration</i>	\$ 50
<i>Late Cancellation of Registration</i>	\$ 75
<i>Transcripts</i>	\$ 10
<i>Check return/insufficient funds fee</i>	\$ 25
<i>Student Service Fee</i>	\$ 170
<i>Auxiliary Service Fee (residents only)</i>	\$ 120

HOUSING

Rent

Single with private bath (per semester).....	\$ 1,850
Single with shared bath (per semester).....	\$ 1,750
Double with private bath (per semester).....	\$ 1,350
Double with shared bath (per semester).....	\$ 1,250
Apartments (per month).....	\$ 725 – 1,025

Residential Security Deposits

Rooms	\$ 250
Apartments.....	\$ 315-500

Additional Fees

Monthly Electricity Charge for Air Conditioning for Dorms and Apartments

Small unit (5,000-7,400 BTU).....	\$ 55
Medium unit (7,500-14,900 BTU).....	\$ 75
Large unit (15,000-18,000 BTU).....	\$130

(NOTE: 18,000 BTU's is the maximum unit allowable)

Guest Rooms (per night)

Regular Rate	\$ 60
Student Rate	\$ 40
Alumni Rate	\$ 45
Staff/Faculty	\$ 25

SPECIAL EVENTS

We encourage you to participate in Palmer Seminary and Eastern University events, which include lectures, convocations, chapel, and special emphases throughout the year. Most of these events are free of charge and offer a variety of perspectives. A complete list of events may be accessed via the Palmer website:

http://www.palmerseminary.edu/current-students/events_calendar.html

The Dean's Office is happy to receive suggestions for potential lecturers.

ACADEMIC INFORMATION

EDUCATIONAL GOALS

Qualities of Palmer Seminary M.Div. Graduates

Several years ago the faculty developed the following qualities as a guide to ministerial characteristics desirable in M.Div. graduates of the Seminary. We recognize that each person has different aptitudes and abilities and will not develop and mature equally in all of these areas. We also recognize that these qualities will never be fully attained, though the aim is to keep pressing on toward the prize. To be successful, this journey needs to be shared by the entire seminary community: students, staff, faculty, and administrators.

Affective/Personal and Social Qualities

Palmer Seminary seeks to be a community of persons and to prepare Christian leaders who:

- a. Have personally appropriated the Christian faith
- b. Are committed to grow toward wholeness in relationship with God, self, others and their world, and are obedient to the prompting of the Holy Spirit
- c. Affirm the Gospel's proclamation of forgiveness, liberation, reconciliation and the gift of eternal life
- d. Are committed to the full Gospel message, which includes both personal and social dimensions
- e. Have a passion for ministry concerned with the spiritual, emotional, intellectual, and physical needs of people
- f. Are aware of their brokenness and dependence upon God
- g. Have disciplined devotional lives, bearing fruit in a vital, growing, contagious faith
- h. Participate regularly in worship and fellowship that supports faith, expands vision, and furthers intimacy in relation to God
- i. Have a spirit of openness toward others in the global body of Christ
- j. Have a spirit of openness to other living faiths and ideologies
- k. Value the Bible as uniquely inspired
- l. View ministry as divine vocation and themselves as called by God
- m. Have a clear and realistic sense of personal identity, self-acceptance, self-direction, emotional stability and integrity
- n. Have respect for the dignity of persons, have sensitivity to the needs and feelings of others, care for others and desire to serve
- o. Are open to affirmation and critique
- p. Are willing to sacrifice for the kingdom
- q. Are seeking the integration of personal life and ministry

Skill Related Qualities

Palmer Seminary seeks to be a community of persons and to prepare Christian leaders who:

- a. Are equipped to lead the church through preaching and teaching, caring and counseling, evangelizing and serving in dynamic mission and holistic growth

- b. Are able to lead individuals to faith in Jesus Christ
- c. Are articulate and empowered expounders of biblical truth in relation to all areas of human life
- d. Are able to interpret and communicate the message of the Bible in a way that is faithful and addresses contemporary life
- e. Are skilled in assisting God's people toward a loving, serving, and transforming presence in the world
- f. Are sensitive to various cultural situations and able to relate the Gospel's saving and freeing power to the needs of persons and institutions in those settings
- g. Have relational, pastoral care and counseling skills
- h. Have leadership skills in worship, administration, Christian education, building community, and transforming society
- i. Are able to network and work collegially with others in ministry
- j. Are able to understand conflict theologically and to utilize it in seeking reconciliation

Content/Cognitive Related Qualities

Palmer Seminary seeks to be a community of persons and to prepare Christian leaders who:

- a. Have a thorough knowledge of the Bible and an understanding of the hermeneutical approaches that the Church past and present has used to understand and apply the Scriptures
- b. Have grounding in Theology and Christian Heritage
- c. Have a working knowledge of Missiology, Christian Ethics, and Christian Ministry disciplines
- d. Have a working knowledge of the methodologies of these theological disciplines
- e. Are able to reflect theologically and ethically
- f. Are able to integrate the various facets of theological knowledge
- g. Are able to integrate classroom learning with field experience
- h. Are familiar with correlative disciplines such as the social sciences, behavioral sciences, philosophy, literature and the arts, and are able to draw upon them as resources in ministry
- i. Are familiar with the Church today (its nature, opportunities, global mission, ecumenicity and leadership needs)
- j. Are knowledgeable about denominational structures and polity
- k. Are knowledgeable about current societal issues and can evaluate them critically
- l. Are knowledgeable about the relationship of Church and society
- m. Have some familiarity with other living faiths and ideologies

Other Qualities

Palmer Seminary seeks to be a community of persons and to prepare Christian leaders who:

- a. Have graduate level ability to analyze
- b. Have graduate level ability in discernment (e.g., ability to form judicious opinions)

- c. Have a growing interest in cognitive activity and in the pursuit of life-long learning
- d. Are committed to ethical, social, and religious values
- e. Seek to enrich their own cultural life and that of others

Qualities of Palmer Seminary M.T.S. Graduates

Though the qualities above were formulated with M.Div. graduates in mind, most are equally appropriate for M.T.S. graduates. The Seminary is fully committed to the growth and development of each student as a whole person, regardless of his or her calling to pastoral ministry, lay ministry, or the ministry of scholarship.

Readiness for Ministry

The term “readiness for ministry” is used by The Association of Theological Schools, our theological education accrediting agency, to describe the attainment of qualities and characteristics important for graduation from a theological institution. Palmer utilizes a mix of qualitative and quantitative measurements to assess growth toward readiness for ministry, as defined by the “Qualities of Palmer Seminary M.Div. Graduates.” At various points in a student’s program, direct and indirect indicators of growth are gathered. These include but are not limited to orientation benchmarks, assessment exercises and conversations, selected samples of papers and projects, satisfactory academic progress, Supervised Ministry evaluations, and capstone seminars.

WEST VIRGINIA PROGRAM

Mr. Matthew L. Lyons, Recruitment and Church Relations Officer

Ms. Connie Sue Johnson, West Virginia Program Coordinator

Palmer Theological Seminary and the West Virginia Baptist Convention have formed a unique partnership to bring Palmer Seminary's Master of Divinity program to current and aspiring pastors in West Virginia, Ohio, western Pennsylvania, Indiana, and Kentucky. This partnership enables men and women in the region to earn a fully accredited Master of Divinity degree while remaining close to home. Academic policies and requirements of Palmer Seminary apply equally to West Virginia students. For further information about procedures for West Virginia students, consult the West Virginia Student Handbook. Courses in the M.Div. degree are taught in one-week intensives by Palmer Seminary's regular full-time and adjunct/affiliate faculty. For information regarding West Virginia courses and registration, contact the Registrar's Office.

MTS OPENSEMINARY™

Dr. Rodney Ragwan, Director

This blended online degree program, introduced at Palmer Seminary in 2011-2012, is based on the Openseminary™ model for graduate theological education and enables students from across the country and around the world to earn a Master of Theological Studies degree in three years without relocating. The program requires two week-long residencies per year at Palmer. For further information about MTS Openseminary™, contact Dr. Rodney Ragwan at openseminary@eastern.edu .

ACADEMIC POLICIES AND PROCEDURES

As chief academic officer, the Seminary Dean is responsible for all academic operations within the Seminary. Questions or concerns about any of the following policies should be directed to the Dean.

Faculty Responsibilities

Regular attendance for the stated class time is required of all faculty members. The Dean is to be notified prior to any faculty absences in order that all classes may be covered. In accordance with regulations set forth in the Faculty Guide, faculty absences are limited to one week per semester for official business.

Professors are expected to begin class promptly at the scheduled time; provide a comprehensive syllabus for each course following guidelines available from the Dean's Office; be accessible to students for reasonable amounts of consultation during each semester; be responsible for seeing that all tests are proctored; and for returning tests and papers within a reasonable length of time.

Adjunct/affiliate faculty members are subject to the same expectations as regular faculty members. The Adjunct/Affiliate Faculty Office is located in the faculty offices corridor above the library.

Student Responsibilities

Students are responsible for being on time for all classes. If you must miss a class you are responsible for discussing this with your professor ahead of time. If you have an unplanned absence you are responsible for letting the professor know the reason for your absence no later than 48 hours after the start of the class.

Students are expected to meet all deadlines for assignments, tests, and papers as indicated in the syllabus. Work must be legible, usually in typed form, and must follow all guidelines in the course syllabus. A penalty may be imposed for work submitted late. Students are responsible for meeting all reading requirements as set forth in the syllabus. Cheating and plagiarism are unethical, and may result in dismissal from the seminary. (For details, see "Plagiarism.")

Change of Degree Program

It is possible to change your degree program or program emphasis. This is a major decision. If you are considering this possibility, you must explore with your faculty advisor your reasons for seeking such a change. If you and your advisor determine such a change would be appropriate, you must obtain the proper request form from the Registrar's Office. When you have completed the form and your advisor has signed it, you must return it to the Registrar's Office. The form will then be reviewed for approval and signed by the Dean. Once signed by the Dean, the appropriate degree change will be made in your permanent record, and the form will become part of your permanent record.

Students changing from one degree program to another (e.g., from M.Div. to M.T.S.) must abide by the catalog requirements of the new program at the time of transfer. A transcript evaluation must be completed, in consultation with the Associate Registrar, at the time of transfer. Copies of the form and transcript evaluation will be sent to the student and new advisor as appropriate after approval.

Waivers of Required Courses

When a student has taken an undergraduate course comparable to a required Seminary course, permission to waive such a course may be requested. Academic credit is not awarded for waived courses; students must complete other coursework (usually a higher level offering in the area of the waived course) to earn the number of units required for a degree. Petitions must be completed and submitted to the Registrar's Office, with the appropriate professor's decision and signature, no later than one week before the first day of the class for which the waiver is being sought.

The process for waiving courses is:

- (1) Obtain a Petition to Waive a Required Course form from the Registrar's Office or online at the Seminary website.
- (2) Consult with the professor in whose discipline the waiver is sought, providing as much supporting explanation and documentation as possible. This should include, but is not limited to, course descriptions, syllabi, texts used, dates taken, and final grades for coursework previously completed that would support the request for a waiver. If the reason for requesting a waiver is other than comparable coursework already completed, a thorough rationale and supporting data must be provided.
- (3) The professor's decision to waive the course or recommendation of further requirements must be noted on the form.
- (4) Obtain the signature of the professor before the form is returned to the Registrar's Office for final consideration by the Dean.

Transfer of Credit

Credit will be granted for work done at other theological schools accredited by the Association of Theological Schools (ATS) or cognate graduate programs approved by an accrediting body recognized by the United States Department of Education (DOE), provided that:

- (1) The student has had an official transcript sent to the Registrar's Office (if it is not already on file), and notified the Registrar's Office of the request.
- (2) The transfer credit requested has been completed within ten years' time prior to the student's date of matriculation at Palmer Seminary.
- (3) The transfer credit requested has not been applied to an undergraduate degree.
- (4) The work for which credit is requested is appropriate for the degree program(s) being pursued at Palmer Seminary, and for the course for which credit is granted.
- (5) A grade of 2.0 (C) or better was earned in the course.
- (6) The Dean and the Associate Registrar determine the request is appropriate, based upon the nature of the course work. An instructor in the relevant discipline will be consulted as needed. Further supporting materials such as a course description

and/or course syllabus may be requested of the student if these are required to make a more fully informed decision regarding transfer of coursework.

Advanced Standing

Credit for advanced standing may be granted under the following conditions:

1. Advanced standing may be granted for both core and elective courses, provided the subject matter is appropriate to the M.Div. or M.T.S. programs.
2. Entering students wishing to be admitted with advanced standing based upon undergraduate work completed must pass written and oral exams prior to the commencement of their classes at the Seminary.
3. Entering students must apply no later than August 1 for fall semester or January 2 for spring semester to take advanced standing exams.
4. The Dean and a professor in the relevant area will screen applications.
5. All exams, written and oral, will be administered at the Seminary during the week before orientation in the fall and spring semesters.
6. The Associate Registrar will schedule all written exams, notifying students of the date, time, and room in which exams will be administered.
7. All written exams in any given subject area will be administered at the same time.
8. Written exams will be evaluated by appropriate Seminary professors, who will then schedule oral exams with each student.
9. All exams, written and oral, must be evaluated by the end of fall or spring orientation week and results reported to the Associate Registrar. Standards of evaluation will be coordinated within departments, using area competencies as guidelines.
10. Adjunct professors will be involved as needed.
11. Students will be charged \$40.00 per exam taken, regardless of whether or not advanced standing is awarded.
12. Students in the M.Div. degree program may receive up to 11 units of advanced standing and M.T.S. students may receive up to 5 units.

Independent Studies / Reading Courses

Requirements for taking an independent study/reading course are as follows: (1) at least a 3.00 cumulative GPA; (2) satisfactory completion of at least 22 units M.Div./16 units M.T.S.; and (3) permission of the supervising professor and approval by the Dean. If any requirement is not met, or if the student is on probation, then the student will not be permitted to register for an independent study/reading course. Forms are available from the Registrar's Office and online at the Seminary website. Students will be billed a \$75 independent study fee ONLY if the approved study is a special interest study not otherwise listed in the Seminary course catalog; this fee does not apply to MTS summative projects and research papers.

Taking Coursework at Other Institutions

Students are permitted to pursue coursework at other institutions which may be applied toward their degree at Palmer. Coursework pursued in this manner may only be: (1) denominational coursework, (2) "free" elective coursework for M.Div. students, or (3)

required MTS Area III coursework. Completing core required coursework at another institution is generally not permitted, and is determined on a case by case basis. Contact the Associate Registrar if you have questions.

External Course of Study

Most approved courses taken at other institutions are considered external courses of study. The courses meet the stipulations above, but are not part of our reciprocal cross-registration agreement (see below). They may be taken at a number of institutions including, but not limited to, Eastern University, Temple University, Biblical Theological Seminary, Evangelical Theological Seminary, Lancaster Theological Seminary, Lutheran Theological Seminary at Philadelphia, Moravian Seminary, New Brunswick Theological Seminary, Princeton Theological Seminary, St. Charles Borromeo Seminary, and Westminster Theological Seminary. Specific course offerings and descriptions may be found in the catalogs of these institutions, many of which are available online at their respective websites. A student wishing to take an external course of study must work directly with the other institution for purposes of admission, registration, and payment for the course(s) to be taken. In addition, a student who completes an approved external course of study is responsible for requesting that an official transcript be sent from the teaching institution to the Associate Registrar at Palmer, so that the completed coursework may be verified and transferred into his or her Palmer degree program, as appropriate.

Cross-registration

Palmer Seminary has a reciprocal cross-registration agreement with The Lutheran Theological Seminary at Philadelphia, Temple University, and other schools of Eastern University, whereby students may register for certain courses at those institutions through the Palmer Seminary Registrar's Office and pay Palmer Seminary's tuition rate. Cross-registration coursework is considered Palmer coursework even though it is taught at another institution and will appear on a student's transcript without any further intervention from the student. The Registrar's Office can offer more guidance concerning whether a desired course at one of these institutions would be considered cross-registration or an external course of study.

Procedure for applying to take a course at another institution:

1. Obtain a Cross Registration/External Course of Study Request form from the Registrar's Office or online at the Seminary website.
2. Complete this form, and attach as much supporting documentation (course description, syllabus, bibliography, etc.) about the course to be taken as you are able.
3. Submit the completed form and supporting documentation to the Registrar's Office.
4. The Associate Registrar will consider the request in consultation with the Academic Dean as necessary.
5. Students will be notified regarding approval or disapproval. If an external course is approved, the Registrar's Office will communicate proper registration and payment instructions.

Online Courses from another School

General conditions that must be met

If students wish to take online courses for personal enrichment, they are free to take whatever they like, though discretion is advised. If students wish to take online courses and transfer them into their degree programs at the Seminary, those courses:

- Must be offered by an Association of Theological Schools (ATS)-accredited institution, acting within the ATS guidelines for online courses;
- Must be approved by a faculty member in the discipline, as indicated by their signature of assent on the Cross Registration/External Course of Study Request form;
- Must be approved by the Dean or Associate Registrar; and
- May not exceed six in number for the M.Div. and four for the MTS (but not exceeding one-half of Area III requirements).

Core required courses normally may not be taken online. Required and free electives may be taken only if the student has a satisfactory rationale. Obtain from the Registrar's Office a Cross Registration/ External Course of Study Approval Form, complete it, and return it to the Registrar's Office. Students will be notified of approval, registration, and payment procedures.

Who may take online courses

The criteria that apply to Independent Studies also apply to online courses. Students must (1) have at least a 3.00 cumulative GPA; (2) have satisfactorily completed at least 22 units M.Div./16 units M.T.S.; and (3) not be on probation. If any requirement is not met, or if the student is on probation, then the student will not be permitted to register for an online course with the intent of transferring that coursework into their degree program at Palmer.

Seminary library access for students taking online courses

- Any student currently enrolled and in good standing at Palmer Seminary has unrestricted access to the Austen K. deBlois Library's services.
- Students enrolled in an online course offered through another institution but not otherwise enrolled in coursework at Palmer will have access to the secondary institution's library services and are expected to utilize those services for meeting course requirements.

How tuition will be handled

If Palmer Seminary has an open cross-registration arrangement with the school from which the course is being taken, the student pays Palmer Seminary the full tuition. If the Seminary does not have such an arrangement, the student pays the other school its tuition, plus \$25 to Palmer for administrative costs.

Auditing Courses

Students may audit masters level courses according to the following expectations and requirements.

- The course instructor must grant permission to audit. Auditing is not appropriate for some masters courses.
- Students with audit status are not required to complete course assignments. If a student completes a writing assignment or other project, it will not be evaluated for a grade or for credit.
- The course instructor will clarify expectations regarding classroom participation for auditors in his or her course.
- The student is expected to honor routine course requirements regarding such things as attendance or use of computers in the classroom.
- The student must register for the audited course at the time of registration for all other coursework. If the student is not listed on the official class list as an auditor, he or she will not be permitted to remain in the course.
- The audited course will appear on the student's transcript with the designation of "AU" (audit). No academic credit is awarded for an audited course; neither does it impact the student's semester or cumulative grade point average.
- At no time during or after auditing a course may a student convert that course to a regular course with credit and a grade, or transfer it in for credit/no credit.
- Students are permitted to register in a subsequent term/semester for academic credit for a course audited in a previous term/semester.

Withdrawal from Coursework

If a student finds it necessary to withdraw from coursework after the end of the Drop/Add period, it is the student's responsibility to notify the Registrar's Office. Notifying an instructor of the intent to withdraw DOES NOT constitute an official withdrawal. The student must obtain and complete a course withdrawal form, which is available in the Registrar's Office or online at www.palmerseminary.edu, or send a signed letter explaining the reason(s) for withdrawal. For purposes of tuition refunds and assessment of withdrawal grades, the official date of withdrawal is the date that a completed withdrawal form or similar student notification is received in the Registrar's Office. Withdrawal forms or letters must be received in the Registrar's Office no later than one week prior to the last day of classes, as indicated on the academic calendar.

No academic penalty is incurred if a student withdraws by the 6th week of the semester; Withdraw (W) appears on transcript. After week 6, Withdraw Passing (WP) or Withdraw Failing (WF) will be assigned on the basis of work already graded, or, in the absence of such work, faithfulness in fulfilling other course requirements such as reading assignments, attendance, and participation. This policy does not take away the option of requesting to be placed on inactive status for personal, family, or medical reasons (see "Inactive Status").

Students who fail to officially notify the Registrar's Office BEFORE THE END OF THE ADD/DROP PERIOD during the semester that they intend to drop, and have NEVER

attended the courses(s) being dropped, can still have the course dropped but will be assessed a penalty fee of \$75.00 for that semester.

Students who fail to officially notify the Registrar's Office of their need to drop or withdraw from a course by the deadline to do so as published in the academic calendar, and who have attended at least one class session of that course, will be considered enrolled in the course and assessed a final grade accordingly.

Class Cancellation

If a professor must cancel a class because of illness or other personal matters, the Registrar's Office will notify students in the affected class through eastern.edu email as quickly as possible. Should the situation permit, the Registrar's Office may, as a courtesy, telephone commuting students who live at a significant distance from the Seminary in order to prevent them from making an unnecessary trip. Each student is responsible for ensuring that the Registrar's Office has updated contact information, including telephone numbers.

In the event of inclement weather, you can obtain school closing information through KYW News Radio by tuning in to 1060 AM on the radio, going to www.kyw1060.com or www.cbsphilly.com on the web, or calling 900-737-1060 (\$.95 per call). The Seminary's school closing numbers are Montgomery County 385 (day) and 2385 (evening). You may also call the Seminary's main number or check the appropriate page of the Palmer website. Please note that information on Eastern University's website may or may not pertain to Palmer.

Intensive Courses

Intensive courses are structured differently than semester courses and are offered in the January and summer terms at Wynnewood, and regularly in the West Virginia Program. Structure varies according to the location and time of year when offered. Check individual course syllabi for full information. Students should be aware of the following guidelines for these courses:

Registration. Registration deadlines for January and Summer terms are published in the appropriate informational materials. Students must register for West Virginia Program intensive courses no later than six weeks before the first day of in-class sessions.

Assignments. Pre-course assignments are required in all intensive courses. After-class assignments are required in all 2-unit courses. Post-course assignments are required in 1-unit courses unless the student has sufficient time during the week to fulfill course requirements. The proportion of pre- and post-course assignments will be approximately 1/3 and 2/3 respectively. Consult your course syllabus for due dates of post-course assignments. Post-course assignments for regular 2 unit courses are normally due two months after the last day of class. If you are unable to meet the professor's deadline, you must file a timely application for an extension. See below for Policy on Incomplete Course Work/Requests for Extensions.

Syllabi. Syllabi are available to students registered for intensives via email, US mail or Blackboard (all WV intensives) 6 weeks before class begins.

Additional course units are at the professor's discretion. The student must be eligible for independent study, and must make arrangements with the professor prior to the first day of class. An independent study form must be completed by the student and the professor; it must be signed by the professor and submitted to the Registrar's Office for approval by the end of the first day of class. See Independent Studies/Reading Courses section on page 27 for more information.

Withdrawals from intensive courses. A student may withdraw from an intensive course on the first or second day of class with no academic penalty. Withdraw (W) appears on the transcript. If a student withdraws after the second day of class, the professor must determine on the basis of work already done whether the student has withdrawn passing or failing. Withdraw passing (WP) or withdraw failing (WF) appears on the transcript. The student is responsible for notifying the Registrar's Office. This may be accomplished by completing and signing a withdrawal form, available in the Registrar's Office or online at the Seminary website, or by sending a letter explaining the reason(s) for the withdrawal. Withdrawal forms or letters must be received in the Registrar's Office no later than one full day before the final assignment for the course is due. NOTE: If you fail to notify the Registrar's Office officially on or before the first day of intensive course classes that you intend to drop, and you NEVER attend the course(s) being dropped, you will be assessed a penalty fee of \$75.00 per intensive course dropped.

Unacceptable Academic Behavior

The following are recognized as unacceptable forms of academic behavior at Palmer Theological Seminary:

- **Plagiarism**
Plagiarism is “the use of another person's ideas or wordings without giving appropriate credit” (William Campbell, Stephen Ballour and Carol Slade, *Form and Style* [Boston: Houghton Mifflin], 2008) Three or more words taken from another source, spoken, printed, or electronic are a direct quote and must be enclosed in quotation marks and footnoted. Ideas and their expression are, by law, the intellectual property of the original author or speaker. You must, therefore, also acknowledge in footnotes all sources of distinct ideas, facts, paraphrases or opinions.

Plagiarism has serious academic, ethical and legal consequences. Intentional or unintentional failure to use appropriate documentation in research papers, examinations, oral presentations, or other academic work may result in grade reduction, failure for the course, and/or expulsion from the Seminary. Academic advisors will be notified if one of their advisees has plagiarized material for a Palmer assignment. Additionally, students who plagiarize may expect to meet with the Review and Guidance Committee for full discussion prior to the Committee's determination of consequences.

See Papers and Theses below for acceptable documentation of all papers and theses. Seminary-paid writing tutors are available only for students for whom English is a second language. If you qualify, contact one of the writing tutors.

- **Submitting a paper written by another student or person as if it were your own.**
- **Submitting a paper written for another course or occasion without explicit knowledge and consent of the instructor.**
- **Fabricating evidence or statistics which supposedly represent your original research.**
- **Cheating of any sort on tests, papers, projects, reports, etc.**

Penalties for Academic Dishonesty

In the event academic honesty is violated, the instructor may do one of the following things, according to his/her assessment of the severity of the infraction and any extenuating circumstances:

1. Assign a grade of 'F' or zero on the paper, project, or examination but allow re-submission, resulting in a maximum combined grade of C.
2. Assign a grade of 'F' or zero on the paper, project, or examination without the opportunity for re-submission.
3. Assign a grade of 'F' for the course (or 'NC' for courses taken on a Credit/No Credit basis).

In all cases the instructor will forward evidence of dishonesty to the Chair of the Review and Guidance Committee and inform the committee of the action taken. The Review and Guidance Committee may also seek to meet with the student to determine if further action is necessary.

Course Work Load Guidelines

2-unit Courses. For the average student, 70 hours of work outside the class room, or about 1200 pages of reading and 16 to 25 pages of written work (double spaced), depending on the nature and quantity of other requirements of the course.

1-unit Courses. For the average student, 35 hours of work outside the classroom, or about 600 pages of reading, and 8 to 12 pages of written work (double spaced), depending on the nature and quantity of other requirements for the 1-unit course.

Papers and Theses

Computer Policy. Computer-generated papers are to be:

- (1) spaced and justified as required by the professor;
- (2) printed with a standard 11 or 12-point font such as Times New Roman, or other fonts agreed to by the professor;
- (3) formatted with 1-inch margins;
- (4) printed on an ink jet or laser printer. Spell check must be used before handing in a paper. Penalties for late work apply equally to computer-generated papers.

It is strongly recommended that students make backup copies of all assignments and papers that they produce by computer and that these copies be kept separate from the computer where their primary materials are stored, in the event of the failure or corruption of the primary machine.

Format. Italicizing, underlining or other treatments of the text must follow standards as described in the Chicago Manual section of Carole Slade's *Form and Style: Research Papers, Reports, Theses*, 13th ed. (Boston: Houghton Mifflin, 2008). This book is on reserve in the Library or can be purchased at the Bookstore.

Electronic Data Sources. When citing on-line sources, follow format guidelines in Carole Slade's *Form and Style: Research Papers, Reports, Theses*, 13th ed. (Boston: Houghton Mifflin 2008). When an electronic source has already been published on paper, cite the published hard copy source instead of the electronic source. If it has not been published on paper, print a hard copy of the cited material from the Internet. If the document is lengthy, cut and paste the cited material into a word processing program and reformat as needed in order to eliminate wasted paper, and as a courtesy to the professor.

Writing Tutors. Seminary-paid writing tutors are available to assist students for whom English is a second language. For more information, contact Dr. Deborah Watson at dwatson2@eastern.edu.

End-of-Semester Papers. Each professor is responsible for the timely and confidential return of end-of-semester papers, projects and exams. Such work will be returned only via U.S. mail upon receipt from the student of a self-addressed, postage-paid envelope, or directly by the professor. End-of-semester work will not be returned through campus mail.

Students wishing to have final papers, projects, and exams returned via U.S. mail must provide the professor with a self-addressed, postage-paid envelope at the time that the assignment is submitted. Each instructor will retain unclaimed student papers, projects, and exams for one full semester (fall or spring) following completion of the course. During that period students may still claim work directly from the professor, or provide a self-addressed, stamped envelope with sufficient postage so that she or he can send it via U.S. mail. Coursework cannot be given to a third party for delivery to the student. To locate contact information for instructors, consult pp. 72-73 in this Handbook or contact the Dean's Office.

- Work held through the full fall term will be destroyed as of January 1
- Work held through the full spring term will be destroyed as of June 1

INTG510 A Guide to Seminary Writing

This one-unit course is required of all masters students who began coursework in Fall 2008 or later, as well as all other masters students who were required to take INT 505 Theological Research and Writing and have not already done so. Those who need a broader exposure to theological writing and research may take INTG510A for a second unit of academic credit. Students who have already successfully completed INT 505 or INT 520 M.T.S. Writing Course do not need to take INTG510 unless specifically required to do so. INT 505 and INT 520 are no longer offered.

Policy on Educational Accommodations for Students with Learning Disabilities

Palmer Theological Seminary has adopted a policy on Educational Accommodations for Students with Learning Disabilities not only to satisfy legal requirements but also to respond ethically to students with learning disabilities who have been or will be admitted into degree programs.

The policy assumes that students with learning disabilities have the essential competencies of the educational program in which they are or will be registered. A complete copy of this policy and more information about applying for educational accommodations can be obtained from the Registrar's Office.

Policy on Incomplete Course Work/Requests for Extension

All course work for fall and spring semesters, including independent studies, is due on or before the last class day of the term as published on the official academic calendar. For January and summer term intensives (with the exception of language courses), and for all studies abroad, the course instructor sets due dates for post-course assignments. Instructors may allow up to one month from the last day of class to complete post-course assignments in 1-unit courses, and up to two months from the last day in 2-unit courses. Consult your course syllabus for specific due dates.

If a student anticipates that she or he will be unable to complete work for a course by the last due date of that class, the student should make an official Request for Extension through the Seminary Registrar's Office. Individual instructors cannot grant extensions to students or make informal arrangements in this regard. Students who are on probation may not request extensions for coursework.

The procedure for requesting an extension is as follows:

1. Obtain an official Request for Extension form for each course for which an extension is sought. Forms are available at the Registrar's Office or online at the Seminary website.
2. Complete the form, thoroughly documenting all work remaining to be completed for the course, and obtain the instructor's signature. If the instructor is not available to sign the request, he or she may send the Associate Registrar an email message verifying their awareness of the request and agreement with the listed work remaining.
3. Submit the completed form with instructor's signature to the Seminary Registrar's Office no later than three days before the last class day of the semester, or one

- week before class work is due for intensives. (Specific semester deadlines are published on the official academic calendar.)
4. The Review and Guidance Committee will review each request to determine the merit of the request. (See the next section, Parameters for Granting Extensions, for more details.)
 5. The committee's decision will be communicated to the student through eastern.edu e-mail. (For January and summer term extension requests, the decision will be communicated in a timely manner via eastern.edu e-mail and, as appropriate, telephone.)
 6. Requests for Extension that are submitted beyond the published deadline will not be accepted or considered.

Parameters for Granting Extensions

Extensions may be granted without penalty if there is a birth or death in the family, or a significant personal or family health issue which is confirmed by documentation from an appropriate medical professional. Extensions may also be granted for other reasons, but in these cases the student will normally be penalized by a grade reduction on work for which the extension is granted.

Extensions will be granted for a period of up to one month from the date on which all course work is due. Students with extensions outstanding will need approval of the Dean and Associate Registrar before registering for a new term.

Submitting Completed Extension Work

Students are to submit a hard copy of all completed extension work to the Registrar's Office by the extension due date. Extension work is deemed officially completed when stamped "received" by the Registrar's Office. Do not submit copies of extension work to instructor(s); the Registrar's Office receives and delivers all completed extension work to instructor(s).

Inability to Complete Extension Work. If late work cannot be completed within the time allowed by the formally filed and approved extensions, the student has several options:

1. Accept a grade of No Credit (NC) for the course, or a grade based upon work already completed in accordance with the course syllabus, and assuming no credit for extension coursework not completed;
2. Withdraw from the course and register to take it at a later date, negotiating course requirements directly with the professor; or
3. Request to be placed on inactive status for at least one semester. Except in the case of prolonged medical leave, or medical leave that extends beyond one year, all course work must be completed before the student registers to resume course work.

Students who are unable to complete extension coursework in the allotted time have until the approved extension deadline to notify the Seminary Registrar's Office of their chosen option (above). After that date, the course instructor will assign a final grade for the

course based upon work already completed in accordance with the course syllabus, and assuming no credit for extension coursework not completed.

Evaluation System

Evaluation of student work and growth toward competence for ministry takes place in numerous ways, including reflection on selected written and oral exercises, personal faculty feedback, comments on papers and examinations, peer input, theological field education, clinical and pastoral supervisor reports, and the assessment process. All forms of evaluation are invitations to growth and further learning in order to maximize competence for ministry in light of the student's vocational direction.

To achieve this goal, the Seminary uses a mixed grading system in which most core required courses and required area electives are evaluated on the basis of a clearly defined grade point system, while non-required electives may be taken on a credit/no credit basis unless the course syllabus states otherwise and unless you are on probation. If you wish to take a non-required elective course on a credit/no credit basis, and the syllabus does not prohibit this, you must inform your instructor during the first class period of your decision to take the course on a credit/no credit basis. Your decision to do so is irreversible after the first class period.

Point Value of Grades:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0

A grade of A (4.0 to 3.7) represents: (1) Superior understanding of course material and substantial evidence of ability to analyze critically and synthesize creatively. (2) Excellent techniques of scholarship in all projects. (3) Creativity, imagination, sound judgment, and intellectual curiosity in relating the course material to experience, ministry, and other areas of intellectual investigation.

A grade of B (3.3 to 2.7) represents: (1) Good understanding of course material; evidence of ability to produce viable generalizations and insightful implications. (2) Competence in techniques of scholarship in all projects. (3) Sustained interest and the ability to communicate the ideas and concepts that are part of the subject matter of the course.

A grade of C (2.3 to 1.7) represents: (1) Basic understanding of course material demonstrated by few errors in fact and judgment when discussing the materials. (2) Understanding of the techniques of scholarship. (3) Satisfaction of the minimum stated requirements for the course in preparation, outside reading, and class participation.

A grade of *F* (0.0) represents: (1) Failure to understand course material demonstrated by substantial errors in fact and judgment when discussing the material. (2) Inability to use satisfactory techniques of scholarship. (3) Failure to fulfill the requirements of the course.

Though the Seminary no longer assigns *D* as a final grade, the following guidelines were approved for use of *D* as a grade for single assignments:

With reference to single assignments, a grade of *D* represents: (1) Unsatisfactory understanding of the assignment demonstrated by numerous errors in fact and judgment when discussing the material. (2) Very little competence in the techniques of scholarship. (3) Satisfaction of less than the minimum standard of requirements for the assignment in preparation, outside reading, and class participation.

In addition to the above, the following grade designations are used:

- **CR – Credit (A, B, or C work done).** Used in Credit/No Credit coursework, awards academic credit but does not impact the session or cumulative grade point average
- **NC – No Credit.** No academic credit awarded, does not impact session or cumulative grade point average
- **I – Incomplete.** A temporary assessment used only when a student has an approved extension request on coursework, or for mid-semester medical leaves. An incomplete can be carried for no more than three months after the end of the term, after which time it will be changed to an appropriate final designation.
- **W – Withdrawn.**
- **WP – Withdrawn Passing.** Assessed when a student withdraws from a course after the midpoint of the semester, and the course instructor determines that they have completed course requirements satisfactorily to that point.
- **WF – Withdrawn Failing.** Assessed when a student withdraws from a course after the midpoint of the semester, and the course instructor determines that they have not completed course requirements satisfactorily to that point.
- **IP – In Process.** Course still in process.
- **NR – Not Reported.** Final grade not reported to Registrar's Office.

Credit/No Credit Courses

Certain courses are offered on a Credit/No Credit basis only. These courses are not assessed a final letter grade, and have no impact on the student's session or cumulative grade point average. However, failure to complete a Credit/No Credit course successfully may still trigger academic probation, dependent upon the nature of the course.

M.Div. students also have the option of choosing to take any course on a Credit/No Credit basis, as long as this course is to be applied as free elective units in their M.Div.

program. Core courses and required elective courses MAY NOT be taken on a Credit/No Credit basis unless that is the only means by which they are offered.

Incomplete

A grade of '**I**' (Incomplete) is only assessed when a student has an extension request that has been approved by the Review and Guidance Committee, or for mid-semester illness or family emergency reasons. An incomplete cannot be carried for more than three months after the end of the term in which it was assessed, after which time it will be changed to an appropriate final designation as determined by the Associate Registrar.

Administrative 'F'

Students who cease attending class but do not officially drop or withdraw from a course will be assigned a grade of 'F.'

Repeated Courses

A student may repeat any course in which they receive a C- or below (or NC for Credit/No Credit courses). The original grade is included in the academic transcript; however, the repeated course is designated and the new grade recorded. In calculating the cumulative grade point average, the higher grade is used and the lower grade is not. In cases where the course was originally passed (C-) and subsequently repeated, credit is granted only once for the course.

Unsatisfactory Grade Reports

When a student receives a grade of 0.0, 1.7 or NC (no credit), an Unsatisfactory Grade Report form will be completed by the instructor and forwarded to the Review and Guidance Committee via the Registrar's Office. A copy of the form is also sent to the student and academic advisor. The Review & Guidance Committee, prior to the beginning of each semester, will reinforce suggested actions for remedial work completion. A student may appeal the grade if there is a discrepancy.

Appealing a Grade

If you have questions about a grade or wish to contest a grade, you must first consult the professor who assigned the grade. If you still have questions, you may report this to the Dean who will mediate if appropriate. The formal grievance procedure is not appropriate for appealing grades.

Changing a Grade

When a change of grade is necessary due to miscalculation of a grade, the instructor will submit a signed Change of Grade form to the Registrar's Office. Upon approval/disapproval by the Dean, the student will receive a copy of the form indicating the action taken.

Probation

Probation results from unsatisfactory performance in a degree program and serves as a warning that a student may be dismissed unless his/her performance is brought to a satisfactory level. A student whose GPA has fallen below 1.25 at any point in the first third of the program, 1.5 in the second third, or 1.75 in the final third may be dismissed without probation. Academic probation is decided upon, and monitored by, the Review and Guidance Committee.

1. A student may expect to be placed on probation when:
 - (a) he/she fails one or more courses;
 - (b) the cumulative Grade Point Average (GPA) is less than 2.0;
 - (c) the semester GPA is less than 2.0; or
 - (d) there are serious problems in moving toward readiness for ministry.
2. The probationary period begins the semester following the term that gave rise to or evidenced one of the above circumstances. If the student does not enroll in coursework in that semester, then the student will be on probation in the next semester that he/she does enroll.
3. A student on probation may not enroll in an Independent Study/Reading Course, a CPC, CPE, or MTS Summative Internship, cross-register in another school, take a course on a credit/no credit basis, apply for end-of-course extensions, withdraw from a remedial course, or serve on Student Assembly.
4. A student is removed from probation upon the recommendation of the Review and Guidance Committee when it has been determined that the cause for probation has been corrected and any requirements stipulated by the Review and Guidance Committee have been fulfilled.
5. A student remaining on probation for more than two consecutive semesters is subject to dismissal. Students taking a part-time load will be expected to correct the cause of their probation in the same time-frame as those taking a full load.
6. If extraordinary circumstances accounting for the probation are being addressed effectively, the probation may be extended beyond the two semesters.
7. A grade of F (0.0) or NC remains on the transcript after being replaced by a grade from a remedial course, but the grade points are no longer used in calculating the student's GPA.
8. A student on probation will normally be required to reduce his/her academic load.
9. While on probation the student is required to meet regularly with his/her faculty advisor, or a seminary staff person, for counsel and/or monitoring of progress.

Inactive Status

If a student in good standing cannot enroll in at least one course in a semester, he/she must request to be placed on inactive status. The request must be made in writing to the Registrar's Office. All inactive status requests are documented and monitored by the Registrar's Office.

1. Inactive status may be requested for personal, family, career, or other reasons.
2. A written request to be placed on inactive status should be submitted at the time of pre-registration, but no later than the first day of class at the beginning of the semester/term for which inactive status is requested. Inactive status forms are available outside the Registrar's Office or online at the Seminary website.
3. If a student requests to be placed on inactive status, the student must remain on inactive status for at least one semester. A student may remain on inactive status for no longer than five consecutive semesters, after which point the student will be considered withdrawn from her/his degree program. (See point 7 below.) A \$50 return to studies fee will be charged upon re-enrollment in Seminary coursework, except in the case of a medical or family emergency situation.
4. A student on inactive status relinquishes all rights and privileges as a degree student at the Seminary, with the exception of use of the Seminary library, for the duration that they remain on inactive status. This includes, but is not limited to, the following:
 - Housing on the Seminary campus
 - Access to the computer lab
 - Receipt of financial aid (loans and/or scholarships)
 - Verification of enrollment by the Registrar's Office. (Note that lending agencies may require students who go on inactive status to begin or continue repayment of any loans for which deferment was granted due to their studies.)
5. These policies and procedures also apply to a student who drops or withdraws from all course work after the beginning of a semester.
6. A student on inactive status is expected to re-enroll during registration for the term subsequent to the expiration date of inactive status, or, at that time, submit an Intent to Resume Studies form to the Registrar's Office, specifying her or his plans for subsequent terms. Intent to Resume Studies forms are available in the Registrar's Office or online at the Seminary website.
7. A student on inactive status for six consecutive semesters will be considered withdrawn from their degree program. In order to return to studies, they must apply for readmission to their degree program through the Admissions Office. Individuals who are re-admitted in this manner are then responsible for meeting the degree requirements in effect at the time of re-admission.

8. A student who fails to submit a timely, written request is still subject to all conditions listed above, and may additionally have transcripts, grades, and/or refunds withheld until the appropriate request is submitted.

Returning from Inactive Status

Students returning to studies after being on inactive status must submit an 'Intent to Resume Studies' form to the Registrar's Office. Students who were on inactive status for personal medical reasons must also submit certification from an attending physician that the student is capable of resuming Seminary studies. Students are responsible for obtaining current validation stickers for their photo IDs from the Business Office, mailbox assignments and parking stickers from the Auxiliary Services Office, and the current Student Handbook from the Registrar's Office or the Office of Student Formation. They must also schedule appointments with their academic advisors during the semester.

Students who went on inactive status prior to completing the Vocational Personal Inventories (VPI) and entry-level baseline writing exercises must complete these prior to the end of the semester. VPI testing and feedback are scheduled through the Student Formation Office. The writing exercises may be taken in the Library during regular hours. A \$50 return to studies fee will be charged to students returning from inactive status except in medical or family emergency situations.

Institutional Policy Concerning Confidentiality of Students' Educational Records

The Family Educational Rights and Privacy Act (FERPA), Revised Edition 1995, affords Palmer Seminary students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. Students must submit to the Registrar written requests that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If a Seminary official other than the Registrar receives such a request, that official shall advise the student of the correct official to whom the request should be addressed. The educational records of the student are Seminary property, and unauthorized removal of any material from the file by the student is a felony.
2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. The student should write to the Seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Seminary decides not to amend the record as requested by the student, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Palmer Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 1. Family Policy Compliance Office
 2. U.S. Department of Education
 3. 600 Independence Avenue SW
 4. Washington DC 20202-4605

Release of education records to outside sources also requires the written consent of students.

Directory Information

Personally identifiable “directory information” from the education records of the students in attendance at Palmer may be disclosed without the necessity of prior consent of the student concerned as provided by FERPA.

Eastern University, and by extension Palmer Seminary defines directory information as:

1. Student's name
2. Dates of enrollment (beginning and ending)
3. Enrollment status (part-time and full-time)
4. Classification (Junior, Middler, Senior)
5. Intended date of graduation
6. Date of graduation
7. Degree(s) earned
8. Concentration(s)
9. Honors and recognitions
10. Prior educational agency or institution attended
11. Participation in officially recognized activities and sports
12. Weight and height of a member of athletic teams
13. Photographic and electronic images on university student identification card

14. University sponsored E-mail address
15. Confirmation of birth date, legal name and address of record
16. Confirmation of eligibility to re-register (good academic standing)

In addition, the Seminary may share a student's reported religious affiliation with associated denominational bodies as appropriate, but is otherwise not released to anyone outside of Palmer Seminary. Students may choose not to have this information published by completing a Directory Information Opt-Out form available at the Registrar's Office and the Auxiliary Services Office. This form must be submitted by the last day of the Drop/Add period.

Retention of Records

Admissions. All letters of reference and personal essays received during the admissions process may be retained for assessment purposes. After a student is accepted and has begun coursework at Palmer, Admissions records become part of their permanent academic records and are transferred to the Seminary Registrar's Office.

Registrar's Office. This office maintains the student's permanent seminary academic records and application materials; all other material is destroyed after graduation. Although Palmer Theological Seminary is a branch campus of Eastern University, Seminary records are maintained primarily at the Seminary. If you are a student or graduate of the Seminary and want access to your student records, contact the Registrar's Office at Palmer Seminary.

Supervised Ministries Office. The Supervised Ministries office keeps student files for five years after completion of the last Supervised Ministries course taken. Included in the files are evaluations and student work from Clinical and Theological Field Education internships. Final grades are maintained only in the Registrar's Office.

Office of Student Formation. This office maintains all student documentation for Assessment I and Assessment II, Vocational & Personal Inventories (VPI), Mid-Program Assessment (MPA), and other assessment tools for five years from a student's graduation date, or five years from a student's date of leave for other reasons such as a transfer.

Human Resources. If you are/were a student worker, temporary employee or an employee of the Seminary, your employment records are maintained and kept at Eastern University with all other employment records. If you would like access to your employment records contact Human Resources at Eastern University.

Academic Advising

A combination of academic advising and broader student mentoring has the potential of stimulating and empowering students to achieve their potential by: empowering character, leadership and values development; improving the quality of student life; enhancing student academic performance; advancing student readiness for ministry and effectiveness in ministry; increasing student retention; and further empowering students

in rational processes, problem solving, decision making, and evaluative and relational skills.

Goal of academic advising. The central goal of academic advising is to support students as they develop and implement meaningful educational plans compatible with their life goals, and negotiate degree program requirements with the greatest efficiency and effectiveness. All assistance toward that end constitutes part of academic advising.

“Institutional goals for academic advising may include: clarification of life and career goals; development of educational plans; selection of appropriate courses and other educational experiences; interpretation of institutional requirements; increasing student awareness of educational resources available; evaluation of student progress toward established goals; development of decision-making skills; referral to and use of other institutional and community support services, where appropriate; and collecting and distributing student data regarding student needs, preferences, and performance for use in institutional policy making.” (*Academic Advising for Student Success*, 1991, p. 62)

Academic advisors. Each student in a degree program will be assigned an academic advisor. M.Div. students will normally remain with this advisor for the duration of their program; M.T.S. students will typically be required to select a concentration advisor once they have completed eight units of coursework. Students are required to consult with their advisor at each registration period in order to determine appropriate course selections. In addition, academic advisors meet periodically with students in order to monitor and support academic progress in the context of the student's life circumstances, challenges and opportunities.

Student Advising Guidelines

Institutional guides. Principle guides include the Seminary's official program requirements, educational policies and procedures, and other official documents.

Accuracy of information. Academic advisors and student advisees are expected to consult the Seminary catalog, the Student Handbook, special guidelines and forms available from the Registrar's Office, the student's most recent transcript of Seminary work, recommendations and requirements of the Review and Guidance Committee or Assessment teams, and guidelines and forms available in the Supervised Ministries Office for Theological Field Education and CPC/CPE.

Ease of meeting. Academic advisors are expected to make a variety of options available for communication with advisees. Face to face conversation is a critical factor for effective advising. Advisors may post office hours when they are normally available for appointments or drop-in conversation. Advisors will also let you know other preferred options for communication. Academic advisors are genuinely interested in your growth, development, and your well-being, and can help you discover options that work for you and for the Seminary.

Professional relationships. Academic advisors and student advisees are expected to honor commitments regarding appointments and to follow through on agreements. In addition, advisors may keep written notes regarding such things as academic progress, vocational and personal information, and agreements made on both sides. Confidentiality will be honored on both sides.

Referrals. Your academic advisor may refer you to others with specific responsibilities or expertise within or outside the Seminary. These may include the Director of Student Formation/Seminary Chaplain, Associate Registrar, Coordinator of Counseling, and others.

Student Mentoring

Mentoring relationships are voluntary interactions between students and mentors. Although mentors are not assigned, potential mentors are urged to consider prayerfully any student requests for mentoring. Both students and mentors are free to set boundaries on the kinds of issues to be discussed. Either party may terminate the relationship at any time.

Goal of student mentoring. In preparation for holistic ministry, student mentoring aims at long-term outcomes and multifaceted growth in many areas: academic, spiritual, psychological, relational, professional and developmental. It will, therefore, identify goals and make use of professional ministerial standards as indicators of growth and development. The process of mentoring may include such things as praying for each other, review of evaluations of student work and ministry, ongoing conversation and regular feedback, informal counsel and spiritual guidance, and role modeling.

Shared responsibility. Mentoring is a shared responsibility between mentor and student. The mentor facilitates the process (by giving, risking, modeling, bridging), but students bear the primary responsibility for taking the necessary steps. Mentors are actively involved, but mentoring is student-centered and student-motivated.

Selecting a mentor. Contact with faculty members is the most important single factor in student involvement, academic success, integration, motivation, satisfaction, retention and career success. Because of this, most student mentors will be faculty members. Because mentoring is not required of faculty members, you may need to approach more than one faculty member if you wish such a relationship. You may also seek out other Seminary personnel as mentors.

Students are expected to take the initiative. Potential mentors must be interested in mentoring the student, have aptitude for mentoring, be able to make time available for the relationship, be sensitive to cultural, denominational and other differences, and be able to facilitate the growth sought.

Mentoring covenants. Mentoring relationships work best when participants design a written covenant at the beginning of the relationship. The covenant indicates the terms of the arrangement such as goals, focus, kinds of accountability, and expectations on each

side (including the expectation that either party may terminate the relationship). All mentors and students are urged to craft a written covenant at the beginning of the relationship.

Continuity. Since effective mentoring is a process of continuous caring and interaction for the duration of a student's program, continuity is highly desirable. Students may, nonetheless, change mentors, and mentors may request a change.

Guidelines for Mentoring

Institutional guides. The Seminary's Mission Statement, Doctrinal Basis, adopted educational policies and procedures, and other official documents shall guide student mentoring.

Helpful components. Given its long-term purposes, mentoring should involve an evaluation of the appropriateness of the career goals students have set for themselves and the appropriateness of goal-setting strategies used. The process will include assisting students as they frame helpful questions, identify options, access relevant information, and make good decisions.

Accuracy of information. The Seminary expects mentors to keep themselves accurately informed about Seminary programs and requirements, and about mentoring itself. Successful mentors will refer regularly to official Seminary documents including these mentoring guidelines; attend training sessions for information, review, and update; seek accurate information from the Registrar's Office; and consult with offices that support student development such as the Student Formation and Supervised Ministries offices.

Meeting times and agendas. Mentors and students are responsible for working out mutually acceptable meeting times and agendas. Although some mentoring will be informal, successful mentoring includes regularly scheduled meetings with clearly focused agendas.

Professional relationships. Mentors and students are expected to review and revise the mentoring covenant as needed, to honor time commitments regarding appointments and to follow through on agreements. In addition, mentors are expected to remain well informed and to focus on activities that enhance student development toward specific goals. Mentors may keep written notes regarding student progress toward mentoring goals. Confidentiality will be honored on both sides.

Group mentoring. Though most mentoring is individual, Seminary personnel may sometimes offer group mentoring. The number of participants and duration of group meetings will normally be limited.

**ASSESSMENT I & ASSESSMENT II:
M.DIV. & M.T.S. Christian Counseling Concentration (MTS-CC) who completed
Assessment I and/or Assessment II before Spring, 2011 ONLY**

When need for specific growth in certain areas emerges from the evaluation, the Team may prescribe and require remedial measures. The Team will determine the nature of these measures. Before graduation is permitted, the student must satisfactorily complete all remedial measures. The Office of Student Formation, with the assistance of the student and the student's academic advisor, monitors the progress of the student on required remedial work and reports its satisfactory completion to the Registrar's Office.

Assessment Records

Confidentiality. Strict confidentiality will be maintained in the Assessment processes. Refer to the Institutional Policy Concerning Confidentiality for details. The following guidelines apply to retention of records.

Assessment I:

The MMPI Interpretive Summary will be available to the Assessment I Team and Review and Guidance Committee. The MBTI (Myers-Briggs Type Indicator) results and the FIRO-B (Fundamental Interpersonal Relations Orientation-Behavior) results will be available to the student, Assessment I Team, faculty advisor, and faculty members with responsibility to evaluate students.

Assessment II:

All materials received in the Assessment II process will be available to the student, Assessment II Team, academic advisor, and faculty.

VOCATIONAL & PERSONAL INVENTORIES

Effective summer 2011, the Palmer Seminary faculty reconfigured the evaluative process known as "Assessment I (INT 510)."

With an eye toward maximizing students' preparedness and fitness for ministry, entering students are now required to complete **Vocational & Personal Inventories (VPI)**. the VPI (course # SFRM500) are intended to help the student and Seminary gather information about the student's personal and ministerial strengths, gifts and inclinations, while providing insight into areas where growth and/or healing would be beneficial. In the past instruments such as the Myers-Briggs Personality Inventory, the MMPI-2, and the FIRO-B have been used; others may be selected pending faculty approval.

MID-PROGRAM ASSESSMENT

Effective spring 2011, the Palmer Seminary faculty designed and approved the replacement of the curriculum requirement known as “INT 512 – Assessment II.” The replacement requirement is called the **“Mid-Program Assessment” (MPA)**. Unlike Assessment II, the MPA has as a **prerequisite that the first year of supervised internship** (typically Middler TFE) **must be completed successfully for M.Div. students, or that M.T.S. in Christian Counseling students be within two semesters of completing their degree requirements.**

In conjunction with a faculty Evaluation Team, the MPA (course # SFRM501) affords students the opportunity to reflect on their own status in relation to the goals of their academic program curriculum, and in relation to their personal and vocational goals. The MPA is *also* used to help faculty gauge student competence in skills of self-reflection.

For the MPA, students are required to respond to pre-determined questions by writing brief self-reflective essays. Student essays are assessed by an Evaluation Team (ET) composed of Seminary faculty. In some instances, the ET may determine that a follow-up meeting with the student is required and would be beneficial to the student’s further growth and progress. In some cases, the ET may also determine that a student needs to complete further requirements in order to enhance and support, or remediate, their formation for ministry. Successful and timely completion of the MPA, and any meetings and/or requirements that might emerge from it, is required in order for an M.Div. student or M.T.S.-Christian Counseling student to graduate.

The MPA process takes approximately three months in a given semester. Within this time frame, both students and faculty have a series of deadlines to meet. In conjunction with faculty, the Director of Student Formation sets and adjusts the time parameters and deadlines for the MPA process each semester. Generally speaking, during month one, students complete and submit their essays; during month two, ET’s evaluate the essays, submit paperwork and, as necessary, begin setting up appointments with students; during month three, ET’s meet with students with whom they have arranged appointments, and submit all outstanding paperwork.

Retention of Records. The Seminary will maintain all documentation, evaluations and assessment tools for five years from a student's graduation date, or five years from a student's date of leave for other reasons such as a transfer.

LIBRARY POLICIES

General Library Policies

1. Access policy. The library is open to faculty, staff, students and degreed graduates of the Seminary. Visiting privileges and access to materials to be used in the library are extended to the general public.
2. Food and beverages are absolutely prohibited in the Library. All food and drinks should be kept outside the Library facilities. Violators are subject to warnings and loss of Library access and/or privileges.
3. Cell phones, pagers, and other noisy electronic devices must be turned off or put on vibrate mode while in the Library.
4. No diploma or transcript will be issued until all borrowed material has been returned to the Library and all fines paid. No grades will be issued until all fines are paid.
5. Patrons should be considerate of other patrons when using the Library. All patrons are requested to help maintain a quiet atmosphere that is conducive to study.
6. Only Library staff are permitted in the designated Library staff working areas.
7. The Library telephone is a business line and is not available for patron use.

The Collection

As of July 2011, the Library held approximately 130,000 volumes, including bound periodicals, a growing collection of DVDs and audio CDs, and over 370 print journal subscriptions.

The Library's collection includes books, periodicals, microforms, and audio-visual materials, as well as computer- and Internet-based resources.

Main Collection

The strength of our collection lies in the basic areas of traditional theological education: biblical studies, theology, and church history. Special emphasis is placed on the areas of Baptist history and doctrines, missiology, ecumenics, marriage and family, church renewal, and urban ministry. The collection is also gaining strength in the areas of ethics, homiletics, and worship.

Special Collections

In addition to the main collection, the Library maintains the significant and growing J. Pius Barbour Black Studies and Soto-Fontanez Hispanic Studies collections, as well as the MacBride humanities collection, and a small Korean Studies collection. The Library

also maintains a Juvenile Collection of over 1,000 titles, including books and DVDs for children of all ages.

Materials on Reserve

These are kept in the Circulation area. They consist of books and media required by professors for current Seminary courses. Generally, materials on reserve are available for checkout for a period of 4 hours.

Media Collection

A growing number of audiovisual and computer-based materials, DVDs, compact discs, and CD-ROMs are available for circulation. Records for all items are available in the online catalog.

Periodical List

A complete list of periodical titles the Library houses is available at the Library's computer stations. Periodicals are cataloged and listed in the online catalog.

Computer stations and Internet terminals

All public computers in the Library are available for accessing electronic databases and the Library's online catalog and have access to the Internet for research purposes. **The computers in the Library are not available for word processing.** Students must use the computer lab for this purpose.

There is a charge of 5 cents per page (10 cents double-sided) to print materials on the laser printer. Laser print materials should be collected at the Circulation desk upon payment of the printing fee.

Use of inappropriate language or accessing inappropriate sites is prohibited and may result in loss of Library privileges.

Online Catalog

The online catalog is accessed differently depending on location. From within the Library, it is accessed through a web browser or online catalog icons on the computer's desktop. From elsewhere within the Seminary, and from outside the Seminary, the address is <http://eastern.tlcdelivers.com>. Through the online catalog, patrons are able to search for any materials that are part of the Library's collection under the Library of Congress classification system.

Circulation Policies and Borrowing Privileges

Borrowing privileges are available to the faculty, current adjunct/affiliate faculty, staff, students and degreed alumni/ae of the Seminary, as well as to Eastern University faculty, staff and students, at no charge. Students and faculty of cooperating Southeastern Pennsylvania Theological Library Association (SEPTLA) member institutions and students enrolled in the CUTS program who present a current valid ID and a signed letter of introduction may request borrowing privileges. The general public, including local clergy and Friends of the Library, who are not graduates of the Seminary may pay an annual fee of \$25.00 to obtain a library card that will allow for checkout of up to ten items at any given time. The Library reserves the right to revoke borrowing privileges.

Library Cards

1. Palmer students must present a current, validated Seminary ID to be granted Library privileges. The Seminary ID also functions as a library card for students, staff, administrators, and faculty of the Seminary.
2. Individuals claiming SEPTLA, Eastern University or CUTS affiliation must present appropriate valid ID (EU, SEPTLA/CUTS) and a signed letter of introduction (SEPTLA/CUTS) from their respective institutions to be granted Library privileges.
3. Library privileges are updated each semester, except for Friends of the Library and ESCM patrons. FOL membership is updated once a year when the renewal fee is paid. ESCM privileges are updated by academic year. Library users are responsible for keeping their registration information up to date.
4. A valid Palmer Seminary ID or a library card is required for checkout. The Library does not make exceptions to this rule.
5. **Borrowers may not use anyone else's card or ID. Doing so may result in the permanent loss or suspension of Library privileges.**
6. A replacement fee of \$3.00 will be assessed for a lost library card. The Library does not replace Seminary ID cards.

Non-circulating Material

Because they are irreplaceable or fragile, certain materials do not circulate. These items include, but are not limited to, current and bound periodicals, items marked REF, and materials specified as "Special Collection."

Loans and Renewal Period

Books may be checked out for four weeks. Books that are not overdue may be renewed by phone (484-384-2946), email semibr@eastern.edu, or in person for one additional loan period, except for items that have been requested by another patron. At the end of this second period, renewed materials must be returned. They may be borrowed again after one week.

Recalls

All books, regardless of loan period, are subject to recall. If a book is recalled, it must be returned within seven (7) days of the dated recall notice. The fine for late return on recalls is \$1.00 per day. This applies to all borrowers.

Returns

Return borrowed books on or before the due date to the Circulation desk or through the book drop in the Library's entrance door.

Interlibrary Loans

Materials not owned by deBlois Library can be borrowed from another library. This interlibrary loan service is available to Palmer Seminary students, faculty and staff at no charge. A fee of \$2.00 per loan transaction will be assessed to alumni/ae of the Seminary, and a fee of \$5.00 or the actual cost, whichever is greater, will be assessed to other patrons who request loans. This includes local clergy and students enrolled in programs other than those of Palmer Seminary. Please fill out a request form for interlibrary loans (available at the Circulation desk).

Materials requested through interlibrary loan may take one to two weeks to arrive, depending upon the location. Patrons have the responsibility for keeping themselves informed of the status of their request. The Library staff will make an attempt to notify patrons by phone or email of the arrival of their request. Most interlibrary loan materials are available at no cost; however, charges are sometimes assessed by lending libraries.

The lending library specifies the length of time materials may be kept. Please return materials before their respective due date. Patrons are responsible for any fees or charges for overdue, lost, or damaged materials that may result during the lending period.

Borrower's Responsibilities

The borrower is responsible for the books borrowed. Do not lend borrowed items to another person. Items that are not returned or are returned damaged (this includes underlining, highlighting, etc.) are the responsibility of the borrower. If a book is already damaged when you are checking it out, please bring it to the attention of the Circulation attendant.

Fines

Borrowers are fined \$0.50 per overdue item per day, Saturdays and Sundays excluded. The overdue fine for Reserve materials is \$0.50 per hour. The maximum fine is \$20.00 per item. Overdue items should be returned directly to the Circulation desk, and the overdue fines must be paid immediately. The fine for late return on recalls is \$1.00 per day.

Overdue notices are emailed automatically at regular intervals. Fines must be paid before additional items may be borrowed.

Lost or Damaged Materials

Costs are as follows for defacement or damage of books (highlighter, pencil or pen marks, water-damage, etc.): Minimum replacement cost is \$15.00 + \$7.50 processing fee. Maximum replacement cost is actual cost of book + \$7.50 processing fee.

ACADEMIC COMPUTING POLICIES

In addition to the rules and regulations listed below, all students at Palmer must become familiar with and abide by Eastern University's Policy on Computing and Network Ethics. A copy of this policy is given to every incoming student along with their username and password; it may also be viewed online at any time at the Eastern University website, www.eastern.edu.

Student Computer Lab Rules and Regulations:

- Students must supply their own USB drive (also known as flash drives or thumb drives). These items are available at the Seminary Bookstore and other vendors. No data can be saved to lab machine hard drives due to security restrictions.
- Children are prohibited at all times.
- The door is to be kept closed at all times, and the lights are to be turned off when leaving.
- Please turn off your machine after use. (Start, then Shutdown)
- Printing is a privilege, not a right. Please print what you need, and use what you print. Do NOT print multiple copies of a document for class use; please use a copier.
- Anyone found abusing, misusing, or tampering with equipment will forfeit use of the facility and be subject to a penalty equal to the cost of any damages.
- Anyone observed viewing inappropriate websites, including but not limited to, gambling or pornographic sites, will be asked to leave, and their network privileges will be revoked.
- Please limit lab use to two hours, and be mindful of those waiting to use it.
- This is a residential area. Please be considerate of others, and limit conversation.
- Problems with equipment, network, internet, or email access should be reported directly to Information Services at ext. 2937, Academic Computing at ext. 1726 or 1499, or emailed to semis@eastern.edu. You may also fill out a request for hardware or software support; forms are available in the box next to the Palmer 210 door.

The Internet

Internet access is available in the Student Computer Lab, Austen K. deBlois Library, and resident rooms. Wireless access is available throughout Palmer. Guest access to the internet is available to all users through the Eastern-Guest wireless network. Students of Palmer and Eastern who need to access Eastern's webpage for student advising and grades need to use Eastern-Full Authenticated access. Instructions can be found online at eastern.edu/wireless or from the IT office in Palmer Hall Room 210. Ethernet jacks are available in student housing.

Eastern.edu Accounts

Each member of the Palmer Seminary community (faculty, staff, and students) is issued an Eastern account, which consists of a username and password. This account enables

access to vital University services including e-mail, MyEastern, and Blackboard. It also streamlines access to electronic databases available through the Seminary and University libraries. Each of the thirty databases requires a different login. However, when you use your account username and password, you will bypass other logins and gain access to everything electronic in both libraries.

Your username and password also provide access to areas containing personally identifiable information about you such as your social security number, courses taken, and cumulative grade point average. In order to protect the privacy of this information, it is important that you **DO NOT SHARE YOUR PASSWORD WITH OTHERS**; treat it as if it were the P.I.N. number to your bank account. Please note that Eastern employees will never ask you via email for your password, or any other private information. Any email from ANY source requesting this information should be deleted; it is spam.

The primary method of communication for Palmer Seminary is through students' eastern.edu e-mail accounts. Students are responsible for regularly checking their eastern.edu e-mail for important messages. In compliance with federal and state regulations, and out of concern for students' privacy, the Seminary will use e-mail to convey academic and other sensitive information **ONLY** through the secure eastern.edu system. Students are strongly encouraged **NOT** to automatically forward e-mail from their eastern.edu account to another private account; the Seminary and University have no means by which to verify the security of networks or servers outside the University system and cannot guard against unauthorized viewing of sensitive information so transmitted. Students who forward their eastern.edu e-mail to another account do so at their own risk.

NON-TRADITIONAL COURSES AND PROGRAMS

INTG630 Interseminary Seminar

Each year during the fall semester an interseminary seminar is offered for students from Lancaster, Lutheran, Moravian, St. Charles, Westminster, and Palmer seminaries. Four seniors from each seminary are selected to participate. Participants also include one faculty member from each seminary. This seminar provides the opportunity for learning in an ecumenical setting. Students receive credit for the seminar on the basis of major research and writing presented orally to seminar participants. Topics for papers are selected in consultation with other participants. Seminar meetings are for purposes of presenting the papers, followed by discussion with student and faculty representatives. Students accepting appointment to the seminar are expected to attend all sessions.

Overseas Ministries Study Center (OMSC)

Palmer co-sponsors the Seminar for Seminary Students of the Overseas Ministries Study Center (OMSC), Hartford, Connecticut. A joint project between the Center and seminaries on the continent, it provides an outstanding educational experience in theology, practice and issues in missions. The OMSC faculty is exceptionally exciting and diverse. Students may register for any week or a combination of weeks in the month

of January and earn up to four units of academic credit (one unit per week). Policy regarding student participation in OMSC is available from the Registrar's Office.

Eastern's School of Christian Ministry (ESCM)

Eastern's School of Christian Ministry (ESCM), operated by Palmer Theological Seminary, provides theological education for bi-vocational pastors and lay leaders. Its mission is to assist men and women in developing practical skills and strategies for effective leadership and ministry in churches and communities. It does this by offering diploma and certificate programs that may lead to an undergraduate degree.

ESCM has a wide variety of educational options with classes held Wednesday through Friday evenings and all day on Saturday. Classes meet in New Jersey, at Enon Tabernacle Baptist Church in Philadelphia, at Nest (Korean students only) in Philadelphia, at Palmer Seminary's main campus, and on the Internet. ESCM offers diplomas in Biblical and Theological Studies and in Pastoral Studies and certificates in Biblical Studies, Christian Leadership, Christian Studies, and Youth Ministry.

Students enrolled in Palmer Seminary's degree programs and their spouses are entitled to audit ESCM courses at a discounted rate of \$65.00 per class (Audit is referred to as "Personal Enrichment" in ESCM). ESCM courses can provide excellent preparation for the more advanced studies of the graduate degree program. In many cases ESCM offers classes in subjects that are not covered in the degree program. Seminary degree students and their spouses can greatly benefit from these opportunities.

It is also possible for students in the Seminary's degree programs to transfer into ESCM if they wish to do so. This may be an especially attractive option for someone who has decided, for any reason, to discontinue his or her degree studies. ESCM may provide an opportunity to transfer credits earned in one of the Seminary programs to ESCM. The policy on these transfer credits is as follows:

- For each degree credit completed with a grade of B- or better, students will receive two ESCM course credits.
- For each degree credit completed with a grade of C+, C, or C-, students will receive one ESCM course credit.

Up to 2/3 of an ESCM diploma or 1/3 of an ESCM certificate can be earned by transfer credits. Contact the ESCM office by calling 484-384-2970 or visit the office off the Resident entrance hallway near the Presidents' Room. Dr. Gail J. Randolph-Williams, Director of ESCM; Dr. Rodney Ragwan, ESCM Associate Director.

The Priscilla Institute

In 2004 Eastern University, and its Seminary, Palmer Theological Seminary collaborated to launch a new program for women who are leading in various ministry capacities in organizations and churches. The Priscilla Institute (PI) at the Hestenes Center for Christian Women in Leadership is a program designed especially for women. PI makes it possible for women to achieve a Bachelor of Arts degree in Organizational Leadership from Eastern University.

The Priscilla Institute is an illustration of koinonia in practice. It combines courses from various schools within Eastern University resulting in a comprehensive outcomes-based, learner-centered education. Located on the campus of the Palmer Theological Seminary, the Priscilla Institute was designed to provide a well-rounded education for those who are on the front lines of ministry. It affords women the chance to develop their ministry, management, and leadership skills, offering those with little or no college education the opportunity to earn a degree and enhance their skills as a pastor, a minister, or a leader.

Students begin their journey as a cohort through PI with the Diploma of Pastoral Studies, which is a track offered in Palmer Theological Seminary's Eastern's School of Christian Ministry (ESCM). This stage offers each student 24 credits in Bible, ministry, and theology courses. In addition, it affords the student the well-rounded curriculum necessary to support leadership in ministry.

Once they have attained the Diploma of Pastoral Studies, students are then able to move on to the School of Management Studies where courses in the Associate of Arts (AA) Degree are taken. The 43 credits taken in AA degree program, combined with the 24 credits in the Diploma of Pastoral Studies, will afford students 67 credits for an AA degree and fulfill 61 of the credits needed for a liberal arts degree.

Each year students take a course called Living Leadership. It is a course that integrates all learning with the basic, continuing theme of women in ministerial leadership. Students earn up to 18 credits over five years for this course (nine in AA program and nine in OL program). Additionally, many leaders entering the Priscilla Institute will come with a wealth of leadership experiences in churches and organizations. There will be a series of Lifelong Learning Essays to accommodate those experiences. Each student may complete up to 10 credits for life experience. These essays will be directed writings pertaining to various capacities of leadership exhibited over a period of time by the student.

While students are taking courses in the area of organizational leadership from the School of Management Studies they also fulfill their requirements for Living Leadership and Lifelong Learning Essays. The courses in organizational leadership enhance the student's professional competence in leadership. The fifteen courses plus the capstone project (39 credits) are designed to link theory to practice. This part of the program helps students to coordinate ministry, leadership and management in their churches and organizations. It also assists them in demonstrating the highest level of leadership that their potential affords.

At the conclusion of the Priscilla Institute students will have attained 121 credits, affording them a Bachelor of Arts in Organizational Leadership from Eastern University.

SEMINARY POLICIES

Introduction

Members of the Seminary community, as indeed all disciples of Jesus Christ, are suited for Christian service by moral character, giftedness for ministry and knowledge of the faith. Their lives are characterized by compassion for individual persons, sensitivity to the needs of the communities of which they are a part, a burden that the whole of God's will be obeyed on earth, personal integrity, and a desire for moral and spiritual growth.

Palmer Theological Seminary is guided by an understanding of Scripture as the Word of God, and by commitment to its authority regarding all matters of Christian faith and living. The Seminary also affirms and honors the consensual, moral traditions of the Church whose students we seek to prepare for the ministries of Christ, and to whom we are accountable for the quality of students' formation.

Inclusive Language Policy

Palmer Theological Seminary is committed to the belief that in Christ, and in the new order inaugurated in his life, death and resurrection, there can be no room for inferior and superior categories of human beings, either on the basis of gender, race, ethnic, or national origin (Galatians 3:28). Within this conviction, Scripture teaches that male and female alike respond to the calling of God into the ministries of Christ, that both male and female are gifted by God's Spirit for such ministries (Acts 2:16-18).

In light of this commitment, the Seminary is responsible to:

- 1) Contribute, through the research, teaching and writing of the faculty, toward an increasingly deeper understanding of the total biblical teaching related to this issue;
- 2) Work with its constituencies and students toward a more consistent and faithful biblical hermeneutic that grounds this commitment in the authority of the Scriptures;
- 3) Model its commitment to equality in its total life; and
- 4) Demonstrate, in written and oral communication, its vision of the full and equal inclusion of male and female in the community of Christ, and call its staff and students to the use of inclusive language.

Therefore, in order to give substance to our commitment to inclusive language, as well as to exercise grace and understanding in areas where there is legitimate diversity, the Seminary asks all members of the Palmer Seminary community (as well as other persons who are invited to address various forums at Seminary functions), to:

- Use inclusive language when speaking about or addressing human beings in written and oral communication. Faculty may return written work to students for rewriting, in keeping with this expectation, and make them aware of oral communication habits that tend to be exclusive.
- Exercise sensitivity in the selection of hymns for common worship. The use of male-oriented hymns (e.g., "Rise Up O Men of God") or phrases in hymns (e.g.,

“Give of thy sons to bear the message glorious”) can become stumbling blocks; as such they detract from, rather than support, the worship of God.

- Use Scripture responsibly. Often, the original text does not demand that a masculine pronoun be used. A comparison of various translations may shed some light on this issue.
- Accept and appreciate diversity of biblical language and imagery when addressing God in prayer. (e.g., for many persons, both male and female, Jesus' address of God as “my/our Father” has a meaning that transcends the otherwise limiting male image. For others, the designation of God as “Father” has such distinct masculine dimensions, that the more inclusive designation of God as “parent” expresses their understanding of God's care more appropriately).
- Exercise grace in ways that will allow persons to grow from traditional habitual language patterns toward more inclusive ones. For some, this is an easier process than for others. The Gospel invites us to grow; it does not coerce us. In our relationship with each other, invitation to greater sensitivity in this matter ought to be the norm, rather than the demand for conformity. Here, as elsewhere, legalism is counterproductive.

Palmer Theological Seminary is a community of cultural, racial, gender and age diversity, committed to the equality of all persons as revealed in Jesus Christ. As an expression of that conviction, we ask all members of the Palmer Community to be intentional about the implementation of this policy.

Drugs and Alcohol Policy

In the context of Christian faith, commitment and community, both the use and misuse of various substances are serious matters. Though there is much diversity of opinion among equally faithful and committed Christians concerning the use of alcohol, any such use that interferes with personal functions and relationships is contrary to Christian values.

The following regulations concerning alcohol and drugs are in effect on Palmer's campus:

- 1) The use of illegal drugs is not permitted.
- 2) The abuse of other drugs (i.e. legal medications) is not permitted.
- 3) The use of alcohol is not permitted in campus social/recreational functions or in public spaces (community kitchens, etc.) of resident halls.
- 4) The abuse of alcohol in any context, including the privacy of students' living space, will not be tolerated.

In response to federal policies, Palmer has been certified as a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. Anyone who does not abide by this prohibition is subject to disciplinary procedures, which could lead to dismissal. Anyone desiring alcohol or drug counseling is urged to contact the Seminary Chaplain, the Coordinator of Counseling Services, an academic advisor, or mentor. Any individual convicted of violating any criminal drug statute must notify a member of the Seminary Leadership Team within five days, because the Seminary is obligated by law to report such convictions to the Federal Department of Education. The Seminary is also committed to offering appropriate pastoral care.

Harassment

Statement on General Harassment: Palmer Theological Seminary seeks to respect the rights and dignity of each individual. Accordingly, it is strongly opposed to any discrimination based on race, national origin, gender, age or handicap or any disrespectful conduct or communication of a harassing nature. Compliance with federal regulations requires no less; Christian ethics requires much more.

Statement on Sexual Harassment: The Seminary does not condone and will not tolerate any behavior, verbal or physical, by members of faculty, administration, staff, or student body, that constitutes sexual harassment in any form against any member of the Seminary community. Sexual advances, requests for sexual favors, inappropriate behavior, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) such conduct is pursued among persons who are not married to each other, or persons who have not mutually consented to such conduct
- 2) submission to such conduct is made, either explicitly or implicitly, a term or condition for a person's employment or matriculation at Palmer Seminary
- 3) submission to, or rejection of, such conduct is used as the basis for employment, or academic decisions
- 4) such conduct has the purpose or effect of substantially interfering with an individual's work/academic performance, or creating an intimidating, hostile, or offensive residential/working/academic environment

Charges of sexual harassment involving students will be handled according to the grievance process outlined on pages 62-63 with such modifications as necessary, as determined by the Seminary Dean. A representative committee will hear the evidence and make recommendations to the Seminary Dean. In harassment cases involving faculty or staff, the procedures outlined in the faculty guide and staff handbook will pertain.

Policy on Human Sexuality and Moral Conduct

The Seminary is committed to embody in its life and uphold in its teaching the imperatives of Scripture as affirmed by the broad stream of Christian believing and thinking over the millennia. Beliefs and values, lifestyles and habits, attitudes and practices that are excluded by the Gospel either by its direct and clear teaching or by its overarching and pervasive understanding of the nature of the relationship of human beings with one another and with God cannot be affirmed or accepted within the Seminary community. Among these are all forms of dishonesty (e.g., cheating, plagiarism); the possession and use of illegal drugs; emotional, physical and substance abuse; the use of foul language, invective and slander; racial, ethnic and sexual intimidation or harassment; practices which are unjust and discriminatory; and the misuse and abuse of sex.

At a time of pervasive moral relativism, the Seminary must speak with a certain and clear voice, consistent with the testimony of Scripture and its affirmation in the Christian tradition. Accordingly, the Seminary affirms an ethic in which sexual union is intended for the covenant of marriage between a man and a woman. Scripture is clear in its teaching that heterosexual marriage is the created, normative form of human sexual

fulfillment, and that a life of disciplined abstinence is normative outside such a relationship. Premarital, extramarital and homosexual forms of sexual intimacy are therefore not in keeping with the divine purpose as revealed in Scripture. Members of the Seminary Board of Governors, administrators, faculty, staff and students are expected to live according to these moral precepts for sexual conduct.

In this policy, the Seminary declares its conviction about God's truth regarding human sexual practice and calls the community to obedient response to the teaching of Scripture in this and all other moral matters. It also declares with equal conviction the commitment to extend, to those who struggle with their sexuality and its appropriate expression in relationship, the love, care and compassion of Christ. While those who affirm and practice expressions contrary to the above guidelines will not be admitted as students or employed at Palmer Seminary, those who struggle with issues of sexuality are not excluded from this community of faith. Christian community is open to all disciples of Jesus Christ who recognize their brokenness and are committed to participate in a fellowship of transformation, disciplined obedience, and growth toward wholeness.

Faculty have a unique responsibility in the formation of students for ministry. In the academic process it is therefore imperative that in the discussion of moral issues which confront the Christian church, the broad spectrum of Christian believing and thinking about those issues is faithfully represented. Such pedagogy is consistent with the Seminary's commitment to academic freedom. Faithfulness to the Seminary's position expressed in this policy also requires that in their teaching, faculty members do not engage in polemical opposition to the convictions contained herein.

The goal of this policy statement is to affirm and celebrate God's created intention for our sexuality, and to bear witness to a clear alternative to the confusion and brokenness regarding sexuality and sexual behavior in our time.

Personal Electronic Equipment in the Classroom

Students may use personal electronic equipment in classrooms only in ways that serve the direct purposes of the classroom session. Students must turn cell phones off during classes. If you are expecting an emergency call, set your cell phone on "vibrate" rather than sound. Activities such as Internet surfing, instant messaging and checking for email are strictly prohibited during class time. Each instructor may set additional guidelines for his/her class, making them clear to students from the outset.

Children in Classroom

Consult with your instructor if you wish to bring an infant or child to class. The instructor will decide whether to permit this. The instructor will also decide whether they are disrupting the class and may ask them to leave.

Criminal Background Checks

If, upon review, anything is discovered after a student's admission that suggests the student is unfit for ministry, he/she is subject to dismissal.

POLICIES & PROCEDURES ON MEDIATION, CORRECTION, AND DISCIPLINE

Mediation and Grievance Procedures

Mediation and grievance processes are available for responding to community issues. Mediation is a preventive process available to all members of the Seminary community. It assists in the resolution of conflicts between individuals. When possible, such conflict should be resolved between the persons concerned. The grievance process is designed to deal with conflicts that were not resolved by mediation. If more assistance is needed, contact a Student Assembly representative or officer, or the Seminary Dean.

Mediation. Mediation is not designed to replace any existing disciplinary procedures but rather to resolve conflicts at an earlier stage.

A Mediation Board consisting of four persons appointed by the Seminary Dean, including the Director of Student Formation/Seminary Chaplain as appropriate, offers neutral intervention for aggrieved individuals or groups within the Seminary community. It is designed (1) to enable two or more parties to appreciate the other person's perspective by clarifying issues that led to the conflict; and (2) to enable resolution within the context of a Seminary community committed to Christian fellowship and the living out of the Gospel in daily life.

In order to seek mediation one or both parties should petition the Mediation Board in writing, through the Seminary Dean, with a copy of the petition to the Director of Student Formation/Seminary Chaplain. The Board will meet and determine within two weeks whether to intervene or not and will reply by letter to one or both parties.

Grievance. When possible, conflict between students and others within the Seminary community should be resolved directly by the parties concerned, or through the mediation process described above. In a Christian community, confrontation should take place within the context of caring for one another and with openness, honesty and integrity. When a conflict has not been resolved through the mediation process to the satisfaction of one or both parties, the aggrieved person(s) may request that a grievance process be initiated. The entire process, including the letter of request, is as follows:

1. One or both parties submit(s) a letter(s) to the Student Assembly Moderator, with a copy to the Seminary Dean, requesting that an ad hoc Student Concerns Committee be constituted. The letter(s) must describe the nature of the conflict and outcome of the mediation process. The letter(s) may come from individuals or from groups of students, faculty, staff, or administrators.
2. The Student Assembly Executive Council appoints two students to serve on the ad hoc Student Concerns Committee, then asks the Seminary Dean (a) to appoint two other persons from the faculty, staff, or administration, as appropriate to the issue, and (b) to convene the meeting.

3. The ad hoc Student Concerns Committee discusses and decides the issue, and communicates its decision in writing to the Student Assembly Moderator and to the Seminary Dean.
4. Appropriate action is then taken by the ad hoc Student Concerns Committee in consultation with the Seminary Dean and, as appropriate, the Director of Student Formation/Seminary Chaplain.

Correction and Discipline Procedures

Palmer Seminary has two corrective or disciplinary committees: the Review and Guidance Committee, and a separate Disciplinary Committee. The differing purposes and procedures of these two processes are discussed below.

Review and Guidance Corrective Procedures. In its advisory and guiding role, the Review and Guidance Committee may recommend or require certain actions for a student who encounters difficulty during her or his program. These include the following. 1) The Committee may meet with the student, at either the student or Committee's request. 2) The Committee may request a report from the faculty advisor, counselor, Dean, or other interested parties (e.g., Field Education Supervisor). 3) The Committee may recommend that a student enter another program to meet his or her vocational goals or other needs (e.g., from M.Div. to M.T.S. or from M.T.S. to M.Div.). 4) The Committee may send a letter of encouragement to the student. When the Committee recommends or requires a particular action, that information will be reported in a letter to the student. Examples include placing a student on academic probation; recommending or requiring counseling; recommending a change in the student's program of study; recommending or requiring that a student go on inactive status, including any conditions that must be met before the student returns; and dismissal from the Seminary. Dismissal must be affirmed by a vote of the full faculty, except in cases of dismissal without probation due to an unsatisfactory grade point average as described in the Probation section of this Handbook.

Disciplinary Principles and Procedures. By enrolling in Palmer Seminary, students accept the responsibility to act in a manner compatible with the Seminary's mission, policies and goals. More importantly, as Christians preparing for more effective Christian ministry, students are expected to conduct themselves by acceptable standards of Christian conduct (as defined by Palmer Seminary) and professional ethics (such as your denomination's code for ministerial conduct). Anyone failing to do so shall be subject to disciplinary action, including possible dismissal.

One or more members of the Seminary community may request disciplinary action against a Seminary student by submitting a written and signed complaint to the Seminary Dean. If the complaint appears to warrant action, the Seminary Dean will meet with the student against whom the complaint is lodged. The student shall receive from the Seminary Dean a written statement of the charges lodged and be informed of the potential consequences of the allegations. If the issue(s) cannot be resolved to the satisfaction of the Seminary Dean and the person(s) lodging the complaint within two weeks from the

receipt of the complaint, the matter shall be referred to an ad hoc Disciplinary Committee.

The ad hoc Disciplinary Committee consists of three persons appointed by the Seminary Dean from the faculty or administration. In addition, if the student wishes to have peers present, the Executive Council of the Student Assembly may appoint two student representatives to serve on the ad hoc Disciplinary Committee. A good faith effort shall be made to secure gender and ethnic balance on the Committee.

The Disciplinary Committee shall review and assess the complaint and determine a course of action as expeditiously as possible. The respondent shall (1) receive at least three days' notice of any hearing involving him or her; (2) have opportunity to examine any documentation of the allegations; (3) have opportunity to confront the person(s) who filed the complaint (if the case is decided on questions of credibility); and (4) have opportunity to respond to the allegations. The respondent also has the right to be assisted by an advocate, preferably a tenured faculty member. Minutes of the Disciplinary Committee's hearings and decisions (including supporting facts) shall be kept. They shall be filed in the Dean's office and be available for review by the respondent and/or his/her advocate. In any case, the student will be notified in writing of the Committee's decision(s) within one week of the action. Any recommendation to dismiss a student must be presented to the faculty for approval.

A student shall have the right to appeal the Disciplinary Committee's decision to the faculty. Appeals must be made in writing and must be delivered to the Seminary Dean's office within ten days of the written notice of the Committee or faculty's decision.

On appeal, the faculty shall review the record of the Disciplinary Committee's hearing and shall have the authority to confirm, modify or reverse the decision of the Committee. The faculty must make its decision within one month after the request for an appeal was submitted, and **its decision is final**. That decision shall be shared in writing with the student.

During the disciplinary procedures, the respondent retains the rights and privileges of a degree student, unless the Seminary Dean determines that immediate suspension is in the best interest of the Seminary and/or student. Such action may occur if the student is convicted of a felony or the student's conduct places himself/herself or other members of the seminary community at risk of harm.

All disciplinary proceedings and the records of them shall be confidential.

FACILITIES & AUXILIARY SERVICES

Campus Facilities

The Auxiliary Services Department is responsible for managing campus facility usage. Palmer Seminary's campus consists of the following buildings and halls.

Palmer Hall is the largest building and holds these facilities:

- Gallup Lobby
- Administrative Offices, including the Dean's Office, Registrar's Office, Business Office, and Auxiliary Services
- ESCM & PI Offices
- Koinonia Center (contains a lounge area and the Koinonia Kafé)
- Palmer Bookstore
- Gordon H. Baker Dining Room
- Presidents' Room
- Mitchell Conference Room
- Lower Level Classrooms
- Resident Housing
- Student Computer Lab
- Fitness Center
- Laundry Room

deBlois Hall is attached to Palmer Hall on the northwest and holds these facilities:

- Austen K. deBlois Library
- Guffin Hall (a large classroom with computer technology)
- Koch Hall (a mid-sized classroom with computer technology)
- Classrooms 3 and 4 (a mid-sized classroom with computer technology)
- ESA /The Sider Center
- Faculty Offices

Laws Chapel holds the following facilities:

- Laws Chapel
- Doane Hall, containing offices and classrooms, including:
 - The Studio (a smaller classroom with computer technology)
 - Woodruff Learning Center
(a distance learning center with seating for 108 and laptop and Internet capabilities at each seat)
 - Supervised Ministries and Faculty offices
 - Placement Center

Student Recreation

Fitness Center. There is an exercise room in the lower level of Palmer Hall. Weightlifting equipment, an exercise bike, and a treadmill can be found in the exercise room. A PTS Fitness Center "Waiver of Liability Release Form" must be obtained from the receptionist office, completed and signed by all users before using equipment. It is the

user's responsibility to read all instructions and warnings, and maintain proper use of the equipment. Note that Palmer Seminary is not responsible for personal injury resulting from using the exercise room or equipment.

Children are not allowed in the exercise room under any circumstances. Exercise equipment is dangerous to children and can cause serious injury or even death. As noted above, Palmer Seminary is not responsible for personal injury in the recreation room.

Recreational Facilities at Eastern University

Eastern University recreation facilities are open to all Palmer Seminary students (with a valid Palmer ID). EU recreational facilities include tennis courts, sand volleyball courts, gymnasium, weight room, walking path, and seasonal swimming pool.

The EU weight room (open while EU classes are in session) is restricted to scheduled weight room hours while a weight room supervisor is present.

Palmer students may use the EU pool; family members and guests must purchase a guest pass. (Memorial Day - Labor Day)

Contact the EU Athletic Department for more information at 610-341-1736.

Mailboxes/Campus Mail

The campus mailbox area is located between the Koinonia Kafé and the corridor adjacent to the Presidents' Room in Palmer Hall. All residents and full time masters level commuter students are automatically assigned a campus mailbox at the start of every academic year. Commuter students who are not taking full-time coursework may be given a campus box as space permits. Most campus boxes are combination lock boxes; a limited number of key access boxes are also assigned to commuter students as necessary. Students can pick up mailbox assignments and combinations at the Auxiliary Services Office or at the switchboard. It is recommended that students carry this information with them so that they can access their mailbox at any time. If a student experiences difficulty opening their campus mailbox, it is their responsibility to notify Auxiliary Services as quickly as possible.

Commuter Boxes

Commuter mailboxes are for campus mail delivery only. U.S. mail delivered to commuter mailboxes will be returned to the sender. All commuter boxes are closed in June and the contents removed, unless a student makes a special request through the Auxiliary Services Office to keep it open. Commuter students generally do not retain the same campus box from year to year but must obtain their new assignment at the start of every academic year (September).

Resident Boxes

Resident campus boxes are typically associated with specific rooms or apartments on campus, and are retained by the resident student as long as they remain in the same location. These boxes are used for both inter-campus mail and for delivery of regular

U.S. Postal Service mail. U.S. mail sent to resident students should be addressed as follows: Student's Name, Dorm Room or Apt # (do not use the words "post office"), Palmer Theological Seminary, 6 E. Lancaster Ave., Wynnewood, PA 19096-3430.

General Information

Mail is received between 11:00 a.m. and 3:00 p.m. Monday through Friday. Express mail, Federal Express, DHL, and Airborne deliver throughout the day. Mail received after 3:00 p.m. will be processed the next business day.

U.S. mail is picked up between 12 p.m. and 1 p.m. Monday through Saturday. You may deposit mail in the outgoing mail slot at any time. However, mail that is deposited after 1:00 p.m. will be processed the following day. The mail slot is located in the foyer of Palmer Hall.

Campus mail should be deposited in the slot marked "campus mail". Large items may be placed in the campus mail bin located in the receptionist's office. Mail addressed to Seminary students, faculty/staff members or departments must be labeled correctly and must have a return name or department to expedite delivery. Please include first and last names on all campus mail. Mail for faculty or staff must have department name and/ or mailbox # when available.

Holiday Mail

Mail received during holiday breaks, including through the U.S. Postal Service, will not be forwarded to your home address. All mail will be placed in your campus mailbox and held until you return.

Photo I.D.

All Seminary employees and students are required to wear Palmer Seminary ID badges when on campus. Seminary ID badges may be obtained by contacting Auxiliary Services. The ID card will also serve as an access card for entrance into campus buildings. Student IDs must show the current semester validation sticker, obtainable from the Business Office. All students must present a validated payment card before a photo ID badge can be processed. This ID is also used to obtain library books.

School Closing

In the event of an unanticipated school closing, especially during the winter months, the Seminary participates in KYW Newsradio's Storm Center. Information can be obtained at 1060 AM on your radio dial; on TV at KYW channel 3; and on-line at www.kyw1060.com or www.cbsphilly.com. The Seminary's closing numbers are 385 for daytime and Saturday classes, and 2385 for evening classes (Montgomery County, PA). The Seminary will also post weather related information on the Palmer website and on the telephone nightline, which can be reached by dialing 610-896-5000. Security will be on duty during all weather emergencies. The security line is 484-384-2939. You may also subscribe to "school closing" telephone and text alerts by accessing KYW1060.com.

Regulations Regarding Use of Campus

Palmer Hall. Palmer Hall is the main building and also a residence hall. The main entrance opens at 7:45 a.m., Monday through Friday, and 8:00 a.m. on Saturday. You will need your ID card to enter the lobby. Lock-up is at 11:00 p.m.; all non residents are required to leave the premises at 11:00 p.m. Please do not permit strangers to enter through residential side or back doors.

Maintenance. The cooperation of all is expected in maintaining cleanliness and reporting promptly to the maintenance supervisor any conditions that need attention. Requests for maintenance may be made through the Auxiliary Services page on the Seminary website, or by completing and submitting a Maintenance/ Repair Request Form located in the hallway next to faculty mailboxes. When the forms are filled out, they should be deposited in the box in the same location. Between the hours of 4:00 p.m. and 11:00 p.m. emergency maintenance problems should be referred to the front desk. Security will contact the Resident Assistant (RA) or Maintenance as needed. An RA should be contacted directly after 11:00 pm only in the case of an emergency.

Notification regarding electrical and plumbing problems or safety hazards of any nature is of primary importance. It is preferable to have several reports on the same item rather than no report at all if each person aware of a problem assumes someone else has already reported it or intends to do so. Bicycles may not be parked in the halls, where their presence could be hazardous in the event of a power failure or other emergency. Nor may bicycles be chained (parked) outside Palmer Hall front entrance. A bicycle storage room is located in the basement. Motorcycles may not be stored inside the building.

Use of Common Areas. All campus events are scheduled through the Auxiliary Services Office. All meetings or gatherings, even in common areas such as the Dining Room, must be scheduled to avoid conflicts. Seminarians are asked to maintain the cleanliness of these areas. You may play the piano in the Dining Room and Chapel only if you have secured prior permission from Auxiliary Services.

Notices and Bulletin Boards. All notices placed on the bulletin boards are to be submitted to the Switchboard or Auxiliary Services for approval and signature. Any items not approved will be removed. Notices may only be posted on bulletin boards; taping on walls, windows, etc. is prohibited.

Animals. Animals are not permitted on campus, with the exception of seeing-eye dogs.

Children. Children of students are welcome on the Seminary campus. Please note that when parents or other caregivers are in class, children must be under the supervision of a responsible adult or babysitter. This applies to all indoor, outdoor and residential facilities of the Seminary. Palmer Seminary is not responsible for personal injury caused by children on our campus. Thank you for helping maintain a friendly, safe and appropriate environment for everyone.

Smoke-Free Environment

The seminary is a smoke-free institution. Smoking is not permitted in Seminary buildings or on Seminary grounds.

Commuting Students

Small book lockers, located in deBlois Hall, are available for use by commuting students. Students must provide their own padlocks. All locks must be removed at each semester end, or the end of each academic year.

Resident Assistants (RA's)

The Resident Assistant is available to assist with problems that may arise with regards to maintenance and lock-outs between the hours of 4:30 p.m. and 11:00 p.m. Resident Assistants are listed in the Resident Handbook. Any situations should be referred to Security first. The Security number is 484-384-2939.

Visitors

For security purposes, all visitors are asked to sign in and out at the front registration desk. This assures that in the case of an emergency we will know who is in the building.

Parking

Designated Parking Areas:

West Lot - West of the library; all students, faculty, and staff. (ID card-reader access-only entrance adjacent to the library; individuals who do not have their ID access card must walk around to the main entrance across from the Laws Chapel building.)

North Lot - Between Palmer Hall and Lancaster Ave.; apartment residents only. (Resident ID card-reader access-only entrance adjacent to this lot.)

Central Lot - Between Palmer Hall and Laws Chapel; visitors, handicapped, and employees. (Main entrance with ID card-reader access and reception desk that is staffed during regular day and evening hours.)

South Lot - adjacent to City Ave.; staff, faculty, and dorm resident students. (Access to building through main entrance.)

Parking Regulations. Each student owning a vehicle must obtain a parking permit from Auxiliary Services. Parking permits must be validated each semester; stickers may be obtained at the Business Office with a current paid bill.

Cars without permits and cars illegally parked will be subject to a \$25.00 fine and possible towing at the owner's expense. Fines are added directly to the student's account.

All questions regarding parking and/or parking fines should be directed to Auxiliary Services. Complete parking rules and regulations will be distributed to students when parking permits are issued by Auxiliary Services and are posted on campus bulletin boards.

Student Parking. All commuter students will be assigned to the West Lot parking area. Each apartment resident with more than one vehicle may keep one vehicle in the North Lot; a second vehicle must be parked in the West Lot.

Specialty Parking. Please respect the visitor and reserved spaces in the Central Lot. Do not park in the handicap spaces unless eligible; the police may ticket your vehicle if you do not have a handicap license plate or a hanging permit.

No Parking Areas. All driveways and the center lane of all parking lots must be kept open to permit easy access to emergency vehicles. The Cafeteria receiving area and the entrance area, North Lot, are designated No Parking and must be kept open at all times.

Security

For your protection and the protection of Seminary property, security guards patrol the building and grounds from 4:30 p.m. - midnight, weekdays, and 8:00 a.m. - midnight on weekends and holidays.

Security Supervisor: Eduardo Lara Reyes

Security Desk Phone: 484-384-2939

Fire Regulations

For fire safety and security purposes, students are asked to be sure that all fire doors and other access doors are securely closed. Compliance with this rule is necessary to minimize fire hazards and to prevent the entrance of intruders.

Fire drills will be held periodically. When the fire alarm sounds, please leave the building promptly.

During office hours, notify the switchboard immediately of any suspicion of fire. After office hours, the security guards or resident manager should be notified. If they are not readily available, we suggest you call the Fire Department at 911.

Exterior fire escapes and interior fire towers and associated balconies are to be used only in case of fire or other emergency. They must be kept clear at all times. No picnic or vehicular equipment or cleaning equipment is to be left in these areas at any time.

Emergency Phone Numbers

Fire, Police and Ambulance: 911

If you are dialing from a Seminary extension, you must dial a 9 before 911. If you dial from a pay phone or your own apartment phone, just dial 911.

Lower Merion Police: 610-642-4200

Medical: Lankenau Hospital Emergency Room: 610-645-2285

Room Reservations — Small and Special Interest Groups

Small and Special Interest Groups or individuals wishing to hold special activities on campus must register with Student Formation first then file a request with Auxiliary Services.

The Food Pantry

The Food Pantry was started in 1983. Located on the second floor across from the Commuter Room, its purpose is to provide non-perishable food items to Seminary students and their families who may be experiencing temporary food shortages. The Pantry is supplied by donations from local churches and individuals. Contact the Auxiliary Service Office if you know of a student in special need, or if you would like to donate items to the Food Pantry.

WYNNEWOOD CAMPUS CONTACT INFORMATION

Main number: 610-896-5000 **Web site:** www.palmerseminary.edu
Central fax: 610-649-3834
Fire/Police/Ambulance: 911 (If you are dialing from a Seminary extension, dial a 9 before 911.)

Direct phone numbers – dial 484-384 + four-digit extension, unless noted otherwise.

	E-mail	Extension
Academic Advising Office		2393
Academic Computing Office	acadcomp@eastern.edu	2937
Adams, Dr. Nancy	nadams@eastern.edu	2992
Adelekan, Dr. Adetokunbo	aadelekan@eastern.edu	2969
Adjunct Faculty Office		2964
Admissions Office	semadmis@eastern.edu	2948
Alexander, Dr. Paul	palexan2@eastern.edu	2973
Alumni/Development Office	shutchis@eastern.edu	2978
Anuzzi, Carmen	canuzzi@eastern.edu	2976
Auxiliary Services	semauxsz@eastern.edu	2930/2935/2936
Blocker, Phaedra	pblocker@eastern.edu	2393
Bookstore	0067mgr@fhcg.follett.com	2960
Brash, Dr. Donald J.	dbrash@eastern.edu	2944
Burgie-Bryant, Rev. Willette	wburgie@eastern.edu	2942
Business Office	semaccts@eastern.edu	2952
Chaplain	wburgie@eastern.edu	2942
Chen, Dr. Diane	dchen@eastern.edu	2971
Church Partners Office	cmcneil@eastern.edu	2951
Congdon-Martin, Rev. Elizabeth	econgdon@eastern.edu	2958
Cradic, Joshua	jcradic@eastern.edu	2988
Dean's Office	semdean@eastern.edu	610-341-5891
Doctor of Ministry Office	semdmin@eastern.edu	2982
Educational Technologist	mkebaets@eastern.edu	2968
Emergency Room, Lankenau Hosp.		610-645-2285
ESA/Sider Center	esa@eastern.edu	2990
ESCM (Eastern's School of Christian Ministry)	escm@eastern.edu	2970
Financial Aid	semfinaid@eastern.edu	610-341-5845
Frame, Jeron	jframe@eastern.edu	2945
Frame, Randy	rframe@eastern.edu	2980
Guest Room Reservations		2930
Hall, Dr. Christopher	semdean@eastern.edu	610-341-5891
Hancock-Stefan, Dr. George	ghancock@eastern.edu	2975
Hartley, Dr. Benjamin	bhartley@eastern.edu	2984
Houston, Rev. Alexander	ahouston@eastern.edu	2986
Human Resources	hr@eastern.edu	610-341-1481
Hutchison, Dr. Stephen	shutchis@eastern.edu	2978
Itapson, Dr. Emmanuel	eitapson@eastern.edu	2963
Kapur, Anup	akapur@eastern.edu	2931

Kebaetse, Dr. Masego	mkebaets@eastern.edu	2968
Lewellen, Perri	plewelle@eastern.edu	610-341-5891
Library	semibr@eastern.edu	2946
Maintenance	canuzzi@eastern.edu	2967/2976
Mapson, Shirley	smapson@eastern.edu	2982
Marketing and Communications	rframe@eastern.edu	2980
Martell-Otero, Dr. Loida	lmartell@eastern.edu	2955
Mazuk, Melody	mazuk@eastern.edu	2947
McFarland, Ruth E.	rmcfarla@eastern.edu	2950
McMillan, Byron L.	bmcmill@eastern.edu	2935
McNeil, Sr., Dr. Charles L.	cmcneil@eastern.edu	2951
Miller, Craig	cmiller7@eastern.edu	2953
Nuzzolese, Dr. Francesca	fnuzzole@eastern.edu	2965
Openseminary, MTS	openseminary@eastern.edu	2941
Picos-Lee, Dr. Mayra	mpicosle@eastern.edu	2956
Pizzuto-Pomaco, Dr. Julia	jpizzuto@eastern.edu	2943
Placement	drichard@eastern.edu	2959
Pleas, Joyce	jpleas@eastern.edu	2930
Pretz, Dr. S. Timothy	tpretz@eastern.edu	2941
Priscilla Institute/Hestenes Center	grandolp@eastern.edu	2985
Purkis-Brash, Jana	jpurkisb@eastern.edu	2393
Quan, Dana	dquan@eastern.edu	2952
Ragwan, Eva	eragwan@eastern.edu	2981
Ragwan, Dr. Rodney	escm@eastern.edu	2970
Randolph-Williams, Dr. Gail	grandolp@eastern.edu	2985
Registrar's Office	semregis@eastern.edu	2954
Richardson, DeAndra	drichard@eastern.edu	2959
Schaffer, David	dschaffe@eastern.edu	2967
Security Desk		2939
Security (Mobile Phone)		484-832-3328
Sider, Dr. Ronald J.	rsider@eastern.edu	2974
Smith, Dr. Wallace C.	wcsmith@eastern.edu	2950
Smith School of Christian Ministries	rmcfarla@eastern.edu	2950
Stahl, Nancy	nstahl@eastern.edu	2948
Student Formation Office	semosf@eastern.edu	2981
Supervised Ministries Office	drichard@eastern.edu	2959
Switchboard		2930
Tizon, Dr. Al	atizon@eastern.edu	2979
Watson, Dr. Deborah	dwatson2@eastern.edu	2964
Werron, Tammy	twerron@eastern.edu	2954
Weyant, Mary	mweyant@eastern.edu	2936
White, Richard	acadcomp@eastern.edu	2937
Winters, Dr. Deborah	dspink@eastern.edu	215-260-7420
Woodard, Dr. Marsha Brown	mwoodard@eastern.edu	2393
Wool, Dr. Peter	pwool@eastern.edu	2393

Wynnewood Campus Emergency closing & snow numbers: 385 day, 2385 evening (Montgomery County)

INDEX

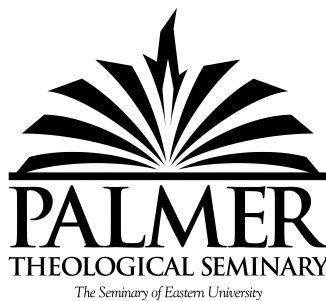
Academic Advising.....	44-46
Academic Information.....	22-57
Academic Policies and Procedures.....	25
Accommodations, Educational.....	35
Administrative Services.....	14-17
Advanced Standing.....	27
Advising.....	44-46
Animals.....	68
Appealing a Grade.....	39
ASP Early Withdrawal.....	19
Assessment I, II.....	48
Auditing Courses.....	30
Auxiliary Services.....	10, 16, 65-71
Baptist Theology Group.....	6
Bookstore.....	11
Bulletin Boards.....	68
Business Office.....	9
Campus Facilities.....	7, 65
Campus Hours.....	68
Campus Regulations.....	68-71
Cell Phone Use.....	50, 61
Chancellor, Office of.....	14
Change of Degree Program.....	25
Chaplain, Seminary.....	5, 15
Chief Operating Officer / Controller.....	14
Children.....	61, 66, 68
City Wage Tax.....	20
Class Cancellation.....	31
Communications Office.....	16
Community at Palmer Seminary.....	3
Commuting Students.....	69
Computer Lab.....	11, 54
Computer Policies.....	33, 51, 54
Conduct and Standards.....	58-61
Confidentiality of Student Records (FERPA).....	42-43
Contact Information.....	72-73
Controller, Chief Operation Officer.....	14
Counseling Services.....	13
Course Work Load Guidelines.....	33
Credit/No Credit Courses.....	38
Criminal Background Checks.....	61
Cross-Registration.....	28

Dean of the Seminary	14
Dean's Office	9
deBlois Hall	65
Development , Office of	15
Directory Information – Students (FERPA)	43
Disciplinary Procedures	63
Drugs and Alcohol Policy	59
Eastern.edu Accounts	54-55
Eastern's School of Christian Ministry (ESCM)	56
Educational Accommodations	35
Educational Goals	22
Educational Technologist	15
Emergency Phone Numbers	70, 72
Employment Records	44
End-of-Semester Papers	34
Evaluation System	37
Extensions	35
External Course of Study	28
Facilities	7, 65-71
Faculty Responsibilities	25
Family Educational Rights & Privacy Act (FERPA)	42
Financial Aid	9
Financial Information	18-21
Fire Regulations	70
Food Pantry	71
Food Service	13
Goals, Educational	22
Grading	37-39
Grievance Procedures	62
Harassment Policy	60
Health Insurance	9, 12
Human Resources Department	15
I.D. Badges	67
Inactive Status	30, 36, 41
Incomplete Course Work	35
Inclusive Language Policy	58
Independent Study	27, 32
Index	74
Information Services	11
Insurance	12
Intensive Courses	31

International Student Fellowship.....	6
Internet.....	11-12, 15, 34, 51, 54, 61
Interseminary Seminar.....	55
 Koinonia Kafe.....	 13
 Late Cancellation of Registration Penalty.....	 19
Laws Chapel.....	65
Learning Disabilities.....	35
Library.....	10, 16, 29, 50
Loan Deferment or Forbearance.....	8-9
Lockers.....	69
 Mail.....	 66
Maintenance.....	68
Marketing and Communications.....	16
Mediation.....	62
Medical Services.....	12
Mentoring.....	46
Mid-Program Assessment.....	49
MTS Openseminary.....	24
 Non-traditional Courses and Programs.....	 55-57
 Online Courses from Another School.....	 29
Openseminary, MTS.....	24
Overseas Ministries Study Center (OMSC).....	55
 Palmer Hall.....	 65
Palmer News & Notes.....	13
Papers and Theses.....	33
Parking.....	69
Password and Username.....	54-55
Payment of Accounts.....	18
Penalties for Academic Dishonesty.....	33
Personal Property Insurance.....	12
Phone Numbers.....	72-73
Photo I.D.....	67
Plagiarism.....	32
Plant Operations.....	16
Policies and Procedures	
Academic.....	25
Computing.....	33, 51, 54
Library.....	50
Seminary Community.....	58

Priscilla Institute	56
Prizes, Awards and Special Scholarships	19
Probation	40
Qualities of Graduates	22-24
Rates and Fees	20, 21
Readiness for Ministry	24
Records, Confidentiality of (FERPA)	42-43
Records, Retention of	44, 49
Recreation	65
Refund Policy	18
Registrar's Office	8
Repeated Courses	39
Resident Assistants	70
Retention of Records	44, 49
Return from Inactive Status	42
Review and Guidance	12, 63
Room Reservations	71
Scholarships	19
School Closing	31, 67
Security	70
Seminary Community Policies	58
Sexual Harassment Policy	60
Sexuality Policy	60
Smith School of Christian Ministries	14
Smoking	69
Special Events	21
Special Interest Student Groups	6
Student Assembly	6
Spiritual Formation	5
Student Formation	5-7, 15
Student Responsibilities	25
Student Services	8-13
Switchboard	11
Taking Coursework at Other Institutions	27
Telephone Numbers	72-73
Title IX Officer	17
Transfer of Credit	26
Transcripts	8
Unacceptable Academic Behavior	32
Username and Password	54-55

Verification of Enrollment	8
Visitors	69
Vocational & Personal Inventories	48
Waivers	26
West Virginia Program	24
Withdrawal	18, 30, 32
Worship	5
Writing Courses	35
Writing Tutors	34



6 E LANCASTER AVENUE WYNNEWOOD, PENNSYLVANIA 19096

800-220-3287 fax 610-649-3834

www.palmerseminary.edu