Greetings from the Dean

Welcome to the ORU Graduate School of Theology and Ministry (GSTM). You have selected the oldest and the largest Pentecostal/charismatic theological seminary in North America. We are committed to making your journey of faith at ORU a great experience—exciting, challenging, and very rewarding.

This handbook was developed to inform you of the many aspects of our educational program. Please study it carefully since you are personally responsible for completing all the requirements of your degree program.

Our faculty is committed to train you for God’s work. Your faculty advisor is a person with much expertise and is prepared to provide you with guidance and counsel as you move through your particular program. Be intentional about discussing your academic progress with your advisor.

We are open to your ideas and suggestions for improving our programs and services. Please feel free to share them with us. May God richly bless you and direct your steps as you follow His call on your life. Blessings!

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Associate Dean of Academic Affairs
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Dr. Thomson Mathew, Dean
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Dr. Kenneth Mayton
Director of the Doctor of Ministry Program,
Associate Professor of Practical Theology
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This handbook is for general information only and does not replace the official ORU academic catalog. Doctor of Ministry students and Counseling students should refer to their respective handbooks for specific information regarding the program.
GSTM Graduate Faculty
Counseling

Dr. Ed Decker
Professor of Christian Counseling
(Tenured)
Ph.D., Kent State University
4A 26A

Dr. James E. Norwood
Director of Student Development & Placement
Associate Professor of Christian Counseling
Ed.D., Vanderbilt University
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Director of Assessment and ePortfolio
Professor of Christian Education/Counseling
(Tenured)
Ph.D., Southwestern Baptist Theological Seminary
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Dr. Bill Buler
Associate Professor of Christian Counseling
D.Min. Oral Roberts University
Ph.D. Cand., Oklahoma State University
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Biblical Literature

Dr. Trevor Grizzle
Professor/New Testament (Tenured)
Ph.D., Southwestern Baptist Theological Seminary
4A 24F

Dr. William McDonald
Assist. Professor/Old Testament
Ph.D., University of Texas
4A 24G

Dr. Ed Watson
Assoc. Professor/Biblical Literature/
Practical Theology
Ph.D., Baylor University
4A 24A

Dr. Brad Young
Professor of Biblical Literature
Ph.D., Hebrew University
4A 24B

Theological/Historical Studies

Dr. James Breckenridge
Professor of Theology
Ph.D., Southern Baptist Theological Seminary
4A 23F

Dr. Larry Hart
Professor of Theology (Tenured)
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Dr. Daniel Thimell
Associate Professor of Charismatic Theology
Ph.D., University of Aberdeen
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Practical Theology

Dr. James Barber
Director of Field Education
Assistant Professor of Theology
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Dr. Tim Ekblad
Director of Modular & Distance Ed. Programs
Assist. Professor/Practical Theology
D.Min., Oral Roberts University
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Dr. Charles Snow
Professor of Preaching/Leadership
Ed.D., Nova Southeastern University
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Associate Professor of Missions
D.Miss., Asbury Theological Seminary
4A 25A
GSTM INFORMATION

Accreditation

The Graduate School of Theology and Ministry is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS) and The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA).

Purpose

The ORU Graduate School of Theology and Ministry seeks to prepare students for competent and Spirit-led Christian ministry. The seminary is called to develop men and women who know the Bible, who have a deep compassion for people, and who, through the empowerment of the Holy Spirit, can revitalize the church, evangelize the world, and heal the nations.

Professional theological education at this seminary will integrate biblical and theological training with practical skills. This integration will take place in a charismatic/Pentecostal ethos where the gifts of the Spirit are manifested and spiritual formation is nurtured.

The seminary seeks to develop leaders who can communicate the message of the gospel to those in need of a Savior, and God’s healing power to the world’s suffering. The goal of the school for its graduates is to carry this vital message of redemption, holiness and healing to those places “where God’s light is seen dim, where His voice is heard small, where His healing power is not known.”

Mission

Oral Roberts University Graduate School of Theology and Ministry (Seminary) provides graduate professional theological education for the equipping and training of men and women empowered by the Holy Spirit for effective leadership in the Christian church, ministries, and society.

GENERAL INFORMATION

Chapel

ORU holds chapel services during each semester on Wednesdays and Fridays. All full-time students are required to attend both weekly chapel services and sit in the section designated for GSTM students in Christ’s Chapel Assigned seating: rows DD, EE, and the top half of EE in the balcony. Students are allowed two unexcused absences from chapel during each semester, but are assessed a $50 penalty for missing three chapel services. Students should pick up chapel excuse forms from the GSTM Student Information Center and return them to the seminary’s director of student development within 48 hours of the absence. Excuses for illness must be returned to the director of student development’s office within 48 hours after returning to school. If a student has a disability that prevents sitting in the designated area for
seminary students, he/she must contact both the director of student development and the student disability services office for assistance.

**Code of Honor**
The code of honor is the central criterion of conduct for the entire ORU community. It is a concept of personal honor based on principles of integrity, common sense, reverence for God, esteem for man, and respect for social and spiritual laws. It is assumed that a student deemed worthy of admission to the university already exemplifies these integral facets of the Christian character. In accepting and following the honor code, students accept responsibility and discipline, which enhances moral and spiritual growth. Such qualities should be an inherent part of the ethical code held by an educated individual. In addition, students are protecting and preserving personal and family reputations at the university. The complete code of honor pledge can be found in the current university catalog located at http://www.oru.edu/academics/catalog/.

**Dress Code for Students**
A student's sense of fashion should be guided by good taste, modesty, and good grooming. ORU has on-campus dress code regulations that vary by location, activity, and time. Regular attire regulations are in effect from 7:00 am to 4:30 pm Monday through Friday in the Graduate Center (GC), Learning Resource Center (LRC), Christ’s Chapel, and any class. In addition, regular attire is required during registration. In all other situations, including in the cafeteria, casual attire regulations are in effect. For complete information on the dress code, see the current university catalog located at http://www.oru.edu/academics/catalog/.

**Graduate Assistantships**
Graduate assistantship positions in the GSTM work-study program are available to several qualified students with specified abilities and skills. Opportunities are primarily available in the seminary administrative offices and in the Holy Spirit Research Center (HSR). To apply, see dean’s administrative assistant, GC 4A26E.

**Teaching Assistantships**
Teaching assistantships are available to students primarily in the academic master of arts degree programs. Responsibilities are usually in the theological baccalaureate program of the university. Assistantships may include working under the supervision of a faculty advisor to enrich existing course content, developing new teaching resources, leading undergraduate Bible and theology discussion groups, participating in limited classroom teaching and lectures, or preparing special projects and assignments. The positions require an average of 15 hours per week. To apply, see administrative secretary in undergrad theology department, GC 4A02, or contact Susan Lockhoff at 918-495-7891.
Graduate Theology Student Assembly  sac.oru.edu

The Graduate Theology Student Assembly (GTSA) services the student body in the seminary. The representatives (current students) are elected by GSTM students each spring for the following year. The GTSA are students working to benefit student services, the administration of ORU, and to improve communication and understanding of needs in all areas. The Director of Student Development in the GSTM works very closely and is available to provide information to students.

Vision: Empowered to Serve

To empower means ‘to equip or supply with ability; enable.’ To serve means ‘to render assistance; be of use or help to be of assistance or promote the interests of others.’ In Mark 9:3, Jesus called the Twelve and said, "If anyone wants to be first, he must be the very last, and the servant of all."

The vision of the GTSA is to be servants to the student body so that they can be equipped to fulfill their purpose and calling at ORU. We want to help meet their needs and share God’s love with each student in everything that we do. Our focus is not just getting the job done—our focus is ministry.

Mission

The Graduate Theology Student Assembly, through the work of its officers, strives to:

1. Promote opportunities for student cooperation in the management of school affairs.
2. Act as an intermediate representative between the student body and the administration.
3. Provide leadership.
4. To serve as a liaison for class activities.
5. Use Christian principles in conducting our daily affairs by keeping God first in everything that we do.

Graduation

Please see class pages for detailed instructions on graduation protocol and deadlines for Graduation applications.

Holy Spirit Research Center (HSRC)
LRC 5E02  |  495-6898

The HSRC is home to one of the world’s finest collections of material about the Pentecostal and charismatic movements worldwide. This special library collection offers researchers at any level books, periodicals, information files, and audio and video cassettes at various levels, from the popular to the highly academic. The HSRC can guide in beginning research or add a deeper dimension to research on any topic within Pentecostal-charismatic studies.

Missions and Outreaches

Since 1976, thousands of students have traveled to countries around the world to share the gospel, resulting in countless salvations, healings, and changed lives. ORU students have also been helpful in serving, encouraging, and challenging local believers to reach out effectively to the lost and needy. More information on local community outreach opportunities and worldwide missions program can be found at www.oruoutreach.com.
Student Housing
We understand that one of the most important tasks in relocating to Tulsa is finding a home and a job to assist your income while in seminary. Graduate housing is not available on campus; however, single students may petition for on-campus dormitory accommodations by completing a petition for police exemption found online at http://www.oru.edu/current_students/my_campus_life/student_development/ and turning it into the Dean of Men or the Dean of Women. Information regarding apartments located close to ORU is available at www.apartmentguide.com by doing an advanced search using our 74171 zip code and selecting South Tulsa as the area of interest.

Financial Aid
Academic scholarships, need-based grants, teaching assistantships, work-study, and Stafford loans are available. Students are considered for financial aid once they are accepted into the GSTM. Students must submit a Free Application for Federal Student Aid (FAFSA) form and have a financial need as determined by federal student aid programs. Institutional funds are awarded only to full-time students in good academic standing. The financial aid coordinator may be contacted for more information at finaid@oru.edu, or at 918-495-6510.

Grants and Scholarships
Academic scholarships are awarded on the basis of academic achievement. The award may not exceed the student’s need as determined by the FAFSA. Grants-in-aid awards are made by the seminary to deserving students with special qualifications and needs. Consult the ORU financial aid web page or contact the financial aid office for more information on the application process.

Tuition and Fees
To view current tuition, fees, and estimated budgets, refer to: oru.edu>Financial Assistance>Cost of Education>Graduate Theology. *Tuition and Fees are subject to change every academic year.

ACADEMIC INFORMATION

Address/Name Change
Students are required to provide the university with correct and current contact and information on VISION before they are registered. It is important for the GSTM academic office to be able to contact the student in order to provide efficient service. Any contact or legal name changes should be updated on Vision. GSTM E-mail will be addressed only to the students’ ORU e-mail account.

Application for Readmission
Students who have not maintained continuous enrollment for one academic year and who desire to continue their studies must apply for readmission through the GSTM grad representative. Students readmitted to the seminary following a one-year or more absence are subject to the requirements of the current catalog at the time of readmission. The admissions committee may request additional information. If students have attended other institutions,
they must supply official transcripts. If a student has not been enrolled for two or more years, a new minister’s recommendation is also required.

Audit Privilege
Students in the GSTM may—with the approval of the instructors, the faculty advisors, and the associate dean—audit, without academic credit, certain courses offered by the seminary. The audit privilege allows students to attend courses for personal enrichment without fulfilling the academic requirements. Required courses in any degree program may not be audited. Regular class attendance, as outlined in the course syllabus, is required to maintain an audit on the transcript. If a student does not meet the audit requirements of a course, a “no pass” is recorded on the transcript.

If a student wishes to audit a class, the option of receiving a letter grade is available if this intention is indicated at the time of registration. All course requirements must be completed according to the course syllabus calendar, and a petition must be submitted to the GSTM academic dean’s office in order to obtain credit for the course. The petition must be submitted and approved and the tuition must be paid within one semester following enrollment in the course. Tuition must be paid at the time of the audit change request. A seminary student must be enrolled in 12 credit hours to audit one course in the GSTM curriculum per semester at no charge. A student enrolled in a full-time course load is charged a fee for auditing an additional course. A part-time student pays 50% tuition to audit a class.

Credit by Examination/Transfer of Credit/Advanced Standing
Students entering the seminary with advanced knowledge in a particular area of the curriculum may obtain credit for courses to which the advanced knowledge relates by passing a comprehensive examination with a score of 80% or above. Such examinations must be taken during the first semester of residency. There is a fee for the administration of each comprehensive examination. For advanced standing a student must file a Petition for Policy Exception; and for transfer of credit a student must file a Petition to Transfer Courses. The seminary follows the ATS guidelines regarding credit transfer and advanced standing.

Change of Degree Program or Concentration
Students are admitted to the seminary by acceptance into a particular degree program and concentration and must pursue studies in that program. Through a petition process, students may change programs only if formally accepted into another program. Acceptance into one program does not guarantee admission into another. When the program change becomes effective, the student is subject to the requirements of the current catalog at the time of matriculation into the new program. A new advisor may be assigned.
Joint-Degree Program
The Graduate School of Theology and Ministry offers an innovative program where students may earn two master's degrees simultaneously. With proper planning and advisement, students can pursue two distinct theological degrees and may be able to reduce overall program time by up to one year. Current ORU undergraduate students may petition for advanced standing credit for up to 25% of their degree program. Additionally, ORU undergraduate students can earn up to 12 hours credit in the Fast-Track program. The joint degrees may not include the MDV with the MPT. Students may enroll in a second master's program following the completion of half of their first master's degree. Those interested in seeking joint degree status are encouraged to speak with an academic advisor for more information.

Students may enroll in two masters' degrees simultaneously. With proper planning and advisement, they may fulfill the requirements for both degrees with significantly less time than it would take otherwise. A joint degree program allows students to gain an area of expertise for future ministry.

Class Pages
Graduate Theology students have access to a website, which includes information on Assessment, classes, study trips, graduation, job listings, and much more. Modular, D.Min. and NICL links are on the home page. Visit: oru.edu>current students>academics>class information>class pages>graduate theology or contact Marlene Mankins at mmankins@oru.edu

Course Load
The normal course load for a student in the seminary is 12.5 to 15.5 hours, except for students in the M.Div. program, who normally carry an academic load of 15.5 semester hours. All students must enroll in at least 9 semester hours each semester to be considered full-time. No student may enroll in more than 18.5 semester hours in a given semester without the approval of the faculty advisor and the associate dean.

Credit Change Request/Change of Grade Form
Students use the Credit Change Request/Change of Grade form to make a change in individual enrollment status, audit, credit, or pass/fail. For example, if a student elects to audit a class, but later decides to have this class count for credit, the student would take this completed form to the student accounts office to pay the applicable course fee. Students also use this form to request a grade change. For example, if a student has an incomplete grade for a class, this form is used to request the professor to change the grade from incomplete (I) to a letter grade, A, B, C, etc.

Course Rotation Booklet
The course rotation booklet is for students to use in scheduling degree plans and course sequencing. This booklet gives the details of those courses which are offered on a regular rotation in the fall, spring, and summer semesters. The booklet also details those courses which currently are offered on an irregular basis. It is important for students to plan programs of study ahead of time, using the course rotation booklet for guidance. Students are responsible to
select the courses needed to complete individual programs on time. Courses are not offered every year, so students must become familiar with these details and choose to take the appropriate classes when offered. The Course Rotation Booklet is available on class pages.

**Scheduling**
Course offerings are available during the day, evenings, weekends, online, and in the modular format. Students may enroll on either a part-time or full-time (9 hours per semester or more) basis.

**Prerequisites**
Students taking internship, field education, practicum courses, or testing and assessment must ensure compliance with the appropriate prerequisites specified in the university catalog.

![Image](image.jpg)

**Degree Plan**
Students are assigned to an advisor for assistance in spiritual and academic counseling and planning the scheduling of classes toward a degree. The student must meet with this advisor at the beginning of the program (at least before the first semester is over) to discuss the degree plan and course sequencing for the student’s particular program. During this personal advisement, the student may discuss any questions or concerns with the advisor. Additionally, students should complete the first assessment requirements during their first semester of enrollment. Degree plan sheets are located in the graduate theology office on the fourth floor the Graduate Center Building. Students should follow the degree plan of the academic year they enroll.

*Students are ultimately responsible for the courses taken and the order in which they are taken. Should students deviate from the proposed plan, it could jeopardize graduation within the prescribed time limit. Students are encouraged to consult with individual faculty advisors.*

**Desire to Learn (D2L)**
D2L is ORU’s learning management system for online and hybrid classes. It is also used for auxiliary materials and electronic drop box for certain residential classes. If you enroll in a class that is using D2L, you will receive your user name and password from the D2L office in your ORU email. Find D2L at d2l.oru.edu For password/login questions, go to d2lhelp@oru.edu or see the D2L Dropbox tutorial on Class Pages>D2L (left menu).

**Email**
Outlook is ORU’s email system. By FERPA law, all university correspondence must go to student’s ORU e-mail address. To set up Novell account for email, log in to VISION>Personal Information>Create/Update E-mail Address. Follow Screen Prompts. Use mail.oru.edu to check your student email. For help, contact the I.T. student help desk at 918-495-6321, or see 2nd floor (GC) Computer Lab.
Field Education
Field education provides practical training for seminary students in church and community settings while attending GSTM classes. Students work closely for 120 hours during the regular semester with supervisors and the director of field education. Field education prepares students in many areas of ministry for service in the church or the community. For more detailed information, go to class pages, and click on the Field Education link in the left column. Counseling students should refer to Dr. Decker’s home page on class pages for information on their practicum and internship.

Ministry Practicum
The purpose of the ministry practicum is to provide the senior M.A. (in practical theology) student with practical experience in ministerial responsibilities and in a broad range of roles performed by the professional minister. Trainees gain competence in essential areas of local church ministry. More information can be found on class pages, under Field Education.

Pastoral Internship
The purpose of ministry internship is to provide further training to M.Div. and M.A. students in a local church setting to provide opportunity for the development of understanding personal ministry gifts with appropriate support and evaluation. More information can be found on class pages, under Field Education.

Counseling Practicum
The purpose of the counseling practicum is to provide an opportunity for students to become acquainted with the practice of counseling. Working in various settings, students interact with counseling professionals and learn about counseling as it is practiced within an agency. See the syllabus for Counseling Practicum for more information.

Counseling Internship
The purpose of the counseling internship is to provide the students with practical experience in selected client care responsibilities and in a broad range of roles performed by the professional counselor. Students gain experience in core areas of counseling, assessment, consultation, and professional functioning. See the syllabus for Counseling Internship for more information.

Grade Reports
Students retrieve grades electronically using ORU’s VISION.

Academic Probation and Suspension
Students enrolled in the GSTM are expected to maintain an appropriate GPA for the program in which they are enrolled. Students in the M.Div. and the professional M.A. programs are required to maintain 2.50 GPAs. Students in the academic M.A. programs are to maintain 3.00 GPAs. Students failing to achieve the minimum GPA in their particular program during any
semester are automatically placed on probation. In the Doctor of Ministry (D.Min.) program no course grade less than B is accepted. Two C course grades result in suspension from the doctoral program.

Students entering the seminary on probation must achieve removal from probation status within one academic year of matriculation. If a student is placed on probation in the course of the degree, one academic year is allowed to restore the GPA to the appropriate level. Students who fail to achieve a sufficient GPA while they are on probation within the specified time are suspended from the seminary.

**Health Fitness Requirements**
GSTM students participate in a full range of fitness opportunities. The core of the health and physical education program is the aerobics emphasis. New students at the seminary enroll in a one-semester, one-credit course entitled Graduate Health Fitness. Students must submit the results of a medical evaluation prior to enrollment in the first graduate health-fitness course.

In the semesters following the successful completion of Grad Health Fitness, students may elect GHPE 515 Grad Aerobics, GHPE 525 Grad Walk for Fitness, or other activity courses. Students in the M.A. program are required to take a total of three health fitness/activities courses, and students in the M.Div. program must take a total of four. Graduate students must earn a grade of “C” or better in all HPE(R) courses. HPE courses may be taken as pass/fail (P/F).

**Late/Irregular Exams**
**Early** exams are not allowed. Late exams without grade penalty are administered only when extenuating circumstances are present (such as a death in the family the week before exams or a sudden and major illness the week of exams that is documented by a physician). A Petition for Late Examination must be submitted to the academic dean’s office. A late exam fee receipt from the Student Accounts office, plus proper documentation, must accompany the petition. The academic committee, in consultation with the professor, reviews each petition and grade penalties are assessed. (Late exam fee is not a grade penalty.) Students taking late exams should expect alternate versions of the original exams. Not being present for the final examination automatically results in failure of the course.

**Modular Programs**
Residential students may request permission to take a modular course by submitting a Petition for Policy Exception to the academic dean. Contact the modular office at 918-495-6088.
Petition for Policy Exception
Students use the Petition for Policy Exception for requests that are exceptions to the normal policies and procedures, located at the Student Information Center.

Recorded Course Withdrawal Form
Students must use the Recorded Course Withdrawal form to withdraw from a class. Students may withdraw while passing (WP) if the withdrawal is done before the scheduled deadline for the semester; otherwise the student receives “withdraw while failing” (WF). The assistant registrar calculates the WF into the GPA just like an F.

Report of a Repeated Course
The assistant registrar notes on the student’s transcript a course that is repeated at ORU GSTM to replace the original credit. The first course taken remains on the document with a note indicating the first grade given and a repeat flag. Students notify the registrar’s office of any repeated courses by completing a Report of Repeated Course form. Courses successfully repeated outside ORU with departmental approval have the original credit removed, but the GPA earned at ORU remains on the transcript. Only HPE(R) activity courses, student teaching, early field-based experiences, some seminars, and certain independent study and research courses may be taken twice for credit.

Directed Study Request Form
Students use the Directed Study Request form for requesting a residential directed study, along with a Petition for Policy Exception and a current completed Degree Plan Sheet. Directed studies are approved by petition only. (See the GSTM academic office for guidelines.)

Student Advisors
A primary force for spiritual formation is the strong advisement program that assigns students to individual faculty members for personal educational journeys. In most cases student advisors are assigned from the program the student is taking. Students should visit with advisors at least once a semester; advisors are available for advisement/mentoring and prayer. Advisors are assigned at the beginning of the semester.

Student Information Center
Student forms and general information publications are conveniently located at the entrance of the Graduate School of Theology and Ministry office area directly across the hallway from the elevator on the GC 4th floor.

The Assessment Process
The process of professional and personal assessment is an integral part of the total educational program of the ORU Graduate School of Theology and Ministry. Determining the extent to which degree program goals are achieved is the goal of the assessment process. Students take the following PRFT Assessment courses:
• First semester: PRFT 056 Entry Level Assessment (0.5 credit hrs.)
  o Personal/vocational/spiritual self-assessment
  o PRFT 059 ePortfolio (Whole Personal Assessment) is a co-requisite of PRFT 056
• Mid-way through program: PRFT 057 Mid-Program Assessment Audit (0 credit hrs.)
  o Conference with advisor for audit of assessment/degree program
• Last semester: PRFT 058 Candidacy Level Assessment (0.5 credit hrs.)
  o Comprehensive summative assessment by degree program professors

**ePortfolio**

All students entering the seminary are required to enroll in PRFT 059, a co-requisite of PRFT 056 Entry-Level Assessment. The ePortfolio provides an electronic system for storing and assessing student artifacts, which are published on ePortfolio during each semester of enrollment. Training to utilize the electronic system is included in the Entry Level Assessment course schedule. Students will receive a “pass” for PRF 059 when there is evidence that artifacts have been successfully submitted to their seminary ePortfolio accounts. Students who had an ORU undergraduate ePortfolio account still need to enroll in PRFT 059; however, they should contact the Registrar to ensure that no duplicate fees are incurred.

**Theological Research Proficiency Requirement**

All students, with the exception of counseling students, entering any masters-level degree program are expected to have a comprehensive knowledge of English grammar and composition, the ability to do theological research, and a basic theological bibliography. Students should take the theological research proficiency examination during first semester orientation and must pass it with a minimum score of 70%. Students failing to achieve this score must enroll immediately in GTHE 517 Seminar in Theological Research, or GTHE 049 Theological Research Proficiency. Passing one of these courses constitutes satisfying the proficiency requirement. The proficiency requirement must be satisfied before students are allowed to enroll for graduate credit beyond 24 semester hours (not including prerequisite course work). Counseling students take PRM 630 Counseling Research to fulfill this requirement.

**Thesis**

The M.A. thesis is required for the academic degrees. It provides opportunity for the student to utilize and integrate knowledge of theological and hermeneutical perspectives, methodological tools, languages, research skills, and socio-historical information in the discipline in order to produce an academic study demonstrating competency in one specialized aspect and topic in the area of concentration. The thesis does not necessarily require the student to contribute new, unique insights or positions concerning the topic but to show mastery of existing resources and knowledge in one aspect of the discipline. The student enrolls in the thesis research and proposal course in the next to last semester of the program, and then enrolls in the thesis writing course the following semester. The student may petition to enroll for the thesis earlier in the program.
**Withdrawing From and Dropping Classes**
After the second week of class, no refunds are authorized for withdrawals from classes. For withdrawals made during the first two weeks of classes, tuition charges are recalculated from the approval date by the registrar. Non-attendance of classes does not constitute an official withdrawal or course drop. Early withdrawal or dropping to less than full-time enrollment also affects financial aid. Students taking weekend classes must also drop during the drop-add period in order to receive refunds. Refund schedule can be found online at vision.oru.edu and clicking on Academic Calendar. For further information, contact Student Accounts at 918-495-7370 or Registrars Office at 918-495-6549.

**Grading System**
Grades are recorded as A, B, C, D, or F. Grade points are assigned to each grade: four grade points are allowed for each semester hour of A, three for B, two for C, and one for D. In the GSTM, only graduate hours for which grades of A, B, or C are earned count toward the completion of the degree. A grade of D is only considered “passing” for HPE courses. GPAs appropriate to each program must be maintained. Courses in which a grade of D or F is earned are reported on the transcript and are included in determining the GPA.

**Incompletes**
The grade of I (incomplete) is allowed for work that is incomplete at the time grades are given. It is allowed only after the student establishes with the instructor and the academic dean, by petition, that work is incomplete for good cause. Incompletes are granted only for extenuating circumstances, normally prolonged illness that is verified by medical documentation or death in the family. **Petitions for Incomplete Grade** must be granted before the last day of regular classes. It is the responsibility of the student to make up any incomplete work and have the professor submit a grade change to the academic dean. If this is not done by the final day of class in the subsequent semester, the incomplete grade is changed to an F.

Other marks used in grade reporting are WP (withdraw/passing) and WF (withdraw/failing). When a course is dropped after two weeks, a WP is recorded if the student is passing at the time of the drop. A WP is not automatic; the student must submit a **Recorded Course Withdrawal** form. If the student is not passing at the time of the drop, a WF is recorded. Any student withdrawing from a class after the twelfth week receives a WF. The WF is counted as an F in determining the GPA.
REGISTRATION INFORMATION

Enrollment
Enrollment at ORU is via VISION. Students are responsible to electronically enroll for classes each semester on this secure system. VISION – https://vision.oru.edu

Grievance Procedure
The grievance procedure is designed to supplement the informal departmental means of resolving student problems or complaints in regard to discrimination based on race, color, national or ethnic origin, sex, disability, or status as a veteran. If a student has a grievance, see the GSTM Dean of Academic Affairs.

Health Insurance
All students are required to have health/hospitalization insurance coverage in order to enroll. Proof of insurance coverage by a parent’s policy or private policy must be provided annually to the university before or during registration. Students are encouraged to have proof of insurance on their person at all times in the event of an emergency or need for verification. Students without parental or private coverage are required to enroll in the ORU student health insurance program and pay the necessary fees for the policy each semester.

Identification Cards (Eagle Card)
During registration each new student is photographed for an Eagle Card, which is used for dining services, vending, laundry, library, athletic events, chapel attendance, and access to various buildings. This card should be carried at all times. A student who loses his/her card must go to the Eagle Card Center and pay a fee to have the card replaced. The Eagle Card Center is located on the third floor of the Learning Resource Center and can be reached at 918-495-7256.

Library Access
The ORU library is located on the fourth and fifth floors of the LRC. A computerized checkout system is used which requires a validated Eagle Card. Library registration for new students is available during the normal registration process, and library access is also available via the ORU website: http://www.oru.edu/university/library/.

Registration
In order to facilitate the smooth flow of the registration process, students are strongly advised to take care of their registration needs before arriving on campus. Step by step registration guidelines are available on VISION (ORU’s Internet enrollment and registration system), and are also distributed during new student orientation. Important attention should be paid to address verification, identification cards (requires a photo to be taken), insurance, security, and financial aid. A student is registered only when all applicable information is processed, and has enrolled in classes, made all financial arrangements, and received a registration worksheet.
Student Services
College & Career Guidance Center (CCGC) LRC510 | 495-6912 The CCGC plays an integral role in the fulfillment of the vision for ORU, providing the means for students to “go into every person’s world.” Resources and information are designed to assist students, as well as facilitate the needs of employers and organizations seeking candidates for available positions. Vacancies and new positions are posted on an announcement board on the website each week. Students are encouraged to utilize the links and information presented there.

Disability Services  LRC 510JKL | 495-7018
The Office of Disability Services at ORU, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, assures that no qualified individual with a disability is denied “reasonable accommodations” in modification of policies, practices, and procedures. Disability services offers “reasonable accommodations” to clients based upon individual needs.

Tutoring Center | 495-7367
The Tutoring Center offers free tutoring in writing, math, and English skills. A collection of writing skills modules is available to students. The modules offer simple, clear explanations of English writing rules and concepts and are self-paced and “user-friendly.” Peer tutors are also available to help students with academic papers. Tutoring Center office hours may vary, so students should call before going for assistance.

Vehicle Registration
All vehicles, including motorcycles and bicycles, must be registered with the university. A current ORU parking permit must be properly displayed on the vehicle at all times. Parking permits may be obtained at the security office, located on the first floor of the Hamill Student Center. Information required for obtaining parking permits includes the make, model, year, color, and license tag number of the vehicle. For further information the security office may be contacted at 495-7750. Security is open 24 hours a day for emergencies.