

**2015-2016**

STUDENT HANDBOOK

*MASTER'S PROGRAMS*

# 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.*

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# STUDENT FORMATION

*“Dear friends, now we are children of God, and what we will be has not yet been made known.” - 1 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 a required course is 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 of our activities, please contact the Office of Student Formation at 484-384-2981.

## **STUDENT FORMATION**

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

*Dr. Eva Ragwan, Assistant in Student Formation*

Rev. Dr. 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 two significant student assessments and of the academic advising process. Via coordination of on-campus worship and other opportunities for spiritual nurture and growth, Rev. Dr. 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, often in partnership with the Palmer Student Assembly and others, students, faculty, administrators and staff are able to take advantage of periodic community-building opportunities for learning and for relaxed fellowship.

Dr. 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 student Small and Special Interest 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 are also encouraged to plan additional worship activities if the Seminary calendar permits. 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 students 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 SA representatives and share any ideas or concerns. Administratively, the SA is accountable to the Office of Student Formation.

### **Officers of the Student Assembly (SA)**

**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, the Moderator is the primary voice for the student body to Seminary leadership. He or she attends faculty and board meetings and regularly convenes and leads SA meetings.

**The Vice Moderator** shares responsibility and leadership as needed and appropriate. The Vice Moderator 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 SA 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 the Treasurer, but at least one other member of the SA leadership must sign each request.

**Class Representatives** must attend SA 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 SA meetings and serve as liaisons to at least one committee or area within the Seminary.

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

All members of Student Assembly are expected to participate actively in at least 75% of the meetings of the SA 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 differences with the SA 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 facilities available at the St. Davids campus, see page 54 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*

*Mr. Andre Price, Office Manager and Transcript Officer*

The Registrar's Office is located in A-333A. 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 7:00 pm Monday-Thursday and from 8:30 am to 12:00 noon on Saturdays.

Information pertaining to class registration, extensions, waivers, inactive status, leave of absence, withdrawal, independent study, change of 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](http://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, or 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. R. Keith Iddings, Provost, Interim Dean*

*Ms. Sharlene Joseph-Brown, Executive Assistant to the Dean/Assistant Operations Manager*

The Seminary Dean's Offices, located in A331 & A332, are normally open Monday through Friday, 9:00 am to 5:00 pm; appointments are encouraged to address issues appropriately handled by the Dean. You may also communicate with the Dean's office by email to [semdean@eastern.edu](mailto:semdean@eastern.edu)

### **FINANCIAL AID**

*Ms. Christal Jennings, Eastern University Director of Financial Aid*

Located in the Janet Long 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 FAFSA (Free Application for Student Financial Aid). FAFSA deadlines are posted on the EU website; click on Quick Links.

### **STUDENT ACCOUNTS OFFICE**

*Ms. Lisa Weller, Eastern University Director of Student Accounts*

Located in the Janet Long Mall Cottage at Eastern University, the Student Accounts Office processes all student billing inquiries, financial transactions, and student health insurance. Payment arrangements can be made in person, by phone, mail, or Internet using a credit card. Office hours are Monday through Friday from 9:00 am – 5:00 pm. Students with outstanding balances will not be allowed to register for the following term/semester, and will not be permitted to graduate until all balances are paid in full.

### **LIBRARY**

*Ms. Jeron Ashford, Public Services Manager*

*Dr. Marvin Smith, General Services Librarian*

*Mr. James Sauer, Director of University Libraries*

The Austen K. deBlois Library of Palmer Theological Seminary is part of Eastern University Libraries. DeBlois Library serves Eastern University by providing theological resources and services to Palmer Seminary students, faculty, staff and alumni, as well as to the Eastern University community. Located in Section E, the Library offers study space, computers for research, the Reserve collection, AV materials, recent journals, and reference books. All circulating books, non-circulating bound journals and seldom-used reference books are housed in the Storage Library, which is accessed by library staff only. Books may be requested and will be retrieved by staff at regular intervals during the day (no retrievals evenings or Saturdays.)



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.

### ***Library Hours***

#### ***Regular Semester Hours:***

Monday through Thursday — 8:30 am to 8:30 pm

Friday — 8:30 am to 4:30 pm

Saturday — 12:00 pm to 4:00 pm

Sunday — CLOSED

#### ***January/Summer Hours***

Monday-Friday 8:30am - 4:30pm or as posted

Closed Saturday-Sunday

Library hours change during the summer, semester breaks, and holidays. Please call the library at 484-384-2945 for current hours. Hour changes will also be posted on the Library front door and at the Reception area.

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.

See pp. 40-45 for more information about library policies.

### ***AUXILIARY SERVICES/SWITCHBOARD***

*Ms. Joyce Pleas, Receptionist*

Auxiliary Services and the switchboard (610.896.5000 or 800.220.3287) has hours Monday - Friday from 8:15 am - 4:15 pm. All matters regarding classroom use, ID badges, security access cards, are handled through this office. If the Seminary closes due to inclement weather, a message will be recorded on the voice mail system.

### ***STUDENT SERVICES***

*Ms. Marquita Bell, Student Services Coordinator*

The Student Services Coordinator is available at the front desk during the ***fall and spring semesters only***. The hours are 5:00 pm-9:00 pm Mondays -Thursdays and 5:00 pm-7:30 pm on Fridays.

### ***BOOKSTORE***

*Ms. Helen Ricotta, Store Manager, Eastern University Bookstore*

The Eastern University Bookstore provides textbooks and other needed materials for students. You may order online from Eastern University Bookstore website or shop instore on Eastern University's St. Davids campus – outside lower level of the Harold Howard Center.

Eastern University Bookstore accepts all major credit cards and checks, as well as student vouchers 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, Helen Ricotta at (610) 341-5934.

### ***ACADEMIC COMPUTING / INFORMATION SERVICES***

The Academic Computing department at Eastern University is responsible for the operation and upkeep of the Student Computer Lab, classroom computer technology, audio-visual equipment, and faculty/staff Seminary computer technology. EU Technology Services offers a webhelpdesk ticket system that sends your problem to the right person immediately! Visit [whd.eastern.edu](http://whd.eastern.edu) or call 484.823.0121. In-person technical support is also available on Monday, Wednesday and Friday. Please contact Richard White, PC Technician at Palmer Seminary at 484.384.2937. Additional user support from Academic Computing is available during regular business hours by calling 610-341-1726 or 610-341-1721.

#### ***Student Computer Labs***

Student computer labs are located within each wing of the Seminary and are available for use by all registered students. The rooms hold computers and two laser printers. The room in the east wing has a scanner available for use. Standard programs include BibleWorks, MSOffice 2010, Adobe Reader, Mozilla Firefox, AVG antivirus, and others as needed by various instructors.

Each registered student in a masters or doctoral program at Palmer will receive an Eastern University username and password, which provides access to the student's EU email, Brightspace, and myEastern accounts and Palmer network access. This information will be provided to new students at the start of classes. Students enrolled in other programs at Palmer should contact their instructor for a login and password for network and Internet access in the computer lab.

See pp. 44 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 and 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, two of which are Minute Clinic (inside CVS pharmacy, 312 S. Henderson Road, King of Prussia) and Take Care Clinic (inside Walgreens Pharmacy, 119 E. Dekalb Pike, King of Prussia). Local hospitals are Phoenixville Hospital (140 Nutt Rd., Phoenixville. Phone: 610.983.1000) and Paoli Hospital (255 W. Lancaster Ave., Paoli, PA. Phone: 484.565.1000). The Clinic of Phoenixville (non-profit providing healthcare for the uninsured) 143 Church St, Phoenixville, PA 19460 Phone: (610) 935-1134 as well as the many Urgent care facilities available.

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

## **COUNSELING AND SPIRITUAL DIRECTION**

*Dr. S. Timothy Pretz, Coordinator*

Students in degree programs may request to receive up to 20 sessions of counseling and/or spiritual direction during their tenure at the Seminary. The counseling can be individual, couple, or family counseling as would best benefit the student, and fees will be set based on the student's available financial resources. If a student qualifies for counseling or spiritual direction, based on a record of demonstrated financial need, he or she may receive additional financial assistance.

The coordinator of these services will match students with area professionals available to work with seminarians at the seminary or, if possible and desirable, close to where the student lives. The coordinator of these services and the professionals providing counseling or spiritual direction will maintain appropriate confidentiality for the students as negotiated by the student and the professional.

## **PALMER NEWS AND NOTES (PNN)**

Palmer News & Notes is a monthly in-house Seminary e-newsletter, produced during fall and spring semesters and periodically during January term and summer semester. Published by the Dean's Office, PNN provides information about Seminary activities and events, community news, and important announcements from student groups, and various offices of the Seminary. Submissions for PNN may be emailed to [semdean@eastern.edu](mailto:semdean@eastern.edu).

# ADMINISTRATIVE SERVICES

## **DEAN OF THE SEMINARY**

*Dr. R. Keith Iddings, Interim Dean of the Seminary*

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 Associate Registrar, Seminary Chaplain, Executive Assistant to the Dean 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 Regular and Adjunct/Affiliate Faculty, the Director of Spiritual Formation & Seminary Chaplain, the Director of Supervised Ministries, the Associate Registrar, the Director of Admissions, the Director of the Sider Center, and the West Virginia Site Coordinator/Recruiter.

## **OFFICE OF ADVANCEMENT**

*Ms. Lisa Titus, Vice President for Advancement*

The Office of Advancement is responsible for overseeing the fundraising efforts on behalf of Palmer Theological Seminary. Tuition does not cover the entirety of the Seminary's instructional and operational expenses. The gap is filled from resources raised by members of the Development Department through the Annual Fund campaign to alumni/ae, churches and friends.

## **DIRECTOR OF STUDENT FORMATION & SEMINARY CHAPLAIN**

*Rev. Dr. 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.

## **HUMAN RESOURCES DEPARTMENT**

*Ms. M. Kacey Bernard, Senior 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. The Department accomplishes this by:

- Developing and supporting an environment that assists the 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 DIRECTOR**

*Mr. Jim Sauer, Director*

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

**UNIVERSITY RELATIONS**

*Ms. Sherry-Ann Morris, Chief Marketing Officer*

University Relations develops and oversees the Seminary's marketing and advertising strategies and initiatives, Seminary publications, website, brochures and news releases.

**TITLE IX OFFICER FOR EASTERN UNIVERSITY**

*Dr. Bettie Ann Brigham, Vice Provost for Student Development*

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](mailto: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***

We encourage you to visit the Student Accounts website for Announcements, to view the Schedule of Charges, and information on fees. <http://www.eastern.edu/offices-centers/student-accounts-office>. Eastern University issues all billing information **electronically**. This means that **we do not** send any paper statements to the student.

Students must log-in to view the FALL 2015 billing information.

- Visit [www.my.eastern.edu](http://www.my.eastern.edu) and select the link titled “click here to access WebAdvisor”
- Sign in, click “Student.”
- Click on “View Account and Make Payment.”
- Clicking on “Account Activity” will give you the details of your bill and access to your billing statement.

Payment Plans are available through Official Payments at:

<https://payplan.officialpayments.com/Enrollment.aspx?billerId=34&planGroupId=63>.

***Monthly Service Charge on Delinquent Accounts: A Monthly Service Charge of 1.5% will be added to all accounts that become delinquent.***

***Late Payment Fee: If payment is not received before the start of the semester or session, a Late Payment Fee of \$125.00 may be assessed.***

## ***Tuition Refund Policy***

***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 to the student (including ASP students) 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.

**RATES AND FEES FOR 2015-2016 SCHOOL YEAR**

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.

*Master's programs* ..... 50

Tuition per credit (Master's programs)

*8 credits or more/semester* ..... 720

*Less than 8 credits/semester* ..... 760

CEU (per credit) ..... 330

Audit Fee (per credit) ..... 310

Student Assembly Dues (per semester) ..... 15

Other Fees

*Course Change* ..... 25

*Installment Payment Plan* ..... 45

*Monthly Late Installment Payment Penalty* ..... 25

*Late Tuition Payment Penalty (end of semester)* ..... 50

*Graduation* ..... 160

*Registration for J-terms and Summer* ..... 25

*Late Registration* ..... 50

*Late Cancellation of Registration* ..... 75

*Transcripts* ..... 10

*Check return/insufficient funds fee* ..... 25

*Student Service Fee* ..... 85/semester

**Tuition, Fees and Expenses for West Virginia Students**

Tuition per credit (Master's programs)

*3 credit courses* ..... 1,080

Audit Fee (per credit) ..... 250

Student Assembly Dues (per semester) ..... 5

Other Fees

*Course Change* ..... 25

*Installment Payment Plan* ..... 45

*Monthly Late Installment Payment Penalty* ..... 25

*Late Tuition Payment Penalty (end of semester)* ..... 50

*Graduation* ..... 160

*Registration for J-terms and Summer* ..... 25

*Late Registration* ..... 50

*Late Cancellation of Registration* ..... 75

*Transcripts* ..... 10

*Check return/insufficient funds fee* ..... 25

*Student Service Fee* ..... 25/semester

## SPECIAL EVENTS

We encourage you to participate in Palmer Seminary and Eastern University events, which include lectures and special events throughout the year. They will expand your horizons and expose you to a variety of perspectives. A complete list of events may be accessed on the Palmer website.

During the fall semester, Palmer Seminary hosts the Costas Lectureship to celebrate the life of Dr. Orlando E. Costas, honoring his service as a missiologist and theologian and is an opportunity to build relationships with Latino/a churches. During the spring semester, Palmer Seminary hosts the annual Mitchell Lectureship. This lectureship is the keystone lecture of Palmer Theological Seminary's celebration of African American History Month. It is named in honor of Reverend Dr. Frank B. Mitchell, Jr., pastor of Pinn Memorial Baptist Church for over 40 years. Over the years of his ministry he was responsible for guiding many new ministers into service. He directed many of them to Eastern Baptist Theological Seminary, now Palmer Theological Seminary, for their training. He encouraged young and old alike to be proud of their spiritual and cultural heritage, and urged all to strive towards the excellent example of Jesus Christ. His life was a prime exhibition of unfailing Christian love, coupled with a desire to serve others.

For a downloadable version of Palmer Seminary's 2015- 2016 Events Calendar [click here](#).

Eastern University hosts weekly Chapels on Wednesday mornings at 10:00 am, and Windows on the World forums on Friday mornings at 10:00 am during the academic year. Each forum is intended to stimulate personal involvement in and knowledge of crucial and controversial issues facing Christians today. For the Chapel schedule, [click here](#) and for the Windows on the World schedule [click here](#).



# ACADEMIC INFORMATION

## EDUCATIONAL GOALS

### ***Qualities of Palmer Seminary M.Div. Graduates***

The faculty has developed the following qualities as a guide to ministerial characteristics desirable in M.Div. graduates of the Seminary. The faculty members recognize that each person has different aptitudes and abilities and will not develop and mature equally in all of these areas. The faculty members 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, the Seminary's 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, VPI (Vocational Personal Inventory) and MPA (Mid Program Assessment), selected samples of papers and projects, satisfactory academic progress, Supervised Ministry evaluations, and capstone seminars.

## **WEST VIRGINIA PROGRAM**

Palmer Theological Seminary and the West Virginia Baptist Convention have formed a unique partnership to bring Palmer Seminary's Master of Divinity (M.Div.) and Doctor of Ministry (D.Min.) programs 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 degree while remaining close to home. Academic policies and requirements of Palmer Seminary apply equally to West Virginia students. 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 Seminary’s Admissions Office.

## **ACADEMIC POLICIES AND PROCEDURES**

As chief academic officer of the Seminary, the 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 Room E330.

### ***Student Responsibilities***

Students are responsible for being on time for all classes. If a student must miss a class s/he is responsible for discussing this with his/her professor ahead of time. If an unplanned absence occurs, the student is responsible for letting the professor know the reason for the 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 degree program or program emphasis. This is a major decision. If a student is considering this possibility, the student must explore with his/her faculty advisor the reasons for seeking such a change. If it is determined that such a change would be appropriate, the student must obtain the proper request form from the Registrar's Office. When the form is completed and signed by the advisor, it must be returned 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 the student's permanent record, and the form will become part of the 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:***

#### ***Procedures and Policies***

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 credits 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 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 17 credits of advanced standing and M.T.S. students may receive up to 8 credits.

### ***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 33 credits M.Div./24 credits M.T.S.; and (3) permission of the supervising professor. 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 \$75.00 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 concentration elective 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 the 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 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 concentration 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 have (1) at least a 3.00 cumulative GPA; (2) satisfactory completion of at least 33 credits M.Div./24 credits M.T.S.; and (3) may not be on probation. If any requirements are not met, or if you are on probation, you may not register for an online course.

#### *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 \$25.00 to Palmer for administrative costs.

#### **Auditing Courses**

Students may audit master's level courses according to the following expectations and requirements.

- The course instructor must grant permission to audit. Auditing is not appropriate for some master's 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 Course***

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](http://www.palmerseminary.edu), or send a signed letter explaining the reason(s) for withdrawal. For purposes of tuition refunds, 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.

When a student withdraws from a course, the designation of 'W' (withdraw) is entered into the permanent record. The designation has no impact, either positively or negatively, on the student's cumulative grade point average.

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, 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 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 bad weather, you can obtain school closing information through KYW News Radio by tuning in to 1060 AM on the radio, going to [www.cbsphilly.com](http://www.cbsphilly.com) on the web. 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 home page of the Palmer website. Please note that general 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 King of Prussia, 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 3-credit courses. Post-course assignments are required in 1.5 -credit 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 3 credit 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 via email or Brightspace (all WV intensives) 6-8 weeks before class begins.

#### *Withdrawals.*

If a student has attended an intensive course for any period of time but is not able to continue, they will need to withdraw. 'W' (Withdraw) will then be indicated on the transcript. As with regular semester courses, the student is responsible for notifying the Registrar's Office. This can be done by completing and signing a Withdrawal Form, which is available online at the Seminary website and in the Registrar's Office, or by sending a letter explaining the reason(s) for withdrawal. Any tuition reimbursement will be determined by when the notification of withdrawal is received in the Registrar's Office. After the second day of an intensive course, there is normally no tuition reimbursement.

If the student has **NEVER** attended the class then a late cancellation of registration (also referred to as an 'Administrative Drop') may be performed, subject to a \$75 late cancellation fee.

#### ***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], 2009). 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, 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***

*3-credit 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.

*1.5-credit 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 of the 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, 2009). This book is on reserve in the Library or can be purchased at the Eastern University Bookstore.

*Electronic Data Sources.* When citing online sources, follow format guidelines in Carole Slade's *Form and Style: Research Papers, Reports, Theses*, 13th ed. (Boston: Houghton Mifflin 2009). 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 only those students for whom English is a second language. Tutors are supervised by Dr. Deborah Watson. Any other student in search of a writing tutor may ask Dr. Watson for a referral.

*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 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, stamped envelope and affix sufficient postage at the time work 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. 58-59 in this Handbook or contact the Dean's Office at 484.384.2935.

- 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

### ***INTG-510 A Guide to Seminary Writing***

This two-credit course is required of all students in the traditional master's programs at Palmer. Those who need a broader exposure to theological writing and research may take INTG510A for an additional credit.

### ***Policy on Educational Accommodations for Students with Learning Disabilities***

Eastern University 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 Eastern University's Cushing Center for Counseling and Academic Support (CCAS), located on the St. Davids campus.

### ***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 thirty days from the last day of class to complete post-course assignments in 1.5 credit courses, and up to sixty days from the last day in 3 credit 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, the instructor 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 a) No Credit (NC) for the course, or b) a grade based upon work already completed in accordance with the course syllabus and assume 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 or take a leave of absence 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. For full information and guidelines regarding medical leave of any kind, see Leave of Absence below.

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. The student will assume no credit for extension coursework not completed.

### ***Grading/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 Mid Program Assessment. 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 the appropriate final designation.
- **W – Withdrawn.**
- **IP – In Process.** Course still in process.

### ***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 credits 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 a student has questions about a grade or wishes to contest a grade, she or he must first consult the professor who assigned the grade. If the student still has questions, she or he 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. When applicable, the Registrar's Office will issue a revised grade report.

### ***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, 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 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 \$50.00 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 for the duration that he/she remains on inactive status. This includes, but is not limited to, the following:
  - Access to the computer lab
  - Library borrowing privileges
  - 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. Students 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.

### ***Leave of Absence (LOA)***

The Seminary will consider Leave of Absence (LOA) requests from students required to serve jury duty, for military reasons, and for circumstances related to the Family and Emergency Leave Act of 1993 including medical issues. If a student is seeking leave for reasons other than these, then the student should pursue Inactive Status; see information under the Inactive Status policy above.

The student must submit a written, signed request for the LOA that includes the reason for the request, any appropriate documentation, and the anticipated end date for the LOA. A leave cannot exceed 180 days in a twelve-month period.

Students on an approved Leave of Absence must submit an Intent to Resume Studies form and register for the semester indicated by their anticipated return date on the Leave of Absence request. If the student does not return on the expected date, then the student's status will be reclassified as inactive as of the date of the original request.

Students who have requested and been granted a Leave of Absence for personal medical reasons must have their attending physician submit written verification that the student is capable of resuming seminary studies before the student will be permitted to return to studies. Without the attending physician's certification, work completed during a medical leave of absence will not be accepted or evaluated. In addition, while on medical leave of any kind, the student may not contact instructors regarding coursework.

Leaves of Absence may be brief, prolonged, or long-term.

In cases of brief leave, the student is able to return to seminary studies before the final day of class during the semester in which the leave began. In such cases, the student may be granted permission to complete the course work at a later date. Normally, an extension would be granted for this purpose.

In cases of prolonged leave, the student is not able to return by the final day of class during the semester in which leave began. Normally, at the discretion of the instructor, all unfinished work from previous courses must be completed by mid-term of the semester in which the student re-enters academic life.

In cases of long-term leave, the student is unable to resume studies for at least one year. In such cases, the student's status will revert to inactive once the leave exceeds the 180 day limit in a twelve-month period as noted above. Should the student seek to return within the six-semester time frame outlined above, the

Review and Guidance Committee will monitor the case if necessary and make judgments as to course completion in consultation with the student and course professors.

### ***Returning from Inactive Status or Leave of Absence***

Students returning to studies after being on inactive status or taking a leave of absence must submit an “Intent to Resume Studies” form to the Registrar’s Office. Students who were granted a Leave of Absence 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 photo IDs from the receptionist. They must also schedule appointments with their academic advisors during the semester.

Students who went on leave or 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 is 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. Students returning after a leave of absence are not responsible for this fee.

### ***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 Associate Registrar written requests that identify the records they wish to inspect. The Associate 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 Associate 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.** Students may ask the Seminary to amend a record that they believe is inaccurate or misleading. They 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:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
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. 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. Current students or graduates of the Seminary may contact the Registrar's Office for access to their student records.

*Supervised Ministries Office.* Beginning with the academic year 2006-2007 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, student portfolio items, 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.* Employment records for student workers, temporary employees and Seminary employees are maintained and kept at Eastern University with all other employment records. To access 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 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 within the first month of classes. 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 twelve

credits 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 advisees know other preferred options for communication. Academic advisors are genuinely interested in the student's growth and development as well as her/his well-being and can help the student discover options that work for the student 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, on-going 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, a student may need to approach more than one faculty member if he/she wishes such a relationship. The student 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 be 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.

## **VOCATIONAL PERSONAL INVENTORIES (VPI) and MID-PROGRAM ASSESSMENT (MPA): M.DIV. & M.T.S. Christian Counseling Concentration (MTS-CC)**

### ***Introduction***

Effective ministry in today's complex world requires personal wholeness, academic competence, skills in ministry and more. The goals of the educational experience offered at Palmer Seminary are described in the "Qualities of Palmer Seminary M.Div. Graduates," which serve as the basis for determining ministerial competency and readiness for ministry (p. 18).

To ensure adequate monitoring and evaluation of student progress toward those goals, the Seminary has adopted the following multifaceted assessment process with VPI and MPA as integral components.

### **SFRM-500 Vocational Personal Inventories (offered every semester)**

*Purpose:* VPI supports the ongoing process of discerning and clarifying one's own call to ministry. Through the use of skills and gifts indicators, personality inventories, and/or other instruments that may vary over time, students see how their own callings are affected by their preferences. The tools used in the Vocational Personal Inventories help to identify strengths and weaknesses in ministry as well as academic potential.

*Registration and Timetable:* All entering M.Div. and MTS-C degree students register for SFRM500 VPI. All evaluative testing must be completed during the student's first semester of classes. Students cannot register for the second semester until they have completed SFRM500 and are actively addressing any recommendations or requirements given by faculty.

*Procedure:* The Office of Student Formation administers the inventories and assembles students' files.

*The Office of Student Formation* also: 1) reports completion status to the Registrar's Office before registration for the second semester; 2) enlists faculty support for students who need monitoring and/or assistance; and 3) reports to the full faculty students who are having difficulties.

*Note:* Students who have completed fifteen credits but have not completed VPI will not be permitted to register for further Seminary work until VPI is satisfactorily completed.

### **SFRM-501 Mid-Program Assessment (offered each fall)**

*Purpose:* The purpose of MPA is to monitor and evaluate the student's readiness for ministry just beyond the halfway point of the M.Div. and MTS-C program. More specifically, the MPA does this by: 1) identifying and affirming the competencies that have been developed or enhanced through the seminary experience; 2) identifying areas still needing growth as the student continues preparation for ministry; 3) strategizing ways to address areas for growth during the remaining time in seminary; and 4) addressing the issue of life-long learning after seminary.

*Nature:* Basic to MPA is the student's self-evaluation of progress made toward embodying the "Qualities of Palmer Seminary M.Div. Graduates," as described in several guided, self-reflective essays written by the student. When necessary, these essays serve as the basis for an evaluative session in which two faculty

members and/or a person from the administration of the Seminary provide interactive feedback to the student about his/her self-evaluation. This session takes 1 1/2 hours or less.

*Registration and Prerequisites:* Students must register for SFRM 501 Mid-Program Assessment and may initiate the process after having completed at least 60 credits of the M.Div. program. The optimum time for taking MPA is Fall, typically the semester immediately following completion of TFE 1b.

*Prerequisites include:* 1) SFRM500 Vocational & Personal Inventories; 2) SFRM510 Spiritual Formation; 3) SUPV520/521 Theological Field Education 1A/1B; and 4) any other requirements from the advisor or faculty member.

*Procedure:* The Office of Student Formation posts essay questions, instructions, and other pertinent information on the Brightspace website.

MPA Evaluation Teams, composed of faculty members, evaluate the essays submitted by each student, and report satisfactory completion to the Office of Student Formation. In some cases, students may be required to meet with faculty for follow-up discussion, and/or may be required to fulfill additional supportive or edifying requirements.

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.

### ***Assessment Records***

*Confidentiality.* Strict confidentiality will be maintained in the Assessment processes. Refer to the Institutional Policy Concerning Confidentiality for details.

*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. 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 discouraged in the Library. Replacement fees will be assessed for any materials damaged by spills.
3. Cell phones 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.
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.

### ***The Collection***

As of 2015, the Library held approximately 80,000 volumes, including bound periodicals, a growing collection of DVDs and audio CDs, as well as over 200 print journal subscriptions.

The Library's collection includes books, periodicals, 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.

### ***Reserve Collection***

A copy of each required textbook, as well as other books required for currently held courses, is on Reserve in the Circulation area. 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 such as DVDs, compact discs, and CD-ROMs are available at the Circulation area. Inquire at the desk.

### ***Periodical Collection***

Periodicals are listed in the online catalog as well as on Warner Library's A to Z list.

### ***Computer stations and Internet terminals***

All public computers in the Library are available primarily for research purposes: accessing electronic databases and the Library's online catalog and general internet searching. Please use the computer labs for extensive writing and printing. Use of inappropriate language or accessing inappropriate sites is prohibited and may result in loss of Library privileges.

### ***Online Catalog***

The Library catalog may be accessed through both the Palmer Seminary/deBlois Library and Eastern University/Warner Library webpages. Through the online catalog, patrons are able to search for any materials that are part of the Seminary Library collection, as well as materials at other Eastern University branch libraries, under the Library of Congress classification system.

### ***Remote Access to Electronic Databases***

While on campus, Seminary students have access to electronic research databases and e-books through Warner Library. Off campus, students must log in before accessing. Use the same login information as for email.

### ***Circulation Policies and Borrowing Privileges***

Borrowing privileges are available to current Seminary students, faculty, and staff; degreed alumni/ae of the Seminary; and current students, faculty and staff of Eastern University. The Library reserves the right to revoke borrowing privileges.

### ***Library Cards***

1. All Palmer Seminary personnel must present a current, validated student ID in order to borrow materials. This student ID is also required at Warner Library.
2. Library privileges are updated each semester. Students who are not currently enrolled in any Seminary or Seminary-affiliated classes will not be able to borrow materials.
3. Borrowers may not use anyone else's ID. Doing so may result in the loss or suspension of Library privileges.

### ***Requesting Library Materials***

Due to space and weight limitations, all circulating materials, with the exception of AV and Reserves, are kept in an adjacent Storage Library and must be retrieved by a staff member.

1. Use the online catalog before visiting the Library to choose and place on hold the books you would like to see and/or borrow. NOTE the location and availability. Books located at Warner Library will take extra time to retrieve.
2. M.Div. and MTS students may request as many books as they like but can check out up to 15 books at a time.

### ***Non-circulating Material***

1. Reference books: all Reference books kept in the Library Study Area and the Storage Library are for Library use only. They may leave the Library only to be photocopied.
2. Journals: all current issues in the Library Study Area as well as bound volumes in the Storage Library are for Library use only. They may leave the Library only to be photocopied.

### ***Reserves***

The Library keeps a Reserve collection of required texts and other books required by professors for current courses. Students who are unable to obtain one or more textbooks or who opt to not purchase texts may access these books for their required readings. However, students must be aware that they are sharing these materials with the entire class. Reserve usage is first come, first served. No holds may be placed.

1. Reserve books may be borrowed for 4 hours at a time. Most books may leave the library; exceptions are books cataloged as Reference and professors' personal copies.
2. One renewal period is allowed. Request renewals at the Circulation desk, call 484-384-2945, or email [semibr@eastern.edu](mailto:semibr@eastern.edu).
3. Reserve books may be borrowed overnight when checked out 2 hours before closing and are due by noon the following day. Books may also be borrowed over the weekend when checked out Friday afternoon and are due by noon the following Monday.

4. Fines for overdue reserves are \$0.50/hour. These reserve fines are strictly enforced. Students who neglect to return reserves on time are inconveniencing their classmates who also need to use the books. Students who repeatedly keep reserves past the due time will be limited to Library use only.

### ***Loans and Renewal Period***

Books may be checked out for four weeks. Books that are not overdue may be renewed by phone (484-384-2945), email [semibr@eastern.edu](mailto: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. AV materials circulate for one week, no renewals.

### ***Recalls***

All books, regardless of loan period, are subject to recall. If a book is recalled, it must be returned within seven 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 in the book drop at the Library's entrance door.

### ***Interlibrary Loans***

Materials not owned by Eastern University Libraries can be borrowed from another library. This interlibrary loan service is available to Palmer Seminary students, faculty and staff at no charge. Visit the Interlibrary Loan Services webpage, accessed through either the EU/Warner Library website or the Palmer Seminary/deBlois Library website.

1. For books, choose EZ Borrow. Books will arrive in 3-5 days. 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.
2. For journal articles, choose Rapid ILL. Articles will be emailed directly to you.
3. For any resources not available through EZBorrow, please contact Jeron Ashford (484-384-2945, [jframe@eastern.edu](mailto:jframe@eastern.edu))

### ***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 checking it out, please bring it to the attention of the Circulation attendant.

### ***Fines***

Borrowers are fined \$0.25 per overdue book or AV item per day, Sundays and holidays 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.

Alert notices are emailed automatically 3 days before an item is due. 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 + \$10.00 processing fee. Maximum replacement cost is actual cost of book + \$10.00 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](http://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 University 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 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.
- Please be considerate of others, and limit conversation.
- Problems with equipment, network, internet, or email access should be reported directly to Academic Computing at ext. 1726 or 1499, or emailed to [rwhite@eastern.edu](mailto:rwhite@eastern.edu).

#### ***The Internet/Brightspace***

Internet access is available in the Student Computer Labs. Wireless access is available throughout Palmer. Guest access to the internet is available to all users through the Palmer wireless network.

Students can obtain **Brightspace** information by visiting Eastern's Blackboard to Brightspace website: <https://sites.google.com/a/eastern.edu/blackboard-to-brightspace/home>

For technical help or questions, contact [Brightspace@eastern.edu](mailto:Brightspace@eastern.edu)

For training help or questions, contact [onlineteam@eastern.edu](mailto:onlineteam@eastern.edu)

#### ***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 Brightspace. It also streamlines access to electronic databases and other electronic sources available through the Seminary and University 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 a student's eastern.edu e-mail account. 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 student 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**

### ***INTG-630 Interseminary Seminar***

Each year during the fall semester an interseminary seminar is offered for students from Lutheran, 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 and earn up to six credits of academic credit (1.5 credits per week). Students register and pay for the course through Palmer, but must also register (but NOT pay) through OMSC. Palmer pays for the student's OMSC registration directly from the student's tuition payment. Students may only take OMSC courses as pass/fail options. 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 at Enon Tabernacle Baptist Church 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 Para-Chaplaincy.

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. Cheryl Hargrave, ESCM Program Coordinator.

### ***The Priscilla Institute***

In 2004, **Eastern University** and its Seminary, **Palmer Theological Seminary**, collaborated to launch a new program uniquely designed for women who serve on the front lines in various ministry capacities in organizations and churches. This program, the **Priscilla Institute** (PI), then at the Hestenes Center for Christian Women in Leadership, was 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 program illustrates *koinonia* in practice. It combines courses from various schools within Eastern University to produce a comprehensive, outcomes based, learner-centered education. PI is designed to provide a well-rounded education for women. It affords women with little or no college education the opportunity to earn a degree and, in the process, enhance their skills as leaders, including as pastors and ministers. The program combines pastoral and Biblical education with courses (offered in six-week modules) in organizational leadership.

Upon completing the Diploma of Pastoral Studies the student moves on to Eastern University's School of Management Studies to complete an Associate of Arts (AA) degree. When the student successfully completes the AA degree (37 credits) and the Diploma of Pastoral Studies (24 credits), she will have earned 61 out of 121 credits toward the University's undergraduate liberal arts degree (B.A.).

Each year students are required to take a seminar titled "Living Leadership." This seminar integrates all learning with the basic, continuing theme of women in ministerial leadership. At the diploma level, this seminar is part of the credits required to earn the Diploma in Pastoral Studies. At the AA and BA level, these seminars are conducted concurrently with the course work students are taking at Eastern University. At the University level, the seminars do not have academic credit attached, but they are required for completing the program.

In phase 3 students take courses in organizational leadership, which enhance the student's professional competence in leadership. The twelve 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 degree in Organizational Leadership from Eastern University. Contact the ESCM Program Coordinator for more information on PI at 484-384-2970.

## **COMMITTEES**

Faculty, administrators and staff work on various committees and task forces that help the Seminary accomplish short and long-term objectives. Membership assignments and committee structures are reviewed and revised at the end of each academic year. This year our structure includes six standing faculty committees and several ad hoc committees. Each is convened as needed in order to accomplish particular objectives. Student participation via such things as annual student surveys and focus groups is a vital part of our educational planning cycle. In addition, your written observations and suggestions are welcome and may be sent to the Dean's Office, [semdean@eastern.edu](mailto:semdean@eastern.edu).

### **Standing Faculty Committees**

**Faculty Personnel:** recommends faculty personnel policies; recommends summative evaluation policies and procedures regarding appointment, re-appointment, promotion, tenure, and tenure reaffirmation; and evaluates faculty via an ad hoc committee on promotion and tenure which makes recommendations regarding promotion, tenure and tenure reaffirmation. Chaired by Dr. Loida Martell-Otero.

**Review and Guidance Committee:** 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. Chaired by Dr. Donald J. Brash.

**Student Development Committee:** reviews and makes recommendations on various aspects of student development such as residence life, international student advising, student health, career development, worship and small group opportunities, counseling and academic support programs, student activities, and provides advice and counsel for the Director of Student Formation/Seminary Chaplain.

**Curriculum and Educational Policy Committee:** oversees and supports periodic review of all degree programs. Based on periodic program review, recommends to the full faculty policies on student recruitment, admission, retention, scholastic standing, granting of degrees, and anything else that would affect the quality, relevance and successful outcomes of academic programs. Chaired by Dr. Diane G. Chen.

**Committee on Diversity at Palmer Seminary:** fosters and encourages institutional transformation at Palmer Seminary around issues of diversity with the goal of becoming a truly multicultural institution that is anti-racist. Chaired by Dr. Loida Martell-Otero.

### **Ad Hoc Committees, 2015-16**

- Admissions

- Orlando E. Costas Lectureship Planning
- Frank B. Mitchell Lectureship Planning

## SEMINARY POLICIES

### ***Introduction***

Members of the Seminary community, and 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.).
- 4) The abuse of alcohol in any context 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 page 51-52 with such modifications as necessary, as determined by the Dean. A representative committee will hear the evidence and make recommendations to the 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 Committee of the Board of Trustees, 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 members 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 when to 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 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 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 Chancellor, 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 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 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 Dean.
4. Appropriate action is then taken by the ad hoc Student Concerns Committee in consultation with the 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's 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 a student go on inactive status or leave of absence, 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 Dean. If the complaint appears to warrant action, the

Dean will meet with the student against whom the complaint is lodged. The student shall receive from the 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 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 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 or to appeal a faculty decision to the Academic and Student Formation Committee of the Board of Governors. Appeals must be made in writing and must be delivered to the 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 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

## ***Campus Facilities***

The Auxiliary Services Department is responsible for managing campus facility usage. Palmer Seminary's campus at the American Baptist Churches Mission Center consists of the following:

### *A Wing:*

- Receptionist
- Dean's Office
- Administrative Offices
  - Admissions Office
  - Registrar's Office
- Academic Advising Office
- Academic Computing
- Eastern's School of Christian Ministry Office
- Doctor of Ministry Office
- Student Formation
- Supervised Ministries
- Brauch, Russell & Schreck Classrooms
- Woodruff Learning Center
- Mitchell Conference Room
- Student Computer Lab

### *E Wing:*

- Austen K. deBlois Library
- Guffin Hall
- Koch Hall
- Methodist Classroom
- Sider Center/ESA Offices
- Faculty offices
- Adjunct Office
- Student Computer Lab
- Student Lounge

## ***Recreational Facilities at Eastern University***

Eastern University recreation facilities are open to all Palmer Seminary students (with a valid student 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.

### ***Photo ID/Building Access Card***

All Seminary employees and students are required to wear Palmer Seminary/Eastern University ID badges when on campus. ID badges and access cards can be obtained by contacting Joyce Pleas. This ID is also used to check out library books. Access cards may be used to enter the building between the hours of 7:00am – 11:00pm Monday through Saturday only. Students are encouraged to leave the building at the conclusion of any evening classes.

### ***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 on the radio at 1060 AM on your radio dial; on TV at KYW channel 3; and on-line at [kyw1060.com](http://kyw1060.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.

### ***EU/Palmer Emergency Messaging System***

In light of reoccurring nationwide Active Shooter incidents on campuses we would like to remind the Palmer Seminary Community to sign up for emergency notifications through our e2Campus Emergency Notification Service. Through your registration for this service that is for ALL CAMPUSES ALL LOCATIONS, as soon as information is available to EU Security, you will be notified of dangerous situations and advised as to how to stay safe, stay away, shelter in place or proceed with a lockdown. Eastern University's instant mass notification system enables students, parents, and all employees (once registered and renewed if requested) to receive updates and alerts on cell phones, personal data assistants (PDAs), e-mail accounts, and personal web pages (Google, AOL, or Yahoo).

This alert system has been in place since 2007 (the time of the first active shooter on a college campus) and is a reflection of the institution's commitment to the safety of community members should a dangerous event occur. This text messaging service is a completely voluntary service provided through the Omnilert Network e2Campus program.

This system will be used for **EXTREME EMERGENCIES** and if you choose, weather closures and delays for your campus/site. You must register in order to receive alerts. **REGULAR TEXT MESSAGING FEES WILL APPLY ACCORDING TO YOUR CONTRACT WITH YOUR SERVICE PROVIDER AND MUST BE PAID BY YOU. THE FEE FOR A SINGLE TEXT MESSAGE (as of 9/07) RANGE FROM .15 per message to .75 per message received depending on the service provider.** Registration for the service however, is free of charge to subscribers, and is voluntary but **highly encouraged**.

The provider for this instant text messaging system is e2Campus. General information about the service can be found at [www.e2campus.com](http://www.e2campus.com). NEW USER: Register a NEW ACCOUNT for the EU Emergency Alert System (Please login with your Eastern login and password). RETURNING USER: Renew or Login to EU Emergency Alert System

Should an emergency occur on any Eastern University campus or site, a text message or email will be sent to registered community members with the location, the problem, and what to do to stay safe as soon as we are aware. The message will be brief and to the point. Additional information will be disseminated through an all-community e-mail and/or the EU website as soon as it is available.

### **Regulations Regarding Use of Campus**

*Maintenance.* The cooperation of all is expected in maintaining cleanliness and reporting promptly to the receptionist or Director of Budget and Procurement any conditions that need attention.

*Use of Common Areas.* All campus events are scheduled through the Auxiliary Services office. All meetings or gatherings, even in common areas, must be scheduled to avoid conflicts. Seminarians are asked to maintain the cleanliness of these areas.

*Notices and Bulletin Boards.* All notices placed on the bulletin boards are to be submitted to the Receptionist 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 Service animals.

*Children.* Children of students are welcome on the Seminary campus. Please note that when their parents or other caregivers are in class, children must be under the supervision of a responsible adult or babysitter. Palmer Seminary is not responsible for personal injury caused to 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 the building.

### **Visitors**

All visitors are asked to sign in and out at the front registration desk. This is for security purposes, and in case of an emergency so Seminary personnel is aware of who is in the building.

### **Parking**

Designated Parking Areas:

*Visitor's Parking Lot:* When entering the drive off of North Gulph Rd, turn right at the stop sign and continue to Visitor's Parking in front of the main entrance of American Baptist Churches Mission Center.

*Student Parking:* When entering the drive off North Gulph Rd, turn left at the stop sign into the main lot.

### **Security**

For your protection and the protection of others, access cards are needed to enter American Baptist Churches Mission Center building during and after classroom hours. Please do not hold doors open nor give access to anyone who does not have an access card. Visitors must check in at the Visitors Entrance.

### **Open Flame Policy**

Building regulations policy does not permit open flames of any kind in the building.

### **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 receptionist immediately of any suspicion of fire. After office hours, call the Fire Department at 911.

***Emergency Phone Numbers***

Fire & Police: 911, Upper Merion Police Emergency: 610-265-3232

Medical: Phoenixville Hospital: 610-983-1000

If using a Seminary phone line, one must dial a "9" before 911.

## CONTACT INFORMATION

**Main number:** 610-896-5000

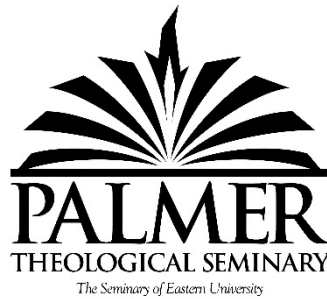
**Web site:** [www.palmerseminary.edu](http://www.palmerseminary.edu)

**Central fax:** 610-649-3834

### Direct phone numbers – dial 484-384 + four-digit extension

	E-mail	Extension
Academic Advising Office	-----	2393
Academic Computing Office	<a href="mailto:acadcomp@eastern.edu">acadcomp@eastern.edu</a>	2937
Adelekan, Dr. Adetokunbo	<a href="mailto:aadelekan@eastern.edu">aadelekan@eastern.edu</a>	2969
Adjunct Faculty Office	-----	2964
Admissions Office	<a href="mailto:semadmis@eastern.edu">semadmis@eastern.edu</a>	2948
Alexander, Dr. Paul	<a href="mailto:palexander@eastern.edu">palexander@eastern.edu</a>	2973
Ashford, Jeron	<a href="mailto:jframe@eastern.edu">jframe@eastern.edu</a>	2945
Blocker, Rev. Phaedra	<a href="mailto:pblocker@eastern.edu">pblocker@eastern.edu</a>	2393
Bookstore	<a href="mailto:eastern@bkstr.com">eastern@bkstr.com</a>	2960
Brash, Dr. Donald J.	<a href="mailto:dbrash@eastern.edu">dbrash@eastern.edu</a>	2944
Burgie-Bryant, Rev. Dr. Willette	<a href="mailto:wburgie@eastern.edu">wburgie@eastern.edu</a>	2942
Chaplain	<a href="mailto:wburgie@eastern.edu">wburgie@eastern.edu</a>	2942
Chen, Dr. Diane G.	<a href="mailto:dchen@eastern.edu">dchen@eastern.edu</a>	2971
Dean's Office	<a href="mailto:semdean@eastern.edu">semdean@eastern.edu</a>	2935
Doctor of Ministry Office	<a href="mailto:semadmin@eastern.edu">semadmin@eastern.edu</a>	2944
ESA/Sider Center	<a href="mailto:esa@eastern.edu">esa@eastern.edu</a>	2988
ESCM	<a href="mailto:escm@eastern.edu">escm@eastern.edu</a>	2970
Farmer, Dr. David	<a href="mailto:dfarmer@eastern.edu">dfarmer@eastern.edu</a>	-----
Financial Aid	<a href="mailto:semfinaid@eastern.edu">semfinaid@eastern.edu</a>	610-341-5845
Hancock-Stefan, Dr. George	<a href="mailto:ghancock@eastern.edu">ghancock@eastern.edu</a>	2975
Hargrave, Cheryl	<a href="mailto:chargrav@eastern.edu">chargrav@eastern.edu</a>	2970
Hartley, Dr. Benjamin	<a href="mailto:bhartley@eastern.edu">bhartley@eastern.edu</a>	2984
Human Resources	<a href="mailto:hraa@eastern.edu">hraa@eastern.edu</a>	610-341-1459
Iddings, Dr. R. Keith	<a href="mailto:kiddings@eastern.edu">kiddings@eastern.edu</a>	2947
Joseph-Brown, Sharlene	<a href="mailto:sjosephb@eastern.edu">sjosephb@eastern.edu</a>	2935
Kapur, Anup	<a href="mailto:akapur@eastern.edu">akapur@eastern.edu</a>	2931/5926
Komarnicki, Kristyn	<a href="mailto:kkomarni@eastern.edu">kkomarni@eastern.edu</a>	2991
Library	<a href="mailto:semlibr@eastern.edu">semlibr@eastern.edu</a>	2945 or 2946
Martell-Otero, Dr. Loida	<a href="mailto:lmartell@eastern.edu">lmartell@eastern.edu</a>	2955
McFarland, Ruth	<a href="mailto:rmcfarla@eastern.edu">rmcfarla@eastern.edu</a>	-----
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Murphy, Tiffany	<a href="mailto:tmurphy@eastern.edu">tmurphy@eastern.edu</a>	2986
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Sauer, James	<a href="mailto:jsauer@eastern.edu">jsauer@eastern.edu</a>	610-341-5957
Sider, Dr. Ronald J.	<a href="mailto:rsider@eastern.edu">rsider@eastern.edu</a>	2974
Smith, Dr. Marvin	<a href="mailto:msmith26@eastern.edu">msmith26@eastern.edu</a>	2946
Stahl, Nancy	<a href="mailto:semadmis@eastern.edu">semadmis@eastern.edu</a>	2948
Student Accounts Office	<a href="mailto:stuaccts@eastern.edu">stuaccts@eastern.edu</a>	610-341-5831
Student Formation Office	<a href="mailto:semosf@eastern.edu">semosf@eastern.edu</a>	2981
Supervised Ministries Office	<a href="mailto:semsupmn@eastern.edu">semsupmn@eastern.edu</a>	2950
Switchboard	<a href="mailto:jpleas@eastern.edu">jpleas@eastern.edu</a>	2930
Watson, Dr. Deborah	<a href="mailto:dwatson2@eastern.edu">dwatson2@eastern.edu</a>	2964
White, Richard	<a href="mailto:acadcomp@eastern.edu">acadcomp@eastern.edu</a>	2937
Winters, Dr. Deborah	<a href="mailto:dwinters@eastern.edu">dwinters@eastern.edu</a>	2963
Withrow-King, Sarah	<a href="mailto:swking@eastern.edu">swking@eastern.edu</a>	2979
Woodard, Dr. Marsha Brown	<a href="mailto:mwoodard@eastern.edu">mwoodard@eastern.edu</a>	2393
Wool, Dr. Peter	<a href="mailto:pwool@eastern.edu">pwool@eastern.edu</a>	2393



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