

# Course of Study School of Ohio

## STUDENT HANDBOOK

**Methodist Theological School in Ohio**



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## GREETINGS FROM THE DIRECTOR

Welcome to the Course of Study School of Ohio (COSSO)!

The Course of Study (COS) is a program prescribed by the General Board of Higher Education and Ministry (GBHEM) of The United Methodist Church for education of persons serving as licensed local pastors.

COSSO is a regional school established by the GBHEM Division of Ordained Ministry and housed at Methodist Theological School in Ohio (MTSO), located in Delaware, Ohio. Connected with COSSO are extension programs for part-time local pastors at United Theological Seminary and West Virginia Spring Heights Education Center, as well as the Native American Course of Study.

COSSO offers the required Five-Year Course of Study for licensed local pastors who are not attending seminary. Courses are held on the MTSO campus in four two-weekend sessions and one summer two-week session. Students are in residence for all classes.

A vital aspect of our program at COSSO is the integrated opportunity for spiritual formation and writing improvement, as well as the enrichment program that offers seminars and workshops in areas not covered in the curriculum.

Our faculty is comprised of instructors from MTSO and neighboring institutions, and of well-qualified persons from the surrounding community. They are all academically gifted, theologically grounded, and deeply committed to developing faithful and transforming leadership for the church.

By the grace of God, COSSO strives to provide you with integral and formative theological education. We look forward to welcoming you to the Course of Study School of Ohio!

Grace and Peace,



Joon-Sik Park, Director of COSSO  
E. Stanley Jones Professor of World Evangelism

## **COURSE OF STUDY SCHOOL OF OHIO STAFF DIRECTORY**

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## **GENERAL INFORMATION**

### **PURPOSE FOR COURSE OF STUDY SCHOOL**

The United Methodist Church requires local pastors to complete the Five-Year Course of Study to maintain church appointments. The Course of Study School of Ohio (COSSO) is a regional school established by the Division of Ordained Ministry to offer education for both full- and part-time local pastors. The Course of Study School of Ohio is supported by The Methodist Theological School in Ohio (MTSO).

### **LOCATIONS**

Regional School Campus:

- Methodist Theological School in Ohio, Delaware, Ohio ([www.cosohio.org](http://www.cosohio.org))

Extension Campuses:

- United Theological Seminary, Dayton, Ohio ([www.united.edu/course-of-study-cos](http://www.united.edu/course-of-study-cos))
- West Virginia Extension at Spring Heights Education Center, Spencer, WV ([www.coswv.org](http://www.coswv.org))
- Native American School, North Central Jurisdiction, UMC ([www.umcnacos.org](http://www.umcnacos.org))

### **APPLICATION AND REGISTRATION**

The General Board of Higher Education and Ministry (GBHEM) requires a completed registration form signed by the student's District Superintendent. The Advisory Board of the COSSO requires that the registration form also be signed by the student's Annual Conference Local Pastor Registrar. A confirmation email is sent to the student when the COSSO office receives the registration form (signed by the student, the DS, and the Local Pastor Registrar) along with the appropriate registration fee by the registration deadline.

### **PREREQUISITES**

A student attending classes through the Course of Study School of Ohio:

- shall be a certified candidate
- shall have completed licensing school
- shall be under appointment in the United Methodist Church, exceptions to be made with the approval of the conference Board of Ordained Ministry for a period not to exceed one year.

Other persons, including auditors and students from other denominations, may be admitted to the program at the discretion of the COSSO Director. These other students are to be admitted at their own expense, including an agreed upon amount for tuition. Students coming from the AME, AME Zion and CME churches, however, will not be charged a tuition fee.

## Five-Year Curriculum\* (Revised 2014)

Focus	Year One - Foundation	Year Two	Year Three	Year Four	Year Five - Integrative
Bible	121 (111) Bible I: Introduction	221 (211) Bible II: Torah & Israel's History	321 (311) Bible III: Gospels	421 (411) Bible IV: Prophets, Psalms & Wisdom Literature	521 (511) Bible V: Acts, Epistles & Revelation
Theology	122 (112) Theological Heritage I: Introduction	222 (212) Theological Heritage II: Early Church	322 (312) Theological Heritage III: Medieval-Reformation	422 (412) Theological Heritage IV: Wesleyan Movement	522 (512) Theology in the Contemporary Church
Congregational Life	123 (213) Formation & Discipleship	223 (413) Worship & Sacraments	323 (303314) Congregational Care	423 (513) Mission	523 (313) Evangelism
Pastoral Identity	124 (credit given for 113) Transformative Leadership	224 (114) Administration & Polity	324 (214) Practice of Preaching	424 (414) Ethics	524 (514) Theological Reflection: Practice of Ministry

### COURSE PLANNING

- Course number in parenthesis is from the previous course numbering system. Students who have taken courses under the old system (middle digit is "1") should take extra care in registering so they do not enroll for already completed courses. Students are responsible for knowing which courses they have credit for.
- Students should take all 100 level courses prior to taking courses in the rest of the curriculum.
- It is strongly recommended that students progress through the levels sequentially when possible.
- 500-level courses should be taken after all lower-level courses have been completed. However, in cases of scheduling difficulties, up to two 500-level courses may be taken if all 100-300 level courses and at least two 400-level courses have been completed.

#### Course Prerequisites

COS 221 Bible II: Torah & Israel's History must be completed before COS 421 Bible IV: Prophets, Psalms & Wisdom Literature.

COS 311 Bible III: Gospels must be completed before COS 521 Bible V: Acts, Epistles & Revelation.

***All exceptions require permission from the COSSO Director.***

### COURSE LOAD

The *Discipline* stipulates that part-time local pastors should complete two courses per Annual Conference year, and that full-time local pastors should complete four courses per Annual Conference year.

## TUITION AND FEES

2019 FEES	
Registration	\$30
Tuition	\$270 per course
On-Campus Housing	\$100 includes both Friday nights of weekend terms \$455 for Summer 2-Week term
Meals	see description below
Other	\$50 for auditors

- **Registration:** The appropriate fee in the form of a check or money order made payable to MTSO must be included with each registration form.
- **Housing:** Students are responsible for housing reservations and charges. In addition to area hotels, a limited number of single occupancy dorm rooms are available. Reservations require a housing deposit of \$40 per weekend session and \$80 per summer 2-week session. When on-campus housing is full, an announcement is posted on the homepage of the COSSO website.
- **Meals:**
  - Weekend sessions – Friday supper, Saturday breakfast, and Saturday lunch are included.
  - Summer 2-Week session – Breakfast and lunch on class days are included for students with on-campus housing. Others may purchase a meal ticket. Students typically plan community meals for dinner open to all.
- **Invoices:** Invoices for tuition and housing balances are mailed to students approximately 4-6 weeks prior to the start of the term.
- **Auditors:** Persons may audit courses with the permission of and on the terms of the instructor, as well as with the approval of the Director.

## CONFERENCE SCHOLARSHIPS

Some Conference Boards of Ordained Ministry support their students with a scholarship paid directly to the COSSO to be applied toward tuition. To receive this scholarship, each registration form must include the signatures of the District Superintendent and Local Pastor Registrar. The COSSO office will secure scholarship funds from each Annual Conference after the end of the term. Some districts and local congregations may provide financial assistance directly to students.

## BOOKS

Book orders can be placed online at [www.cokesbury.com](http://www.cokesbury.com). Each syllabus includes lists of required and recommended texts. Students are advised to order books early in order to complete the pre-session assignments as outlined in each syllabus.

## ATTENDANCE POLICY

National policy from the General Board of Higher Education and Ministry (GBHEM) states that a student is expected to attend every class session. Unexcused absences may be cause for loss of credit or dismissal from the school. A student missing 20% or more of the classroom work shall not receive credit for the class. In the event of extenuating circumstances which require the student to miss up to 20% (4 hours) of a course, the student should contact the instructor and the Director prior to the start of the class to get approval and discuss make-up work.

(Extenuating circumstances include emergency situations, illness, and dire circumstances, for example. Students are to provide back-up coverage at the local church while attending COS classes.)

- **CANCELLATION AND WITHDRAWAL**

Student must notify the COSSO office if they will be unable to attend class for which they are registered. Although there is no penalty when withdrawing more than two weeks in advance of the beginning of a term, registration fees are nontransferable and nonrefundable. A \$25.00 late withdrawal fee is charged for all withdrawals within two weeks of the start of a class. All tuition and housing payments are applied to a future term.

Students withdrawing after the start of a term will be assigned a grade of AW (Administrative Withdrawal) and will be responsible for the full \$270 tuition amount. Any annual conference scholarship applied to the student billing record becomes the student's responsibility and is due by the end of the term. Housing payment is non-refundable.

- **NO SHOWS**

Except in cases of immediate and dire emergencies, if a student misses any class without notifying the COSSO office, tuition and housing fees are due immediately, a \$25.00 no show fee is charged, and the student will receive an "F" in the class.

## COURSE PREPARATION

- **PRE-CLASS ASSIGNMENTS:** Advance preparation is required of all students in both weekend and 2-week sessions. Completed pre-work assignments are due on the first day of class unless otherwise noted on the syllabus. *It is expected that students will have work completed when due; no extensions will be allowed.*
- **WRITING ASSISTANCE:** Course of Study students are expected to write in a manner and style that conveys an understanding and mastery of the concepts studied. The writing instructor seeks to help students improve their writing skills and gain self-sufficiency in effective writing. Embedded in a 100-level course each session, the writing instructor offers an in-class writing workshop and works with each student on writing assignments. In addition, the writing instructor provides writing assistance to students referred by faculty.



**LIBRARY**

The Dickhaut Library is located on the MTSO campus. Holders of library cards from institutions that are part of the OhioLINK system may be able to check out materials using those cards. Library hours can be found at [www.mtso.edu/academics/dickhaut-library](http://www.mtso.edu/academics/dickhaut-library). The library may be closed over major holiday weekends and when school is not in session.

**TECHNOLOGY RESOURCES**

Computers and printers are available in the MTSO library for student use. Contact the COSSO Coordinator for information on printing documents on library printers.

Wireless access is available in Gault Hall and the library. To access the internet in the residential buildings, an Ethernet cable may be required.



## Course of Study School of Ohio at MTSO Sample Weekend Session Schedule\*

### Friday

Weekend 1	Weekend 2	Location	
1:00 - 2:30 p.m.	1:00 - 2:00 p.m.	Gallery	Check-in
2:00 - 2:25 p.m.		Centrum	New Student Orientation
	2:00 - 2:45 p.m.	Centrum	Enrichment Session
2:30 - 3:15 p.m.	2:45 - 3:20 p.m.	Centrum	Spiritual Formation
3:30 - 6:00 p.m.		CLASS	
6:00 - 7:00 p.m.		Dining Hall	Dinner
7:00 - 9:00 p.m.		CLASS	

### Saturday

Weekend 1	Weekend 2	Location	
7:00 - 7:40 a.m.		Dining Hall	Breakfast
7:30 - 7:45 a.m.		Centrum	Choir
7:45 - 7:55 a.m.		Centrum	Morning Prayer
8:00 - 11:20 a.m.	8:00 - 10:55 a.m.	CLASS	
11:25 - 12 noon	11:00 - 12 noon	Centrum	Eucharist (Grad. weekend 2)
12:00 - 1:00 p.m.		Dining Hall	Lunch
1:00 - 3:15 p.m.		CLASS	

\*Subject to change



## Course of Study School of Ohio at MTSO Sample Summer 2-Week Session Schedule\*

### SUNDAY

Registration and Check-in	4:00 - 5:15 pm	Coffee Shop
Dinner	5:15 pm	Coffee Shop
Spiritual Formation/Orientation (all students)	6:00 pm	Centrum

### MONDAY-FRIDAY

Breakfast	7:30 am	Dining Hall
Morning Prayers	8:00 - 8:20 am	Centrum
Class	8:30 - 10:45 am	
Break	10:45 - 11:00 am	
Spiritual Formation	11:00 - 11:45 am	Centrum
Lunch	12 noon	Dining Hall
Class	1:00 - 3:15 pm	

See specific schedule for enrichments, choir rehearsals and other opportunities throughout the session. Community dinners are organized by students as dinner is not served in the dining hall.

\*Subject to change

## **SPIRITUAL FORMATION AND ENRICHMENT**

**Spiritual Formation** is an important component of the Course of Study at MTSO, nurturing and deepening the spiritual life and discipline of COSSO students. Rooted in the Wesleyan tradition, opportunities are available for worship, prayer, Holy Communion, and searching scripture. Students are asked to sign in at each session so that participation may be noted on grade reports. Opportunities are also available for participation in choir and worship liturgies.

Spiritual Direction is another aspect of spiritual growth and an ancient tradition of "holy listening," which involves regular meetings with a trained spiritual director. This is a time when students are guided to reflect on where God is at work in their lives. COSSO students have the opportunity to experience spiritual direction at no additional cost. Interested students should contact the Spiritual Formation Director to schedule a session while on campus.

### **Weekend Worship**

All students are encouraged to participate in spiritual formation during each weekend session. This includes a gathering retreat on Friday after registration and check-in, early morning prayer on Saturday prior to classes, and worship with Eucharist/Graduation before lunch.

### **Summer 2-Week Session**

After supper on the opening Sunday of the Summer 2-Week Session, all students attend an opening gathering in which a theme is presented for the following two weeks. This theme sets the tone for students to experience a personal retreat while they are on campus. Various worship opportunities are offered Monday-Friday at 8:00 AM and 11:00 AM, which reinforce a retreat atmosphere.

Direct any inquiries about this program to the Spiritual Formation Director.

### **Enrichment Program**

Enrichment sessions are offered during weekend and summer 2-week sessions to provide additional learning opportunities in areas not covered in the curriculum. No assignments or grades are given for these sessions. Participation is noted on grade sheets.

## GRADING SYSTEM

**A+, A, A-:** Outstanding work

**B+, B, B-:** Good work

**C+, C, C-:** Work meeting minimum standards

**D+, D, D-:** Substandard but passing work

**F:** Failing work or No Show without notification

**AW** (Administrative Withdrawal): Withdrawal after attending part of a session

**WD:** Withdrawal without attending any session (with notification)

No grades of “**Incomplete**” are assigned.

Grades of B+ or higher may be transferable into other educational programs such as the Advanced Course of Study or seminary level work.

*National policy stipulates that a student may not miss more than 20% (4.0 hours) of a course and still receive credit.*

Grade sheets are sent to the student (who is responsible for giving a copy to the District Superintendent or District Committee on Ministry), Annual Conference Registrar, and the General Board of Higher Education and Ministry. Instructor’s comments in each section give district and conference boards information to judge how the student engaged the material and learning process. Evaluations include any concerns about the student as well as highlight strong gifts for ministry.

The evaluation sheet for the Course of Study School of Ohio includes:

- Letter Grade
- Overall Academic Performance
- Written Communication Skills
- Relational Skills
- Referral to Writing Instructor
- Spiritual Formation and Enrichment Participation

## GRADUATION

Students are eligible for graduation when they have completed all twenty Course of Study courses. Students must notify the Course of Study office when they are taking their final course. At that time an official transcript is requested from the General Board of Higher Education and Ministry to verify graduation eligibility.

## **ACADEMIC RESPONSIBILITY**

### **Academic Honor**

The Course of Study School of Ohio requires that all material submitted by a student in fulfilling his or her academic requirements be the original work of the student.

Violations of academic honor include any action by a student indicating dishonesty or lack of integrity in academic ethics. Violations in this category include, but are not limited to, cheating, plagiarism, or knowingly passing off work of another as one's own.

Cheating includes seeking, acquiring, receiving or passing on information about the content of an examination prior to its authorized release or during its administration. Cheating also includes seeking, using, giving or obtaining unauthorized assistance in any academic assignment or examination.

Plagiarism is the act of presenting as one's own work the work of another whether published or unpublished (including the work of another student). A writer's work should be regarded as his or her own property. Any person who knowingly uses a writer's distinctive work without proper acknowledgement is guilty of plagiarism.

A student found guilty of a violation of the academic honor code, after a review of the case, may be subject to one or more of the following actions: (1) warning; (2) probation; (3) suspension for the remainder of the course; (4) dismissal from the Course of Study School of Ohio; (5) grade of Fail for the course. Regardless of the outcome, a letter will be sent to the student's District Superintendent and Board of Ordained Ministry representative.

### **ADDITIONAL INFORMATION**

See the GBHEM website for information on correspondence and online courses, and other Course of Study schools ([www.gbhem.org/education/licensing-and-course-study](http://www.gbhem.org/education/licensing-and-course-study)).

## ADVANCED COURSE OF STUDY

### Guidelines for Advanced Course of Study

The purpose of the Advanced Course of Study for Ordained Ministry is to provide a curriculum which will enable a local pastor to meet the educational requirements for full conference membership and ordination as an elder.

Completion of the Five-Year Course of Study and a bachelor's degree at a regionally accredited school is a prerequisite to pursuing the Advanced Course of Study. With the approval of the conference Board of Ordained Ministry, an exception to the bachelor's degree can be made for those who have a minimum of 60 semester hours of undergraduate credit from a University Senate approved school.

1. Local pastors need to complete a total of 32 semester hours of graduate theological studies at a University Senate approved school or its equivalent as determined by the General Board of Higher Education and Ministry in order to qualify for probationary and full membership.
2. A minimum of 6 semester hours of credit in United Methodist history, doctrine, and polity are required for this curriculum. These courses are available through correspondence with the General Board of Higher Education, a university Senate approved seminary and some COS schools. All other specific course requirements listed in the *Book of Discipline* are met in the Five-Year Course of Study.
3. Advanced Course of Study courses will not duplicate those included in the Five-Year Course of Study curriculum.
4. Courses selected shall include both foundational and functional studies appropriate to each candidate.
  - a. Foundational courses include studies in areas of theology, church history, biblical study, or church in society.
  - b. Functional courses include advanced work in counseling, church administration, evangelism, preaching, teaching or worship.
5. Advanced COS students shall be encouraged to enroll in the Master of Divinity curriculum courses.
6. Each student shall have courses approved and recorded by the General Board of Higher Education and Ministry.
7. Graduate studies not taken in a theological school, which parallel courses offered for advanced studies, may be approved by the General Board of Higher Education and Ministry up to a maximum of 9 semester hours. Such studies must have been taken within the last ten years.

### Certificate in the Advanced Course of Study

Those who have completed the Five-Year Course of Study may continue by taking seminary courses at MTSO in the Certificate in the Advanced Course of Study (ACOS) program. Unlike the Five-Year Course of Study program, students are admitted to the ACOS certificate program at MTSO through regular admission procedures and take graduate-level courses that are recorded on an official transcript. For more information about ACOS, please visit [www.mtso.edu](http://www.mtso.edu), contact the director of the Course of Study School of Ohio, or visit [www.gbhem.org](http://www.gbhem.org).

## **TRANSCRIPTS AND TRANSCRIPT EVALUATION POLICY**

### **Transcripts**

Requests for official COS transcripts should be made to Pamela Frost, [cosregistrar@gbhem.org](mailto:cosregistrar@gbhem.org).

### **Course of Study Transcript Evaluation Policy**

1. Evaluation of transcripts for the purpose of transferring credit to the Course of Study shall be done by the professional staff of the Division of Ordained Ministry, at the request of the Conference Board of Ordained Ministry, District Superintendent or individual. Copies of the evaluation are sent to the conference Board of Ordained Ministry Registrar.
2. The request of the Conference Board shall be accompanied by the official transcript(s) to be evaluated and a general description of the applicant's educational background. When it is not possible to send an official transcript, a photocopy may be submitted.
3. Transcripts from graduate schools and schools of theology recognized by the University Senate of The United Methodist Church shall be acceptable for evaluation and the transfer of credit.
4. Credit received from a graduate school or seminary not recognized by the University Senate for the Five-Year COS will be evaluated on a case by case basis.
5. Credit received from all other sources shall be reviewed and approved by the Conference Board of Ordained Ministry Relations Committee and the Division of Ordained Ministry.
6. Credit may only be granted for a course of one and one-third semester hours or two quarter hours or more when the content and objectives of the course are substantially the same as the purpose and goals of a similar course in the Course of Study, and the course has been taken in the last 10 years. Exceptions to this policy will be considered only at the request of the conference Board of Ordained Ministry.
7. No introductory graduate school and seminary courses may be applied to the Advanced Course of Study unless they are in areas not covered by the Five-Year Course of Study.
8. Credits transferred to the Advanced Course of Study shall include a balance between foundational courses (e.g., theology, church history, biblical study) and functional studies (e.g., counseling, administration, preaching, education, missions, evangelism).
9. Undergraduate credit may only be considered for Course of Study credit when requested in writing by the conference Board of Ordained Ministry for a maximum of six (6) courses.
10. Undergraduate credit of seminary credit for courses with grades of less than "C" shall not be allowed as applicable to the Course of Study.



## **RACIAL HARASSMENT POLICY**

***from* COURSE OF STUDY FOR LICENSED AND ORDAINED MINISTRY AND ADVANCED COURSE OF STUDY ADMINISTRATIVE POLICIES, General Board of Higher Education and Ministry Division of Ordained Ministry The United Methodist Church - October 3, 2008**

Persons enrolled in the Course of Study come under the jurisdiction of their own annual conference policies on racial harassment. However, while the person is in the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith for justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes racial harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to racial harassment should immediately report the situation to the Director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment.

The school will investigate all complaints. If it is determined after an investigation that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to and including suspension or termination from the school. In addition, a full report will be made to that person's annual conference or judicatory body.

### **Definition of Racial Harassment**

Any conduct directed against a person with the effect of insulting, degrading or abusing him/her because of his/her racial background.

### **Procedures**

The Course of Study School is committed to using the process outlined below to deal with allegations of racial harassment within the school community. A racial harassment allegation may be resolved on an informal basis.

Any member of the school community who wishes to make a formal complaint, must submit a written description of the incident to the Director.

Allegations are thoroughly investigated by a Racial Harassment Committee composed of the Director and two members of the faculty. The investigation shall include a meeting with the person alleged to have engaged in the harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

If the Racial Harassment Committee decides inappropriate behavior has occurred, after completing the investigation, the Director takes appropriate disciplinary and/or other action related to the accused person's participation in the Course of Study School on that campus. In addition, the Director will inform the accused person's annual conference or judicatory body of the action taken.

The Course of Study School takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process the Director keeps the complainant informed until the process is complete.

### **Appeal Process**

If the accuser or the accused is not satisfied with the action taken by the Course of Study School, s/he may express such dissatisfaction, in writing to the Director of Board of Ordained Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and Ministry, within 15 days after receiving notification of the disposition of the complaint.

### **Confidentiality**

Every effort will be made to ensure confidentiality to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school will not tolerate retaliation against any member of the school community who complains of racial harassment.

### **Explanatory Notes**

If the person alleged to have engaged in racial harassment is the Director, then the person bringing the complaint shall notify one or two faculty members who serve on the Racial Harassment Committee. The two faculty members shall ask the president of the seminary at the host school to appoint an administrative officer to serve as chairperson of the Racial Harassment Committee and to function as the Director in the process outlined above.

## SEXUAL HARASSMENT POLICY

***from* COURSE OF STUDY FOR LICENSED AND ORDAINED MINISTRY AND ADVANCED COURSE OF STUDY ADMINISTRATIVE POLICIES, General Board of Higher Education and Ministry Division of Ordained Ministry The United Methodist Church - October 3, 2008**

Students, faculty and employees of the Course of Study come under the jurisdiction of their own annual conference policies on sexual harassment. However, while the person is at the Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith to justice for all persons and does not tolerate any behavior, verbal or physical, by any person associated with the school, which constitutes sexual harassment against any other person associated with the school. Any person of the Course of Study School community who believes that he or she has been subjected to sexual harassment should immediately report the situation to the Director of the Course of Study School. When reporting a complaint, the individual should be prepared to furnish accurate information (i.e., date, name and facts). All such complaints will be treated in a confidential manner to the extent feasible, while permitting the school to investigate the complaint thoroughly and to take appropriate action.

The school expects the cooperation of all members of the school community with respect to avoiding such harassment.

The school will investigate all complaints. If it is determined after an investigation, that a member of the school community has violated this policy, he or she will be subject to appropriate disciplinary action up to and including suspension or termination from the school. In addition, a full report will be made to that person's annual conference or judicatory body.

### **Definition of sexual harassment:<sup>1</sup>**

"Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment or academic standing; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic standing decisions affecting such an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work *or study performance* or creating an intimidating hostile, or offensive *working or studying* environment."

<sup>1</sup>The U.S. Equal Employment Opportunity Commission Section 1604.11 of Title 29. Italicized words are added for the academic environment at the Course of Study School.

## **Procedures**

The Course of Study School is committed to using the process outlined below to deal with allegations of sexual harassment within the school community. A sexual harassment allegation may be resolved on an informal basis.

Any member of the school community who wishes to make a formal complaint, must submit a written description of the incident to the Director.

Allegations are thoroughly investigated by the Sexual Harassment Committee which is composed of the Director and two members of the faculty. The investigation shall include a meeting with the person alleged to have engaged in harassment. The accused and/or the complainant may bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with him/her to such a meeting.

If the Sexual Harassment Committee decides inappropriate behavior has occurred, after completing the investigation, the Director takes appropriate disciplinary and/or other action related to the accused person's participation in the Course of Study School on that campus. In addition, the Director will inform the accused person's annual conference or judicatory body of the action taken.

Those called to investigate the allegations take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The Course of Study School also takes steps to ensure that a person against whom such a complaint is brought is treated appropriately and has adequate opportunity to respond to such accusations.

The complainant and the person complained against are notified of the disposition of the complaint. If the disposition involves any ongoing process, the Director keeps the complainant informed until the process is completed.

## **Appeal Process**

If the accuser or the accused is not satisfied with the action taken by the Course of Study School, s/he may express such dissatisfaction in writing to the Director of Board of Ordained Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and Ministry within 15 days after receiving the notification of the disposition of the complaint.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION OF RIGHTS**

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

1. **The right to inspect and review** the student's education records. The Registrar of Methodist Theological School in Ohio has been designated by the seminary to coordinate the inspection and review procedures for student education records. A student who wishes to review his/her education records must make a written request to the Office of the Registrar, listing the item or items of interest. Records covered by the Act will be made available within a reasonable time not to exceed (by law) forty-five days of the request.
2. **The right to request** the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy. A student who believes that his/her education records contain information that is inaccurate or misleading or who believes that his/her privacy has been violated may discuss the problem informally with the Registrar. If the Registrar's decision is in agreement with the student's request, and after consultation with the Academic Dean and/or other concerned parties, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and he or she will be informed by the Office of the Registrar of the right to a formal hearing.
3. **The right to consent** to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. **The right to file** with the U.S. Department of Education a complaint concerning alleged failures by Methodist Theological School in Ohio to comply with the requirements of FERPA. A student who believes that Methodist Theological School in Ohio is in violation of FERPA in that he/she has been denied access to his/her records, or that he/she has been denied the right to a hearing, or that his/her information has been improperly disclosed may file a complaint with the Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

At its discretion, COSSO may provide "directory information" in accordance with the provisions of the Act. "Directory information" includes **student name, address, e-mail address, phone number, photograph, and annual conference**. A student may withhold directory information by indicating this preference in writing to the COSSO Coordinator. A request for such non-disclosure must be filed annually by November 15.

Within the COSSO community, only those members acting individually or collectively in the student's educational interest are allowed access to student education records. These members include the Director, Coordinator and COSSO Assistants. 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.

# Course of Study School of Ohio at MTSO

## Course Registration Form

Date: _____
Chk: # _____ Amt: \$ _____
em conf: _____

### PERSONAL INFORMATION

**Name:** \_\_\_\_\_  
(first name) (m.i.) (last name) nickname for nametag PID#, if known date completed

**Address:** \_\_\_\_\_  
(street or P.O. Box) (city) (state) (zip)

**Home Phone:** \_\_\_\_\_ **Day Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Gender:**  Male  Female **E-mail:** \_\_\_\_\_  
(info. is used only with Title IX of the Education Amendments of 1972)

**Predominant Racial/Ethnic background** (this information is used only in accordance with Title VI of the Civil Rights Act of 1964):

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White/Non-Hispanic
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Black/Non-Hispanic	<input type="checkbox"/> Other: specify: _____

**Person to contact in case of emergency:** \_\_\_\_\_  
(name) (relation to you) (phone – OTHER THAN HOME)

### UMC CONFERENCE INFORMATION

**Conference:** \_\_\_\_\_ **District:** \_\_\_\_\_ **Licensing School:** \_\_\_\_\_  
(location and date of completion)

**Conference Status** (check one)

<input type="checkbox"/> Part-time Local Pastor	<input type="checkbox"/> Student Local Pastor	<input type="checkbox"/> Mentor: _____
<input type="checkbox"/> Full-time Local Pastor	<input type="checkbox"/> Not currently serving a church	<input type="checkbox"/> Other (specify): _____

### EDUCATIONAL BACKGROUND

**FIRST-TIME APPLICANTS ONLY:** list all educational experiences (college, graduate work, etc) beginning with high school. If a degree was earned, please indicate. Use back if necessary.

Name of Institution	Years Attended	Degree Earned
_____	_____	_____
_____	_____	_____

### COURSE INFORMATION

**Registration fee (non-refundable and non-transferable) must be submitted with form: \$30.00 per course**

Year	Term	Dates	Course Number	*Registration Fee
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

**Make checks payable to "MTSO/COS"** **Total Fee Enclosed:** \_\_\_\_\_

\*Registration fee is non-transferable and non-refundable; NOTE: Late withdraw fee: \$25 if WD in last 2 weeks before start of class. Invoices for tuition (\$270 per course, less conference scholarship) will be mailed approx. one month prior to the start of the term.

### HOUSING and MEALS (Meals provided for weekend terms – confirm below; b-fast/lunch included with Sum 2-Wk housing)

<input type="checkbox"/> Yes <input type="checkbox"/> No Fri. dinner	<input type="checkbox"/> Yes <input type="checkbox"/> No Sat. b-fast	<input type="checkbox"/> Yes <input type="checkbox"/> No Sat. lunch	dietary restrictions: _____
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Yes  No I would like on-campus housing, if available. CHECK WEBSITE FOR AVAILABILITY – POSTED ON HOMEPAGE. Rooms are SINGLE OCCUPANCY ONLY and are assigned on a "First Paid/First Reserved" basis. Weekend sessions: \$100/2 nights, deposit: \$40; Summer Intensive: \$455/11 nights, deposit: \$80. Housing deposit **must be submitted** to reserve a room. **Enclose a separate check for housing.** On-campus housing fees subject to change. Registration form on website will include rates for current year. Summer 2-Week students staying off campus will receive information on purchasing a meal ticket.

### SIGNATURES

I give permission for release of my grades to the Division of Ordained Ministry, my Annual Conference and District Board:  _____ (Student's Signature)	I have COS credit from another COS site or institution:  <input type="checkbox"/> Yes <input type="checkbox"/> No	This student is a certified candidate for ministry and has completed Licensing School:  _____ DS's Signature	This candidate is approved for financial assistance from the Annual Conference in the amount of \$ _____ per course  _____ Local Pastor Registrar's Signature
		_____ Date	_____ Date

Send the completed application with appropriate registration fee and separate check for housing (payable to "MTSO/COS") to:

MTSO • ATTN: Course of Study School of Ohio • 3081 Columbus Pike • Delaware, OH 43015

\*If you are paying by check from a church or scholarship, please ensure your name is in the memo to expedite proper processing of your fees.

# Course of Study School of Ohio - Course Planning Grid

## Classes at MTSO\*

Name \_\_\_\_\_

Current crs # (previous crs# and crs name)	2 0 1 9						2 0 2 0						
First Year – complete before higher level courses	✓	W	Sp	Su	2-Wk am	2-Wk pm	F	W	Sp	Su	2-Wk am	2-Wk pm	F
121 Bible I: Introduction (111: Pastor as Interpreter of the Bible)					X		X		X	X			
122 Theological Heritage I: Introduction (112: Theo in Wesleyan Spirit)				X				X			X		X
123 Formation & Discipleship (213: Formation for Discipleship)			X					X				X	
124 Transformative Leadership (credit given for 113 Pastoral Care for SF)		X				X			X				
<b>Second Year – note that 221/211 is a prerequisite for 421</b>													
221 Bible II: Torah & Israel's History (211 Heb. Bible I) *before 421/ 411				X				X			X		
222 Theological Heritage II: Early Church (212: T.H. Early & Medieval)					X		X		X				
223 Worship & Sacraments (413)		X				X							X
224 Administration & Polity (114: Pastoral Leadership & Admn)			X							X		X	
<b>Third Year</b>													
321 Bible III: Gospels (311: New Testament I)		X			X				X				
322 Theological Heritage III: Medieval-Reformation (312: Reformation)			X					X					
323 Congregational Care (314: Pastoral Care and Counseling)							X			X			
324 Preaching (214 Practice of Preaching)				X							X		X
<b>Fourth Year – note that 221/211 is a prerequisite for 421</b>													
421 Bible IV: Prophets, Psalms & Wisdom Lit (411: Heb Bible II) *221/211 req)			X				X					X	X
422 Theological Heritage IV: Wesleyan Movement (412)		X				X				X			
423 Mission (513: Our Mission: Church as Transforming Agent)				X					X				
424 Ethics (414 Personal & Social Ethics)							X	X					
<b>Fifth Year – complete all lower level courses first</b>													
521 Bible V: Acts, Epistles & Revelation (511: New Testament II) *321/311 req)				X				X			X		
522 Theology in the Contemporary Church (512: Contemporary Theology)					X		X		X				
523 Evangelism (313 Our Mission: Evangelism )		X				X							X
524 Theological Reflection: Practice of Ministry (514: Theo & P of Min)			X							X		X	

\* see SCHEDULE for session dates and registration deadlines

Revised 08/06/18



# COSSO AT MTSO

3081 Columbus Pike  
Delaware, OH 43015



## Campus Map

