ASSEMBLIES OF GOD THEOLOGICAL SEMINARY

Springfield, Missouri

STUDENT HANDBOOK
Revised 1/12

PURPOSE OF THE STUDENT HANDBOOK

Resident students attending AGTS are expected to be spiritually and emotionally mature, with a clear sense of purpose and positive motivation. With this in view, it was felt that the contents of a student handbook should deal with those matters related to the spiritual, academic, and financial well-being of the students and the Seminary. Matters of conduct not specifically mentioned are to be in keeping with mature spiritual and ethical awareness.

Statement

This publication is certified as true and correct in content and policy as of the date of publication. The Seminary reserves the right to make changes of any nature in programs, finances, calendar, or academic schedules whenever these changes are deemed necessary or desirable. These include changes in course content, class rescheduling, and the cancellation of scheduled classes or other academic activities. Changes in college work-study and student loan programs or policies are at the discretion of federal and state governments to which AGTS must comply.

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ACADEMIC INFORMATION

Academic Integrity

It is assumed that students at AGTS will endeavor to be honest and of high integrity in all matters pertaining to Seminary life. A lack of respect and integrity is evidenced by cheating, fabricating, plagiarizing, misusing facilities, removing books and other property not one's own, and disrupting classes.

Cheating is defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. It is assumed that whatever is submitted by a student is the work of that student and is new work for that course. Fabrication is intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form. Plagiarism is intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. One who facilitates any of the above is equally responsible with the primary violator.

Penalties may include restitution, an "F" on an individual paper, exam, or course; loss of campus employment; disciplinary probation; removal from extracurricular activities; and suspension.

Academic Levels

The level of graduate study as defined by the Seminary is as follows:

First-year graduate student.....0-24 hours completed

Second-year graduate student .....25-48 hours completed

Third-year graduate student .....49-72 hours completed

Fourth-year graduate student .....73 hours or more completed

Alumni Association

The Assemblies of God Theological Seminary Alumni Association endeavors to foster the cause of theological education in general, and specifically at AGTS, and to perpetrate friendships formed while at the Seminary. All persons who have matriculated at the Seminary, both those who received degrees and those who have not completed a full program, are considered members.

The AGTS Alumni Association has two primary purposes. First, it seeks to maintain a continuing relationship between the Seminary and alumni. Second, it serves to promote fellowship between alumni in close geographical areas. The association's goal is to assist the Seminary in the fulfillment of its mission and in ministering to the collective needs of its alumni.

Cancellation of Classes

Low Enrollment

The Seminary reserves the right to cancel any class with fewer than eight students.

Inclement Weather

In the event of a rare cancellation of classes due to severe winter weather, the major television and radio stations in Springfield will be notified. Listen for such announcements if you suspect classes may be canceled. If no notice has been broadcast, you can assume classes will be meeting. Students may also call 417-268-1051, our building closure information line, to check the building's status. However, never risk yourself or your vehicle if your local conditions are dangerous.

Change of Name, Address, Marital Status

To ensure accuracy of records, students who change their names, marital status, local or permanent addresses should notify the Registrar's Office.

Course Changes

The official drop date for determining refunds will be the date the course change form is returned to the Registrar's Office—not the date the form is picked up by the student.

Degree Completion

Students are personally responsible for following the course requirements for timely completion of their respective degrees. These requirements are announced in the catalog under which the student matriculates or is readmitted. Suggested course sequencing guides for multi-year programs are available in each department and utilized at registration. AGTS faculty advisors and staff are responsible to provide guidance in course scheduling, but do not assume final responsibility for each student's registration decisions. The published requirements of each degree prevail except for appropriate substitutions approved by the academic dean.

Degree Limit

Students who have completed two degrees at AGTS, and who wish to pursue a third degree program, must submit a written petition requesting approval to the academic dean and the Academic Affairs Committee.

Grade Appeal Policy

The AGTS faculty and administration are committed to high standards of professionalism, objectivity, and fairness in determining grades for all students. By the same token, students are expected to perform at graduate level. In cases of disputed grades, the following appeal policy will apply:

1. The student must request a review of grade from the instructor, who will give a written explanation of the disputed grade.
2. If the issue is not resolved to the student's satisfaction, the disputed grade may then be appealed to the academic dean who, with one other member of the department and in consultation with the faculty member who assessed the grade, will make a final determination. The decision of the dean and the neutral faculty member will be final.
3. This policy is intended to accommodate appeals with serious merit. The academic dean may

decline appeals deemed to be frivolous.

Grading System

Grades are usually issued within 2 weeks after the fall and spring semesters end. All summer grades are released in August.

All courses taken at AGTS, including first-year Greek, will be averaged into the student's grade point average and will appear on the student's transcript. However, when determining the student's eligibility for graduation with regard to the minimum GPA requirement, only those courses applicable toward the student's degree program will be considered in calculating the GPA. *(See policy for repeating courses.)*

Comprehensive Exam

See the academic calendar for the dates comprehensive exams must be taken. The exam will be graded satisfactory, marginal, or unsatisfactory. Students who receive an unsatisfactory will be allowed to retake the exam following a three week study period. A fee of $30 will be assessed for each retake of a comprehensive exam.

Counseling students may pick up a study guide from the Counseling office. Students who fail a retake may take a directed research course to prepare them for a second retake.

Requirements for the Intercultural Ministries comprehensive exam are available in the faculty secretary's office. Students who fail a question in the exam will be allowed to retake that portion of the exam following a 3-week study period. Students failing the retake must fulfill one of the following options: (a) officially audit the course in question and retake and pass the failed portion of the comprehensive exam. (b) Take the course for credit by directed research or in residence.

Analytical Reflection Paper

Requirements for analytical reflection papers are available in the faculty secretary's office. See the academic calendar for the dates papers must be submitted. The $30 rewrite fee will be charged when the student is required to rewrite all or portions of the paper.

Honors Program

Kappa Delta Chi

A limited number of graduates are elected into Kappa Delta Chi Honor Society each year by the faculty. The Kappa Delta Chi Honor Society was established by the Board of Directors of the Seminary. To be eligible for this award, a student must be a fall or spring graduate of the current year or a summer graduate of the previous school year. Students selected to receive this award must meet the following criteria by the end of the spring semester of the current school year: (1) Have a minimum cumulative GPA of 3.7; (2) Show potential for ministry; (3) Be in good standing spiritually, academically, and financially at AGTS and in the community; (4) Be chosen by the faculty. No more than 10% of the graduating class may receive this award.

Payment of Bills
It is the responsibility of students registering early to complete their financial arrangements before the semester begins-no later than the registration date shown on the calendar. Failure to do so will result in cancellation of the student's class schedule and additional fees. The Business Office is open 8 a.m.-4:30 p.m. Monday through Friday.

Proficiency Examinations

First-year Greek and Hebrew prerequisites may be waived by passing proficiency exams. These exams will be administered upon request at the beginning of each semester. Contact the Office of the Academic Dean for details and restrictions. *(Fees are listed in the catalog.)*

Registration for Classes

Financial arrangements must be completed in the Business Office by the last date of registration before classes begin, or the student's class schedule will be canceled. Students who register early and find it necessary to drop out must officially drop the courses in the Registrar's Office before classes begin to avoid a reduction in tuition refund. Failure to attend class does not constitute an official drop from classes.

Research Papers (Guidelines)

The approved guideline for research papers and essays is the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. The latest edition of the *Publication Manual of the American Psychological Association* will normally be required for counseling courses.

Scheduling of Classes

Course offerings are presented with flexibility to accommodate ministers, missionaries, and persons who cannot arrange their schedules for prolonged periods of time. The calendar year consists of fall, spring and summer terms. The fall and spring terms consist of 15 weeks each. The summer term consist of accelerated sessions of varying lengths. *(See Academic Calendar.)*

Transcripts

To secure a transcript, the student must complete the transcript request form in the Registrar's Office or on the website at www.agts.edu.

FINANCIAL AID INFORMATION

Satisfactory Progress Standards for Financial Aid Recipients

The Federal Higher Education Amendments of 1976 require the Seminary to define and enforce standards for satisfactory academic progress. Students receiving financial aid from federal sources (work study and loan programs) must satisfy the Seminary's minimum definition of satisfactory progress for financial aid recipients as listed in the following chart.

	Full-Time Students									
Semester Completed	1	2	3	4	5	6	7	8	9	10
	Master of Divinity									
Accrued Hrs. Required										
90 hours	9	18	27	36	45	54	63	72	81	90
72 hours	9	18	27	36	45	54	63	72		
Minimum GPA	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
	Master of Arts									
Accrued Hrs. Required										
60 hours	9	18	27	36	45	54	60			
48 hours	9	18	27	36	45	48				
36 hours	9	18	27	36						
Minimum GPA	2.5	2.5	2.5	2.5	2.5	2.5	2.5			

If attending on a ¾ time, or ½ time, hours and semesters would be prorated accordingly. Less than ½ time will be added to the previous semester. While the above requirements are minimums, it should be clearly understood that students would need to complete 12 or more credit hours per semester to be eligible to graduate within the traditional degree periods. There are also loan limits for each grade level.

Students who fail to complete the required number of hours corresponding the semester completed will be placed on academic probation. At the end of two semesters of academic probation, if the required GPA of 2.0 or 2.5 or the accrued hours (9 completed for every 12 attempted) are not met, students will not be eligible to receive financial aid.

Other Factors Affecting Satisfactory Academic Progress:

Withdrawals

If a student withdraws within the first few days of the semester before financial aid is received, the student will receive no aid since no progress has been made toward a degree. A student withdrawing within the tuition refund period will be required to return the applicable percentage of awarded aid to the federal programs.

Suspensions

If a student is suspended within the first few days of the semester before financial aid is received, the student will receive no aid. A student suspended within the tuition refund period will be required to return

the applicable percentage of awarded aid to the federal programs. If readmitted to AGTS, the student would be eligible for financial aid if at the time of suspension he/she was meeting the standard for satisfactory progress.

Incomplete Courses

Incomplete courses will not count toward satisfactory progress until documented that course work is completed.

Repetitions

For any degree program, a maximum of 10 percent of repeat courses will be allowed in determining the number of hours completed in the overall program.

Regaining Eligibility

If a student is denied aid because of a lack of progress, either by hours or academic probation, courses may be taken at the student's own expense until reaching the minimum hours or grade point average needed to regain eligibility. If dismissed for academic reasons, a readmitted student cannot receive financial aid until such time as he/she has reached the above outlined academic standard. Hours taken at another seminary will not upgrade grade point average at AGTS.

Appeal Procedure

If extenuating circumstances have affected the student's progress, an appeal in writing may be sent to the director of financial aid, fully setting forth the basis of the appeal. The decision of the director, in consultation with the president of the Board of Administration, shall be final.

STUDENT SERVICES INFORMATION

Founders Bookstore at Evangel University

AGTS Students are able to purchase textbooks, reference works, and supplies at the Founders Bookstore at Evangel University. It is located on the first floor in the Student Union Building at Evangel University and can be reached by telephone at 417.865.2815 ext.7343. The regular bookstore hours are M-F 9AM – 6PM, Sat 10AM – 2PM. Hours for the week of August 23rd-26th are M-F 7:30AM – 6:00PM, Sat-10 AM – 2:00PM. Books can also be ordered online at http://www.cbmatthews.com/evangel/

Textbooks

Every effort is made to have Required Textbooks for each semester shelved approximately one month before the first class.

Textbook Rental Program

Founders Bookstore offers a Textbook Rental Program. You can rent a textbook for 50% off up front or if you decide to purchase a "rent eligible" book you can receive a 50% Buy Back Guarantee at the end of the semester. Get details from Founders Bookstore at Evangel University.

Ordering By Phone

Call us at 417-865-2815 x7343. Our friendly staff will assist you in placing your order over the phone. Use our site as your own personal catalog!

Shipping Policies

Evangel University Bookstore is proud to offer you the most competitive shipping rates. All of our shipments are professionally packed to ensure the safety of your items in route. On average, your order will be received in 7 - 10 working days. During August or December, delivery time may take longer.

Textbook Buy Back

Founders Bookstore at Evangel University offers to buy back books at the end of each semester.

Special Orders

The bookstore can special order a book. A 25% deposit must be placed on any Special Order book that is not a required book.

Return Policy

Most products purchased from this site may be returned, within 25 days of shipment, for a full refund. Exceptions to this policy include textbooks, media (music, video games, software) which is not shrink wrapped, and customized products. The textbook return guidelines are dependent on when the purchase is made. Please contact Founders Bookstore if you have a question about returning a textbook. Customized products which are non-returnable include clothing with monograms, custom published materials (such as course readers or syllabi), and artwork which is printed, matted, or framed based on your order. Defective or incorrectly shipped product may also be returned during this same time period. To be eligible for a full refund, products must be in new

condition and must be returned with all pieces originally shipped as well as the original box in which the product was shipped. Product that is not defective must be returned unopened. (Do not remove shrink wrap from product that is to be returned.) Please check packing list for return address information.

Building Access

Access cards will be distributed to AGTS students at registration. This proximity card will be set to access the south, west and north entry doors. Activate by passing card 12-16 inches from the receiver mounted next to each of these doors. Door is unlocked when light turns green. The card will grant access to the building during hours parallel to the operating hours of the library. Students may also gain entrance through the east doors of the complex during the hours stipulated as open for public access. In case of lost access card, contact the Business Office immediately.

Bulletin Boards

Approval for posting notices on the bulletin boards must be secured in the Student Services Office. The seminary reserves the right not to post or to remove anything at its discretion.

Chapel Attendance

The spiritual development of all persons related to AGTS is of great consequence in the purposes of the Seminary. Chapel services are, therefore, integral to the Seminary's reason for being, and students are expected to attend whenever possible.

Communiqué

The Communiqué is a monthly newsletter prepared by the Office of the President (September through May) and serves as the official means of communication within the AGTS community.

Computer Lab

The seminary maintains a computer lab for student use located in the library. For more information on software/hardware availability and user responsibilities, please refer to the "Library Information" section of this handbook.

Conduct

Students are expected to conduct themselves in accordance with the highest Christian ethical standards at all times. Students are required to refrain from using tobacco, alcoholic beverages, and illicit drugs in any form at any location while enrolled at AGTS. *(See Academic Status in the catalog.)*

Counseling Services

Students interesting in short-term counseling services should contact the Student Life department in room 218 or by telephone at 268-1081.

Crime Reporting

Any criminal activity on the AGTS campus (building, parking lots, or access areas) should be reported immediately to security at 268-1002 or to the Business Office.

AGTS complies with Title II of the Student Right-to-Know Campus Security Acts of 1990, known as the Crime Awareness and Campus Security Act of 1990. The Act requires the institution to collect, publish and distribute to all current students and employees and to any applicant for enrollment or employment upon request certain information regarding campus policies and procedures with respect to campus security and incidents of criminal offenses on campus. Annual reports may be obtained at the Office of Student Services.

Disability Services

See "Students with Disabilities"

Discrimination Policies

The Seminary employs, advances, admits, and treats in its employment and educational programs all persons without regard to their race, color, national or ethnic origin, sex, age, handicap, or status as a veteran.

The administration has taken such steps as it deems reasonable to:

1. Comply with the nondiscriminatory requirements of the Internal Revenue Service, Title VI of the Civil Rights Acts of 1964, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Title IX of Section 504 of the Rehabilitation Act of 1973.
2. Publicize these nondiscriminatory policies of the Seminary and to take such action as may be deemed necessary to comply with the requirements pertaining to such policies, including those specifically related to record keeping, facilities, programs, and scholarships. The Board of Directors has directed the administration to take such reasonable steps as are necessary to preserve the federal tax exemption status of the institution and to meet the requirements of Titles VI, VII, and IX, consistent with religious policies and philosophy of the Seminary. The Seminary complies with the Family Education Rights and Privacy Act of 1974, Public Law 92-380. Inquiries regarding compliance with the above nondiscriminatory policies should be sent to the Director of Business.
3. AGTS intends to resolve properly any legitimate student grievance related to discrimination policies. *(See Grievance Procedure.)* Any student who has a legitimate complaint is urged to utilize that grievance procedure.

Doctrinal Agreement

It is expected that all AG students will be prepared for a rigorous examination of their faith within a community committed to the Statement of Fundamental Truths.

Students admitted from other theological traditions will be expected to affirm the major doctrines of historic Christian faith and be sensitive to and tolerant of the doctrinal positions of the Assemblies of God. Students who come to deny major doctrines of historic Christian faith or become disruptive and resistant to reconciliation with regard to the doctrinal positions of the A/G may be subject to dismissal.

Dress Policy

Dressing in good taste and with modesty enhances the life of the AGTS community. Therefore, conscientious dressing is expected of all who are a part of our community. Guiding principles include modesty, neatness and respect for the conscience of the AGTS community.

Drug and Alcohol Abuse Prevention and Policies

The use of tobacco, alcohol, and other nonprescription addictive substances is understood to be inconsistent with Christian ethics and is specifically prohibited both on and off campus.

Also as a matter of compliance with the Drug Free Schools and Communities Act, it is the objective of the Seminary to maintain a drug-free environment for both students and employees. Accordingly, the unlawful possession, use, or distribution of illicit drugs by students is prohibited on Seminary property and in conjunction with Seminary activities.

AGTS is required by law to have a drug and alcohol abuse prevention program for students and employees. The provisions of this program are printed and distributed at the beginning of each academic year. This document details legal sanctions, health risks, and descriptions of available services for drug and alcohol abusers.
Referral services are also available through the office of Spiritual Formation/Student Services.

Violation of the Seminary's tobacco, drug, and alcohol policies will result in immediate disciplinary action up to and including suspension.

E-Mail

To send E-mail to Seminary administration and staff, use the individual's first initial, then his/her last name, followed by @agts.edu (e.g., John Smith would be jsmith@agts.edu).

Facility Use and Reservations

Students who desire to use seminary space for meetings or other educational related purposes must receive prior approval through the Office of the President or Dean of Academic Affairs.

Faculty/Student Conferences

Students interested in conferring with faculty members normally should set up an appointment by signing the appointment schedule posted at each faculty office. The faculty secretary may assist when this process is not accessible.

Faculty Travel

Professional growth and scholarly activity (e.g., teaching/lecturing on other campuses or overseas) will commonly take faculty away from classes for a few days each semester. Such occasional activity with appropriate substitutions in lecturers or class assignments should be anticipated.

Fire Drills

Fire drills are held from time to time. When a siren or alarm is heard, immediately exit the building in an

orderly manner as quickly as possible out one of the exit doors located on all four sides of the building. From the second floor use the closest staircase (there are three—one in the northwest corner, one in the middle over the Great Hall, and one in the library on the south side). Walk to the first floor and exit at one of the four main exit doors. **Do not use the elevator under any circumstances.** Please wait for the "all clear" signal to be given before returning to the building.

First Aid

Medical First Aid Kits are located in the 1st floor work room near the Financial Aid Office (room 109) and near the circulation desk in the library.

Food and Drink Policy

Our community strives to maintain an environment that is conducive to study, worship, and work as well as being livable for all of us. The maintenance of the building plays a large part in this. In keeping with the desire to be good stewards of our facilities, the following guidelines should be followed when bringing food and drinks into the building:

1. Food and drinks are allowed in the building except in a few designated areas. No food or drinks are allowed in the chapel, library, or computer lab.
2. All beverages in cups MUST have some type of lid to prevent spilling.
3. In the event of a spill, please take immediate action to clean up the spill. Where staining occurs, please contact the Business Office immediately so that maintenance can treat the affected area. Quick action will limit permanent damage.

Grievance Procedure

Fair and prompt resolution of legitimate student grievances is a vital part of the Seminary's professional and ethical commitment to its students. The grievance procedure is as follows:

1. Informal discussions to resolve the perceived grievance should first be undertaken with the supervisor in the department involved or with the faculty member or faculty advisor if an academic issue.
2. All parties in the grievance process shall be guided by Christian principles and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect.
3. Grade appeals should follow the policy stated in the Academic Services section of this handbook. *(See Grade Appeal.)*
4. Grievances not informally resolved should be placed in written form and directed to the Dean of Academic Affairs.
5. Receipt of the grievance will be acknowledged in writing in not less than 10 days.
6. Depending upon the nature and severity of the grievance the Dean or his representative may affect any or all of the following procedures.
   a) Personally investigate and arbitrate the grievance
   b) Establish an ad hoc committee of uninvolved parties to investigate and recommend as to appropriate action
   c) Refer the matter to the Board of Administration for final determination at any stage of the investigation.
7. Decisions of the Board of Administration will be final in those cases where reference is made to the board.
8. A final written response to the student grievance will be made within 30 days of receipt of a written

grievance (60 days during summer).

9. Final written responses may be appealed to the president who may choose any one the following:
   a) To affirm or alter previous decisions.
   b) To resubmit to the Board of Administration with a personal recommendation or new evidence.
   c) To submit to the Board of Directors in those cases with broad implications for the entire Seminary community.
10. Review of written grievances by uninvolved parties is guaranteed.
11. Retaliation by Seminary personnel against students initiating grievance procedures will not be tolerated and will be subject to disciplinary action. If the student feels that retaliation has occurred, a written report should be filed with the Dean of Academic Affairs.
12. This grievance procedure is intended to accommodate issues of serious merit and may not be abused by frivolous claims.

Hours of Operation

The building hours for students normally will be:

Monday: 8 a.m.-9:30 p.m.
Tuesday: 8 a.m.-9:30 p.m.
Wednesday: 8 a.m.-9:30 p.m.
Thursday: 8 a.m.-9:30 p.m.
Friday: 8 a.m.-9:30 p.m.
Saturday: 10 a.m.- 6 p.m.

The building is closed to all students on Sunday and certain legal holidays. Special schedules occasionally may be posted. (Special announcements will be posted as well as published in the Seminary Communiqué and the video monitor displays.)

Lost and Found

The Receptionist operates the "Lost and Found" for the seminary. Items turned in to "Lost and Found" will be held for 30 days. After 30 days, unclaimed items are considered to be abandoned property and are disposed of in an appropriate manner.

Mabee Student Fitness Center

AGTS students and their families are invited to use the Mabee Student Fitness Center at Evangel University. Use of the facility is based upon current AGTS student status and the purchase of a membership card. Membership entitles the AGTS student and his/her immediate family (spouse and dependent children) full use of this facility during the scheduled hours of its operation. Facility accommodations include an aerobic room, indoor basketball and racquetball courts, indoor track, workout equipment, etc. For more information call 865-2815, ext. 7100.

Mail and Messages

The mail room is located in room 112 on the first floor. Students will be assigned a mailbox and given the combination for the lock at the time of financial registration. To operate the lock, follow these procedures:

1. Turn the dial LEFT at least four times, stopping when the first combination number is aligned with

the index.
2. Turn the dial to the RIGHT, stopping when second combination number is aligned with the index the second time.
3. Turn the dial to the LEFT, stopping when the third combination number is aligned with the index the first time.
4. Turn dial slowly to the RIGHT to open.

Students should check the message boxes and bulletin board daily. Please arrange to have outside mail sent to your home address.

Notary Public

The services of a notary public are available in the Registar's Office.

Office Hours

The Administrative Offices are open Monday through Friday, 8 a.m. until 4:30 p.m. The offices are closed during community chapels.

Parking Regulations

Students should park only in approved AGTS parking areas. This includes any unrestricted spaces in the lots immediately surrounding the Seminary building and the paved areas around the O'Reilly gym just north of the Seminary.

Do not park in Evangel's parking lots, AGTS handicapped or visitor spaces, loading zones, or other restricted areas unless authorized to do so. Do not back into parking spaces or double park. Improperly parked vehicles will be ticketed and/or towed at the owner's expense without warning.

Handicapped parking spaces are available as posted. Questions concerning vehicle registration and parking regulations should be directed to the Business Office.

Students are encouraged to secure their vehicles while on campus; the seminary is not responsible for any loss of property or damage to vehicles while on the premises. Overnight parking is permitted, but long-term parking is prohibited.

Photocopying

Self-services copiers are available to students in the library.

When students are required to provide copies of presentation materials to class members, photocopying may be done by the faculty secretary. Authorization and number of copies needed must have been received from the instructor before copies will be made. Students must give material to be copied to the faculty secretary at least 24 hours before their class presentation. Students receive two pages per class member free of charge. Each additional page is 5¢.

Due to the high cost of service and maintenance on the copier machines, the seminary requests that only faculty and staff members perform such operations as changing carriages, clearing jams, etc.

Privacy of Student Records

The *Family Educational Rights and Privacy Act* (FERPA) affords students certain rights with respect to their education records. The rights of students are as follows:

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 should submit to the Registrar, Academic Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the *amendment* of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Students may ask the seminary to amend a record that they believe is inaccurate or misleading. They should write 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.

   Written request for review and/or amendment of record(s) should be made to the director of the office responsible for the record(s).

   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 provide *written consent* before the seminary discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which 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 research, or support staff position (including law enforcement unit personnel); a person or company with whom the seminary has contracted (such as an attorney, auditor, collection agent, pastor or mentor, and the National Student Loan Clearing House); 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.

   Upon request, the seminary discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

   Students may withhold disclosure of specified information by completing the appropriate form in the Registrar's Office at the beginning of each academic year.

   NOTE: The seminary reserves the right to release, without consent, personally identifiable information that is designated as Directory Information. If the student does not wish to have all or part of this information disclosed, he or she must notify the Registrar's Office. The seminary has designated the following personally identifiable information as Directory Information: name, address, telephone number, major fields of study, dates of attendance, degrees and awards received, most recent educational institution attended, and participation in officially recognized activities.

4. The right to *file a complaint* with the U.S. Department of Education concerning alleged failures by AGTS 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
400 Maryland Avenue, SW.
Washington, DC, 20202-5901

Sales and Contributions

Solicitation in the building is not permitted, either by students or by outside persons. Solicitors will not be permitted to contact students or Seminary personnel for the purchasing of articles or for contributions. Any exception to this policy must be secured through the Office of the President or Student Services. Visits by sales people on the Seminary's premises are not permitted at any time.

Security

Security services for the Seminary building and parking lots are coordinated through the Business Office. Security personnel can be reached by calling 268-1002 (Monday-Friday, 8 a.m.- 9:30 p.m.; Saturday, 10 a.m.-6 p.m.).

AGTS security personnel do not have arrest powers; therefore, the Seminary fully cooperates with the Springfield Police Department. Students should call the police at 911 in any emergency situation.

While the Seminary has had relatively few problems with crime, there are always certain dangers inherent in any community. Students are urged to take appropriate precautionary measures at all times. Strangers should never be admitted to the Seminary complex. They should be referred to the security officer on duty.

Sexual Harassment and Offenses

All members of the seminary community (students and their families, administration, faculty, and staff) have a right to be free from discrimination in the form of harassment because of their status in the community, gender, race, denominational preference, age, national origin, economic status, or physically challenging condition.

AGTS will neither condone nor tolerate harassment of one member of the community by another, including sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which tends to defame, ridicule, intimidate, or embarrass a community member. Harassment in this document, shall cover single instances as well as repeated instances of such behavior.

It is important for individuals who think they have been harassed to promptly report the incident. Any such complaint shall be pursued through the established appeal procedure. All allegations of harassment will be immediately investigated. The seminary will tolerate neither mishandling of complaints by supervisors or other notified and authorized personnel, nor negative behavior responses to an individual after making a complaint. Violation of this policy will result in disciplinary action up to and including possible dismissal.

More specific definition and guidance are provided in supplementary brochures and workshops sponsored

by the Seminary for the protection and guidance of students and staff as well as compliance with public law.

In the event of a sexual offense at AGTS, the victim is strongly encouraged to immediately contact someone who will listen, assist in making decisions, and help to facilitate a prudent and responsible course of action. The staff of the counseling department are available in such cases. The Missouri Victim Center is an off-campus resource (889-4357).

Formal complaints should be made to the Dean of Academic Affairs, and criminal sexual offenses should also be reported to local police.

Spiritual Formation and Student Services Department

More than a "school," AGTS is a "community" of seekers and learners bound together by the common cause of Christ. We recognize that education does not take place exclusively in the classroom and that community life at AGTS enhances the student's overall Seminary experience. Consequently, the Seminary takes seriously its role in helping students to be prepared as whole persons who are called to various forms of ministry in the world. The Spiritual Formation and Student Services Department exists to support the student community by providing services, programs, and activities which contribute to student development in the social, personal, spiritual, as well as academic areas of life.

Spiritual Formation Requirement

Heavy emphasis has been given to providing individualized spiritual direction to every resident student at AGTS. All students are required to meet with the director of spiritual formation two times their first year and once each year after until they graduate. These sessions follow an appreciative inquiry approach and open the door for meaningful interaction with each student.

Student Advisory Council (SAC)

The Board of Administration's confidence in the student body is seen in the operation of the Student Advisory Council, the representative voice of the resident student body. The Council promotes student morale, coordinates student sentiment, and serves as a liaison between the students and the Board of Administration. The seven-member committee is elected by the student body. The Constitution and Bylaws of the Student Advisory Council are available upon request. SAC may be contacted through their email address: SAC@agts.edu. Student Advisory Council officers include the president, vice president, secretary, treasurer, two student representatives, and a student ministries representative. The officers for the upcoming academic year are announced in the spring for the following academic year.

Student I.D. Card

A student photo I.D. card will be issued at the time of registration for classes. All AGTS students must carry this card with them. It authorizes students to use the Seminary's library and other facilities, and some local college libraries. It is also useful for student discounts at participating establishments in Springfield. Lost student I.D. cards can be replaced in the Business Office. A $25 fee will be assessed for this card. Please report a lost card immediately.

Student Lounge

The student lounge is located on the second floor (room 230). In addition to vending machines for sodas

and snacks, the lounge is equipped with microwaves, refrigerators, a coffee maker and a dishwasher. Those who wish may bring and store perishable food in the student refrigerator. Please be sure to put your name on all items and take it with you when you leave. Given the high use of this area, individuals are asked to be considerate of others; cleaning up after oneself, disposing of garbage, washing dishes after usage, etc. Money lost in the vending machines due to machine malfunctions can be reclaimed in the Business Office.

Students with Disabilities

Within the guidelines set forth in this policy, Assemblies of God Theological Seminary (AGTS) is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation of the Seminary under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. AGTS does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the Seminary. The Seminary is committed to insuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the Seminary or fundamentally alter the requirements essential to a program of instruction.

Rights and Responsibilities of Students with Disabilities:
A student with a disability has a right to an equal opportunity to participate in and benefit from programs offered at AGTS. To insure this right, an AGTS student with a disability:

1. Has a responsibility to notify the Seminary of the need for accommodation in a timely fashion. The student must provide documentation of the disability from an appropriate professional. Documentation must meet established Seminary guidelines.
2. Has a responsibility to demonstrate or document how the disability affects a particular delivery system, instructional method, or evaluation criterion when requesting accommodation.
3. Has a responsibility to actively participate in the search for accommodations and auxiliary aids. This responsibility extends to working with the institution to seek financial assistance from governmental agencies and private sources.
4. Has the same obligation as any student to meet and maintain the institution's fundamental academic and technical standards.
5. Has a right to be evaluated based on ability, not disability. If the disability disproportionately affects the outcome of an evaluation method, the student is entitled to an evaluation by alternative means.
6. Is entitled to an equal opportunity to learn. If the location, delivery system, or instructional methodology limits access, participation, or ability to benefit, the student has a right to reasonable alterations in those aspects of the course (or program) to accommodate the disability.
7. Is entitled to an equal opportunity to participate in and benefit from the academic community. This includes access to services, extracurricular activities, housing, and transportation at a comparable level as that provided to any student.
8. Has a right to appeal the institution's decisions concerning accommodations internally by filing a grievance with the Academic Dean, or externally by filing a complaint with the regional Office of Civil Rights or through the Civil Court System. Students have a responsibility to file a grievance in a timely manner.

Telephone Calls

The Seminary is not equipped to handle and charge personal calls made on office telephones. A courtesy phone (for local calls only) is located in the student lounge.

Telephone Numbers

AGTS Switchboard.....268-1000
AGTS Extensions:
Business Office 1034
Dean of Academic Affairs 1014
Financial Aid Office.....1028
Library.....1058
Registrar's Office..... 1025
President Klaus' Office.....1010
Security 1002
Student Advisory Council 1066
Student Services Office.....1081
Veteran Services.....1041

Termination and Due Process

A student may be terminated for academic, doctrinal, legal, or ethical reasons as noted in appropriate sections of this handbook and other Seminary publications. Due process will be observed, and appropriate efforts will be made to reconcile and restore in the spirit of Christian love any student in danger of termination. Academic dismissal may occur under the provisions stipulated in the academic procedures of the current Seminary catalog. Appeals and readmission applications may be made to the vice president for academic affairs and the Admissions Committee.

Other terminations will be determined by official action of the Board of Administration following preliminary investigation by the vice president for academic affairs. Appeals from the decision of the Board of Administration may be directed to the president who may, at his discretion, request a further review by the Board of Administration or refer the matter to the Board of Directors.

Tornado Drills

During times of inclement weather, AGTS monitors a weather radio. In case of a tornado an announcement will be given on the public-address system. The alarm will **not** sound. All persons in the AGTS facilities should use the south stairwell and proceed to the storage area in the basement. Do not use the elevator. Please remain in the basement until further instructions are given.

Vehicle Registration

All students, staff, and faculty using AGTS parking facilities are required to register their vehicles in the Business Office. Parking permits will be issued at no charge. The permit should be displayed on the rear view mirror. Motorcycles must be registered and a parking permit displayed in a prominent location. Vehicle or license changes should be reported to the Business Office.

Veterans

A veteran, employed by the Enrollment Office, is available to assist veterans in securing educational benefits. Office hours will be posted. *(See the AGTS catalog for regulations pertaining to veterans.)*

Visitors Attending Classes

AGTS understands the importance of being a family-friendly institution. We are working to increase the number of family oriented activities in which children are welcome and enjoy being a part. At the same time, our primary purpose is to provide a professional, adult-learning environment for all of our community. For this reason, and for the courtesy of staff, faculty and fellow students we ask that students not bring their children to class with them or to the library for times of study. If children do visit with you, please provide the appropriate supervision. Approval for adult visitors must be secured from the instructor before bringing a visitor into the class.

LIBRARY INFORMATION

Introduction to the Cordas C. Burnett Library

The Cordas C. Burnett Library is the major information resource center of AGTS, incorporating both a physical resource center along with an increasingly vast array of digital resources that can be made available to students throughout the world. Located in the beautiful home of AGTS, the Michael & Frances Cardone, Sr. Building, this two-level facility provides students with a pleasant, quiet atmosphere and a wealth of resources for the pursuit of serious graduate study.

While the library has approximately a 135,000-volume capacity, its holdings currently consist of:

- 99,173 bound volumes
- 77,068 microforms
- 5,453 audio-visuals
- about 340 current periodical subscriptions
- 80 computer databases.

The holdings include an extensive biblical, theological, and missiological collection, augmented by the Flower Pentecostal Heritage Center located at the Assemblies of God General Council in Springfield, as well as a collection of counseling resources. The library includes materials representing a variety of viewpoints due to the nature and objectives of the seminary.

The facility includes a computer center, equipped with 23 personal computers, five laser printers, a color printer, two scanners and a laptop printing station for student use and provides access to productivity software, library resources and the Internet. The library has also installed two wireless access points, creating a wireless network accessible throughout the facilities.

Introduction to MOBIUS and SWAN

MOBIUS, also known as Missouri Bibliographic Information User System, is a consortium of academic libraries with member colleges and universities in the state of Missouri. The largest single project for which MOBIUS is responsible is the Common Library Platform. The CLP creates a virtual collection of the more than 17 million items contained in the libraries of MOBIUS member institutions and creates a single user interface that allows faculty and students to request library materials using any personal computer in any location with access to the Internet. Requested materials are delivered within one or two days of being requested by the MOBIUS Delivery System.

MOBIUS is divided into clusters of libraries that share a common database. These clusters are generally organized according to geographic proximity. AGTS is now a member of the SWAN cluster (Southwest Academic Network). In addition to the AGTS library, this cluster includes the libraries of the following institutions:

- Baptist Bible College
- Cottey College
- Crowder College
- Drury University
- Forest Institute of Professional Psychology
- Missouri Southern State University
- Missouri State University
- Ozarks Technical Community College

- Southwest Baptist University

AGTS shares a common Web OPAC (Online Public Access Catalog) with all of the other SWAN libraries. This means that you can easily switch back and forth through the various library collections when you are searching in the Web OPAC. You can also search all of the collections simultaneously. However, this also means that you must pay close attention to which specific library you are searching.

In addition to the common SWAN Online Catalog, you can also search the MOBIUS Union Catalog online. This catalog includes the holdings of every MOBIUS library in the state, including the holdings of AGTS and SWAN.

AGTS students, faculty, and staff members can also borrow books from SWAN and other MOBIUS libraries using one of the following methods:

1. **Place requests through the Web OPAC for books from any of the SWAN libraries.** When these requests are filled by other SWAN libraries, the books will be sent by courier service to the AGTS library and you will be able to pick them up from the AGTS library Circulation Desk. You can also return the books to the Circulation Desk and AGTS will ship the books back to the lending library.

2. **Place requests through the MOBIUS Union Catalog for books from MOBIUS libraries that are not part of SWAN.** When these requests are filled, the books will be sent by the same courier service to the AGTS library and you will be able to pick them up from the AGTS library Circulation Desk. Again, AGTS will ship the books back to the lending library for you when you turn them in to the Circulation Desk.

3. **Visit one of the SWAN or MOBIUS libraries in person and check out books at that location.** (However, MOBIUS recommends that you use the online catalogs as much as is reasonably possible.) You can also return these books to the AGTS Circulation Desk and AGTS will ship them back to the lending library.

You can also request photocopies of journal articles from other SWAN and MOBIUS libraries through traditional Interlibrary Loan.

Additional Interlibrary Cooperation

In addition to MOBIUS, the AGTS library is a member of the Assemblies of God Library Consortium and of the Southwest Missouri Academic Libraries Cooperative. By virtue of these memberships, AGTS students may borrow books from the libraries of:

- Central Bible College
- College of the Ozarks
- Cox College of Nursing
- Evangel University
- Messenger College at Joplin
- Ozark Christian College
- Springfield Art Museum
- University of Missouri at Rolla.

A current AGTS I.D. card will be needed to verify enrollment at AGTS. AGTS library policies for consortium students who wish to check out books from the AGTS library can be found in the Circulation

Policies section of the handbook. AGTS computer center policies for consortium students can be found in the Student Computer Center section.

Circulation Policies

AGTS Resident Masters Degree Students Borrowing Materials from the AGTS library
Checkout Limits

1. There is no limit to the total number of circulating items that a Resident AGTS student may borrow from the AGTS library.

2. However, no more than **10** books on one subject may be checked out at a time without special permission from a library coordinator or administrator. The subject of a book is determined by a combination of call number and actual subject content. The final decision as to what constitutes one subject shall be left to the Circulation Coordinator or the Assistant Director.

Loan Periods
1. Books from circulating collection (two renewals).....3 weeks*
2. DVDs, Videocassettes, and Audiocassettes (one renewal only).....1 week
3. CD-ROM (one renewal only) .....2 hours in the Library
4. Renewal Period.....Length of original Loan

**After the initial 2 weeks that a book is checked out, it will be subject to recall if requested by another student.*

The purpose for the limit on the number of books on one subject that any one patron may have in his/her possession is to help all students find resources. The limitation keeps one or two people from monopolizing the entire collection on one subject. We are attempting to serve all our patrons and give each an opportunity to find adequate resources for his/her research.

Borrowing Materials from SWAN and MOBIUS Libraries
Monographs (circulating books) are the only materials that are available for loan from other SWAN or MOBIUS schools.

Loan Period
1. Books (two renewals) .....3 weeks*
2. Renewal Period .....Length of original Loan

**Once the initial loan period has ended, books will be subject to recall if requested by another student.*

AGTS Continuing Education Masters Degree Students Borrowing Materials from the AGTS library
Checkout Limits

1. There is no limit to the total number of circulating items that an AGTS Continuing Education student may borrow from the library.

2. However, no more than **10** books on one subject may be checked out at a time without special permission from a library coordinator or administrator.

Loan Periods

1. Books from circulating collection (one renewal only) .....30 days*

2. DVDs, Videocassettes, and Audiocassettes (one renewal only).....1 week
3. CD-ROM (one renewal only) .....2 hours in the Library
4. Renewal Period.....Length of original Loan

**After the initial 2 weeks that a book is checked out, it will be subject to recall if requested by another student.*

Note: The Library does not ship DVDs or video/audio cassettes

Borrowing Materials from SWAN and MOBIUS Libraries

Refer to the **SWAN and MOBIUS policies** in the *AGTS Resident Masters Degree* section for more details if you live in Missouri or will be in the area for a sufficient length of time to take advantage of these resources.

AGTS Doctoral Students

Borrowing Materials from the AGTS library
Checkout Limits

1. There is no limit to the total number of circulating items that an AGTS Doctoral student may borrow from the library.

2. However, no more than **15** books on one subject may be checked out at a time without special permission from a library coordinator or administrator.

Loan Periods
1. Books from circulating collection.....60 days*
2. Book Renewal Period (one renewal only) .....30 days
3. DVDs, Videocassettes, and Audiocassettes (one renewal only).....1 week
4. CD-ROM (one renewal only) .....2 hours in the Library
5. Non-Book Renewal Period .....Length of original Loan

**After the initial 2 weeks that a book is checked out, it will be subject to recall if requested by another student.*

Note: The library does not ship DVDs or video/audio cassettes

Borrowing Materials from SWAN and MOBIUS Libraries
Refer to the **SWAN and MOBIUS policies** in the *AGTS Resident Masters Degree* section for more details if you live in Missouri or will be in the area for a sufficient length of time to take advantage of these resources.

Checkout Renewals

The renewal periods are listed above. A book may not be renewed if it has been requested by an AGTS student or faculty member. Further, a book which has been renewed may be recalled during its renewal period if requested by an AGTS student or faculty member. Please see **Recalls of Books** below for further information.

Placing Books on Hold

If a desired book from the AGTS library collection is checked out, AGTS faculty and students may request that the book be placed on hold. Once a patron has placed a hold on an item, the hold will remain in effect for 45 days. (However, patrons may request that the hold be set to remain in effect for a longer or shorter time period.) If the book is returned during this period, the Library staff will reserve the item at the Circulation Desk and notify the patron that it is available. After notification, the patron will have 48 hours to retrieve the book from the Circulation Desk. If the book is not picked up within the 48-hour time frame, it will be re-shelved into the collection.

Requesting Books through SWAN

If AGTS students, faculty, or staff members wish to borrow any circulating books owned by other SWAN libraries, they may place a request for the book through the online catalog.

The procedure is as follows:

1. From the open bibliographic record of the desired book, click on the "Request" option at the top of the screen.
2. A Request page will open. Enter in the following information in the spaces provided:

    1. **Name**

    2. **Campus ID.** In order to access your Patron Record, you will need to enter in your unique library ID (this is NOT your AGTS student ID number). AGTS library Staff will randomly create a Unique ID for all AGTS patron accounts. If you are an AGTS student, faculty, or staff member this ID information will be mailed or e-mailed to you. If you do not receive this password information or forget your password, please contact the library's Circulation Desk for help.

    3. **Personal PIN.** If you have not already created a PIN, you can do so by entering in a sequence of letters/numbers and clicking on "Submit." You will be responsible for remembering your own PIN. If you forget your PIN, you may contact the library's Circulation Desk and they can delete your old PIN, enabling you to create a new one.

    4. **Select a "Pickup Location."** A drop-down list is provided. You will need to select "Assemblies of God Theological Seminary," the first option provided.

    5. **Enter a "Cancel if not Filled By" date.**

    6. **Click "Submit."**

Once a request is filled by a SWAN library, the book will be shipped to the AGTS library. Once the book arrives at AGTS, it will be placed on the hold shelf and a pickup notice will be emailed or mailed to the patron. It will be the responsibility of the patron to pick up the book from the Circulation Desk.

Note: AGTS students may also check out books directly from the circulation desk of SWAN libraries when visiting those libraries. However, it is recommended that patrons use the online catalog to request books as much as is reasonably possible. The typical delivery time should be one to two days.

Requesting Books through the MOBIUS Catalog

If AGTS students, faculty, or staff members wish to borrow any books that are owned by MOBIUS libraries that are outside of the SWAN cluster, they may place a request for the books through the MOBIUS catalog.

The procedure is as follows:

1. From the open bibliographic record of the desired book, click on the "Request This Item" option at the top of the screen.

2. You will be prompted to select your cluster. Be sure to select "SWAN."

3. A Request page will open. Enter in the following information in the spaces provided:

    1. **Name**

    2. **Campus ID.** In order to access your Patron Record, you will need to enter in your unique library ID (this is NOT your AGTS student ID number). AGTS library Staff will randomly create a Unique ID for all AGTS patron accounts. If you are an AGTS student, faculty, or staff member this ID information will be mailed or e-mailed to you. If you do not receive this password information or forget your password, please contact the library's Circulation Desk for help.

    3. **Select Your Pickup Cluster.** Again, you will want to select "SWAN" from the dropdown list.

    4. **Select a "Pickup Location."** A drop-down list is provided. You will need to select "Assemblies of God Theological Seminary," the first option provided.

    5. **Click "Submit."**

Once a request is filled by a MOBIUS library, the book will be shipped to the AGTS library. Once the book arrives at AGTS, it will be placed on the hold shelf and a pickup notice will be emailed or mailed to the patron. It will be the responsibility of the patron to pick up the book from the Circulation Desk.

Note: AGTS students may also check out books directly from the circulation desk of MOBIUS libraries when visiting those libraries. If you attempt this in a MOBIUS library that is not part of the SWAN cluster you will need to be able to provide the library's circulation staff with your ID number. It is recommended that patrons use the online catalog to request books as much as is reasonably possible.

Note: AGTS distance students who live in Missouri and who may find it more convenient to visit another MOBIUS library may select that alternate library as a pickup location when requesting books through the Union Catalog. In such instances, you will receive a Pick-Up notice from the library you have selected and you will have to pick up the item at that location.

Recalls of Books

Any book that has been renewed may be recalled after two weeks of the initial loan period has passed (or 2 days in the case of one week loan periods) if requested by an AGTS student or faculty member. In addition, books can be recalled from any library patron at any point in their loan period if an AGTS professor has requested that they be placed on Course Reserve. Patrons must return recalled books to the library within 48 hours of notification (in the case of distance students, the item should be sent back in the mail within 48 hours) or the book will be considered overdue and the patron will be subject to the AGTS fine policies.

Reserve Materials

The policies governing the purpose and use of Course Reserve materials are as follows:

1. Faculty members may request that books or articles in high demand for their classes carry a limited loan period—2 hours, 1 day or 3 days. These items will be kept at the Circulation Desk for the duration of the course. Students wishing to view any of these materials must request the specific item(s) from circulation staff.

2. Reserve materials are to be used primarily by those who are currently taking the course for which the book or article has been reserved. Only students who are taking the course and the professor teaching the course will be allowed to remove 1 day or 3 day reserve materials from the library. Any exceptions to this policy must be cleared through the Circulation Coordinator or the Assistant Director of Library Services.

3. Two-hour reserve materials are to be used in the library.

4. Only one reserve item may be borrowed at a time.

5. All reserve material may be renewed once for the same period of time as the original limited loan. However, the material may not be renewed if another AGTS student has requested it.

6. All books and articles on reserve are subject to immediate recall upon notification if the situation warrants it.

Fines

Overdue AGTS Materials

For overdue circulating materials, fines will be levied beginning with the first business day following the due date of the materials. Fines are not charged for days when the library is closed.

If any AGTS student is seriously delinquent (see **Lost Items** for further explanation) or has fines equaling $50 or more at the AGTS library or any other consortium library, he/she will have his/her library account blocked in the circulation system. Once a library account is blocked, the student cannot check out any books from the AGTS library until the matter is resolved.

Fines and other outstanding charges not paid after **21 days** by an AGTS Resident, Continuing Education, or Doctoral student may be transferred to the student's account.

Regular circulating materials.....$.25 per day
Two-hour reserve materials and CD-ROM materials.....$1.00 per hour
One-day/3-day reserve materials, DVDs,
and video/audiocassettes.....$1.00 per day or any fraction thereof

Overdue SWAN or MOBIUS Books

For information concerning the fees charged to AGTS students for overdue books checked out from SWAN or MOBIUS libraries, please refer to the **Lost Items** section.

Lost Items

AGTS Items

Library patrons should report lost items immediately. Fines will not be charged beyond the date when the item was reported lost. Regular circulating books not returned will be declared lost 21 days after the due date. DVDs, video/audio cassettes, and reserve materials will be declared lost 14 days after the due date.

When an item charged to an AGTS student has been declared lost, a notice will be sent to the student and, unless the item is returned, the corresponding charges of the value of the item, the fines that have accrued, and a $10 processing fee will be charged to the student's account. In addition, the student's library account will be blocked until the matter is resolved.

SWAN and MOBIUS Books

The policies established by the SWAN Cluster and the MOBIUS Consortium in regards to lost books are as follows:

1. For SWAN loans, a book will be declared lost and a bill will be produced when the book is 21 days overdue. For all other MOBIUS loans, a book will be declared lost and a bill will be produced when the book is 45 days overdue.

2. The fees that will be charged total **$120**: a $100 lost book fee plus a $20 billing/processing fee.

3. The AGTS library will block patrons who have been billed until either the bill is paid or the item(s) returned.

4. Although the AGTS library has the option to attempt negotiation with the lending library for a replacement or a lower lost book fee, it is ultimately up to the discretion of the lending library whether they want to negotiate.

Interlibrary Loan

Since 1978, the Library has contracted for access to OCLC (Online Computer Library Center), a major world-wide computer-based cataloging bibliographic utility, currently through the Missouri Library Network Corporation (MLNC). As students grow in their experience and skill, becoming more advanced in the pursuit of their information needs, the library can offer access to ever wider resources to meet those needs through its use of this extensive bibliographic record collection which provides access to other library resources through Interlibrary Loan.

Research materials that are not available locally may be obtained through Interlibrary Loan. The situations in which an AGTS patron may wish to use OCLC Interlibrary Loan are as follows:

- To check out a book that is not available at AGTS or at any other SWAN/MOBIUS library.
- To obtain the photocopy of a journal article that is not available in the AGTS library or through online databases licensed by AGTS.

Interlibrary Loan request forms may be obtained from an attendant at the Circulation Desk. Requests can also be made by directly emailing the Circulation Coordinator or Assistant Director of Library Services. Most materials requested through Interlibrary Loan arrive within 1 to 2 weeks. Interlibrary Loan materials are subject to any restrictions imposed by the lending library.

Charges imposed by lending libraries will be passed on to the borrower. This could include charges for postage, insurance, photocopies, and handling. In addition to the charges imposed by lending libraries, AGTS charges a $1 processing fee per Interlibrary Loan request. This fee must be paid when the patron picks up the ILL item.

Classification System

Books in the library are classified and arranged according to the Library of Congress Classification System. An outline of the entire Library of Congress Classification System is available online at www.loc.gov/catdir/cpso/lcco/lcco.html.

Student Computer Center

The Cordas C. Burnett Library Student Computer Center offers computers to aid students in their studies. The center is equipped with 18 computers, 5 laser printers, a color printer, and 2 scanners. The computers all utilize Microsoft Office XP and Microsoft Windows 2007. Internet access is available on each computer. Automated resources available in the Student Computer Center can be found in the Research Materials section. To use a computer, students simply need to log-in using their Student Portal ID and Password (a guest login account is available upon request for approved AGTS guest patrons).

Restrictions on Use

Use of the Cordas C. Burnett Library Student Computer Center by patrons will be regulated by the following policies:

1. Patrons must either log-in to the specific computer they wish to use with their AGTS student log-in or, if they have no personal log-in, sign up in the log book at the Circulation Desk, recording their name and the time of use. Patrons who need to sign the log book will be logged onto a computer as a guest by the Circulation Staff.

2. Patrons must be willing to leave the center at times when it is closed or reserved. Non-AGTS patrons must be willing to surrender the computer they are using to an AGTS patron who requires its usage. In addition, any patrons using a Guest Account may be asked to surrender the computer they are using to another patron if they have been on the machine for over two hours and the center has become overcrowded.

3. There will be no food or drink in the center. Those who listen to music or audio programs must do so with headphones.

4. Patrons may bring in CDs or DVDs to run on the computers. However, the AGTS library is not responsible for providing support for any personal software brought in by library patrons.

5. Patrons are not permitted to change any of the settings on the computers and, under no circumstances, may shut off a machine or disconnect any network cables or other cables.

6. Due to security concerns and federal regulations, patrons are not permitted to connect any network cables to their laptops.

7. Patrons are only to use the Internet for research and to enhance their educational pursuits. Multimedia broadcasts (audio, video, chat rooms and/or animated videos) are only permissible if the programs fall within the scope of research and study. Patrons who are NOT using computers for academic purposes may be asked to leave at any time if the center becomes overcrowded.

8. Patrons are not permitted to access obscene, pornographic, or other similarly morally questionable material.

9. Patrons may not intentionally download or install copyrighted material for personal use without prior approval of AGTS computer personnel. This includes commercial software, shareware, freeware, typefaces or fonts, wallpaper, sound files or other multimedia.

10. Commercial use of the network is strictly prohibited.

11. Students should exercise caution in answering questions regarding the Assemblies of God Theological Seminary and should not respond to any inquirer or initiate any information without full disclosure of name, address and identity of the inquirer. No student shall assume the responsibility of speaking for the Board of Administration or individual member of the Board of Administration or interpret seminary policy in any electronic or other form of communication. No student may communicate on behalf of another student or AGTS employee unless specifically authorized by that student or employee to do so.

The AGTS library reserves the right to suspend the computer access privileges of patrons who violate any of these policies. Internet activity logs will be monitored in order to ensure compliance with Internet access policy.

Students who *inadvertently* access obscene, pornographic, or other similar morally questionable material should immediately terminate connection with that site and submit an *Internet Incident Report* (forms available at the Circulation Desk) to library personnel

Printing Policy

Library staff will stock the Computer Center's laser printers with paper. There are no specifically established limits as to the amount of pages that an AGTS student can print out.

E-mail Security

AGTS students may use the Student Computer Center machines to access their personal e-mail accounts. However, it is recommended that good security practices and precautions are observed::

- Do not open any e-mail that looks suspicious, even if it is from someone you know.
- In regards to e-mail attachments: You should never directly open any e-mail attachments. If you do desire to open an attachment from someone you know and feel you can trust, be sure to first save it to the computer drive or to disk (the anti-virus software installed on the machine will check for viruses).
- **Never** open an attachment with a file name ending with an .exe, .bat, .scr, or .zip extension. (However, be aware that even files that appear to be text documents based on their extension may actually be malicious programs in disguise. Your e-mail service may not be set to display the entire name of an attached file. Many virus creators take advantage of this fact, creating lengthy names for their files in order to hide the actual file extension.)

Students who encounter any problems or have any reason to believe that there may be a problem, are encouraged to report the situation to library staff immediately.

Storage Devices
Students are expected to supply their own storage devices for work in progress. However, CD-Rs can be purchased at the Circulation Desk. The current price will be posted at the Circulation Desk.

Hours
The Student Computer Center will open at the same time as the library (see the Library **Hours** section). However, library staff will shut down the center 10 minutes prior to the library's closing time. In addition, the center (and the AGTS library) will close during any Community Chapel services.

Research Materials

Direct Institutional Internet Access Resources
AGTS students may use the Computer Center or personal laptops connected to the AGTS Wireless Network to search for periodical articles (full text and abstracts) and other resources in a variety of online databases that can be accessed through direct institutional Internet access. These resources include the **APA** (American Psychological Association) and the **ATLA** (American Theological Library Association) databases (available through the **EBSCO Publishing Service**).

Students may also search for dissertations through the **Pro Quest Digital Dissertations** program and Doctor of Ministry projects through ATLA's **Research in Ministry (RIM)** Online.

In addition, the AGTS library provides access to eHRAF (Electronic Human Relations Area Files) World Cultures which gives information on hundreds of cultures throughout the world.

Students wishing to use the Wireless Network will need to be provided with the URL address for the particular service they wish to access (links are also provided to these resources from the library's website).

In addition, current AGTS students (resident or distance) may be able to access some specific resources from their home computers utilizing passwords provided by the library.

Note: If you try to link to these web pages from an off-campus location, you will be unable to access the actual database. However, if you are an AGTS student and you wish to access EBSCO or eHRAF from home, you can obtain the password that will enable you to search the databases from the Library Assistant Director (Email: roliver@agts.edu). Passwords may change periodically.

Local Software Resources
In the Computer Center, AGTS students may also utilize CD-ROM or DVD-ROM databases that are only available on the center computers.

All computers in the Computer Center have access to the **Historical Pentecostal Archives** provided by the Flower Pentecostal Heritage Center.

In addition, **Bible Works 8.0** and Brill's **Encyclopaedia of Islam** are available on several computers.

Students may also make use of **Citation 9.0** (available on all the center's computers) and **Endnote 9.0** (available on a limited number of machines) to help them prepare bibliographies.

Periodicals

Information concerning periodicals owned by AGTS can be found by conducting a "Journal" title search in the online catalog. Journal records in the online catalog will indicate where specific volumes and issues of individual periodicals are located in the library.

Periodicals can be found in the following locations:

- Current issues (issues that have been released in the last year) of periodicals are shelved on the current periodical shelves (located next to the Circulation Desk).

- Bound periodicals (location listed as **"Bound"**), are shelved alphabetically by journal title in the reference collection.

- Unbound back issues and volumes of periodicals (location listed as **"Paper"**), are kept in the periodicals room. Only library personnel are permitted in the Periodicals Room. You will need to submit a Periodical Request Form, provided at the Circulation Desk, that includes basic information about the article: such as journal title, article title, volume, number, and date.

- Back files of many of the periodicals are on **Microfilm** or **Microfiche**. You will need to submit a Periodical Request Form for any articles in this format that you wish to view. Library staff can assist you in the use of the Microform Readers.

No library patron may remove these items from the library or "reserve" them for future use unless they receive special permission from the Circulation Coordinator or Assistant Director of Library Services.

Reference and Theses Books

All library patrons have access to the Reference Section on the 1st floor of the library. These items have call numbers that begin with the letters “REF.” Unpublished theses are kept at the Circulation Desk and have a call number beginning with “THESIS.” No library patron may remove these items from the library or reserve them for future use unless they receive special permission from the Circulation Coordinator or Assistant Director of Library Services.

If anyone wants to specifically search the library collection for dissertations or theses, there are a couple of options. A patron could simply add the term "thesis" to their string of terms in a keyword search to try to narrow their results down. The library staff also have provided a binder at the Circulation Desk that includes complete title lists of the "THESIS" collection, one list sorted by author name and the other by book call number.

Audio-Visuals

DVDs, videocassettes, and audiocassettes can be found in the Automated Library System by performing speaker (“Author”), “Title”, “Subject,” or “Keyword” searches. Patrons may request a DVD, videocassette, or audiocassette **by call number** at the Circulation Desk. These materials may either be used in the library or checked out by AGTS patrons.

Copies of Chapel Services

The AGTS library has a collection of archived past AGTS chapel sermons:

- Chapel sermons from the Spring semester of 2003 and earlier are available on cassette tape
- For Chapel sermons from the Fall Semester of 2003 and later please refer to the AGTS website.

Equipment

DVD/VHS Players

See the **Reserved Study Rooms** section for details concerning available DVD/VHS players and television monitors.

CD/Cassette Players

Portable CD/cassette players and headphones are available at the circulation desk. This equipment is for use in the library and may be used in one of the several carrels that are equipped with electrical outlets. Earphones or headphones should be used when listening to any audio recordings in the library.

Microform Readers

The microform reading area is equipped with microfiche and microfilm readers. The library also has a microform reader/printer that will produce photocopies from microfilm or microfiche. This reader/printer is available for student use. The charge for photocopies of microforms is $.10 per copy. Library personnel are available to make copies for patrons upon request. The cost for such service is $.15 per page.

Photocopies

Two coin-operated copy machines are located on the first floor. Photocopies are $.05 each. Library personnel are available to make copies for patrons upon request. The cost for such services is $.10 per page.

One of the copy machines can also be used to scan and email an electronic copy of a document to a patron's personal email account.

Reserved Study Rooms

Two rooms on the second floor have been set aside for small group study sessions. These rooms have also been equipped with television sets and VHS/DVD players for group or individual viewing of videos.

One of these rooms (232-B) now houses the Dr. Gary B. McGee Research Collection for Church History and Pentecostal Studies. This room will be left open at all times and the study space can be used by students on a "first-come-first served" basis unless reserved by library administration for some particular purpose. The cart with the TV and VHS/DVD player for this room will be stored in the other study room but can be retrieved by library staff for students when requested.

In order to use the second room (232-C), students must sign up at the Circulation Desk and a Circulation staff member must unlock the door. Students will be allowed to reserve this room for 2 hours. However, if no one else has need of the room at the end of the 2 hours, students may remain there until a Circulation staff member informs them that someone else has signed up for use of the room.

Courtesy

AGTS students deserve a quiet library conducive to serious study. Common library courtesy includes the following:

- Library patrons should refrain from loud or lengthy conversations in all study areas.
- Patrons must closely supervise the behavior of children that they bring with them to the library. The AGTS library staff may ask patrons to remove children from the library that are creating an excessive disturbance in the library's computer and study facilities.
- Patrons are not to monopolize study carrels or reference materials, allowing for reasonable access for all patrons. Study carrels cannot be held for patrons who are attending class or eating lunch. Books left in unattended study carrels will be checked in and reshelved.
- Before leaving the library, patrons are requested to return reference materials to designated areas: periodicals, reference books, and reserve books to the Circulation Desk, and circulating books to the book return tables in the study areas. Do NOT attempt to reshelve any books that you have removed from library shelves.
- Eating and drinking in the public areas of the library or in the Student Computer Center is prohibited.

Telephone and Cell Phone Use

Library patrons are encouraged to practice appropriate cell phone etiquette when using their personal cell phones in the library facilities. This includes setting their cell phones to vibrate and, as much as reasonably possible, refraining from carrying on extended conversations in close proximity to students who are studying or otherwise engaged in research activities. The library staff does reserve the right to ask patrons to take cell phone conversations outside of the library facilities if it is deemed that such conversations are having a disruptive effect.

Telephones located in the library are business phones. A courtesy phone has been provided in the student lounge for personal calls. Library patrons cannot be paged or called to the Circulation Desk telephone except in emergencies. Messages may be accepted and communicated to the patron.

Hours

Regular Hours

The standard library hours are as follows:

Weekday	9 a.m. – 9:30 p.m.
Saturday	10 a.m. - 6 p.m.
Sunday	CLOSED

Hours —No Class in Session

This schedule is utilized in August and any other day/week when no classes or modules are in session:

Mon-Fri	9 a.m. - 5 p.m.
Sat-Sun	CLOSED

Note: The Library will close at 5 p.m. on the last Friday of every semester.

Any changes in hours for a particular holiday, or for any other reason, will be posted on the front door of the library. The standard holiday hours are **10 a.m - 6 p.m**. However, the library may close for some holidays.

Accreditation

AGTS is accredited by *The Association of Theological Schools in the United States and Canada*, 10 Summit Park Drive, Pittsburgh, PA 15275-1103, phone (412) 788-6505, [www.ats.edu].

The seminary is also accredited by *The Higher Learning Commission and a member of the North Central Association*, the regional accrediting agency of the North Central states, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, phone (800) 621-7440, [www.ncahigherlearningcommission.org].

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