



# STUDENT HANDBOOK

Graduate School of Theology and Ministry  
Oral Roberts University

**This handbook is for specific information pertaining to the ORU Graduate School of Theology and Ministry. For further information, please refer to the official [ORU academic catalog](#) and the [ORU Student Handbook](#). Each student is responsible for the policies and regulations in both the catalog and the student handbook.**

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## 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!

Dr. Thomson K, Mathew, Dean



Dr. Thomson Mathew, Dean



Dr. Cheryl Iverson  
Associate Dean of Academic Affairs

## 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.”

## GSTM Mission Statement:

The Graduate School of Theology and Ministry (Seminary) educates and equips men and women biblically, theologically, and professionally to serve as Spirit-empowered leaders in the church, society, and the global community.

## Graduate School of Theology and Ministry (GSTM) Information (ABC order)

### ACADEMIC ADVISOR

- Students are assigned to an academic advisor at the beginning of the semester for assistance in spiritual and academic counseling and planning the scheduling of classes toward a degree.
- The students are encouraged to meet with this advisor at the beginning of the program to discuss the degree plan and course sequencing for the student's particular program. During this 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.

### 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.

### 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).

### ADDRESS/PHONE NUMBER/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.

### ADVANCED STANDING – SEE CREDIT BY EXAMINATION

### ASSESSMENT

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.)
- 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.)
- Last semester: PRFT 058 Candidacy Level Assessment (0.5 credit hrs.)

## AUDIT, COURSE PRIVILEGE

- Full time students in the GSTM may audit, without academic credit, certain courses offered by the seminary, with the approval of the instructors, the faculty advisors, and the associate dean.
- 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.
- **A seminary student must be full time—enrolled in 9 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.

## AUDIT, CHANGE FROM AUDIT TO CREDIT

- 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.

## 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. (See **Forms** below.)

## 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.

## CLASS PAGES

- Class Pages is a website specifically designed for Graduate Theology which includes information on Assessment, classes, study trips, graduation, job listings, and much more.
- To access, go to [oru.edu>current students>class information>class pages>graduate theology](#).
- Links for Class Pages specific to the Modular/Distance Education and Doctor of Ministry programs are on the main home page.

## COUNSELING PRACTICUM/INTERNSHIP

- The counseling practicum/internships 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.
- Students may see their academic advisors for more information.

## COURSE LOAD

- Students who are enrolled in 9 credit hours are 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.

## COURSE ROTATION SCHEDULE

- Students are responsible to select the courses needed to complete individual programs on time. Therefore, for planning purposes, it is helpful to use the course rotation schedule to review course sequencing when planning course enrollment.
- Courses are not offered every year, so students must become familiar with these details and choose to take the appropriate classes when offered.
- This schedule gives the details of courses which are offered on a regular rotation in the fall, spring, and summer semesters.
- The Course Rotation schedule is available on the residential Class Pages under [Course Schedules](#).

## 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.
- A student must submit the following forms to the GSTM academic office:
  - For *advanced standing*, a student must submit a *Petition for Policy Exception*.
  - For *transfer of credit*, a student must submit a *Petition to Transfer Courses*.
- 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 seminary follows the ATS guidelines regarding credit transfer and advanced standing.

## DEGREE PLANS

- Current degree plans are available in the student information center in the grad theology hallway, and also on the ORU website at <http://degreeplansheets.oru.edu/>
- Earlier degree plans are available on the [grad theology class pages/degree plans](#).
- Students must use the degree plan from the academic year of enrollment.
- 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, blended, and residential courses.
- Students can access D2L at [d2l.oru.edu](http://d2l.oru.edu) and log in with the ORU single sign on.
- For D2L help, email [d2lhelp@oru.edu](mailto:d2lhelp@oru.edu).
- Tutorials are also available.

## DIRECTED STUDY REQUEST

- Directed studies are done only in the summer and are rarely granted.
- Students must first get approval from their academic advisor and the course professor before applying for a directed study.
- To apply, students first must submit a *Petition for Policy Exception* and a *Directed Study Request* to the course professor for further instructions and signatures.
- The student then submits both forms to the academic office for final approval by the academic dean.

## DISABILITY SERVICES

- 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.
- Students can access the [Disability Services](#) web pages on the ORU website for more information.
- The Disability Services offices are located at LRC 510JKL and can be reached at 918-495-7018.

## EMAIL

- Outlook is ORU's email system. By FERPA law, all university correspondence must go to student's ORU e-mail address.
- For help, contact the I.T. student help desk at 918-495-6321, or go to the [IT Student Guide](#).

## ENROLLMENT

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



## EPORTFOLIO

- All students entering the seminary are required to enroll in PRFT 059 ePortfolio: Whole Person Assessment the first semester. The ePortfolio provides an electronic system for storing and assessing student artifacts.
- Detailed instructions on how to create the electronic system and submit required artifacts is in D2L.
- Students will receive a “pass” for PRFT 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.
- Failure to submit required ePortfolio artifacts (indicated in course syllabi) will result in an Incomplete grade in the course.

## EXAMS, LATE

- Final exams cannot be given before their scheduled times.
- 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).
- Students must first get permission from the course professor before submitting a *Petition for Late Examination*, signed by the professor, along with proper documentation, is submitted to the academic dean’s office for final approval.
- Students taking a late exam are charged a late exam fee. (Late exam fee is not a grade penalty.)
- If the late fee is not waived, the student will take the approved petition to Student Accounts to pay the fee.
- The student will bring the late exam fee receipt from the Student Accounts office to the academic office.
- The academic committee, in consultation with the professor, reviews each petition and grade penalties are assessed.
- 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.*

## FACULTY, GSTM

[Click here](#) to view the grad theology faculty profile page on the ORU website. Or you may click on the links below to see individual faculty profiles and curriculum vitae.

- [Dr. James Barber](#), Assistant Professor of Theology/Director of Field Education
- [Dr. James Breckenridge](#), Professor of Theology
- [Dr. Bill Buker](#), Associate Professor of Christian Counseling
- [Dr. Edward Decker, Jr.](#), Professor of Christian Counseling
- [Dr. Tim Ekblad](#), Dir. Modular & Distance Ed. Prog/Assist. Prof/Practical Theology
- [Dr. Trevor Grizzle](#), Professor/New Testament
- [Dr. Larry Hart](#), Professor of Theology
- [Dr. Cheryl Iverson](#), Associate Dean of Academic Affairs
- [Dr. Thomson K. Mathew](#), Dean of the College of Theology and Ministry and Professor of Pastoral Care, Graduate School of Theology and Ministry
- [Dr. Kenneth Mayton](#), Professor of Christian Education/Counseling

- [Dr. William McDonald](#), Assist. Professor/Old Testament
- [Dr. James Norwood](#), Associate Professor of Christian Counseling
- [Dr. Sandra Richardson](#), Associate Professor of Christian Counseling,
- [Dr. Raymond Smith](#), Associate Professor of Missions
- [Dr. Daniel Thimell](#), Associate Professor of Theological-Historical Studies
- [Dr. John Thompson](#), Director, Doctor of Ministry Program/Assoc Prof. of Practical Theology
- [Dr. Edward Watson](#), Assoc. Professor/Biblical Literature/Practical Theology
- [Dr. Brad Young](#), Professor of Biblical Literature

## FAST-TRACK PROGRAM

- The Fast-Track Program allows ORU senior students to enroll concurrently in graduate course and apply those courses towards a master's degree.
- Student may register for a maximum of six credit hours of graduate courses per semester.
- Senior year students can earn up to 12 hours graduate credit.
- Students may contact the Graduate Admission office to apply for the Fast-Track Program.
- Also see Credit By Examination/Advanced Standing/Transfer Credit above

## 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.
- For more detailed information, go to class pages, and click on the Field Education link in the left column, or contact Dr. James Barber at [jbarber@oru.edu](mailto:jbarber@oru.edu)

## FINANCIAL AID

- See [Financial Assistance/Scholarships](#) on the ORU website.
- The financial aid coordinator may be contacted for more information at [finaid@oru.edu](mailto:finaid@oru.edu), or at 918-495-6510.

## FORMS

- University forms (such as Petition for Policy Exception, Chapel Excuse form, etc.) are available in the student information center in the grad theology hallway, and on the [ORU website](#).
- An explanation of forms and which to use when is on Class Pages > [Forms, University](#) (descriptions).

## GRADE, INCOMPLETE

On rare occasions, the grade of "I" may be given for work that is incomplete at the end of the course semester due to a catastrophic event. The following procedures must be followed to apply:

1. The student must establish with the instructor and the academic dean that work is incomplete for good cause and submit a Petition for Incomplete Grade, with documentation.
2. The Petition must be submitted at least two weeks prior to the end of the semester.
3. The submission of a petition does not automatically ensure the granting of an Incomplete.
4. The petition must be approved by the academic committee of the Graduate School of Theology and Ministry.

5. It is the responsibility of the student to initiate the petition, make up any incomplete work, and submit a completed Request for Grade Change form (which has been signed by the course professor) to the academic office.
6. If the work is not completed by the end of the subsequent semester, the incomplete will automatically convert to an “F,” unless an extension is formally granted.

## GRADE REPORTS

- Grades are released by the registrar’s office approximately mid-week after finals week.
- Students retrieve grades electronically using ORU’s VISION.

## GRADES, REQUEST FOR CHANGE OF GRADE

- Students must submit a *Request for Grade Change* form, signed by the course professor, to the academic office 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. If a student has an incomplete grade for a class, this form is used to request that the professor to change the grade from incomplete (*I*) to a letter grade, *A, B, C*, etc. (See **Forms** above.) (See **Incompletes** below.)

## 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.
- To apply, see the dean’s administrative assistant, GC 4A26E.

## GRADUATE THEOLOGY STUDENT ASSEMBLY (GTSA)

- The Graduate Theology Student Assembly (GTSA) is made up of current grad theology students who serve the student body in the seminary.
- The representatives are elected by GSTM students each spring for the following academic year.
- The GTSA works 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. For more information see [ORU website](#).

## GRADUATION

- All students, whether graduating in December or May, must fill out the online graduation application on Vision and turn in required documents to Judy Cope in the dean’s office by the given deadline in the first week of December.
- Instructions and deadlines for applying to graduate, graduation protocol, and information on the GSTM Hooding Ceremony are on Class Pages > [Graduation](#).
- For further questions, students may contact Judy Cope at [jcope@oru.edu](mailto:jcope@oru.edu).

## GRIEVANCE PROCEDURE

- The primary objectives of the Student Complaint and Grievance policies and procedures are to ensure that students have the opportunity to present complaints and process grievances regarding certain action(s), inaction(s), and/or communications by a member of the ORU community and that ORU has a consistent and

orderly process for resolving those complaints or grievances in a fair and just manner.

- For academic grievance procedures, students should contact the academic dean's office.
- For student conduct and discipline complaints and grievances, students should contact the Director of Student Development.
- For more information on grievance procedures, students should refer to the [ORU Student Handbook](#) (See Index: Grievance).

## HEALTH FITNESS REQUIREMENTS

- New students at the seminary enroll in a one-semester, one-credit course entitled GHPE 503 *Graduate Health Fitness*.
- Students who completed Health Fitness I and II as ORU undergraduates need to substitute an activity course for GHPE 503.
- Students will also take one additional 0.5 credit HPE activity course.
- Contact the registrar for information on changing a 1 credit activity course to 0.5 credit, or for taking an HPE course as pass/fail.

## HOLY SPIRIT RESEARCH CENTER (HSRC)

- 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 on LRC 5E02 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.
- For more information, students can contact Dr. Mark Roberts at [mroberts@oru.edu](mailto:mroberts@oru.edu).

## INCOMPLETE GRADE (SEE GRADES, INCOMPLETE ABOVE)

## INFORMATION CENTER

Student forms, degree plans, 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.

## JOINT-DEGREE PROGRAM

- Students, with the guidance and approval of their academic dean, may reduce the total number of degree credits required to obtain two or more graduate/professional degrees.
- 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.
- Students may enroll in a second master's program following the completion of half of their first master's degree.
- The following may not be combined in the joint degree program:
  - The MDV with the MPT, including their concentrations
  - The M.A. in Christian Counseling (LPC) with the M.A. in Christian Counseling (MFT)
- Students should first speak with their academic advisors before applying for the second degree with Michael Thomas in [Graduation Admissions](#).

## 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/>.
- Class Pages contains links to specific [library resources for distance students](#), which is updated on a regular basis by theological librarians.

## MODULAR COURSES

Residential students may request permission to take a modular, blended, or online course by submitting a *Petition for Policy Exception* to the academic dean's office. Contact the modular office at [lpatterson@oru.edu](mailto:lpatterson@oru.edu)

## PETITION FOR POLICY EXCEPTION

- Students must submit a *Petition for Policy Exception* to the academic office for requests that are exceptions to the normal policies and procedures.
- The forms are located at the grad theology Student Information Center or on [ORU website](#).

## PLAGIARISM POLICY

ORU takes the issue of plagiarism seriously and addresses it on its website, in the academic calendar, and in course syllabi.

- The [ORU website](#) includes information on the following:
  - What is Plagiarism?
  - Why Avoid Plagiarism?
  - How to Avoid Plagiarism
  - Faculty Resources (on Plagiarism)
  - Video Resources (on Plagiarism)
- The ORU catalog states:

ORU students are committed to developing their minds by doing their own academic work. They do not engage in plagiarism, whether accidental or intentional. Plagiarism is the inappropriate use of others' ideas or information, such as using sources without citations or direct quotes without quotation marks. Even paraphrasing or summarizing without giving credit to the original author is considered plagiarism (page 14, [University Catalog](#)).

Written assignments using sources must demonstrate ethical and accurate use of source material. Plagiarism and any unethical or inappropriate use of sources are not tolerated" (page 34, [University Catalog](#)).

- ORU syllabi include the following University Plagiarism Statement:

Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: 'I will not cheat or plagiarize; I will do my own academic work

and will not inappropriately collaborate with other students on assignments.' Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:

1. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
2. Failing to meet group assignment or project requirements while claiming to have done so;
3. Failing to cite sources used in a paper;
4. Creating results for experiments, observations, interviews, or projects that were not done;
5. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or fail

## PREREQUISITES

- Students taking internship, field education, practicum courses, or testing and assessment must ensure compliance with the appropriate prerequisites specified in the university catalog.
- Counseling students should consult the *Courses that Require Prerequisites* sheet in the information center.

## PRACTICUM, MINISTRY - TEACHING MINISTRIES, URBAN MINISTRY, PASTORAL CARE AND CHAPLAINCY\*

- 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, or students can contact Dr. James Barber at [jbarber@oru.edu](mailto:jbarber@oru.edu).

\*Students can enroll in PRM 780 Clinical Pastoral Education as an alternate course.

## REPORT OF A REPEATED COURSE

- A course that is repeated at ORU to replace the original credit will be noted on the student's transcript.
- The first course taken will remain on the document with a note indicating the first grade given and a Repeat flag.
- The student must 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 will have the original credit removed, but the grade-point average earned at ORU will remain on the transcript.
- Only HPER activity courses, Student Teaching, Early Field-Based Experiences, some seminars, and certain independent study and research courses may be taken twice for credit.
- Form is located on the [ORU website](#).

## 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 call 918-495-6098.

## THEOLOGICAL RESEARCH PROFICIENCY REQUIREMENT

- 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.
- All entering students must enroll in *GTHE 517 Seminar in Theological Research* the first semester (except for counseling students who enroll in *GCSL 630 Counseling Research*).
- Students who have previously had a course in theological research may request at new student orientation to take the theological research proficiency examination.
- If the student passes with a minimum score of 70%, he or she must enroll in *GTHE 049 Theological Research Proficiency* (0 credit).
- Students failing to achieve this score must enroll immediately in *GTHE 517 Seminar in Theological Research*. 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).



## 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.
- Students must petition to enroll in *GBIB/GTHE 756 Thesis Research and Proposal* in the next to last semester of the program.
- If this course is successfully completed, the student must petition to enroll in *GBIB/GTHE 757 Thesis Writing* the following semester.

## TRANSFER OF CREDIT - SEE CREDIT BY EXAMINATION

## VISION

Vision is ORU's student enrollment and registration system, and is also used to set up ORU e-mail accounts, access grades and transcripts, update address information, etc. Students should follow instructions in their graduate Admissions acceptance letter on how to login and set up their account. There are several ways to access VISION:

- Go to [vision.oru.edu](http://vision.oru.edu)
- From the ORU website ([www.oru.edu](http://www.oru.edu)):
  - ♣ Click on Current Students at top of screen
  - ♣ Click on Vision o From D2L homepage:
  - ♣ Click on University Links at top right of screen
  - ♣ Click on Vision
- Use the ORU single sign-on to login



- For help with enrolling in courses on Vision, see the Power Point on Class Pages entitled Vision: How to Enroll for Courses

## WITHDRAWAL FROM RECORDED COURSES

- Students may withdraw from a course on Vision if the withdrawal is done before the scheduled deadline for the semester.
- Students taking weekend classes must also drop during the drop-add period in order to receive refunds.
- Early withdrawal or dropping to less than full-time enrollment also affects financial aid.
- Refund schedules can be found online on the registrar's [Academic Calendar](#).
- Non-attendance of classes does not constitute an official withdrawal or course drop.
- After the add/drop deadline, to withdraw from a course, a student must submit a *Recorded Course Withdrawal* form to the course instructor.
- Withdrawal grades are reported as *WP* (withdraw/passing) and *WF* (withdraw/failing).
  - *WP* (withdraw/passing):
    - 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 to the course professor. Then the student submits the signed form to the academic office.
  - *WF* (withdraw/failing):
    - 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.
- The course instructor indicates whether the student will receive a *WP* or a *WF* and signs the form.
- The student then submits the signed form to the academic office.
- The assistant registrar calculates the *WF* into the GPA just like an *F*.
- For further information, contact Student Accounts at 918-495-7370 or Registrars Office at 918-495-6549.
- For information on the withdrawal procedure, see the [ORU Student Handbook](#) (See Index: Withdrawals).