

## **ADMISSIONS**

All questions regarding admission to Phillips Theological Seminary for all degree programs should be directed to:

Office of Admissions  
Phillips Theological Seminary  
901 North Mingo Road  
Tulsa, OK 74116-5612  
Phone: 918-610-8303; Toll-free: 1-800-843-4675  
Email: [admissions@ptstulsa.edu](mailto:admissions@ptstulsa.edu)

Application forms may be directly downloaded from our website: <http://www.ptstulsa.edu>. Early application is strongly encouraged for consideration of financial aid. There is a non-refundable application fee of \$60.

It is the applicant's responsibility to ensure that all completed documents for application to certificate and master's degree programs are received by the Office of Admissions by the announced application deadline, approximately one month prior to the beginning of each semester or summer term. A campus visit is strongly encouraged as part of the application process.

### **CGTS and Master's Degree Programs**

#### **Pre-seminary Studies**

Academic preparation is an important determinant of a student's success in seminary. Students contemplating study at Phillips Theological Seminary should contact the Office of Admissions at the earliest opportunity. Denominational requirements for specific aspects of pre-seminary preparation can vary. Prospective students hoping to prepare for ordained ministry should discuss their sense of vocation and decision to attend seminary with appropriate authorities in their churches and denominations.

Admission to or graduation from Phillips Theological Seminary does not guarantee ordination, ministerial standing, or employment by any religious body. The seminary is concerned with formative education for Christian ministry. However, churches and denominations retain the exclusive right and responsibility to determine the appropriate qualifications for ordained and licensed ministry, to assess the fitness for ministry of individual candidates, and to credential persons for ministerial leadership.

Since liberal arts provide a solid preparation for theological study, Phillips Theological Seminary recommends that pre-seminary education include several of the following subjects:

- english composition, language, and literature;
- history, non-Western as well as European and American;
- philosophy, particularly its history and methods;
- natural sciences, both the physical and life sciences;
- social sciences (e.g., psychology, sociology, anthropology);
- fine arts (e.g., theater, music appreciation, art history);

- languages, biblical and modern;
- religious studies, both of Western and Eastern traditions.

Demonstrated competence in other areas, such as business management, science, and law can also be valuable assets for seminary.

## Requirements

The basic requirement for admission to the certificate program and all master's degree programs is a baccalaureate degree from an institution accredited by an agency recognized by the Council for Higher Education Accreditation or holding membership in the Association of Universities and Colleges in Canada, or the educational equivalent of the baccalaureate degree. A student with a baccalaureate degree from a non-accredited institution may be eligible for admission on academic probation if other supporting documents indicate a strong likelihood for success in seminary and an aptitude for a church vocation.

The undergraduate grade average must be 2.5 (i.e., B-) or better, unless significant compensating qualities justify admission on academic probation. At the discretion of the admissions committee, academic probation may be waived for students with an undergraduate G.P.A. below 2.5 who present evidence of substantial graduate work with a G.P.A. above 2.5.

In exceptional circumstances, applicants over 40 years of age without a completed baccalaureate degree may be considered for probationary admission to a graduate program if they:

- a) Have completed a minimum of 60 semester-hours toward a baccalaureate degree with a cumulative grade point average of 2.7 or above;
- b) Present evidence of significant leadership in church and society;
- c) Have an unqualified endorsement from their denomination;
- d) Visit campus for a personal interview by the admissions committee;
- e) Successfully complete a test of writing ability and other tests as required.

If students who lack the baccalaureate degree or its equivalent are admitted to graduate courses, the number of such students in any course or class is limited to 10 percent or fewer of that course's enrollees. Within this limitation, all students in a class are included, whether registered for credit or as auditors.

If the applicant's native language is not English, the student must submit a minimum test score of 550 (paper-based) or 213 (computer-based) on the Test of English as a Foreign Language (TOEFL).

## Criminal Background Checks

As an expression of Phillips Theological Seminary's commitment to the safety and well-being of our learning community and of the congregations and other institutions that our students serve, the seminary now requires criminal background checks for all students, including auditors, special, certificate, and degree program students.

Enrollment in PTS courses is contingent on (a) the applicant's or student's authorization of a background check, conducted by a consumer reporting agency under contract with the seminary, and (b) the subsequent determination by the seminary that no cause for denying admission, rescinding an offer of admission, suspending enrollment, or dismissal is indicated. If an external background check raises concerns with regard to a student's criminal record, a Review Committee will be convened and the applicant or student will have an opportunity to review and respond to the report.

The Review Committee—comprised of the dean, the associate dean for contextual education and church relations, the associate dean for admissions and student services, and one regular faculty

member selected by the dean (if possible, the director of ministerial formation of the relevant denomination)—will consider reported criminal activity in relation to the individual's fitness for leadership in various forms of ministry in church and society and his or her ability to both benefit from and contribute to the seminary's community life and graduate professional programs.

A formal consideration by the Review Committee will conclude with a written decision that includes information on the criminal activity reported, the judgment process undertaken, and the bases for the decision. An applicant or student may appeal an adverse decision of the Review Committee to the president of PTS, whose judgment is final.

The fee for the one-time background check is \$35 and is included in the application fee for entering students. Students who suspend their programs of study and must formally reapply for admission may be required to pay for an updated background check.

## Transfer Students

Students transferring from another theological seminary should follow the same application procedures as other applicants.

General rules pertaining to transfer credits are as follows:

- a) Application for transfer credit for previous graduate level studies should be made during the first year of coursework at Phillips Theological Seminary or at least one month before matriculation if previous coursework affects class selections for the first semester.
- b) Final determination of all transferred credit will be made by the dean. No final transfer actions will be made until all official transcripts are received. Additional materials, such as course descriptions from catalogs and syllabi may be requested. A personal interview may also be required.
- c) Normally, work must have been undertaken at a school accredited by The Association of Theological Schools in the United States and Canada and a recognized regional accrediting agency.
- d) Courses must be compatible with the PTS curriculum and have been completed no more than 10 years prior to matriculation at PTS.
- e) Should a transfer student drop out of PTS for two or more consecutive semesters (not counting summers), or drop to a part-time student schedule, courses previously accepted for transfer credit may be reconsidered in relation to current program duration or curricular policies.
- f) The student must have received a grade of B- or higher for a course to be considered for transfer credit.
- g) A maximum of 52 semester-hours may be transferred for the MDiv degree; 22 hours for an MTS or MAMC degree. Credit cannot be transferred to the Certificate in Graduate Theological Studies program.
- h) A maximum of 22 semester-hours of online coursework may be transferred to an MTS or MAMC degree program. A maximum of 41 semester-hours of online coursework may be transferred to the MDiv degree program. Students who petition for transfer credit must identify which of their courses, if any, were taken online, which permits PTS to remain in compliance with relevant accreditation standards.
- i) Students may not transfer credit for coursework taken after admission to PTS unless prior approval is granted by the dean. Normally, approval is not granted for required courses regularly offered by PTS. In all cases, residency requirements must be met.
- j) Students with a baccalaureate degree who have completed the Education for Lay Ministry (ELM) program prior to matriculation at PTS may be granted a maximum of 6 semester-hours of elective credit toward the MDiv or MAMC degree programs.

In addition to the regulations above, the following policies apply to specific types of transfer credit.

- a) Graduate theological study for which a degree has already been awarded may be considered for transfer credit not to exceed half the hours of the completed degree program, and in no case more than 30 hours for the MDiv or 22 hours for the MTS and MAMC degree programs. Program compatibility is required.
- b) Students who petition for a transfer of credits to the MTS and MAMC programs must clearly show how the hours under consideration contribute to their vocational aspirations and academic plans. Moreover, they must meet with an adviser prior to requesting transfer evaluation in order to consider these compatibility issues.
- c) Non-seminary graduate study in religion at a regionally accredited school may be eligible for transfer credit subject to its compatibility with the seminary curriculum.
- d) Coursework completed at the graduate level in areas other than religion and ministry must have been taken at an accredited school or institution. Normally, a maximum of 9 semester-hours is eligible for transfer credit to the MDiv and 6 semester-hours to the MTS or MAMC degree programs. As in all other transfer cases, curricular compatibility must be demonstrated.

### **Advanced Standing**

Advanced standing is the category used for recognizing previous graduate level work for which there is no academic transcript. Advanced standing can be given with or without credit. Advanced standing without credit allows a student to bypass required classes but does not reduce the number of semester-hours of academic work the student must complete at PTS.

Advanced standing will be considered for only the following two categories of educational experiences:

- a) Clinical Pastoral Education at an appropriately accredited center;
- b) Graduate level coursework at accredited institutions of higher education whose transcripts do not record graded participation and/or achievement. In such cases, a student may apply for advanced standing for particular courses by presenting evidence s/he has met the learning requirements of a compatible PTS course. Examples of such evidence may include exams, major papers, detailed correspondence from the student's course professor, etc. In all cases, request for advanced standing must be submitted to the dean in writing and should describe the evidence to be provided for consideration. A maximum of 12 semester-hours of advanced standing with credit is available in the MDiv program and a maximum of 6 semester-hours is available in the MTS or MAMC programs.

### **International Students**

Phillips Theological Seminary is authorized under federal law to enroll international students. Application for admission should be initiated at least six months prior to intended enrollment.

The following information is required of all international applicants:

- a) A completed application form and required letters of reference. References must include one of the following organizations: World Council of Churches; World Alliance of Reformed Churches; Churches of Christ Theological College; United Methodist Board for Global Ministries; The Common Global Ministries Board of the Christian Church (Disciples of Christ) and the United Church of Christ; or an ecumenical partner church of the Christian Church (Disciples of Christ) or United Church of Christ in the prospective student's country;
- b) Official transcripts of all previous college, university, and graduate work (the student will receive forms for having these evaluated and information on the cost of such evaluation);
- c) Official results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 (paper-based) or 213 (computer-based); and,
- d) A certified financial statement, confirmed by one of the agencies listed above, documenting adequate financial support for living expenses during the applicant's anticipated period of residence in the United States. These expenses would include, but not necessarily be limited to: housing, food, tuition (not covered by tuition assistance),

fees, books, health insurance premiums (since all international students must be enrolled in a health insurance plan while they are in the U.S.), and round-trip travel.

- e) Admission to Phillips Theological Seminary must be confirmed before an I-20 form or an F-1 student visa can be certified. Applicants should understand that a student visa normally does not allow international students to work while studying in the United States.

Before arrival in the U.S., international students must deposit enough money for return travel in a special account to be used only for that purpose.

### **Readmission**

Students who have dropped out for only one semester (not counting summer) need only to enroll. Students who drop out for two or more consecutive semesters (not counting summer), but less than three years, may apply for readmission by completing the proper form available from the Office of Admissions. No matriculation fee will be required. Students who have been out of Phillips Theological Seminary for three or more years must follow the same application procedures followed by new students and must pay a matriculation fee. Students applying for readmission may be required to pay for an updated background check.

### **Special Students**

Applicants may be admitted as Special Students for study at Phillips Theological Seminary for one year at a time without being candidates in a certificate or degree program. Although basic admission requirements for Special Students are the same as for applicants seeking admission to a certificate or degree program, the application process is abbreviated. Special Student applications are available upon request from the Office of Admissions or on the PTS website.

Students are required to have and maintain an email account in order to facilitate communication and to access course information and assignments via the Internet. Changes in contact information should be reported immediately to the Office of the Registrar.

### **Audit Students**

Some seminary courses may be audited with permission of the instructor and the dean, depending on the nature of the course and the size of the class. Normally auditors are not permitted in language, workshop, and other performance-related courses for which enrollment as a Special Student is more appropriate. In no case will auditors constitute more than 20% of the total enrollment in a course.

Individuals interested in auditing who are not currently enrolled in a degree program at PTS should first contact the Office of Admissions. There is a one-time \$60 non-refundable application fee, which includes the cost of a required criminal background check. Students already enrolled in seminary programs should first seek permission from the course instructor before applying to audit. All necessary arrangements must be completed prior to the semester's first day of class and in all cases before class attendance.

The audit fee is \$60 per credit hour. Auditors pay no matriculation, community life, technology, or general student fees.

In accord with the seminary's attendance policy, auditors who miss 20% or more of the class sessions in any course for which they are registered will have a "U" (Unsatisfactory) recorded on their PTS transcripts rather than "AU" (Audit). Petitions to withdraw from a course should be directed to the Office of the Registrar.

Auditors are expected to complete all reading assignments. Instructors will determine the appropriate level of auditors' class participation. Instructors will not be expected to evaluate auditors' papers or other assignments but may write a letter of evaluation as requested by their denomination.

In exceptional circumstances, auditors may be allowed to change to credit status. The student should discuss this possibility with the instructor as early as possible, must receive prior approval by the instructor before submitting an application, and must pay all additional tuition and fees. Students who change from audit status to credit status are eligible to apply for financial aid for that course. Acceptance for audit status does not guarantee subsequent acceptance for credit status.

### **Doctor of Ministry Program**

All DMin applicants are required to complete an application form; provide official transcripts for all Master of Divinity work (or of other work, as necessary, to demonstrate MDiv equivalency); submit four letters of reference; write an entrance essay; and pay a non-refundable \$60 application fee with the application. In addition, all applicants must undergo a criminal background check (see Admissions procedures above). Unless specified in this section, all Admissions procedures described for Certificate and Master's programs also apply to the Doctor of Ministry program.

Application and reference forms are available from the Admissions Office or the seminary website: <http://www.ptstulsa.edu>.

#### **Admission requirements**

The requirements for admission to the DMin program are:

- a) A Master of Divinity degree or its equivalent from an ATS accredited seminary. By "equivalent" is meant an equal number of credit hours of master's degree level course work in the same range of theological disciplines covered by MDiv courses in ATS accredited schools. Ministerial experience does not substitute for such academic work.
- b) A minimum of three years of full-time ministry experience subsequent to the completion of the Master of Divinity degree, or its equivalent. In exceptional circumstances, applicants who have completed their MDiv degree within the previous three years and have sufficient ministerial experience to prepare them for professional, theological study at an advanced level, may be considered for admission.
- c) Students are expected to have at the time of application, and to maintain, an appointment in a ministry setting. Ramifications of a mid-program change in a student's ministry setting must be discussed with the director of the DMin program.
- d) Admission to all PTS academic programs, including the DMin program, is contingent on (a) the applicant's authorization of a criminal background check, conducted by a consumer reporting agency under contract with the Seminary, and (b) the subsequent determination by the Seminary that no cause for denying admission or rescinding an offer of admission is indicated. The fee for the one-time background check is \$35 and is included in the application fee. Students who suspend their programs of study and must formally reapply for admission may be required to pay for an updated background check. A more extended description of related procedures is provided earlier in this catalog.

- e) Students are required to have and maintain an email account in order to access course information and assignments via the Internet. Changes in contact information should be reported immediately to the Office of the Registrar.
- f) An overall minimum G.P.A. of 3.0 on all previous graduate work;
- g) For applicants for whom English is a second language, a minimum TOEFL (Test of English as a Foreign Language) score of at least 550 (paper-based test) or 213 (computer-based test).

Applicants to the DMin program must submit their application, including all supporting materials, by March 15 of the year in which the applicant wishes to matriculate.

All applicants should plan on being engaged in ministry while working on the degree. Their applications should reveal their commitment to continuing their ministerial education and their capacity to engage in an academically rigorous and theologically challenging program.

An applicant who has taken post-MDiv work at other institutions may submit a petition with the application requesting consideration of either transfer credit or advanced standing based on the previously completed work.

The Admissions Committee evaluates on a case-by-case basis the compatibility and equivalency of such coursework with that required in the PTS DMin program.

## FINANCIAL INFORMATION

### CGTS and Master's Degree Programs

The cost of attending Phillips Theological Seminary is moderate in comparison with many other seminaries and graduate professional schools of similar size and quality.

In the hope that no deserving student is denied the opportunity to obtain a theological education, the seminary also provides financial aid toward meeting the cost of tuition.

#### Tuition and Fees

Tuition for Master's program per semester-hour Spring 2012: .....	\$500
Tuition for Certificate program per semester-hour Spring 2012: .....	\$225
Tuition for Special Students per semester-hour Spring 2012: .....	\$225
Application fee (including cost of background check): .....	\$60
Matriculation fee (payable at the time of enrollment): .....	\$50
Community life fee per semester: .....	\$20
per summer module: .....	\$10
Technology fee per semester: .....	\$75
per summer module .....	\$35
General student fee per semester:	
5½ hours or less.....	\$90
6 hours or more.....	\$120
per summer module .....	\$60

#### Other Student Fees

Late registration fee (after first week of semester, if approved):.....	\$35
Background check fee (if not included with application fee): .....	\$35
Auditing fee (per semester-hour): .....	\$60
Fee for Incomplete (per course, filed by deadline): .....	\$25
Fee for Incomplete (per course, filed after deadline): .....	\$40
Extension of Incomplete (per course): .....	\$40
Fee for dropping course after the first day of the semester (per drop slip): .....	\$25
Change of degree program: .....	\$25
Financial aid application late fee: .....	\$75
Master's theses: .....	\$75
Clinical Pastoral Education Advanced Standing fee (per hour for 1-3 hours): ..	\$50
Graduation fee: .....	\$100
(Does not include cap and gown purchase)	

#### Payment

Tuition and fees are due in full at the time of enrollment, although a deferred payment plan may be arranged. The balance must be paid in full during the semester or summer term, according to a specified schedule. Students with delinquent accounts may not enroll. Furthermore, they may receive neither a diploma nor a transcript until the account is paid in full. Students will be responsible for any costs incurred by the seminary in collecting delinquent accounts.

### Fee Refund Policy

There is no fee reduction or refund after the first week of the fall or spring semester or summer term, or after the first day of the January term.

### Tuition Refund Policy for Fall and Spring Semesters

If the completed drop slip is returned (Email and faxes are accepted) to the Registrar's Office, the refunds are as follows:

During the first week of the semester .....	all but \$25 per drop slip
During the second week of the semester.....	80%
During the third week of the semester .....	50%
During or beyond the fourth week of the semester.....	0%

Students receiving federal financial aid may be subject to a different refund policy. The refund policy is subject to change upon notification.

### Tuition Refund Policy for January Term

If the completed drop slip is returned (Email and faxes are accepted) to the Registrar's Office, the refunds are as follows:

From end of registration to Dec. 23 .....	all but \$25 per drop slip
From December 24 to beginning of class .....	80%
From 1-7 contact hours completed .....	50%
After 7 contact hours completed .....	0%

Students receiving federal financial aid may be subject to a different refund policy. The refund policy is subject to change upon notification.

### Tuition Refund Policy for Summer Term

If the completed drop slip is returned (Email and faxes are accepted) to the Registrar's Office, the refunds are as follows:

From end of registration to first day of term.....	all but \$25 per drop slip
During the first week of the summer term .....	80%
During the second week of the summer term .....	50%
During or beyond the third week of the summer term.....	0%
In all cases in which 7 contact hours have been completed.....	0%

This tuition refund policy applies equally to students enrolled in all courses regardless of schedule configuration (e.g., weekly, weekend, concentrated, arranged, online). Students receiving federal financial aid may be subject to a different refund policy. The refund policy is subject to change upon notification.

### Student Housing

For information regarding housing, seminary students should contact the Associate Dean for Admissions and Student Services. While the seminary does not own or operate student housing, inexpensive housing options exist in the Tulsa area for both commuters and residential students.

## **Military Service Policy**

PTS students who must suspend their academic work at the seminary to engage in required military service after having attended more than 75% of the class sessions of courses in which they are currently registered may submit written requests to instructors for grade evaluations, based on assignments completed. Each petition must be accompanied by a copy of the student's official orders showing the date military service begins. No special fees are required.

Grades will be awarded at the discretion of instructors if there is a sufficient basis for their determination. Instructors shall inform petitioning students in writing of grades to be awarded. In any course in which there are assignments outstanding, students may elect, in light of the proposed grades, to request an "Incomplete" or to withdraw. Students granted "Incompletes" for military service should contact the Office of the Registrar within 60 days of the end of their period of service and must complete all outstanding coursework within six months of that date. Extensions will be granted only in unusual circumstances.

If students choose to withdraw, a "WD" will be recorded on their official transcripts. Students are responsible for filing the appropriate forms with the Office of the Registrar before the end of the semester. For students who withdraw, all current semester tuition and fee charges will be cancelled. If some or all of current charges have already been paid, students will be offered a choice between maintaining a credit for the payments on their accounts and having the full amount of the payments refunded to them. Different policies may apply to payments received from state and federal sources, as per applicable regulation.

## **Financial Aid (CGTS and Master's Programs)**

### **Introduction and Overview**

Through its own budget, Phillips Theological Seminary provides introductory tuition assistance of 50% of tuition, for a limited time, to most new Master's students taking classes for credit. Certificate, Special Students and PTS alumni/ae who return to campus to pursue an additional degree or to take additional courses for academic credit are not eligible for the introductory tuition assistance.

Tuition for Master's students for the Spring 2012 semester is \$500 per credit hour. However, new students who are eligible for the introductory tuition assistance will pay 50% of tuition for one semester from date of first matriculation.

Tuition for Certificate and Special students beginning Spring 2012 is \$225 per credit hour. This tuition rate will be maintained to the completion of the Certificate program and one year as a Special Student. If a Certificate or Special student applies, is accepted into a Master's degree program and seeks credit for hours earned, a fee will be assessed to transfer hours to Master's program.

Through the initial admissions process, a limited number of 80% tuition assistance awards and scholarships are available to qualified students based on: the applicant's essay; previous service to the church; promise for ministry as documented on the application form and references; grade point average; denomination; ethnicity; and financial need, as reflected on the Free Application for Federal Student Aid (FAFSA). Entering students who meet the criteria are automatically considered for these awards and scholarships provided their complete application for admission and their FAFSA are received at PTS no later than the deadline for those materials. A description of the awards and scholarships and their criteria is included below. For deadlines consult the academic calendar at the end of this catalog.

Federal Direct Loans are also available to PTS students who take 6 or more hours per semester and meet other federal eligibility requirements. CGTS students and Special Students are not eligible to receive Federal Direct student loans.

Other named and external scholarships may be available through churches, foundations, denominations, and private contributors. A partial listing of some of the possible resources for funds is included below.

Students who receive the introductory tuition assistance may apply for financial-need-based seminary tuition assistance after the introductory tuition assistance period by completing a Free Application for Federal Student Aid (FAFSA).

All students who receive a Federal Direct Loan at anytime in their course of study at PTS must complete an exit interview, either online or by filling out a hardcopy form. Students who fail to complete the exit interview in their final semester of studies will not receive a diploma at graduation or be eligible to receive an official transcript.

The Director of Student Financial Aid is available to work directly with new and returning students to develop financial aid plans for the remainder of their academic programs. The financial aid program is monitored by the director of student financial aid in cooperation with the Associate Dean for Admissions and Student Services and the financial aid committee.

### **PTS Financial Aid Application**

The Free Application for Federal Student Aid (FAFSA) is the PTS financial aid application. It is used in determining eligibility for:

- Federal Direct Loans for students.
- financial-need-based tuition assistance after the introductory tuition assistance period.

### **Deadlines for FAFSA Submission**

All FAFSA applications for students returning for the Spring, 2012 semester must be submitted by June 30, 2011. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The seminary will charge a nominal processing fee if submitted after the June 30 deadline.

### **Seminary Tuition Assistance: General Information**

#### **Maximum Award**

The total seminary tuition assistance awarded to a student in a given semester shall not exceed his or her tuition charges in that semester, except for the Matthew A. Thompson Fellowship for Student Leaders, which includes fees and a book allowance.

### **Requirements for Maintaining Tuition Assistance**

Seminary tuition assistance provided by PTS, whether in the form of an award, a scholarship, or financial-need-based tuition assistance, is renewable each year provided the student:

- continues to meet the specific criteria for her/his award or scholarship as listed in the catalog;
- writes a thank-you letter to the donor(s) designated in the student's annual financial aid award letter by the deadline specified in that letter;
- maintains satisfactory academic progress. (At the end of each semester, each student's cumulative GPA will be computed. Students whose cumulative GPA falls below 2.5 will be

- placed on academic probation. Students may continue to receive seminary tuition assistance while on academic probation for up to two consecutive semesters. Those still on probation at the end of two consecutive semesters will lose eligibility for seminary tuition assistance until such time as they are removed from academic probation.)
- complies with the verification processes of the Federal Student Aid Program. (Each year the federal government randomly selects FAFSA forms for audit. If a student's form is selected, the PTS Director of Student Financial Aid will notify the student of the deadline for submitting all required information for review. If the student fails to meet the deadline, s/he will lose her or his good standing at PTS. Payments from the Stafford loan program and all forms of seminary tuition assistance will be immediately suspended.)

### **Financial Aid Leave of Absence**

If unforeseen circumstances, such as illness or change in ministry setting compel a student to temporarily withdraw from PTS, she or he may apply for a financial aid leave of absence which will freeze her or his seminary tuition assistance. A student may request a financial aid leave of absence for up to one year by writing a letter to the Financial Aid Committee in care of the Director of Student Financial Aid. The Financial Aid Committee will then consider the request and the student will be notified in writing of the Committee's decision.

If the leave is granted and the student subsequently wishes to extend the leave beyond the time originally granted as a result of the first petition, a new petition must be submitted. A total of one year of approved financial aid leave of absence will not count toward the student's allowed years of seminary tuition assistance. The time limit for seminary tuition assistance for the student's particular degree program will be extended by the same number of semesters (up to one year) of the student's financial aid leave of absence.

Seminary tuition assistance will be frozen during the time the student is on approved financial aid leave of absence. Accordingly, the student will return at the same level of seminary tuition assistance that would have been expected had there been no leave time.

### **Number of Hours Allowed**

Seminary tuition assistance is normally granted for the total number of credit hours required in the academic program in which a student is enrolled, plus 3 additional hours. When a student receives a grade of "F" in a course, any seminary tuition assistance granted for that course must be returned to the seminary. The amount of tuition assistance given for that course will be posted to the student's account for the term in which the student is next enrolled and must be paid according to the financial agreements for that term.

Students may receive one WD without seminary tuition assistance consequences. Credit hours taken beyond the allowable number of hours of seminary tuition assistance will be billed at the full tuition rate.

### **Types of Seminary Tuition Assistance**

#### **50% and 80% Tuition Awards and Scholarships**

Through the initial admissions process, a limited number of 50% and 80% tuition awards and scholarships are available to qualified students based on: the applicant's essay; previous service to the church; promise for ministry as documented on the application form and references; grade point average; denomination; ethnicity; and financial need, as reflected on the Free Application for Federal Student Aid (FAFSA). Criteria unique to particular awards or scholarships are indicated below.

Eighty percent tuition assistance awards and scholarships require enrollment in and completion of a minimum of 6 credit hours per semester, excluding summer and hours for which tuition is not charged. Fifty percent tuition awards and scholarships are not subject to the credit-hour minimum.

All tuition assistance awards and scholarships are recalculated at the end of initial award period and based on financial need, as reflected on student's FAFSA. The actual number of hours of tuition assistance and the number of years for which it is available are subject to seminary policy as stated in this catalog.

### **Disciples of Christ/United Church of Christ Scholarships**

A limited number of 80% tuition scholarships are available each year to students who are members of the Christian Church (Disciples of Christ) or the United Church of Christ and who are in good academic standing. An undergraduate grade point average of 3.00 is required to receive this award.

### **Underrepresented Student Scholarship**

A limited number of 80% tuition scholarships are awarded to students from underrepresented racial ethnic groups who have been admitted to master's degree program. Students may be asked to provide documentation of ethnicity.

### **Need-Based Award**

A limited number of 80% tuition assistance awards may be granted each year to a student in good academic standing who demonstrates exceptional financial need as reflected on student's FAFSA.

### **Matthew A. Thompson Fellowship for Student Leaders**

At least one 100% fellowship is funded annually. While the amount distributed annually may vary, the fellowship is intended to cover tuition, fees, books and living expenses. The recipient will be selected through an application process which includes the writing of an essay on the theology and praxis of leadership. The application and essay is received and reviewed each spring and the fellowship is awarded the next academic year. Recipient must maintain good academic standing.

### **Seminary Tuition Assistance after the Introductory Assistance Period**

Students who receive the introductory tuition assistance of 50% of the current tuition are eligible to apply for tuition assistance after the introductory period. The maximum one is eligible to receive will depend on financial need, as reflected on student's FAFSA and available seminary resources. Application beyond the initial award for the next semester or academic year must be submitted by: October 31 for newly calculated spring awards; June 30 for fall awards.

Financial need is determined by a formula which utilizes the Estimated Family Contribution (EFC) from the FAFSA. The deadline for filing the FAFSA must be observed. Students with financial need, as determined by the formula, will receive the recalculated assistance throughout the remainder of their seminary program.

In all cases, the number of hours of seminary tuition assistance and the number of years for which it is available are subject to seminary policy as stated in the course schedule and in the catalog.

Students who have no financial need as determined by the formula will not receive seminary tuition assistance after the introductory tuition assistance period. If, however, a student's financial situation changes such that her/his current financial circumstances are not accurately reflected on the FAFSA on which the financial need determination was made, or if the student has special circumstances or unusual expenses that might affect the need determination, the student may provide the relevant information to the Director of Student Financial Aid who may then make a professional judgment for in-house purposes to reevaluate the percentage of financial need.

### **Seminary Tuition Assistance for Readmitted Students**

Any student who has attended PTS, dropped out for more than one semester but less than three years, and then been readmitted, will be given tuition assistance consideration based on financial need as reflected in the student's FAFSA. A student who has a break in attendance of more than three years must reapply for admission to PTS as if s/he were a new student. The type and amount of her or his tuition assistance award will be reevaluated and awarded based on financial need as reflected in student's FAFSA. The tuition assistance award the student receives may or may not be the same as when the student previously attended PTS.

### **Globalization Awards**

Phillips Theological Seminary offers a limited number of scholarships each year for international travel experiences (e.g., to Central America, the Middle East, India, Africa), to be funded by the Thompson, Long, Thomure, and Memorial Boulevard Christian Church Endowment. Scholarships will be awarded on a competitive basis. Preference will be given to those with no previous international experience and who have at least one full year remaining in their seminary careers and who communicate their learning to the seminary community. Applicants must submit a 2-3 page essay describing why they wish to participate in such an experience. A faculty committee selects scholarship recipients. Interested students should contact the Office of the Dean.

To support a general globalization opportunity for all students, a percentage of tuition monies is designated for cross-cultural experiences each academic year. Such experiences may be seminary sponsored (e.g., BorderLinks) or individually designed. Programs not sponsored by PTS have the same application requirements as the Thompson, Long, Thomure, and Memorial Boulevard Christian Church Endowment.

### **Ecumenical Scholarship**

Contingent upon fund availability, a portion of the general fees assessed by the student body is used in the support of an ecumenical exchange student. This student is received through the Ecumenical Student Exchange Program of the National Council of the Churches of Christ.

### **Other Sources of Financial Aid**

There are numerous other sources of financial aid available to seminary students, some of which are mentioned below. Students are encouraged to inquire about financial support from home churches and regional offices. The student financial aid office may also have information about additional funding possibilities.

- Disciples Home Missions, Christian Church (Disciples of Christ). Information on scholarships is available at [homelandministries.org](http://homelandministries.org).
- Tulsa First Christian Church Fund. Scholarships are available from this fund of the First Christian Church (Disciples of Christ) of Tulsa, Oklahoma. Applications may be obtained from

- the student financial aid office. Students should apply directly to the Scholarship Committee, 913 South Boulder, Tulsa, OK 74119. Applications are due May 15.
- First Christian Church Foundation. This foundation has funds available for Disciples students. Contact them at 806-763-1995 or at 2323 Broadway, Lubbock, TX 79401 for information.
  - Verne Catt McDowell Foundation. This foundation is headquartered in Albany, OR and has funds available for Disciples seminary students. Their priority is Disciples students from the Northwest Region but others may apply.
  - Ida Benedict Memorial Fund. This fund is available to United Methodist students from the Enid District or who are serving churches in the Enid District and is administered by the Enid District Board of Missions. An application should be made to the Enid District Superintendent.
  - The Fund for Theological Education. This fund is over 50 years old and offers numerous scholarships and fellowship opportunities for highly promising students. See [www.thefund.org/programs](http://www.thefund.org/programs).
  - General Board of Higher Education and Ministry, United Methodist Church. Numerous scholarships are available to UM students certified by their district committees as candidates for ordained ministry. Applications may be obtained from the website at [www.gbhem.org](http://www.gbhem.org). Application deadlines vary from January 1 to May 15.
  - Cushing Trust Scholarship. This scholarship of \$1,000 is available to an Oklahoma United Methodist student who is preparing for a career in ordained ministry. The scholarship is provided from a trust fund established at Trinity United Methodist Church in Tulsa, Oklahoma, in memory of Merle and Hazel Cushing. Applicants should apply directly to Trinity United Methodist Church, 3737 South Peoria, Tulsa, Oklahoma 74105.

**Federal Direct Loans**

Students wishing to apply for a Federal Direct Loan must file a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). See the PTS Student Handbook for all details concerning Stafford loans and FAFSA filing deadlines.

**Doctor of Ministry Program**

**Approximate Total Cost of DMin Program**

The tuition rate for all PTS students is \$500 per semester hour; all DMin students receive seminary tuition assistance of approximately 35% which decreases their tuition to \$325 per semester hour.

For students who complete the degree in 4 years (3 semesters per year) the approximate costs would include:

Tuition for 32 hours (at \$325 per hour) .....	\$10,400
Student fees for 12 semesters .....	\$1,200
Continuation Fees .....	\$500
Matriculation and graduation fees .....	\$150
<b>TOTAL.....</b>	<b>\$12,250</b>

Students in each specialization will be charged a \$100 continuation fee plus a \$50 student fee for each semester in which there is a class the student needs for her or his degree and the student chooses not to enroll.

**Financial Aid (DMin Program)**

All DMin students will receive seminary tuition assistance of approximately 35% per credit hour throughout their enrollment in the DMin program. Students may apply for student loans by contacting Ann Jordan, the Director of Student Financial Aid.