

GPTS Student *Handbook*

2026-2028

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Introduction

Purpose

Welcome to Greenville Presbyterian Theological Seminary! We are grateful the Lord has brought you to engage in preparation for gospel ministry with us. This student handbook is for each student at our seminary. It is designed to help you get acquainted with the seminary and to provide you with the information you need as a student. We hope this handbook will assist you in making your time with us enjoyable and profitable.

A Brief History of the Seminary

The desire for a theological seminary in the state of South Carolina was strong from the founding of the Presbyterian Church in America in 1973. Some funds were committed to such a project in 1976, and in 1981 Calvary Presbytery appointed a committee to study the possibility of a seminary in South Carolina. Neither of these early expressions of interest resulted in the establishment of a seminary. During the winter and spring of 1985–1986, however, interest in such a project revived, and a group met on February 26, 1986 to consider the possibility of moving ahead with a seminary. Upon consideration of the need for such an institution and the advantages which the Greenville area offered for it, the group agreed to move toward the establishment of the Seminary. A steering committee of Paul G. Settle, John C. Neville, Jr., Morton H. Smith, J. Ligon Duncan, Jr., and C. Stuart Patterson was asked to see to the actual organization of the school. The Seminary was incorporated under the laws of the state of South Carolina, and tax exempt status was approved under Code 501 (c) (3) of the Internal Revenue Service.

In the fall of 1987 the official preparation of men for the gospel ministry began in the facilities of what was then Augusta Street Presbyterian Church, with Dr. Morton H. Smith, Dr. Gregg Singer, and Dr. Henry Krabbendam, among others, teaching the first students. The Seminary's first commencement was on June 7, 1991. The men graduating were William Joseph "B. J." Gorrell, Jonathan Clay Orcutt, and Jerry Wayne Crick. The solid beginning of the Seminary is evident from comments the first three graduates made in the Seminary's June, 1991 Bulletin. B. J. Gorrell wrote, "I have grown in knowledge and character, and have made many good friends while at Greenville Presbyterian Seminary." Jon Orcutt stated, "At the Seminary, the character of the professors and the thoroughly Reformed content of the curricula refreshed and edified me." Jerry Crick wrote:

> *Fully acknowledging that the ability to preach and teach the Word of God is divinely given by the Holy Spirit, I must also acknowledge the instrumental means of the godly professors and instructors who have demonstrated by their lives, not just from the textbooks, what is required of a man in the ministry and how to go about performing his God- given duties. Just as it is the case with the minister who is to be an example to his flock, likewise, I firmly believe that the teachers are the most effective when they exemplify in their personal lives what they communicate in the classroom. That such is the case at the Greenville Seminary, I personally and gratefully affirm.*

Since its founding, the Seminary has been distinctively confessional, Old School, and Presbyterian in its outlook and philosophy, placing a strong emphasis on the sufficiency and infallibility of the Word of God and on obedience to the Great Commission as the one and only mission of the Church.

Over the years, the work of the Seminary has been blessed in ways that the founders never imagined. More faculty members have been added, and more and more students are joining our Seminary family. On March 12, 1998, the Seminary inaugurated Dr. Joseph A. Pipa as its first president. We were able to purchase a church building at 418 E. Main in Taylors, SC to serve as our second facility in August 1998. We were overwhelmed by the Lord's grace when a supporter of the Seminary purchased the old Taylors High School for us. Our capital funds campaign to renovate it began in the spring of 2003. We moved into the beautifully remodeled facility in the spring of 2008. This facility has helped us to be more effective in achieving our goal of equipping men for the ministry. In the Summer of 2020, the Board elected Dr. Jonathan L. Master to be President, as Dr. Pipa moved into the role of President Emeritus, while continuing to teach as a faculty member. All praise belongs to our most gracious God for all that He has done to establish and advance Greenville Seminary as a center for the education of men to unashamedly proclaim the gospel of the Lord Jesus Christ.



Student Life

New Student Orientation

All new students are required to attend the new student orientation at the beginning of the fall term of their matriculation. Orientation provides students with essential information about student life and responsibilities, gives opportunity to ask questions and to begin to get to know fellow students, seminary staff, and faculty. If you have a conflicting obligation, contact the Registrar for an excused absence and make arrangements with another student to pass information on to you from the meeting.

New Student Required Reading

Before you come to orientation as a new student, we have several books we expect you to read. The reading requirements are focused on basics for graduate study and the personal piety of those preparing for gospel ministry. The following are widely available through online booksellers and may also be available via the seminary bookstore:

- Mortimer Adler and Charles Van Doren, *How to Read a Book: The Classic Guide to Intelligent Reading*.
- Michael Kibbe, *From Topic to Thesis: A Guide to Theological Research*.
- C.H. Spurgeon, "The Minister's Self Watch" in *Lectures to My Students*.

The Student Covenant

We pray our students will grow to be more like our Lord Jesus Christ in heart, character, and ministry. As is sadly evident in our culture and in church history, it is highly reproachful to Christ and his Church for morally weak men to be entrusted with the preaching of the gospel. In light of this, students are expected to uphold the honor of their Savior and the good reputation of the Seminary by conducting themselves in a manner that exhibits the highest standard of Christian ethic. As a means of reinforcing the seriousness of this matter, students are required at the beginning of each academic year to affirm the following student covenant during our convocation, or if absent, to sign a form as a means of affirming it.

> *Deeply impressed with a sense of the importance of improving in knowledge, prudence, and piety, as I embark upon my course of study, I solemnly promise, in reliance on divine grace, that I will faithfully and diligently attend on all the instructions of this Seminary, and that I will conscientiously and vigilantly observe all the rules and regulations specified in the plan for its instruction and government, so far as the same relate to the students; and that I will obey all the lawful requisitions, and readily yield to all the wholesome admonitions of the professors and trustees of the Seminary, while I shall continue a member of it.*

Church Membership

Each student is expected to be the member of, or at least an associate member of, a local church and to participate in the worship and life of that church. The pastoral leadership of a distant home church will not be able to shepherd you properly while you are at the Seminary. As a new student you should find and settle into a new local home church within your first semester.

Care Status & Licensure

Ordinarily, Presbyterian students pursuing the M.Div. or B.D. should be under the care of their presbytery before coming to Seminary. Those arriving who are not yet under care are expected to be so by the end of their first year. We recommend that Presbyterian students pursuing the M.Div. or B.D. be licensed no later than the end of their third year. Certain rules vary from denomination to denomination. For example, students are not to exhort in OPC churches and mission works if they are not licensed. An OPC student may, however, exhort at his own OPC church. Please consult with local presbyteries/synods when considering invitations to exhort before you are licensed.

Chapel

Chapel is held on Tuesdays and Wednesdays at 11:15 AM in the chapel auditorium/student commons area. Chapels include a time of opening announcements, opportunity for prayer requests, and a time of singing and prayer, followed by a chapel sermon. Sermons are given by the president, faculty, guest pastors, and senior students completing their senior sermon assignment. Attendance is mandatory. Those with conflicting obligations, such as work hours, must request permission from the Dean of Students to be excused from chapel.

If you are a resident student taking only one (1) course, you are required to attend chapel once a week. If you are taking two (2) or more courses, you are required to attend every chapel. If you are not able to be present at a chapel service due to a scheduling conflict such as your work, you should submit a chapel excuse form prior to the start of the semester. If for some reason you are not able to attend a chapel you are normally able to attend, contact the Dean of Students by email. Permission to be excused from chapel is only for attendance. All resident students are required to review the recordings of the chapel services they miss according to the number of courses they are taking. If you have any questions, notify the Dean of Students.

If you are a hybrid MDiv student taking only one (1) course, you are not required to listen online; those taking two (2) classes are required to listen to one faculty sermon; hybrid students taking three (3) or more classes are required to listen to all faculty sermons.

Faculty Advisor Prayer Groups

Resident students are also required to attend their weekly prayer group, which meets on the day and at the time determined by the advisor (ordinarily Thursdays at 11am). These are important times of small group fellowship and prayer on campus. If you need to miss a prayer group session, you must contact your faculty advisor to request an excused absence. New resident students should contact their faculty advisor to find out where their weekly prayer group meets on campus.

Student Body Association (SBA)

All students are members of this organization and are encouraged to take an active role. The purpose of the SBA is to assist the Seminary as it seeks to serve the Church of Jesus Christ by fostering fellowship and relationships between students, faculty, and other members of the seminary community, and toward that end to encourage student involvement in events and functions.

Student Missionary Society

This student group meets on Wednesdays at noon to learn about and pray for existing missions and gospel needs around the world.

Ladies' Fellowship

The Ladies' Fellowship is a faculty-supervised organization. Its monthly meetings are designed to prepare ladies for various aspects of life in ministry. Programs are organized into a four-year curriculum including areas of personal piety, marriage, family, and hospitality. There is a special emphasis on equipping wives of pastors and other officers of the church. The fellowship promotes lifelong friendships and support networks crucial to future ministry. This program is strongly recommended and should be considered an integral part of seminary life.

Seminary News & Communications

Seminary news and communications are accessible in the Canvas learning management platform, which forwards to student email once students have set up their Canvas accounts to give email notifications.



Academic Information and Regulations

The Academic Catalog and Student Handbook

The academic catalog is the primary source of information for degree programs, courses, and academic requirements and regulations; additional information and regulations are stated here in the student handbook. Every student should be familiar with both the academic catalog and the student handbook. Copies are available online via both the seminary website and Populi or from the Registrar.

Faculty Advisors

All seminary students enrolled in a degree program are assigned a faculty advisor who is a resident faculty member. Faculty advisors meet with their resident advisees in the weekly faculty advisor prayer groups. Your faculty advisor will also be glad to meet with you individually, whether you are a resident or hybrid student, for counsel and prayer related to your seminary life and other needs.

Registrar

The Registrar maintains academic and institutional records (including finalized student grades and academic transcripts), schedules courses, and oversees student enrollment and add/drops of courses. After the admissions process is completed and you have been accepted as a student, the Registrar serves as your primary advisor for course enrollment and degree program questions.

Drop/Add Classes

The academic calendar in the catalog gives the dates for the last day to add or to drop a class. Prior to or on those dates, you must notify the professor of your intent to drop the class. After the drop date, students must notify the course professor and their advisor and submit a drop request to the Registrar.

Withdrawals

The final date to withdraw (drop) from a course is three full weeks after the first day of classes for the semester. After the 3rd week, depending on the student's standing in the class, the professor may assign either W (withdraw) or F (fail). If the withdrawal takes place after the midterm break, the student will automatically receive an F, unless the student is withdrawing due to extenuating circumstances for which the Academic Dean grants a withdrawal (W).

Non-Degree Students

Non-Degree students may enroll in courses of their choosing, provided the courses do not require prerequisites. Registration priority is given to degree-seeking students. If a course reaches capacity, a non-degree student may be removed from the class roster to accommodate a degree-seeking student.

Non-degree students who are placed on academic probation for failing to meet the Seminary's academic requirements may register for only one course in the following semester. If, after that semester, the student fails to meet the minimum GPA requirement, the student will be unenrolled from the Seminary and will no longer be eligible to take courses for credit at GPTS.

Extramural Courses

Students who desire to take a required course through another institution must receive approval from Academic Dean, who will consult with the professor of the course at GPTS. All petitions should be submitted at least two weeks prior to the semester in which the course is to be taken.

Withdrawals from the Seminary

A student desiring to withdraw from the Seminary at any time should report that fact in writing to the Academic Dean so that his records may be completed and his transcript released. Failure to complete the proper withdrawal process will prevent release of the transcript. A student desiring readmission after two years must reapply.

Students who are inactive for more than 3 semesters without an approved leave of absence are automatically withdrawn from their degree program and must reapply to continue.

Course Syllabi

Your course syllabi will become available to you after you are enrolled in a course, typically between two weeks to a month prior to the beginning of the course. Course syllabi are posted on the course pages within our online Learning Management System (Canvas). Your syllabus for each class will list faculty contact information, required and recommended readings, assignments, due dates, a class schedule including topics covered, and academic regulations related to your course.

Faculty Office Hours

Each faculty member has six hours per week where he is working in his study on campus and is available to meet with students. These hours are posted outside faculty office doors. Students are to contact a faculty member only during his posted office hours for student visits. Exceptions include emergencies, scheduled appointments, and requests or invitations by the faculty member to meet with him in his study. Students are not to call faculty members at home unless it is an emergency or the faculty member has granted permission to do so. The presence of a faculty member in his study outside of these hours, even if his door is open, is not an open invitation for students to interrupt his work.

Class Attendance

As all class work is directed to the glory of God and is designed for the best preparation of students for their service to God, students are expected to attend all class sessions and to arrive for those sessions on time. In particular, no student should miss one class to complete work for another. Students with excessive unexcused absences will be dropped from the course with a failing grade. In exceptional cases, due to extended illness or a family crisis, the student may petition the Dean of Students and Registrar, in writing, for permission to withdraw from courses without penalty.

Use of the Phones/Internet in Class

Students are not to text, check their e-mail, or go online, aside from accessing the Learning Management System (Canvas) during class time, with exception for family/medical emergencies. Seeking permission from the professor to search online for information pertinent to class discussion is allowed. Other forms of disrespect, such as reading a book, writing papers, or working on other course assignments during a lecture are also prohibited. The professor has the prerogative to fail a student for infractions of this policy.

Course Textbooks and Research Libraries

It is the responsibility of each student to obtain the required textbooks and readings for each course. One or more copies of the required textbooks for all courses will be placed on reserve in the library for all resident students to access on the seminary premises. For some courses select readings may be posted to the Learning Management System (Canvas) in .pdf form. Although faculty try to select readings that are readily available at a reasonable cost, some textbooks may be expensive and more difficult to obtain. Both residential and hybrid students must ensure they are prepared for their courses with the required readings prior to the first week of classes. They should be aware that this ordinarily involves personal expense, which may be substantial for a book due to an item recently going out of print, the exorbitant cost of shipping overseas, certain regional limitations on the availability of digital copies, copyright permissions that cannot be obtained, and difficulties involved in scanning full books even if permission has been granted. If you are having difficulties obtaining the required resources for a course, please contact the professor and the librarian immediately to see if the situation can be remedied through accommodation. If the situation cannot be remedied, the student may withdraw, during the add/drop period, from the course without any penalty, and all tuition and fees will be refunded.

While resident students have local access to the Seminary Library, hybrid students are reminded that they need access in their own area of residence to a local or regional university or seminary library, with appropriate theological resources in order to complete assignments and write research papers. Within North America, theological resources can be accessed in more remote or rural areas via local public libraries and the use of the Inter Library Loan (ILL) system, though this may require payment of a borrower's fee. International students must be aware that in most cases the internet will not provide sufficient resources for our seminary programs—they will need to be able to travel at their own expense to a national evangelical seminary or Christian university with a substantive theological library to complete coursework.

Papers and Assignments

All course papers are to be written according to faculty instructions and must follow the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian, which is available in the bookstore. The Greenville Presbyterian Theological Seminary Style Guide is a helpful summary for writing papers. It is available under the Library tab in Populi. Unless a student has received permission from both the faculty instructor of the original class and the faculty instructor of the subsequent class, the same, or substantially similar, papers may not be submitted for another class. Papers (and other assignments) are to be submitted on or before their due dates. If a student knows or suspects that he will not be able to meet a deadline, he must notify his instructor in writing as soon as possible to request a deadline extension. Notifying an instructor on or after the due date is unacceptable and will ordinarily result in a failure.

It is at the instructor's discretion to determine whether the student has given sufficient reason for a paper's (or other assignment's) tardiness and whether he will reduce the grade or assign a failing grade. Sufficient reason would include a lengthy personal illness, a personal or family crisis of a traumatic nature, or an unavoidable demand at work. Students with late papers or assignments, without accepted reasons, can expect a late deduction of at least –5% to a letter grade per day, which will quickly result in a failing grade. Faculty have the right to immediately fail a paper or other assignment once it is late.

If the instructor determines that there are sufficient grounds for granting an extension and not reducing the grade, he will assign the student a new due date. If the due date extends beyond the semester, the student must petition the faculty member and registrar for an Incomplete (see extension policy below). Failure to meet the second deadline will result in a failing grade for the paper.

Examinations

All students are expected to take examinations at the scheduled times. The instructor may grant an exception in the case of extenuating circumstances (which do not include travelling home early to visit family, vacations, etc.). A request for an exception must be received by the faculty member in writing prior to the scheduled examination, unless unforeseen circumstances (sudden illness, car wreck, etc.) make this impossible. The deadline for rescheduling an examination, other than the final, is the end of the final examination period. In the case of unusual extenuating circumstances (lengthy personal illness, personal or family crisis of a traumatic nature) the instructor may grant permission to take the final examination up to the final date for reporting grades. If unable to take the examination by that date, the student must petition for an Incomplete (see extension policy below). Failure to comply with

these regulations will result in a reduced or failing grade. An instructor may allow a student to retake an examination if he deems the student has sufficient reason to do so. The regulations for scheduling a retake examination are the same as those for rescheduled examinations.

Extension Policy

All papers, assignments, and exams are to be completed by the deadlines announced in the syllabi for each course. Extensions of two weeks or less for papers, assignments, and exams due within the normal duration of the course must be approved beforehand by the faculty member teaching the course. A grade penalty may be assessed at the discretion of the faculty member.

Extensions of greater than two weeks, but not more than six weeks, beyond the last deadline for the course may be granted in extenuating circumstances (i.e. illness, family emergency). For an extension of more than two weeks, the request must be approved both by the faculty member and by the Academic Dean. A grade penalty may be assessed. Any incompletes not cleared six weeks after the last published due date for course work will be converted to a failing grade.

Use of ChatGPT or other Artificial Intelligence

Students at Greenville Presbyterian Theological Seminary are not to use ChatGPT or other artificial intelligence (AI) sources as means to write papers, assignments, or exams. Using AI to do the work assigned to you will be considered cheating and/or plagiarism by the seminary.

The only exception to this policy is where students receive permission in writing from a professor to use ChatGPT and other AI as a research tool to find primary or secondary sources in the initial research phase of a paper project for the class directed by that professor. In such cases, it should be noted that many forms of AI have substantial limitations (including the repetition of errors, incorrect or misleading citations, etc.) and should not be relied on as a substitute for personal reading and research in a library, nor as a substitute for the use of research databases such as ATLA.

Plagiarism

Plagiarism is an academic crime that is never acceptable. Plagiarism is taking another person's intellectual property and presenting it as if it is your own. It usually involves taking basic units of language (words, phrases, sentences, and paragraphs), or even thoughts and ideas, without properly accounting for them in footnotes or endnotes. Direct quotations must be indicated by the use of quotation marks and a footnote citation. The positive opposite to plagiarism is giving credit to others where credit is due to them for their work, and doing so through accurate citation methods, following the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. See the appendix on Plagiarism in this student handbook for a fuller explanation of what plagiarism is and how to avoid it. Plagiarism will ordinarily result in a minimum of the failure of the assignment by the instructor, along with notification of the occurrence to the Academic Dean and the Registrar. A student found guilty of blatant or repeated plagiarism will ordinarily be suspended or expelled from the seminary.



Student Discipline

Disciplinary Procedure and Consequences

In cases where concerns of student conduct (whether academic conduct or other moral conduct as listed below) are raised that are best addressed by more than individual faculty counsel, the Disciplinary Committee, consisting of the President, Academic Dean, and Dean of Students, shall determine the proposed discipline for violations of the Student Covenant, academic catalog, and/or student handbook, bringing this to the faculty for their concurrence or modification. The seminary will also notify the offender's Session/Presbytery of the violation so that the church can provide pastoral care and shepherding as needed. Any student who feels he has been judged unfairly or punished too severely may appeal in writing to the Academic Affairs Committee of the Board of Trustees of the Seminary.

Students who are suspended or expelled may need to relocate themselves and/or their families to find employment, as suspension or expulsion terminates student scholarships. International students who are suspended or expelled will immediately lose their student visa status, requiring them to depart the US and return to their home country. Often they will have great difficulty re-entering the US on a new student visa at a later point as USCIS/SEVIS requires the annotation of the reasons for early end of study and retains this in their records.

Cheating

Cheating will not be tolerated. Any student who is caught falsifying an examination by such means as copying another student's answers or by using sources of information dishonestly in the course of an examination will be disciplined. The discipline ordinarily will be a one-year suspension or expulsion.

Lying

A student who knowingly gives false information to another student, staff member, or faculty member will be dealt with according to the seriousness of the lie. Lying also includes giving true or partial information with the intent to deceive. The discipline ordinarily will be a one-year suspension or expulsion.

Sexual Misconduct

Seminary students are to avoid sexual immorality, including pornography use, honoring God's good design for sexuality within marriage, and honoring other people as his image-bearers. Students are not admitted to the seminary if there is evidence of pornography use within the year prior to their enrollment. Sexual immorality, including pornography use, while a seminary student will result in a one-year suspension or expulsion, with the goal that the student/former student would be shepherded in faithful Christian growth in a local church context, with possible reassessment of suitedness for preparation for public ministry in time (cf. 1 Tim. 3:1–13). Depending on the nature of sexual immorality or pornography use, local/state/federal law enforcement may be notified, leading to possible criminal prosecution.

Stealing

The unauthorized taking of what belongs to another or the conscious possession of stolen property will be dealt with through discipline. Along with the expectation of restitution, the discipline will be suspension or expulsion. Law enforcement may be notified, leading to possible criminal prosecution.

Other Violations of Christian Conduct and Character

The calling to faithfulness as a seminary student is holistic; in light of this, circumstances leading to the need for formal student discipline for moral conduct are not limited to the above. An excellent summary of our desire for both positive Christian growth as well as the negative avoidance of sin is found in the Westminster Larger Catechism's exposition of the Ten Commandments.

Courtesy and Manners

Students are expected, as part of the pursuit of Christian character, to display respect and courtesy for others within the seminary, as they experience hospitality from others in their church communities, and in the wider community. Social graces are a manifestation of love for God and for our neighbor and expressed in various ways including thanking hosts and those who serve, dressing modestly and appropriately for occasions, using gracious speech in conversations, avoiding gossip, and caring for others before ourselves through simple acts like holding the door for others and letting them pass through first. Growing in habits of gratitude, respectful and kind speech, and selfless conduct will prove an invaluable asset to a faithful gospel ministry.

Honor Code

If you as a student become aware that another student has violated the Student Covenant (which embraces the regulations/policies of the academic catalog and student handbook), you should first go to the offender and exhort him to speak to the Dean of Students about the matter. If he fails to do so, you are to notify the Dean of Students. Failure on your part to report infractions of the Student Covenant may result in disciplinary action.

Dress Code

GPTS has established the following Business Casual Dress Code Policy, which defines dress guidelines. The purpose of this policy is to promote a consistent, professional image throughout the Seminary. Students are expected to follow this dress code when attending class, chapel, or prayer groups, as well as when representing the Seminary. Acceptable Business Casual Attire includes, but is not limited to, slacks, khakis, button-down or collared shirts, suit (or jacket). Ties are encouraged.



Facilities and Their Use

Greenville Presbyterian Theological Seminary Library

The seminary library houses a select collection of books and other media specifically designed to support the Divinity program. Extensive research in most areas of study, especially for the Th.M. and Th.D. degrees, will have to be pursued by taking advantage of Inter-library Loan and local/regional libraries specifically designed to support higher degrees. Since our library has a limited number of staff and is currently operating on an honor system (self-checkout, etc.), it is imperative that the students take some initiative to adhere to the regulations listed below, especially taking care to use the collection conscientiously and keeping common courtesies in mind.

Extent of Borrowing Privileges

All students currently enrolled in classes, as well as faculty and staff, are entitled to full library privileges. Spouses and children of students, faculty, and staff are also allowed library privileges. Auditors are not normally granted library privileges, and priority will always be given to those students that have matriculated and are pursuing a degree program. Local pastors and ruling elders ordained in either the PCA or the OPC are not normally granted privileges at this time, though arrangements may be made in special instances. Most books mentioned in class that are not in the Seminary collection are usually available through the J.S. Mack Library at Bob Jones University, and the Greenville County Library system and its Inter-library Loan service. (The Taylors/Burdette branch of the library is located on Main Street approximately 2 miles from the Seminary.) The GPTS Library does not yet offer Inter-Library Loan. Students should obtain privileges at the BJU Library or the Greenville County Library as soon as possible. Please follow our dress code for classes when on campus at BJU.

General Regulations

No food is allowed in the library. All drinks are forbidden in the library stacks and at the computer terminals. Water in bottles and drinks in no-spill mugs are allowed in the designated study areas, but all open containers (such as soda cans, cups without lids etc.) are prohibited. If a mug leaves a ring, please wipe it away with a damp paper towel. If there is a spill, please clean it up and notify the librarian immediately.

When checking out books, follow the directions posted in the library and mentioned briefly below. When leaving the library, please push chairs back in place, make sure the area is clean of all debris, and place any library books that were consulted on the return shelves. In order to respect the privacy of others using the library, all extended conversations should be held outside the library rooms. The regular hours of library operation are 9:00 a.m. to 5:00 p.m., Monday through Friday. The library, however, is closed during chapel. Official library hours will be extended at times when student library staff can be scheduled. The hours will be posted at the beginning of each term.

Circulation, Checkout, & Return

Common courtesy dictates that all books be returned as soon as possible, especially commentaries and texts on systematic theology. The standard loan period for library materials is 21 calendar days after checkout. Books may be renewed once. Each book not returned by the end of the loan period will incur a fine of $.25 per day. All books checked out during a term (fall, spring, and summer) are due no later than the last day of examinations for that term. Any extension needed beyond the end of the semester must be submitted in writing (via email) to the librarian for approval.

Any book (excluding reference volumes, serials, and books on reserve) may be checked out that has a barcode on the back and a classification label on the spine. The library patron is fully responsible for the books that he has checked out. One should be wary of "loaning" a book to another student since the last person to sign out the book will be held responsible. Notify the librarian if you wish to borrow a book that has been returned but not checked back in. Reference books, books on reserve, and periodicals do not circulate and may be used only in the library area. Reference works and periodicals are shelved separately and may be identified by the letters REF or SER on the spine label. Special permission is needed to borrow some of the audio and video recordings since many of these items are not cataloged.

The library has several shelving locations separate from the main stacks for booklets, books for the Ladies Fellowship, etc. Please note the sublocation listed for an item in the library catalog when trying to locate a particular item. Please report to the librarian any items that may be shelved incorrectly or missing.

When ready to check out, please take your item(s) to the circulation desk and follow the instructions provided for self-checkout. Your account number is your library ID and the book number is the barcode on the upper right-hand side of the back of the book. If you have enrolled and have not yet received a library ID, please see the librarian.

Do not reshelve items when returning them. Instead, carefully place them on the return book cart by the circulation desk. Do not stack or pile the returned items or place books on the shelf with the fore-edge down. Either set the books spine down or in the usual upright position. Remember to sort out any books that belong to other libraries (e.g., church libraries, the Mack Library of BJU).

Damaged or Lost Items

Please handle all of the library materials with care, especially the older works, which have, to date, been shelved with the rest of the collection. Although it is often difficult to assess damage done to books, any patron who returns a book in a damaged state may be subject to a fine. The amount of the fine depends on several factors that will have to be determined in each individual case. Please notify the librarian of any damage that occurs (warping, water stains, loose or torn pages and covers, etc.) so that the damage may be assessed and any necessary repairs can be made immediately. Do not attempt to repair the book. If an item is lost, the amount of the fine will equal the cost to replace the item with one in comparable condition plus a minimum $10 processing fee per item.

The Catalog

The library's Online Public Access Catalog (OPAC) is available for general student use. The OPAC, not the librarian, should be consulted first when trying to locate a book. The link to the seminary library catalog may be found in the learning management system under Resources > Library. Links to other useful resources (including the ATLA Religion Databases) are also available on the home page of the catalog. The books in the library are arranged according to the Library of Congress system.

Student Commons & Kitchen

The Student Commons provides a place to socialize at the seminary. It is located on the lower level. You will find tables and chairs to eat meals and a well-equipped kitchen. Students may use the microwave oven, the refrigerator, and the sink. Please clean up after yourself in the kitchen and the commons. Failure to do so may result in forfeiting the privilege to use them. The Student Body Association is responsible for making sure these two areas are kept clean and neat. These areas should be inspected at the end of each day and cleaned up if necessary. Also, please restrict your socializing in the building to the student commons in order to minimize distractions outside classrooms, offices, faculty studies, and the library.

Classrooms

The Seminary has three large classrooms that are located on the upper level and an additional classroom in the library. Food is not permitted in the classrooms. Beverages in spill-proof cups are allowed, but students are responsible for any damage resulting from drinks spilled.

Student Study Areas

There are many study areas in the library available for student use. If you need to reserve the group study room, please consult with the administrative assistant. Empty classrooms may not be used for personal study.

Chapel Auditorium/Commons

Chapel services are held in the commons. Hymnals and Psalters are stored on the shelf unit by the door and should be returned there after the service.

Parking Lots

The Seminary has a parking lot in the front and another behind the facility. The other parking area behind the Seminary's lot, which belongs to the Academy of Arts, may also be used. There is no parking available on the street in front of the Seminary. Please do not park in the lot in front. It is reserved for our staff, volunteers, visitors, and any faculty members who prefer to park there.

Copiers/Printers and Library Computers

The copier/printer in the library is for the entire Seminary family. A student ID is needed to print or copy.

Students are to use only the computers that are designated for student use. They are located in the media room and may be used for research, for email, and other personal concerns. No user ID or password is currently required to use these computers. The download and installation of programs and documents using the Seminary computers is discouraged. If attempted, some downloads may be blocked. All downloaded materials will be erased on a regular basis.

Seminary Bookstore

The Seminary operates a small bookstore on site near the reception area. Some textbooks that are hard to obtain or that can be offered at competitive prices are stocked and are available for purchase in the store; however, the majority of the textbooks will need to be purchased from other sellers. All bookstore accounts are due upon receipt. Students who have matriculated in a regular degree program may purchase books from the bookstore by filling out an order form and presenting it to the receptionist or by the point-of-sale device. Items purchased via invoice should be paid within 15 days. All bookstore invoices must be paid in full before examination week for the student to be given permission to sit for exams.

On Campus Employment

The Seminary provides opportunities for on-campus student employment, especially in staffing the seminary library, but also occasionally in other areas. If you are a resident student and are interested in learning more about available on-campus student employment opportunities, contact our Director of Admissions.



Firearms Policy

The Seminary permits students to carry concealed personal firearms on campus, upon application with the Business Office. Open carry is not permitted on the Seminary campus. In making application, the applicant acknowledges and promises the following, so long as he/she continues as a student and/or occupant of the premises of the Seminary campus:

1. Obtain the Seminary application from Brad Perkins (**bperkins@gpts.edu**) and submit it.
2. To be informed of, in compliance with, and responsible to keep updated on the issuing state's current and future legislation regarding concealed carry. All the standing legislation of the issuing state and South Carolina regarding reciprocity is also to be studied and complied with.
3. To notify the school of any changes in his/her concealed weapons permittee status, specifically including but not limited to the expiration of his/her permit, any revocation, suspension, or other interruption of his/her permit, any change of legal residence, etc.
4. To practice the policy that "concealed means concealed." Concealed weapons are not to be openly shown, to "print" on outer garments, or to be specifically discussed (i.e., "I am carrying right now," etc.). Violation of this policy will result in a minimum of the revocation of permission to carry concealed on the seminary campus.
5. To keep his/her concealed weapon always on his/her person, or in his/her immediate control (i.e. briefcase, pocketbook, backpack, etc.) at all times while on GPTS property.
6. To act in such manner as adorns the gospel and commends GPTS to a watching world with all matters concerning his/her concealed weapon/permit. Note that especially I Pet. 2: 13–16 and I Cor. 14:40 apply here.



Appendix: Understanding Plagiarism

Plagiarism is literary burglary. At its worst, it involves an outright intent to deceive, to pass off another's work as one's own. More often, it is the result of carelessness or ignorance. But whether intentional or unintentional (the distinction is often hard to draw), plagiarism is always an error, and a serious one.

Whenever you borrow another writer's words or ideas, you must acknowledge the borrowing. The only exceptions are what is known as common knowledge or common property (Columbus landed in America in 1492; oxygen was originally called phlogiston; oranges grow on trees) and opinions within anyone's range (Hamlet is a great play; time flies). Many undergraduates have trouble with this problem. Some react with an overly scrupulous conscience and footnote even dictionary definitions. Others change two or three words in a quotation and feel that they have somehow made it their own. The first practice is irritating; the second is unethical. The right course is a generous and intelligent consideration of both the reader you are addressing (he will take 1492 on faith) and the writers you are using. When you use their words, their ideas, even their organization or sequence of ideas, say so — in a footnote or in the text. Claim as your own only what properly is your own.

The following examples may help to clarify the difference between legitimate and illegitimate borrowing. Here is part of the paragraph on Thoreau from Vernon Louis Parrington's Main Currents in American Thought:

> *At Walden Pond and on the Merrimac River Thoreau's mind was serene as the open spaces; but this Greek serenity was rudely disturbed when he returned to Concord village and found his neighbors drilling for the Mexican War, and when authority in the person of the constable came to him with the demand that he pay a due share of public funds. The war to him was a hateful thing, stupid, and unjust, waged for the extension of the obscene system of Negro slavery; and Thoreau was brought sharply to consider his relations to the state that presumed to demand his allegiance, willing or unwilling, to its acts. Under the stress of such an emergency the transcendentalist was driven to examine the whole theory of the relation of the individual to the state.*

The following examples will demonstrate some representative ways in which this passage, or parts of it, might be misused. For simplicity we omit footnotes from the following discussion. A truly adequate acknowledgment to Parrington would of course include a footnote giving his name in full, the title of his book, the city and date of publication and the numbers of pages from which the writer's information is drawn.

Inadequate Acknowledgement: Outright Theft

> *When Thoreau was at Walden Pond or on the Merrimac River he knew considerable peace of mind, but when he returned to Concord this peace of mind was rudely disturbed. He came back to find his neighbors drilling for the Mexican War, a war he thought was wrong, and when the constable came to him and demanded that he pay taxes to support the war, he balked. The war to him was a hateful thing, stupid, and unjust, waged for the extension of the obscene system of Negro slavery; and Thoreau was brought sharply to consider his relations to the political state that presumed to demand his allegiance. In such an emergency just how did the individual relate to the state?*

In this example the writer has rephrased Parrington's first and last sentences, using some of his own words and some of Parrington's. He has made enough other minor modifications so that no full sentence of the original remains intact. But these trivial exceptions apart, he has copied the original word for word. His intent to deceive is clear, the more so from his inept camouflaging of the first and last sentences. Had the writer put the directly quoted portion in quotation marks (or made it a single-spaced insert quotation) and footnoted it, he would not be guilty of plagiarism. He would have been simply inviting us to listen to Parrington. As it is, however, he is passing off Parrington's words as his own, pretending to a knowledge (and style) he doesn't have. This is an inexcusable moral error.

Inadequate Acknowledgement: Paraphrase

> *At Walden Pond and on the Merrimac River Thoreau's mind was calm as the open spaces; but this serenity was rudely disrupted when he returned to Concord and discovered his neighbors drilling for the Mexican War, and when the constable, representing authority, came to him, and demanded that he pay his share of the taxes for the war. He regarded that war as hateful, stupid, and unjust, and waged to extend the slave system, which he opposed. This experience caused Thoreau to reconsider sharply the whole question of the relation between the individual and the state.*

This example represents only a negligible improvement on the last. The writer has made more changes in wording than the outright plagiarist, but has contributed no more of his own thinking or wording. Every idea in his paragraph and most of the words and phrases are taken directly from Parrington without acknowledgment. Though the writer has avoided copying whole clauses word for word, he is plainly guilty of plagiarism.

But what is a writer to do in such a case? Clearly it is impossible to enclose a paragraph in quotation marks, for quotation marks may be used only where an author's words are reproduced exactly and completely. How then can plagiarism be avoided here? The best way is by running acknowledgments in the text, as in the following example.

Adequate Acknowledgement: Paraphrase

> *According to Vernon L. Parrington, the "Greek serenity" of Thoreau's mind at Walden pond and on the Merrimac River was rudely disturbed when he returned to Concord and found his neighbors drilling for the Mexican War, and when the town constable, representing authority, came to him asking that he pay his share of taxes for the war. Thoreau regarded the war as stupid, unjust, and designed to extend slavery. Its effects, says Parrington, caused Thoreau to reconsider the whole question of the relation between the individual and the state.*

In the two sentences in which Parrington's name appears, it is clear that the ideas are his. But what about the other sentences? Has the writer slipped in something of Parrington's as his own? An argument can be made either way; but since in general the writer is being straightforward about his debt, there can be little difficulty about giving him the benefit of the doubt.

Decisions like this are not always easy, since too many phrases like "Parrington says" or "Parrington goes on to point out" make writing graceless. If the claims of honesty and grace conflict, be honest first, but try also to be as graceful as you can. Every last comma need not be acknowledged. In the passage above, for example, only one phrase was placed in quotation marks even though other words — among them stupid and unjust — were used by Parrington. Since it was inconvenient to quote stupid and unjust in the exact phrasing used by Parrington, and since it would have seemed fussy to put stupid in one set of quotation marks and unjust in another, the writer decided that honesty was adequately served by his two general acknowledgments to Parrington. We think he was right.

Inadequate Acknowledgement: Forgetfulness

> *When Thoreau returned to Concord, he was shocked to find his neighbors drilling for the Mexican War. It was still worse when the government asked him to pay taxes for a war he didn't believe in, a war he considered hateful stupid, and obscene. At Walden and on the Merrimac his thoughts had taken on an almost Greek serenity; now he was confronted with the dilemmas of real life. He did not hesitate. Putting aside his transcendental notions, he plunged into an examination of what the individual may legitimately be said to owe the state.*

This writer has clearly mastered his material and knows what he wants to say. He has abandoned Parrington's sequence of ideas; he has added his own emphases; and his phrasing is largely his own. But in questions of acknowledgment, "largely" is not enough. Three bits of undigested Parrington remain: "his neighbors drilling for the Mexican War, "hateful, stupid, and obscene," and "Greek serenity." The first of these phrases is neutral enough to make borrowing forgivable. The other two, and especially "Greek serenity," are not.

Given the writer's general performance, it seems likely that he has unconsciously drawn on his memory for the words in question, or perhaps that he has worked from slovenly written note cards. He is nonetheless guilty of dishonest borrowing. At the very least, he should have put "Greek serenity" in quotation marks and acknowledged a general indebtedness to Parrington.

Adequate Acknowledgement: Mature Borrowing

There was a time when writers paid no attention to plagiarism. Chaucer and Shakespeare, for example, borrowed incessantly from other writers without acknowledgment, and never gave the matter a thought. But in the last century or so Western writers have taken an increasingly proprietary attitude toward their own work, and it is now considered common decency to give a writer credit for the use of his ideas, his words, or even the sequence in which his ideas are presented.

Many people who do not write much themselves feel that there is something natural or inevitable in a writer's sequence of ideas—they might feel that Parrington, for example, starting with Walden Pond and ending with the state, was simply recording the sequence established by history. But of course he was doing no such thing. History is written by historians; the shape of the past events is the shape of the minds that set down these events. And so it is with the Parrington passage: what makes it useful is not so much its individual ideas and phrases as Parrington's general authority and intelligence.

If, therefore, you begin with Walden Pond and end with the individual and the state—no matter what words you use in between—you must make a bow to Parrington somewhere along the line and thank him for his help. This is not elementary honesty, but elementary courtesy. Here is such a passage:

> *Vernon Parrington pictures Thoreau at Walden as knowing a kind of "Greek serenity" that was rudely shaken when he returned to Concord and found his neighbors drilling for the Mexican War. Yet the more one studies Thoreau, the more one wonders whether this contrast between the serene recluse and the embattled citizen is a valid one. We are increasingly knowledgeable these days about the hostility implicit in an act, any act, of withdrawal. Parrington implies that Thoreau was driven by events to take a political position, and in a sense he is right. But was there no political content in his move to Walden?*

Here the writer has used Parrington, but not exploited him; Parrington has helped him, and he admits as much in the very act of taking issue with one of Parrington's ideas. Such a writer doesn't want to steal and doesn't have to. The words of others are not some sort of mask or false identity that he puts on to deceive the world; they are elements in his search for the truth. Why not honor those who have gone before and done good work? We need all the help we can get. In the search for the truth we have too few ideas, not too many; if we are honest men, we should let the world know what lights we are following and who lit them.



Appendix: Bylaws of the Student Body Association

Name

The name of this organization shall be the Student Body Association (SBA), which shall consist of all matriculated students of GPTS. The members of the Student Council shall be men who represent the SBA, elected under the procedure stated in these bylaws.

Purpose

The purpose of the SBA is to assist the Seminary as it seeks to serve the Church of our Lord Jesus Christ by supporting, encouraging, and strengthening the relationship between the faculty and student body and promoting unity and piety within the student body. The purpose of the SBA must always be subsidiary to, and in support of, the stated purposes of GPTS. It is not the purpose of the SBA to act as a lobbying group in an adversarial relationship to the administration. The SBA exists solely at the discretion of the administration and only as long as it is fulfilling the positive purpose stated above.

Membership

All matriculated GPTS students currently paying the Student Activity Fee are voting members of the SBA. All other students are non-voting members of the SBA.

Elected Representatives

The Student Council is the student-elected body of officers responsible for providing leadership for the SBA; representing the students' concerns, requests, and needs; administering the use of the Student Activity Fee; and advising the Seminary administration on issues pertaining to the student body.

1. The Officers of the SBA shall be a President, and one Representative from each class, namely, the Freshman, Junior, Middler, and Senior classes. These Representatives, excluding incoming freshman students, shall be nominated and elected one semester prior to serving in office.

2. Nominations for the Junior, Middler, and Senior Representatives and the President will occur in March, with elections held in April. Nominations for the Freshman Representative will occur in the fourth and fifth weeks of the Fall Semester, with an election held in the sixth week. Seniors intending to graduate or walk are not eligible to vote in any election. Students nominate and vote for a representative for their class.

3. Every Officer must either have all his seminary fees paid or have had a written payment plan approved by the Registrar. SBA officers may not be nominated, nor hold office, if on academic probation. Officers are nominated and elected by the student body.

4. Nominations/elections of the President shall be as follows:
   - **Nominations:** Any voting member of the SBA may make a nomination for President. The Nominee shall be a student entering his fourth year, circumstances permitting. Otherwise, presidential nominations will be taken from lower classes in descending order as necessity requires.
   - **Election:** The President shall be elected by the entire voting Student Body.

5. Nominations/elections of Class Representatives shall be as follows:
   - **Nominations:** Any voting member of a class may make a nomination for his Class Representative. Potential nominees will be grouped by class according to projected credit hours and by the Cycle of Course Offerings in the current GPTS catalog. Projected credit hours are all completed credit hours and those expected to be completed by the end of the Spring term.
   - **Election:** The Nominees will be grouped by class and voted on by their classmates. The Nominees with the greatest number of votes will be elected.

6. In case of a tie, there will be a run-off between all Nominees who received votes. If possible, it should take place within one week of the election.

7. The incoming Junior, Middler, and Senior Representatives will meet with the incoming President prior to the end of the semester in which they were elected and elect a Vice President, Secretary, and Treasurer.

8. The term of office for the Junior, Middler, and Senior Class Representatives and the President begins the last day of classes in the Spring Semester and ends on the last day of classes in the Spring Semester the following year. The term of office for the Freshman Class Representative begins immediately after election and ends on the last day of classes in the Spring Semester of that year. No student may hold office for more than five years.

9. Officers need to reside close enough to the campus to fulfill their duties during the year. It is therefore recommended that officers live within thirty minutes of the campus.

10. In the event that an Officer submits his resignation, the remaining Officers will vote either to accept or deny it. If the resignation is accepted, the Officers, with the approval of the Registrar, will appoint his replacement. The new Officer will serve until the last day of classes in the Spring Semester of that academic year.

Meetings

1. Meetings of the Officers of the SBA are called by the President and arranged by the Officers as needed. At least one meeting will be held prior to the start of classes in the Fall Semester to plan activities associated with Convocation.

2. Officers' meetings proceed under informal parliamentary rules to facilitate discussion and speed decision-making. If necessary, the chair (President) may call for the use of formal parliamentary rules.

3. The President may call meetings of the Student Body as needed. At least one meeting will be held every Semester in order to provide a forum for student interaction.

Parliamentary Authority

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Association in all cases where they are consistent with these bylaws and any special rules of order the Association may adopt.

Amendment

Any member of the SBA may offer an amendment to these bylaws. The process for making amendments is as follows:

1. The amendment shall be presented in writing to the President.

2. The Officers shall meet with the author of the amendment, along with any other interested SBA members, to determine if the amendment should be presented to the Student Body. The President shall make a written copy of the amendment available to every SBA member at least eight days in advance of this meeting. The Officers may modify the amendment as they deem it necessary.

3. If the Officers approve the amendment, the President shall call a meeting of the Student Body. A quorum (25% of the SBA membership) must be present at the meeting for a vote to be taken. A two-thirds majority of those present is required to ratify the amendment. If adopted, the amendment takes effect upon the adjournment of the meeting in which it is ratified.