



Student Handbook
2013-2014



Phillips Theological Seminary



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2013-2014 Student Handbook

Welcome to Phillips Theological Seminary!

Good communication is essential for a smooth transition into seminary and enhances the relationships between students, faculty, and staff. PTS communicates its policies and procedures to students primarily through the PTS catalog, the student handbook, and each term's course schedule.

The student handbook is designed as a valuable tool for your seminary journey. Please read it carefully and then keep it in an accessible location so that you can refer to it as needed. The handbook is also located on the PTS website at www.ptstulsa.edu.

At orientation, significant portions of this handbook are discussed; and you will be asked to sign a form acknowledging the receipt of this handbook and the discussion of significant items.

In addition, please read the [PTS Fall 2013 Catalog](#), which includes the seminary policies on which the procedures in this handbook are based. The catalog is available online at www.ptstulsa.edu.

It is also important that you carefully read the entire course schedule for each term. Information regarding adding and dropping classes, tuition refunds, and academic deadlines pertinent to that term are clearly outlined in each seminary course schedule. The most recent course schedule can be found on the PTS website at www.ptstulsa.edu.

Thank you for becoming familiar with the information in this student handbook, the seminary catalog, and the appropriate course schedule. If you have questions regarding seminary policies, please contact Staci Copenhaver in the dean's office, staci.copenhaver@ptstulsa.edu, (918) 270-6466. If there are questions regarding other information in this student handbook, please contact Katrina Morrison in the office of Admissions and Student Services katrina.morrison@ptstulsa.edu, (918) 270-6421.

Phillips Theological Seminary accords equal rights and privileges to all members of the seminary community. In the administration of its policies and procedures related to admissions, financial aid, and academic programs, the Seminary does not discriminate on the basis of race, color, national or ethnic origin, age, gender, gender identity, sexual orientation, or disability.

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The Campus

The Student Commons

The PTS campus consists of two buildings: the Cadieux Building and the Tabbernee Conference Center. The **student commons** is housed within the Cadieux Building and is an area used for a variety of purposes. The space is for “hanging out,” studying, eating, and celebrating. It is your home away from home and is meant to be a place of comfort. In the commons area you will find:

- student mailboxes (which you should check regularly);
- lunch served on Tuesdays and Thursdays;
- microwave ovens for heating snacks and lunches;
- a refrigerator for students to store small amounts of food for a limited time;
- snacks and drinks for a nominal cost in vending machines;
- first aid kit in the kitchen;
- chairs and tables for studying and visiting.

Other Special Places and Services

- The **front reception desk** is the place to:
 1. get change;
 2. leave mail for faculty and staff;
 3. purchase CD's, videotapes, flash drives, and postage stamps;
 4. obtain parking stickers;
 5. report any concerns related to the facilities, such as paper or toner problems, troubles with vending machines, plumbing problems, or uncomfortable temperatures in classrooms;
 6. find the lost and found;
 7. locate the security guard in the evening when s/he is not making her/his rounds.
- There are **two special prayer rooms** in the building. One is near the student commons area on the east hallway; the other is north of the main entrance. They are intended as quiet places for students, staff, faculty, and visitors.
- There is also a **day room**, set aside as a quiet place for resting and napping. It is off the hall south and west from the student commons.
- The **Student Senate Room**, which is open to all students, is across from the student commons in the west hallway. It is a resource center maintained by the student senate for all students
- There are **group study rooms** in the PTS library which is equipped with a copier and a few supplies for students. Your community life fee helps cover the cost of the copier, paper and supplies found there. Ask for assistance at the circulation desk, if necessary.

- The “**Fishbowl,**” across the hall from the registrar’s office, has computers and a printer available for use by students

The Library

The PTS library is located physically at the north end of the Cadieux Building. The staff is always happy to show you the layout of the library and orient you to the materials and technology you will need to be successful at PTS. The library’s virtual location starts here: <http://ptstulsa.edu/library>. See sections below to access our electronic resources.

Contact Information

The library email address – useful for renewing books and asking reference questions is ptslibrary@ptstulsa.edu. The circulation desk phone number is (918) 270-6437.

Hours

Monday • Wednesday • Friday: 8:00 AM – 5:00 PM

Tuesday • Thursday: 8:00 AM – 6: 30 PM

Saturday (only when classes are in session): 8:00 AM – 2:00 PM

Check the website for specific Saturday openings.

The library is closed on all seminary holidays.

Library Online Catalog

<http://ptstulsa.edu/PTSLibraryCatalog>

Electronic Resources

The library provides access to electronic books and numerous electronic databases. The link below will provide information on accessing our online databases. You will need to provide your firstname.lastname, then the five digits of your PTS library barcode in order to get in: <http://ptstulsa.libguides.com/onlineresources>

We are beginning to purchase a large number of electronic books. The link below will provide direction to accessing these. As you will see in the link below you will need to provide your firstname.lastname, then the last 5 digits of your PTS library barcode in order to get in: <http://ptstulsa.libguides.com/BooksMaterials>

Reserves

The primary access to course reserves is provided through your Moodle account. We also maintain print copies of all reserves in the library. Call (918) 270-6437 for your photocopying or scanning needs.

Services

The library offers multiple services to our students. We are grateful to the Student Senate for funding free student photocopying in the library. We also provide reference, scanning, interlibrary loan, and mailing materials to our students. If you have an information need – just ask us!

Collection

The library collections at Phillips Theological Seminary comprise holdings of approximately 90,000 items, making it the largest graduate theological library in the region extending from Dallas to Kansas City and St. Louis to Denver. It serves as an important resource for theological students, religious professionals and researchers in the area. The collection reflects the ecumenical and non-sectarian mission of the seminary.

The library provides access to 80,000 monographs, 750 hard-copy journals, electronic books and journals, a growing collection of DVDs and CDs, and microtext items. Access to our electronic **resources** requires a username and password. Please contact the library at (918) 270-6437 for assistance if you are unable to get in.

The library is pleased to have several special collections: [The Beasley Rare Book Room](#), the [Curriculum Resources Collection](#), Imbler [Discipliana Collection](#), and [The Merrick Hymnody Collection](#).

Circulation Information

PTS has a unique student body that is spread throughout a large geographic region. Our library's circulation policy reflects that uniqueness.

Books, DVDs, and CDs from our main collection circulate for 28 days. Materials can be renewed online as long as no one else has placed a hold on the item. For more information on how to renew your books online, see the instructions at <http://ptstulsa.libguides.com/BooksMaterials>.

Electronic books: The renewal process on electronic books is different from print books. If you have downloaded an electronic book, it will no longer be available after a specified period of time. (Generally 7 days). If nobody has placed a hold request for the book, you may download it again. An electronic book may also be accessed and read online without downloading it to a device, as long as nobody else is viewing the book at the same time. Further information about accessing and downloading electronic books is available at <http://ptstulsa.libguides.com/BooksMaterials>.

Meinders Chapel

The Meinders Chapel provides sacred space for weekly worship, prayer and silence. Eating and drinking are not permitted in the chapel except for the Eucharistic elements and water for the speakers. Cell phones should be silenced during worship and other events in the chapel. Please check with Susan Payne (susan.payne@ptstulsa.edu), interim worship coordinator for the seminary, or with Gina Robertson (gina.robertson@ptstulsa.edu) before making changes to the arrangement of the chapel furniture or before operating the chapel sound and video equipment.

Academic Information

Academic Calendar

Fall 2013

Orientation	Aug 22
First day of class	Aug 26
WD deadline	Oct 18
Concentrated course week 1	Oct 14-18
Borderlinks	Oct 18-25
Concentrated course week 2	Oct 21-25
Registration for spring	Oct 28-Nov 15
AAR/SBL: Baltimore	Nov 23-26
Thanksgiving recess	Nov 25-29
	<i>(seminary closed Nov 27 -29)</i>
Incomplete request deadline	Dec 6
Last day of classes	Dec 13
Grades due	Dec 20

Spring 2014

J-term week	Jan 6-10
DMin fortnight	Jan 6-17
Orientation	Jan 16
MLK Jr. Day	Jan 20
Remind & Renew	Jan 22-23
First day of classes	Jan 27
Worship and Wonder	Mar 7-8
Concentrated course week 1	Mar 17-21
WD deadline	Mar 21
Concentrated course week 2	Mar 24-28
Holy Week recess	Apr 14-18
	<i>(seminary closed Apr 18-21)</i>
Incomplete request deadline	May 9
Awards Day	May 13
Last day of classes	May 16
Graduation	May 17
Grades due	May 23

Summer 2014

Summer I term	Jun 2 – Jun 27
DMin fortnight	Jun 16-27
Summer II term	Jul 7-25
Summer coursework deadline	Aug 1
Summer grades due	Aug 8

Moodle Information and Instructions

Moodle is the online learning platform at PTS. All of your classes will include Moodle as a component.

The process for entering Moodle is:

1. Open your internet browser. Firefox and Internet Explorer are the two recommended browsers.
2. Enter the seminary web page (www.ptstulsa.edu) and click on the Moodle link in the upper right or in the 'Academics' dropdown menu. Then click on one more Moodle link.
3. An alternative is to type <http://moodle.ptstulsa.edu> in your browser's address bar and go directly to the PTS Moodle site.
4. Bookmark the page for easy access later. Notice that a help link is provided on the front page in case of technical difficulty. This link sends an email to the three PTS Moodle Administrators: Staci Copenhaver, Susanna Southard, and Carl Muehlberg.
5. On the Moodle page, look for the green login box on the left. Next to 'Username' type your first name, a dot, and your last name all in lower case letters. Next to 'Password', type the password provided in an email from Staci Copenhaver. Follow the instructions on the screen to change your password the first time you log in.
6. If you cannot remember your password, follow the instructions on the screen.
7. Once you have successfully logged in, available courses in which you are currently enrolled will show up in the center of the page. If the semester has not yet started, the course may not be ready and you will not see it. **If the semester has started and you do not see a course in which you are enrolled, contact Staci Copenhaver (staci.copenhaver@ptstulsa.edu) for assistance.**

To upload a picture or make other changes to your personal profile in Moodle:

1. Click on 'Edit Profile' under 'My Profile Settings' on the left side of the page below 'My Courses'.
2. On the 'Edit Profile' page, make any changes you would like using the dropdown menus.
3. Click on the little blue 'i' for information where you have questions.
4. Verify that the 'Email digest type' field is set to 'Complete' or 'Subjects' to avoid being inundated by email notifications.
5. Scroll down to 'User picture' and click 'Choose a file' to upload a picture from your computer.
6. **Be sure to click 'update profile' at the very bottom of the page to save your changes, including the picture.**

To enter a course, simply click the link to the title of the course. The Resources for Success at PTS course contains helpful information about how to perform basic functions in Moodle and how to make the most of the PTS library.

If you find Moodle is not as user friendly as you had hoped, please contact Staci Copenhaver (staci.copenhaver@ptstulsa.edu) in the dean's office, and she will work with you or refer you to a student who can help you. We want you to be able to use Moodle with ease and confidence.

Computer/Online/A-V Support – By Function

- A-V Equipment Check Out – ptslibrary@ptstulsa.edu
- A-V Training and Support for chapel and classrooms – carl.muehlberg@ptstulsa.edu or staci.copenhaver@ptstulsa.edu
- Computer-related Hardware Problems – carl.muehlberg@ptstulsa.edu
- Computer-related Software Questions – carl.muehlberg@ptstulsa.edu
- Electronic Course Evaluations – staci.copenhaver@ptstulsa.edu
- Library Reserves on Moodle – mary.coniglio@ptstulsa.edu
- Moodle or Chalk&Wire Access and Use – staci.copenhaver@ptstulsa.edu or susanna.southard@ptstulsa.edu
- Moodle or Chalk&Wire Content – staci.copenhaver@ptstulsa.edu or susanna.southard@ptstulsa.edu
- Portfolio Review Process – susanna.southard@ptstulsa.edu
- PTS Student E-mail Accounts Access and Use – katrina.morrison@ptstulsa.edu
- PTS Website Content and Functionality – sara.smith@ptstulsa.edu
- Server Problems – carl.muehlberg@ptstulsa.edu
- Student Hardware Problems after hours – staci.copenhaver@ptstulsa.edu, referring to carl.muehlberg@ptstulsa.edu as appropriate
- See *directory on page 10 for phone numbers.*

Books for Classes

Booklists may be obtained on the Phillips Theological Seminary website, www.ptstulsa.edu. Go to Academics and then to Booklists. Questions should be addressed to Staci Copenhaver at staci.copenhaver@ptstulsa.edu.

You may purchase your text books from any place you wish. Ads for used books may be placed on the bulletin board in the Student Commons. Please contact Katrina Morrison (katrina.morrison@ptstulsa.edu) about use of the bulletin board space.

Concentrated Courses (and Other Courses that meet fewer than 13 weeks)

Please be aware that you must enroll in concentrated and weekend courses at the beginning of the semester during the enrollment period. Contact Staci Copenhaver for course materials. You will have reading and writing assignments to complete before the class meets.

Basic Style Guidelines for Research Papers

Students should consult the PTS style guide when writing research papers. Formal theses must be prepared according to form guidelines in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed. Chicago: University of Chicago Press, 2013.

You will find Research and Writing Resources on the PTS website in the Library drop down menu or by going directly to http://ptstulsa.libguides.com/research_writing. On this page you will also find the *PTS Style Guide* that will outline citation guidelines for your written work while a student at PTS.

Directors of Ministerial Formation/Denominational Support

Directors of ministerial formation help students who plan to seek ordination to move appropriately through the stages required by their particular denomination. Please contact the relevant director for an appointment.

- Baptist traditions: John L. Thomas, Jr., DMin
- Disciples of Christ: John M. Imbler, DD, DMin
- Episcopal Church: Rick Brewer, MDiv
- Presbyterian (USA): Todd Freeman, MDiv
- United Church of Christ: Richard F. Ward, PhD
- United Methodist: Ellen J. Blue, PhD
- Unitarian Universalist: Ron Robinson, MDiv

Other Helpful Information

Name Badges

All faculty, students, and staff are asked to wear name badges at all times while they are on campus. For security and identification purposes, students' guests (including family members) and all other guests should sign in at the reception desk and get visitor badges to wear while they are on the campus.

Any student who has forgotten or misplaced an ID badge must go to the front desk, sign in, and get a temporary badge good for that day only. If a misplaced badge cannot be located within one week, the previously assigned badge must be de-activated; and a new ID badge must be ordered. **The cost of a replacement badge is \$10.00. This expense is the responsibility of the student and should be paid at the front desk when picking up the new ID badge.**

Parking

During the school year, students and most faculty and staff will park on the back (east) side of the main building and enter from there. Parking stickers will be issued after you complete a registration form at the reception desk. One sticker will be issued at no charge; however, each replacement or additional sticker will cost \$2.00. The sticker should be placed in the lower left (driver's) side of the front window so the number on the sticker is easily seen. If you get a different vehicle, please transfer your current sticker to the new vehicle and immediately complete a new registration form at the reception desk.

Resources for Personal Support

If students need assistance from someone outside their life situation, referrals can be made to pastoral counselors, spiritual directors, and/or consumer indebtedness counselors. (Some financial assistance is available to help with these services. Some pastoral counselors accept insurance reimbursement.) Susanna Southard, Pastor to the PTS Community, is the primary contact for referrals.

Emergency Financial Assistance

Student Emergency Fund: This account is funded through chapel offerings and special gifts received during the school year. It is available to students in need of assistance in emergency situations. Grant amounts depend on need and the amount of money in the fund. Repayment is not required, but contributions from the recipients are encouraged after the recipients' situations have improved.

See Katrina Morrison, assistant for admissions and student services and financial aid officer for assistance with either of these funds. You may rely on confidentiality.

Email and Phone Directory for Faculty and Staff

Last Name	First Name	Phone at PTS 918-270-nnnn	Email address
Bessler	Joe	6448	Joe.Bessler@ptstulsa.edu
Blue	Ellen	6443	Ellen.Blue@ptstulsa.edu
Brewster	Geoff	6478	Geoff.Brewster@ptstulsa.edu
Conger	Lora	6402	Lora.Conger@ptstulsa.edu
Coniglio	Mary	6427	Mary.Coniglio@ptstulsa.edu
Copenhaver	Staci	6466	Staci.Copenhaver@ptstulsa.edu
Davison	Lisa	6407	Lisa.Davison@ptstulsa.edu
Esslinger	Jules	6414	Jules.Esslinger@ptstulsa.edu
Franklin	Lucy	6430	Lucy.Franklin@ptstulsa.edu
Grigg	Diana	6426	Diana.Grigg@ptstulsa.edu
Imbler	John	6423	John.Imbler@ptstulsa.edu
Imbler	Toni	6412	Toni.Imbler@ptstulsa.edu
Krase	Judy	6468	Judy.Krase@ptstulsa.edu
Linton	Josh	6463	Josh.Linton@ptstulsa.edu
Livingston	Dana	6453	Dana.Livingston@ptstulsa.edu
McCallie	Kathy	6441	Kathy.McCallie@ptstulsa.edu
McGarrah Sharp	Mindy	6452	Mindy.McGarrah.Sharp@ptstulsa.edu
McGilvray	Mary	6405	Mary.McGilvray@ptstulsa.edu
McIlInay	Charlotte	6404	Charlotte.McIlInay@ptstulsa.edu
Melton	Danny	6482	Danny.Melton@ptstulsa.edu
Morice Brubaker	Sarah	6418	Sarah.morice.brubaker@ptstulsa.edu
Morrison	Katrina	6421	Katrina.morrison@ptstulsa.edu
Muehlberg	Carl	6475	Carl.Muehlberg@ptstulsa.edu
Payne	Susan	6413	Susan.Payne@ptstulsa.edu
Peluso-Verdend	Gary	6406	Gary.Peluso-Verdend@ptstulsa.edu
Pierce	Malisa	6409	Malisa.Pierce@ptstulsa.edu
Pittman	Don	6454	Don.Pittman@ptstulsa.edu
Pittman	Nancy	6440	Nancy.Pittman@ptstulsa.edu
Powers	Clair	6431	Clair.Powers@ptstulsa.edu
Robertson	Gina	6408	Gina.Roberston@ptstulsa.edu
Scott	Brandon	6445	Brandon.Scott@ptstulsa.edu
Sebeni	Bill	6422	Bill.Sebeni@ptstulsa.edu
Shapoval	Sandy	6459	Sandy.Shapoval@ptstulsa.edu
Smith	Dennis	6442	Dennis.Smith@ptstulsa.edu
Smith	Sara	6451	Sara.Smith@ptstulsa.edu
Southard	Susanna	6446	Susanna.Southard@ptstulsa.edu
Thomas	John	6455	John.Thomas@ptstulsa.edu
Thorp	Zac	6432	Zac.Thorp@ptstulsa.edu
Voigt	Susan	6415	Susan.Voigt@ptstulsa.edu
Walker	Virginia	6417	Virginia.Walker@ptstulsa.edu
Ward	Richard	6449	Richard.ward@ptstulsa.edu

Security	Daytime	6400	
Security	After 5 pm	918-852-4930	
Circulation Desk		918-270-6437	
Inclement weather		918-270-6467	
Main fax line		918-610-8404	

Staying Overnight in Tulsa

If you want to come to Tulsa the night before a class, stay over following a class and/or need a place to stay during a concentrated or weekend course, please contact Katrina Morrison (Katrina.morrison@ptstulsa.edu). Some local hotels kindly offer discounted rates for PTS students. In addition to hotel options, a local Monastery has **limited** space and welcomes PTS students for a small donation.

PikePass

If you use an Oklahoma turnpike coming to Tulsa, you can get a PIKEPASS. It will save you money, time and the aggravation of having to have cash in hand. Call 1-800-745-3727, notice the signs at the tollbooths that tell you where a PIKEPASS can be obtained, or check the web at www.pikepass.com.

Weather

In case of inclement weather, such as heavy snow or ice, call 918-270-6467 for a recorded announcement indicating whether or not PTS has cancelled classes. Class cancellation and weather information may also be found on the website www.ptstulsa.edu. Please be sure to check one of these sources because the weather at your home and in Tulsa can be considerably different. If you are outside of the greater Tulsa area, do not rely on your local weather reports.

Community Life

2013-2014 Student Senate

The Student Senate is a body of student representatives elected each spring semester for the following academic year. The senate works to create and support a spirit of hospitality within our diverse community. Student Senate members are available as resource persons when they are on campus.

The senate holds special meetings to share concerns, make plans for the future, and decide about its role in community life. Various members of the PTS staff meet regularly with the senate to provide answers to questions and share future plans for PTS. Please contact one of the members listed below or plan to attend one of the SS meetings yourself if you have questions or concerns relative to community life.

Email Directory for Student Senate

Name	Denomination	Email
Ulysses Allen	Baptist	ulysses.allen@student.ptstulsa.edu
Cynthia Calloway	Non-denominational	cynthia.calloway@student.ptstulsa.edu
Angie Combs	Metropolitan Community	angie.combs@student.ptstulsa.edu
Jennifer Harmon	United Methodist	jennifer.harmon@student.ptstulsa.edu
Marnie Leinberger	Disciples of Christ	marnie.leinberger@student.ptstulsa.edu

Community Worship and Student Preaching

The PTS Worship Committee developed the following mission statement:

**Worship, central to the PTS community,
celebrates the Holy with joy and awe
by practicing theological education--
the way of Jesus in the world.**

During the Fall and Spring semesters, worship is ordinarily held on **Tuesdays and Thursdays at 11:30 a.m. – 12:00 noon** in Meinders Chapel. Worship services are often led by members of the community. During concentrated

course weeks and for weekend courses, one worship service is offered for the community.

Guest preachers and speakers, which may include faculty, staff and special guests from the area, are often invited to serve as worship leaders. There are also opportunities, on occasion, for students to preach in Meinders Chapel.

Contact Susan Payne (susan.payne@ptstulsa.edu) if you would like to assist with worship. We hope the services will speak to the needs of our diverse community and help us be in relationship with God and all of God's creation.

Noontime Community Lunch

We eat lunch together in the student commons following chapel worship Tuesday and Thursday. You may choose to purchase a meal and/or salad or bring your own food.

This is a time for relaxing and visiting with other students, faculty, staff and guests visiting the campus. Announcements pertinent to the life of the community are made during this time.

Weekly Email Communication

In an effort to make the community aware of joys and concerns that the faculty, staff, students, and trustees choose to share and to keep the community informed of upcoming events of interest, a weekly email is sent out by Student Services. Connecting Community (CC) is the weekly email sent out on most Fridays to faculty, staff, students, and trustees.

If you have an item for the CC, or if you do not receive the CC and you would like to, please contact Susanna Southard at susanna.southard@ptstulsa.edu.

Bulletin Boards

Bulletin boards are located in the student commons and are intended for communication within the PTS community. It is the policy of Phillips Theological Seminary that, apart from coursework, only seminary activities, outside events which carry a PTS sponsorship, news and notices of PTS-related people (including alums and former faculty, staff, and trustees), and specific denominational information pertaining to ministerial certification, judicatory announcements for ministry, and ministerial appointments or positions may be posted on bulletin boards, sent by email, or in other ways distributed as notices. Events, activities, promotions, and invitations of interest to the community not

falling into the above criteria shall be forwarded to Student Services at announcements@ptstulsa.edu to be considered for inclusion in Connecting Community. Materials should be dated before posting; items will be discarded after 60 days. The denominational board on the east wall is for communication by the directors of ministerial formation. Please contact Student Services for additional information.

Going Green!: Recycle, Conserve, Re-use

We believe all of God's creation is interconnected and interdependent, and we have a responsibility to conserve, recycle, and re-use as many of our resources as possible.

In the Student Commons you will find containers for recycling #1 and #2 plastic containers and aluminum cans. Boxes for paper are beside the library and student senate room copiers.

Please support the earth's resources by conserving, recycling, and re-using. Thank you!

Seminary Policies

Attendance Policy

At PTS, class attendance and engaged participation are very important. Every member of the faculty and student community is, in fact, both teacher and learner. Therefore, a class absence means more than merely a missed delivery of educational content. It also means the irrecoverable loss of a unique dialogical “learning-through-teaching” opportunity for oneself and others.

In view of this understanding, PTS has an established Attendance Policy that states: “any student who misses 20% or more of the class contact hours for a course, for any reason, cannot pass or successfully audit that course.” The intention of the policy is not to be punitive, but to recognize that students should retake courses for credit if they miss a significant number of the class contact hours.

The 20% rule, noted above, holds for online classes as well. In an online class, the instructor will set forth in the syllabus the requirements for what constitutes class attendance. The standard may change from week to week depending on the assignment. Typically, attendance is measured by posts-per-week on the discussion board or other activities. The instructor sets the minimum number of posts-per-week required for a student to be considered present. If a student fails to make that minimum number of posts-per-week, s/he will be considered absent for the week. If a student is absent for more than 20% of the semester, s/he cannot pass the course.

Adding and Dropping Classes

Forms for adding and dropping courses are available in the registrar’s office or on the PTS website: <http://www.ptstulsa.edu>.

A student may not add a course beyond the first week of a fall or spring semester, regardless of course schedule configuration (e.g., weekly, weekend, concentrated, arranged, online). In a January term, courses must be added at least three weeks prior to the beginning of the term, or in a summer term, at least three weeks prior to the beginning of the module in which the course is offered.

The policy on dropping courses is as follows:

- During the first three weeks of a fall or spring semester, or within the first 7 class contact hours in a January or summer term: courses may be dropped for any reason. No record appears on the transcript.
- In the fourth through the eighth week of a fall or spring semester, or between 7 and 14 class contact hours in a January or summer term: courses may be dropped for any reason. The dropped courses will be listed on the transcript with a “WD” indicating withdrawal.
- After the eighth week of a fall or spring semester or after 14 class contact hours in a January or summer term, courses may be dropped

with a grade of “WD” only for verified extenuating circumstances of a non-academic nature. A written petition, explaining the extenuating circumstances, must be presented to the dean. If that petition is granted, a “WD” will appear on the transcript. If the petition is not granted, the dean will notify both the student and the course instructor of the decision. The course instructor will assess the student’s performance up to the date of the student’s withdrawal, and a grade will be issued and will appear on the transcript. Students may appeal a negative decision by the dean to the Master’s Committee.

The policies for adding and dropping courses in a fall or spring semester apply equally to master’s level students enrolled in all courses regardless of schedule configuration (e.g., weekly, weekend, concentrated, arranged, online).

Because seminary courses that convene on several weekends during the semester or during a concentrated course week focus all class contact hours in a limited period of time, faculty will expect students to begin reading and working on assignments prior to the first class session. Normally, they will also expect students to complete research and writing assignments after the date of the last class session. In other words, despite the concentrated schedule for class meetings, such seminary courses should be understood to require academic work throughout the entire semester. It is the responsibility of all students who register for such courses to contact the dean’s office by the first day of the fall or spring semesters (or at least three weeks before the first class session of a January or summer term course) to obtain a course syllabus, which will specify assignments that must be completed prior to the first class session.

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 requires criminal background checks for degree-seeking 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.

Disabilities Policies and Procedures

Consistent with its mission to educate women and men for varied Christian ministries in church and society, Phillips Theological Seminary is committed to providing equal access to its programs of graduate professional education for all qualified students with learning, physical, medical, or psychological disabilities. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. Accordingly, the Seminary aims to provide reasonable accommodation for qualified individuals with a disability to ensure their access and participation in Seminary programs.

Once admitted to PTS, but at least 6 weeks prior to matriculation, entering students requesting accommodations should petition the Office of the Associate Dean for Admissions and Student Services for consideration. Current students should petition as early as possible, but at least 6 weeks prior to the beginning of the semester in which accommodations are requested. Later submission of documentation may result in a delay in implementing any accommodation plan.

In support of the written petition, students must submit relevant, current documentation of a disability from a qualified health professional(s). These materials will be forwarded to an educational consultant with special training in disabilities who will suggest appropriate action to the Seminary.

Appropriate documentation should include:

- a description of the disability, including duration and severity;
- test scores and interpretation, if relevant;

- information concerning prescribed medications and their potential side effects;
- assessment of substantial disability-based limitations and how they relate to the educational environment;
- recommendations concerning educational accommodations.

The Seminary reserves the right to request additional documentation, if needed. No documentation will result in a waiver of PTS admissions policies, regulations regarding acceptable behavior, or course objectives and requirements, including the attendance policy. All costs for testing and assessment in support of the petition are the responsibility of the student, although testing costs may be reimbursed by health insurance companies. Educational consultant charges are the responsibility of the Seminary. After receiving the educational consultant's evaluation, the associate dean, in consultation with the dean and the student, will recommend specific accommodations. Implementation expenses, if any, are the responsibility of the student.

After a plan of action has been determined, the student must fill out a notification form, listing the instructors, academic adviser, and director of ministerial formation who should be notified about the learning disability and the recommended accommodations. Information about student disabilities is only provided to individuals on a need-to-know basis. The associate dean will consult with instructors about implementing the accommodation plan. Notification forms must be completed by the student each semester.

If a student requests accommodation directly from a faculty member without completing the procedures outlined here, the faculty member should counsel the student to contact the associate dean for admissions and student services. Accommodations for reported disabilities should not be provided without notification from the associate dean.

At the point of each portfolio review, students with disabilities who have negotiated specific accommodations should evaluate with their advisers and the associate dean the effectiveness of their accommodation plan.

Email Requirements

All PTS students are assigned a *student.ptstulsa.edu* email account. This email account will be the **ONLY** email address used by the seminary to communicate official seminary business. You will be notified when the account has been activated and is ready to be used. Included in this notification will be instructions on how to forward your PTS emails to your personal email account, if you choose.

Financial Aid

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. Graduate Diploma, 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 Fall 2013 semester is \$400 per credit hour. However, new students who are eligible for the introductory tuition assistance will pay 50% of tuition for one academic year from date of first matriculation. Master's degree-seeking 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).

Tuition for Graduate Diploma and Special students is \$225 per credit hour. This tuition rate will be maintained to the completion of the Graduate Diploma program and one year as a Special Student.

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 in the catalog.

Federal Direct Loans are also available to PTS students in degree programs who take 6 or more hours per semester and meet other federal eligibility requirements. Certificate, Graduate Diploma students and Special Students are not eligible to receive Federal Direct student loans. All students who receive a Federal Direct Loan at any time in their course of study at PTS must complete an exit interview online. 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.

A Student Financial Aid officer 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 student financial aid officer in cooperation with the Associate Dean for Admissions and Student Services and the financial aid committee. Apply online at www.fafsa.ed.gov.

Seminary Tuition Assistance

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, scholarship, or financial-need-based tuition assistance, is renewable each year provided that 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 assigned donor(s);
- 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.

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 3 hours of withdrawal 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.

Academic Probation and Dismissal

Master's level students are placed on academic probation when their cumulative grade point average falls below 2.5. Students on academic probation are limited to an enrollment of 9 semester-hours, excluding enrollment in one-hour Spirituality courses, RW 500: Orientation to Theological Research, and approved supervised ministry courses.

Students whose cumulative grade point average remains below 2.5 for two consecutive semesters are subject to suspension from the seminary for one calendar year. Students suspended under this policy must reapply for admission at least one month prior to the semester in which they hope to resume their degree programs.

Students may remain on academic probation for a maximum of three semesters (including non-consecutive semesters but not counting summer terms). Those not eligible for removal from academic probation at the end of their third semester are subject to permanent dismissal from the seminary.

Academic Misconduct

Integrity is a fundamental principle of academic life. Those who have the privilege of being members of the Phillips Theological Seminary community have an obligation to observe the highest standards of honesty, as well as a right to expect the same standards of all others. Academic misconduct is contrary to the purposes and functions of the seminary.

Academic misconduct includes such unacceptable behavior as false representations in application materials or other reports, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, bribery, submitting a paper twice, and cheating. It also includes assisting others in the acts mentioned above, as well as attempts to engage in such acts.

Plagiarism is an attempt to claim ideas or writings, which belong to another as one's own. Paraphrasing or even extensive rewriting of another's work does not eliminate the need to give appropriate credit. Any time an expression or idea is borrowed, appropriate credit must be given. In formal papers, quoted material must be documented as such and all sources must be cited. Cheating includes using unauthorized materials, information, or study aids in any academic examination or exercise. Submitting a paper for more than one class will not be allowed, unless special permission is secured from both professors. Any paper, or major part thereof, or other work turned in for two courses will not meet the requirements and will result in a "0" (F) for that assignment in either or both courses.

Procedure for Academic Misconduct Charges

If a faculty member believes that an act of misconduct may have occurred, he or she shall meet with the person(s) involved to make them aware of possible charges and evidence available. Administrators, staff members, or students who have knowledge of acts of possible misconduct will report this information to the faculty member concerned and he or she, in turn, will conduct the meeting discussed above. Should the faculty member decide that a penalty may be warranted, he or she may, at his or her discretion, assess guilt and pronounce judgment. If the student admits guilt and accepts such disposition of the case, the faculty member will administer the punishment within three working days following the initial meeting, and file with the office of the dean a written report of the charge, the evidence and the punishment administered. If the student maintains innocence or is unwilling to accept the judgment of the faculty member, or if the faculty member does not wish to decide the case, written charges must be filed in the dean's office within three working days following the initial meeting.

Once charges have been filed, the dean or his or her designee will meet with the person charged within five working days to discuss the charges and review the

evidence. This meeting does not presuppose the person charged is guilty but is only for the purposes of determining the facts and explaining the university policy and procedure for governing the disposition of such matters.

If the seminary does believe there are sufficient grounds to support the charges, the case will be handled in one of two ways. If the guilt is admitted, a penalty is fixed according to the guidelines given below but only after the dean or his or her designee has met with the professor involved and discussed possible actions. If, however, the person charged maintains innocence, an ad hoc committee will be appointed by the dean to conduct a hearing to make a determination of guilt or innocence. Willful failure of a person charged with academic misconduct to appear before the committee means that he or she is in default, and punishment will be pronounced and administered.

The ad hoc committee, chaired by the dean or his or her designee, will include two faculty members and two students and will conduct its sessions using procedural rules that it has developed and adopted.

Hearings must be held within fifteen working days after the initial filing of charges in the dean's office. The student involved will be informed of the decision of the committee, both orally and in writing, within two working days following the conclusion of the hearing.

Penalties for Academic Misconduct

The penalty for those found guilty of academic misconduct, regardless of when that judgment is rendered, shall range from a grade of "F" on the examination or academic exercise in question, to a grade of "F" in the relevant course, suspension from the seminary, permanent dismissal, or degree revocation. Any second conviction of academic misconduct mandates at least a suspension from the seminary for one calendar year. Records of convictions will be maintained in the student's academic file. These records will be purged when the student graduates or has not been enrolled in the seminary for a period of ten years.

A student who is convicted of academic misconduct, including plagiarism, in the production of a major research project or thesis (i.e., an MDiv or MTS Thesis, MTS Integrative Paper, or DMin Project) will have his or her coursework terminated and will be permanently dismissed. If the degree has been granted before the misconduct is discovered, the degree will be revoked. Results of these actions become a part of the permanent record.

Appropriate Behavior in the Seminary Community

Persons in the seminary community are expected to behave in ways that show character, integrity, and justice. The PTS family has an opportunity to demonstrate the kind of Christian community that cares for its members while also reaching out to others. We face age-old issues like accepting newcomers, dealing with disagreements, showing respect to those who are speaking, and knowing how to talk (or keep silent) about one's own academic achievements. We also face more recent issues like the considerate use of cell phones, personal computers, and Email messages.

The Student Senate encourages the larger PTS community to continue to reflect on our common experience in these and other areas. Together we can develop a creative covenantal approach to community that can guide us while we are in this building and in every other area of our lives as well.

The seminary's policy regarding non-discrimination is in the PTS catalog which can be found on the website at www.ptstulsa.edu.

Inclusive Language

As a Christian and theological community, we recognize the important role that language plays in shaping, perpetuating, or reshaping our lives. We know that language is not merely a collection of inert tools that enable us to "say what we want to say," but is a powerful and subtle force that orders the forms and values through which we perceive and interpret our world.

As Christians and ministers of the Word, we commit ourselves to avoid using language that damages or excludes persons or perpetuates demeaning stereotypes.

This includes language that establishes or reinforces bias against people because of their race, gender, ethnic group, age, profession, religion, economic status, national group, sexual orientation, marital status, etc.

- PTS recognizes that there is room for legitimate differences of opinion on such matters and does not attempt to prescribe in detail precisely which words, expressions, and usage are acceptable.
- PTS is not attempting to impose an ideology or arbitrary standard on anyone. It is attempting to raise consciousness in regard to language that may be offensive to some.
- PTS also encourages the community to be aware of the problem of language with reference to God. We need to be sensitive to the metaphorical, analogical nature of all our language about God, and to be aware that the Bible and Christian tradition use feminine and non-human as well as masculine images and categories for speaking of God.

Policy Regarding Sexual Harassment and Grievance Procedure

The complete PTS Policy Regarding Sexual Harassment and Grievance Procedure may be found in Appendix I.

Substance Abuse

The Board of Trustees of Phillips Theological Seminary adopted this statement on September 18, 1990: The unlawful possession, use or distribution of drugs or alcohol, on seminary property or as part of any seminary activity, is not allowed. Throughout this statement and related policy, a “drug” includes all controlled substances (as defined in the Controlled Substances Act, as amended from time to time, of the United States), and includes without limitation cocaine, crack, marijuana, heroin, amphetamines, barbiturates, and all other controlled substances. “Alcohol” means any alcoholic beverage (whether or not it contains more or less than 3.2% of alcohol), which is regulated by Oklahoma law, other than communion wine as described in the Facility Usage Policy. (See Gina Robertston for details of this policy.)

Smoking

Phillips Theological Seminary is a smoke-free environment. Smoking is not permitted in its buildings, courtyards, gardens, or at any entrance of the building. Smoking is permitted in the back (east) parking lot and grass areas around the parking lot or on exterior sidewalks at least 10 yards from the building.

Weapons

Both by Oklahoma Law and by institutional policy, no weapons of any sort are permitted on seminary grounds or in buildings. Such weapons include but are not limited to all firearms, incendiary or explosive devices, and knives with a blade in excess of 3 inches.

Complaint Procedures

A complaint is a statement by the student regarding a published policy or procedure the student judges has not been followed by a faculty or staff member.

Any student who wishes to lodge a formal complaint should initiate the procedure by contacting the dean. The dean will take the appropriate steps, which may require submission of a formal written statement by the complainant.

If the complaint is against the dean, contact should be made with the president of the seminary.

Written complaints will be shared with the Seminary's accrediting associations, but individual identities will be shielded.

The accrediting associations are:

The Association of Theological Schools in the United States and Canada
10 Summit Park Drive
Pittsburgh, PA 15275-1103
(412) 788-6506

The Higher Learning Commission of the North Central Association
of Colleges and Schools
The North Central Association of Colleges and Schools
30 North LaSalle St., Suite 2400
Chicago, IL 60602
(800) 621-7440

The seminary is also approved by the University Senate of The United Methodist Church (P.O. Box 871, Nashville, TN 37202-0871) to educate candidates for ordained ministry in The United Methodist Church.

Student Complaints concerning Grades

Academic evaluation is a responsibility that belongs exclusively to the faculty. However, should any student feel that s/he has been evaluated by an instructor in a wrongful or unfair manner either on an individual assignment or a final grade, an appeal may be made.

The student should first try to discuss the problem with the professor concerned. The professor concerned should try to resolve the problem in whatever manner s/he feels appropriate to the situation. The student may simply be misinformed, or the complaint may have some apparent justification. There also could simply be a failure to communicate on one or both sides. The faculty member should take the complaint seriously and try to ameliorate the problem in a way that is consistent with the standards of the profession.

Only if the student believes that s/he has not been treated appropriately should the case be referred to the dean. The dean will discuss the complaint with the professor, ascertain what additional facts are available, and determine what

actions have already been taken. The dean will then take whatever action s/he deems appropriate.

Commencement

Students may elect to graduate under the terms of degree requirements in a given catalog adopted by the Seminary after their first enrollment. Only students who have completed all requirements for graduation will be allowed to participate in the annual commencement exercises at the end of the spring semester and to have their degrees conferred at that time.

The Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's education records within 45 days of the day the seminary receives a request for access.
 - Students should submit to the registrar, dean, associate dean or other appropriate official, written requests that identify the records(s) they wish to inspect. The seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
 - Students should write the seminary official responsible for the record, clearly identify the part of the records they want changed, and specify why it is inaccurate or misleading.
 - If the seminary decides not to amend the records as requested by the student, the seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of directory information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
 - This information includes the student's name, home and business address, Email address, telephone numbers, place of employment, date and place of birth, degree program,

photograph, class level, enrollment status, dates of attendance, degrees and awards received, the most recent educational institution attended by the student, and other similar information.

- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the seminary has contracted (such as seminary security, attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Phillips Theological Seminary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Seminary Student Directory

In addition to the categories that are listed by FERPA as directory information (see above), Phillips Theological Seminary considers a student's denomination to be directory information. Students must notify the registrar by August 27, 2012 (Fall 2012) or by February 8, 2013 (Spring 2013), if they do not wish to have any or all of these information categories, including denomination, considered as student directory information.

Facility Usage

Phillips Theological Seminary considers it part of its mission to share its campus and is pleased to be able to offer its facilities to faculty, staff, and students for meetings, lectures, conferences, programs, retreats, receptions, and other similar gatherings. Please contact Gina Robertson, events coordinator, for specific details regarding the facility usage policy and the facility usage non-discrimination policies. Her phone number is 918-270-6408 and her Email is gina.robertson@ptstulsa.edu.

Security

For the safety and security of everyone, all entrances to the building will remain locked at all times, with the exception of the main entrance which is open from 8 to 5. In addition to using your ID badge to enter the building, we ask that you please wear it anytime you are on campus to identify you as a PTS student.

When A Crime Has Occurred:

When a crime has occurred, members of the PTS community should contact the seminary receptionists during the day and campus security at night. Local authorities can be reached as shown below:

Campus Security (after 5pm when classes are in session) – 852-4930
Police Emergency - 911
Tulsa Police - 596-9222
Crisis Intervention - 836-4357
Rape Hotline - 744-RAPE (7273)

In all situations where a crime may have occurred, especially those involving violence, timely reporting may be critical.

While crime has not been a problem on the PTS campus, all members of the community are wise to take normal precautions of locking cars, keeping track of their valuables at all times, and staying in well-lighted places.

When An Accident Has Occurred:

- Check with those involved to see if anyone has been hurt.
- Phone 918-610-8303 from off campus, ext. 6400 if on a seminary phone, or go to the front desk to inform the receptionists or security person on duty of what has happened. That person will call the appropriate staff person.
- Assist any person who has been hurt by staying with them and covering them if they are cold.
- Be cautious about moving anyone.

When Sexual Assault Has Occurred:

The Seminary relies on community and denominational educational programs to promote student awareness of rape, and other forcible and non-forcible sex offenses. Additional information is available in the Pastor to the Community's office.

Should a sex offense occur on campus, seminary personnel will assist the student in notifying the proper authorities, if requested by the student. Students should contact Susanna Southard, 918-270-6446 or the Dean's office.

Counseling is available for victims of sex offenses. Contact the pastor to the community or associate dean for admissions and student services for assistance and referral.

Appendix I: Sexual Harassment Policy

Phillips Theological Seminary (PTS) is committed to fostering and maintaining an environment of rigorous education and preparation of men and women for ministry. This environment must be free of sexual harassment.

Sexual harassment is illegal under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Higher Education Act Amendments. The Equal Employment Opportunity Commission (EEOC) of the United States Government defines sexual harassment in the workplace or in the academic setting as: "The use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal; or the creation of an intimidating hostile or offensive working environment through verbal or physical conduct of a sexual nature." Sexual harassment is a violation of professional ethics, and it should be regarded and treated as such by all members of the seminary community.

Sexual harassment by a vendor, contractor, or other third-party individual or entity having an agreement or contract with PTS may be grounds for the cancellation of such agreement or contract. The policy of PTS is to condemn sexual harassment.

Descriptions

It is imperative that members of the PTS community maintain the integrity of an environment that is not coercive, intimidating, hostile, or offensive. The work of educating women and men for ministry is best carried out in an atmosphere that fosters collegiality and mentoring, even though power differentials exist. Friendships are common between members of the staff, faculty, and students of the PTS community. This cuts across lines of gender and sexual orientation, promoting trust and acceptance among the members of the community. Sexual harassment can destroy or undermine the security of this atmosphere.

Sexual harassment prevents or impairs an individual's full enjoyment of educational or workplace rights, benefits, environments, or opportunities. Among those behaviors that could be considered sexual harassment are the following:

1. sexual remarks, jokes, or behavior;
2. unwelcome sexual advances, including unwanted touching;
3. requests for sexual favors;
4. the use of professional authority to inappropriately draw attention to the gender, sexuality, or sexual orientation of an employee, colleague, or student ;
5. insults, including lewd remarks or conduct;
6. visual displays of degrading sexual images or pornography;
7. indecent exposure;
8. pressure to accept unwelcome social invitations.

Sexual harassment occurs from these behaviors and other verbal or physical conduct of a sexual nature when any or all of the following conditions apply:

1. Submission to or rejection of such conduct by an individual is used, implicitly or explicitly, as a basis for employment decisions or academic decisions affecting such individuals; or
2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Such an atmosphere cannot and does not foster intellectual rigor or valuable, trusting human relationships. Both are necessary ingredients for good scholarship and professional excellence. The impact on the victim of sexual harassment can be profound. Studies on the effect of sexual harassment reveal disturbing consequences, such as loss of self-confidence, decline in academic performance, and inhibited forms of professional interaction. Sexual harassment has no place in the seminary community in any relationship-formal or informal. It is behavior that the seminary must seek to identify and eradicate.

Phillips Theological Seminary is obligated to take reasonable steps to identify and prevent sexual harassment. If an individual in a supervisory capacity has direct knowledge of an incident of sexual harassment on the part of a member of the PTS community, that supervisor is responsible for bringing the matter to the attention of the associate dean for admissions and student services. If grounds for action exist, he or she may serve as complainant in such a matter and pursue whatever procedure is deemed appropriate.

Sexual Harassment Grievance Procedure

The Sexual Harassment Grievance Procedure provides an equitable mechanism to implement the sexual harassment policy of Phillips Theological Seminary. The procedure seeks to provide confidentiality and a fair process for all parties involved. Together, the Policy and the Grievance Procedure help PTS create and maintain the highest standards of professional conduct and academic integrity.

The grievance committee has primary responsibility for interpretation of the PTS Sexual Harassment Policy, for the evaluation of complaints brought under it, and for making recommendations regarding such complaints to the seminary president. The grievance committee will not accept complaints it deems capricious or principally vindictive. Except in unusual circumstances, it will not pursue a case while the dispute is pending in another forum such as with another educational institution, a church judicatory, or through civil or criminal proceedings. Review of a complaint by the grievance committee should not be regarded as substitute for legal action.

Composition of the Grievance Committee

The grievance committee will have a direct line of accountability to the PTS president and members of the PTS community. It will be representative of the diversity and variety of roles within the seminary community. The committee will be chaired by the associate dean of admissions and student services who will act as chief investigating officer. The rest of the committee will be comprised of representatives of the following groups:

1. Masters students, or
2. Doctor of Ministry students,
3. Support Staff Council,
4. Administrative Council,
5. President's Cabinet, and
6. Faculty Senate

The grievance committee membership will include at least two males and two females. No person who has been accused in the complaint will participate in the investigation or resolution of the complaint. If the associate dean of admissions and student services or the designated representative from any group is the accused, or otherwise is recused, he or she will be replaced by an appointment from the PTS president. If the president is named in the complaint, the vice president will appoint an appropriate replacement.

A representative of each of the groups will be chosen by voluntary appointment with majority approval by that group by July 1 each year, to serve a one year term on the grievance committee, as needed. Representatives may serve as many consecutive terms as the group deems appropriate.

Complaint Procedure

1. The complainant should verbally present the complaint to the associate dean of admissions and student services or to the complainant's designated representative as promptly as possible after the alleged harassment occurs. If the complaint is made to the complainant's representative, the representative should refer the complainant to the associate dean of admissions and student services or accompany the complainant to talk with the director of student services.
 - A. The initial discussion between the complainant and the associate dean of admissions and student services will remain confidential, with no written record.
 - B. Only in accordance with legal requirements, the PTS Sexual Harassment Policy, or where any individual's personal safety is at issue or the well-being of the seminary is threatened shall information be acted upon or disclosed to others without the permission of the person making the complaint and the person against whom the

- complaint is made.
- C. The associate dean of admissions and student services has the authority to make a good faith effort to resolve the issue brought by the complainant through informal processes, at this stage. Informal resolution of the issue may occur with the consent of the complainant and the accused.
 - D. If the complainant, after the initial discussion with the associate dean of admissions and student services or after a good faith effort on the part of the associate dean of admissions and student services to resolve the issue, decides to proceed with a formal complaint, the complainant is to submit a written statement. This statement should be very specific, including everything that was said and done by both parties.
 - E. As soon as possible, preferably within seven (7) calendar days after receiving the written complaint, the associate dean of admissions and student services will inform the alleged offender, in writing, of the allegation and of the identity of the complainant. A copy of this document will be sent to the complainant and the alleged offender.
 - F. The accused may respond to the allegation and is encouraged to do so within seven (7) calendar days after receiving notification of the complaint.
 - G. The associate dean of admissions and student services will provide the complainant and the respondent with written notification of the names of the persons serving on the grievance committee. The notice also shall state the time and place of the first meeting of the grievance committee regarding this complaint and shall be postmarked at least ten (10) days prior to the date of the hearing.
 - H. The complainant and the alleged offender may file a written objection with the associate dean of admissions and student services regarding the service of any grievance committee member, setting forth specific reasons for the objection. After reviewing such objection, the chair may, but need not, request the seminary president to replace any member of the grievance committee with another person. The complainant and the accused are expected to cooperate with the associate dean of admissions and student services in this investigation, to the extent of answering pertinent questions and supplying or authorizing the release of relevant information when requested. If this cooperation is denied, the associate dean of admissions and student services shall inform the grievance committee, providing where possible his or her understanding of the reasons for the lack of cooperation.
 - I. Efforts will be made to protect the complainant from retaliatory action by the person(s) named in the complaint.
 - a. The accused party will be asked to refrain from any interaction with the complainant, except during official procedures regarding the complaint.

- b. The accused party will also be asked to keep the complaint private and to ask anyone with whom s/he shares this information to also keep it private and to refrain from any interaction with the complainant.
 - c. Any other requests or procedures the associate dean for admissions and student services deems appropriate to the particular situation.
2. Within no more than thirty (30) days and as soon as possible after a formal complaint has been lodged, the associate dean of admissions and student services will alert the grievance committee that a complaint has been filed and promptly call a meeting of the committee. Each member of the committee will receive a copy of the formal statement made by the complainant and any written response made by the accused.
 3. The grievance committee has two options: to dismiss or to proceed to further investigation. The grievance committee will base its decision on:
 - A. The seriousness of the complaint;
 - B. The degree to which the complaint alleges specific violations of the PTS Sexual Harassment Policy;
 - C. Whether the committee deems this to be a matter better handled by legal authorities.

If the committee decides to decline consideration of the complaint, it will submit an explanation in writing to the complainant and the alleged offender. A copy of the explanation will also be sent to the president of PTS. Dismissal of the complaint will end the seminary's involvement with the case, except where involvement may be required by a legal process.
 4. The associate dean of admissions and student services will gather all facts pertinent to the allegations of the complaint.
 - A. The investigation will be conducted promptly and impartially.
 - B. The investigation will include statements by the complainant(s), person(s) accused, and others, as necessary.
 5. The grievance committee has the following options:
 - A. If the committee concludes that on the basis of the investigation insufficient evidence of harassment exists to warrant any action, it may close the investigation and so notify the complainant and alleged offender in writing.
 - B. If the committee concludes on the basis of the investigation that sexual harassment has occurred, a report will be made to the president of PTS with recommendations for further action, such as:
 - a. Dismissal from the seminary
 - b. Probationary period followed by further review
 - c. Notice of censure placed in the perpetrator's file
 - d. Counsel to the victim to file civil action

- C. At the same time, the complainant and alleged offender will each be sent a copy of the report.
 - D. Every effort will be made to maintain confidentiality throughout the process, but total confidentiality cannot be guaranteed. The grievance committee will protect the privacy of both the complainant and persons accused in every way possible during the process of the complaint and thereafter.
6. PTS prohibits any form of retaliation against any faculty, staff, or student of PTS filing a complaint against any other faculty, staff, or student. Any retaliatory action of any kind taken against a complainant under this procedure will be the basis for a separate complaint subject to disciplinary action by the president of PTS.
7. If the grievance committee determines that a complainant knowingly made a false complaint or knowingly provided false information regarding a complaint, the committee may decide to send a report regarding this issue to the president of PTS for further action, such as:
- A. Dismissal from the seminary
 - B. Probationary period followed by further review
 - C. Notice of censure placed in the perpetrator's file
 - D. Counsel to the victim to file civil action.
8. One set of documents relevant to the complaint and procedures of the committee will be held in a confidential file for a period of five years. Cases concerning students will be filed in the registrar's office. Those concerning faculty or staff will be filed in the office of the corporate secretary. The registrar and corporate secretary will purge the files annually, as appropriate. All other copies of relevant documents must be shredded or otherwise destroyed.

Additional Matters

1. Cooperative Relationships: In the event a complaint is lodged against a PTS faculty, staff, or student by a faculty, staff, or student of another educational institution with which PTS has entered a formal relationship, the associate dean of admissions and student services will meet as soon as possible with her or his counterpart (who handles sexual harassment complaints) at that institution.

Because of the accusation of a PTS faculty, staff, or student, the PTS procedures will take precedence with the institutional counterpart or her or his representative invited to sit on the grievance committee for information and process. If the invitation is declined, that person shall be kept informed of disposition.

2. **Emergency Situations:** In an emergency, where the health or well-being of a member of the PTS community or the well-being of the seminary as an institution is threatened, any individual with knowledge of the situation should promptly inform the president or vice president of the seminary. The president, vice president or another person designated to act on the seminary's behalf, is authorized to take such steps as may be necessary and appropriate to ensure the well-being of the seminary community and the seminary.
3. **Federal and State Rights:** This policy is intended to supplement but not replace the rights under federal and state law of members of the seminary community to be protected from sexual harassment. Those laws have their own procedural requirements, including time limits, for filing a complaint. Proceeding under this policy may not satisfy those requirements.
4. **Seminary Agent Protection:** Members of the PTS community who hold formal responsibilities for the enforcement of this policy are considered, in the exercise of those responsibilities, to be acting as agents of the seminary and, accordingly, to the extent permitted by law shall be defended legally by the seminary for all such actions taken in good faith, even if mistaken.
5. **Relation to Other Policies, Rules, Guidelines, Regulations or Procedures:** This policy is designed to provide definitions and procedures for handling cases of sexual harassment. If a conflict should arise between the provisions of this policy and other seminary procedures, rules, regulations, or terms or conditions of employment, the provisions of this policy shall govern and control in cases of sexual harassment, unless those other procedures, rules, regulations, or terms or conditions of employment shall specifically provide to the contrary.
6. **Amendments:** The associate dean for admissions and student services may, from time to time, after consultation with appropriate faculty, staff, and student groups, propose amendments to this policy and procedure.

Appendix II: Professional Behavior and Netiquette

All those engaged in teaching and learning in the Phillips Theological Seminary community deserve respect as they participate in critical theological reflection and ecumenical conversation on the range of issues enlivening contemporary discernment and debate within the church and the broader society. Among the critical dynamics of respect and open space is learning to keep confidences, which is hopefully understood as a primary ministerial skill. All the expectations and practices under which the seminary currently operates in its teaching/learning functions apply to both on campus and online courses.

Participants in the online discussions do not have available the same visual and auditory clues as those in traditional classrooms for interpreting the tone and substance of contributed comments. It is, therefore, especially important that the following guidelines concerning appropriate 'netiquette' – i.e. etiquette for written communication shared via the internet – should be consistently observed. Although individual professors may have unique standards or procedures regarding class etiquette that are specific to their course design and learning goals, members of the seminary community should attend to the following general institutional standards:

1. In online discussion, statements of disagreement and alternate understandings are welcomed, and even encouraged among participants. Yet disparaging personal ad hominem attacks cannot be permitted, even if purported to be intended light-heartedly. Overt references or those by innuendo that violate the seminary's anti-discrimination policy will not be tolerated.
2. Rude, offensive, or abusive comments are entirely inappropriate. "Flaming" (typing words in capitals) or an excessive use of exclamation marks must always be avoided because they are widely understood to signal expressions of anger, hostility, or disrespect.
3. Attempts to use humor, and especially sarcasm, to advance one's position in online discussions are most generally confusing and ineffectual. In addition, the seeming innocence of jokes can be lost in transmission.
4. Participants should be attentive to maintaining a professional style of communication. Posted contributions on discussion boards should be free of misspelled words and other distracting technical errors. As with written papers, it is essential to properly cite sources.
5. There are different modes of communication for online classes, e.g. discussion boards and chat rooms—formal and informal—where the standards may be nuanced accordingly to fit the class situation. However, when communicating online, participants should carefully review what they have written before they actually send or post it, making certain that chosen modes of expression convey what they want to say and how they want to say it.
6. Finally, members of the seminary community are to avoid forwarding any type of junk mail (e.g. advertisements, solicitations, or sexually explicit materials) to others. Moreover, they should not violate the

privacy of others by divulging email address and comments outside of the class without express permission.