



Phillips Theological Seminary

2010 - 2011 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.

At orientation, significant portions of this handbook will be 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 2010-2011 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.

Thank you for becoming familiar with the information in this student handbook, the seminary catalog, and the appropriate schedules. If you have questions regarding seminary policies, please contact the dean's office, Staci Copenhaver (staci.copenhaver@ptstulsa.edu), 918 270-6466. If there are questions regarding other information within this handbook, please contact the associate dean for admissions and student services, Belva Brown Jordan (belva.jordan@ptstulsa.edu), 918 270-6420.

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, disability, or theological perspective.

TABLE OF CONTENTS

The Campus

The Student Commons.....	1
Other Special Places and Services.....	1
The Library.....	2
Meinders Chapel.....	3

Academic Information

Academic Calendar	4
Blackboard Information and Instructions	5
Books for Classes.....	6
Concentrated Courses.....	6
Basic Style Guidelines for Research Papers	6
Directors of Ministerial Formation	7

Other Helpful Information

Name Badges.....	8
Parking.....	8
Counseling Resources.....	8
Emergency Financial Assistance	8
Faculty and Staff Directory.....	9
Staying Overnight in Tulsa.....	10
PikePass.....	10
Weather	10

Community Life

Student Senate.....	11
Email Directory for Student Senate Members.....	11
Community Worship	12
Morning and Evening Prayer	12
Noontime Community Life	12
Weekly Email Communication	12
Bulletin Boards.....	13
Recycling	13

Seminary Policies

Attendance.....	14
Adding and Dropping a Class	14
Background Checks.....	15
Disabilities Policies	16
Email Requirements	17
Financial Aid	18
Academic Probation and Dismissal	20
Academic Misconduct.....	20
Definition	20
Procedure for addressing	20
Penalties for	21
Appropriate Behavior in the Seminary Community	21
Inclusive Language	22
Sexual Harassment	22
Substance Abuse.....	22
Smoking.....	23
Weapons	23
Complaint Procedures	23
Student Complaints on Grades.....	23
Commencement	24
The Family Educational Rights and Privacy Act (FERPA)	24
Facility Usage	25

Security

Crime	27
Accident	27
Sexual Assault	27

Appendix

- I - Sexual Harrassment
- II - NETIQUETTE

The Campus

The Student Commons

The PTS campus includes a student commons area which is used for a variety of purposes. This is space for “hanging out,” studying, eating, and celebrating. It is your home away from home and is meant to be a place of comfort for you. In this commons area you will find:

- student mailboxes which you should check regularly;
- lunch served on Tuesdays, Wednesdays, and Thursdays;
- food in the evening when there is excess from the noon meal;
- 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, floppy disks, and postage stamps;
 4. obtain parking stickers;
 5. report any concerns related to the facilities, such as paper or toner problems in the computer labs, 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 of them is near the student commons area on the east hallway; the other is near the main entrance. They are intended as quiet places for students, staff, faculty, and visitors.
- There is also a day room, which is set aside as a quiet place for resting and napping. It is off the hall south and west from the student commons.
- The Mady Fraser Student Senate Room across from the student commons in the west hallway, is maintained by the senate as a resource center for all students and includes a copier and some supplies. These materials are provided for the costs listed there.
- There are individual study carrels and group study rooms in the library.
- Computer lab room 204 has computers and a printer available for use by students. Paper is provided for the nominal cost listed there.

The Library

The PTS library is located at the north end of the Cadieux Building. The staff will be 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.

Contact Information

- Our library online catalog, WebVoyager can be accessed via the library link on the PTS website: www.ptstulsa.edu.
- 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

Hours are subject to change, but are generally:

- Monday – Thursday (when classes are in session) 8:00 AM – 8:00 PM
- Monday – Thursday (when classes are not in session) 8:00 AM – 5:00 PM
- Friday 8:00 AM – 5:00 PM
- Saturday (only when classes are in session) 8:00 AM – 2:00 PM
- **The library is closed on all seminary holidays.**

Electronic Databases

The library has many electronic databases available through EBSCOhost including the ATLA Religion Database, New Testament Abstracts, and Old Testament Abstracts. ATLASerials is available as a separate database. They can be accessed from the library website.

Please contact the library staff for access information.

Services

The library provides reference assistance, photocopying, and interlibrary loan services to its patrons.

Collection

In addition to the circulating collection, the library provides reference, periodical, audio-visual, and microtext materials.

The library maintains several special collections including the Preaching Collection, the Merrick Hymnody Collection, and the Rare Books 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, videos, DVDs, and audio cassettes from our main collection circulate for 28 days. Materials can be renewed on the web as long as no one else has placed a hold on the item.

- The library sends out renewal reminders (courtesy notices) by email before an item is due.
- If another library user requests an item, it must be returned at the end of the check-out period. A fine of \$1.00 per day is issued for not returning the item promptly in this situation.
- As long as a student is enrolled for the next semester, library materials can remain with the student.

Meinders Chapel

We are still developing guidelines for the best use of the wonderful facilities in Meinders Chapel. However, eating and drinking anywhere in the chapel are not permitted except for the Eucharistic elements and water for the speakers. Cell phones should be turned off or set on vibrate. Please check with Sheri Curry (sheri.curry@ptstulsa.edu), coordinator of seminary worship and chapel, 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 SEMESTER 2010

F	Jun 25	Deadline for applications for admission Deadline for new student financial aid applications
F	Aug 6	Summer class assignment deadline
Th	Aug 26	Orientation and registration for master's level students
M	Aug 30	First day of classes
M	Sep 6	Labor Day Holiday
Tu	Sep 7	Last day to add courses
Fr-Fr	Oct 15-22	BorderLinks Study Trip
M-F	Oct 11-15	Reading Week
M-F	Oct 18-22	Concentrated Course Week
F	Oct 22	Last day for course withdrawals
M-F	Oct 25	Registration for Spring 2010 begins
Sa-Tu	Oct 30 – Nov 2	AAR Atlanta, Georgia
F	Nov 12	Registration for Spring 2010 ends
Sa-Tu	Nov 20-23	SBL
M-F	Nov 22-26	Thanksgiving recess (seminary closed W-F)
Tu	Dec 1	Deadline for applications for admission for spring 2011 Deadline for new student financial aid applications
F	Dec 4	Deadline for incomplete requests
F	Dec 17	Last day of classes

SPRING SEMESTER 2011

M-F	Jan 3-7	January Concentrated Course
Th	Jan 13	Orientation and Registration for Spring semester
M	Jan 17	Martin Luther King, Jr. Holiday
Tu	Jan 25	First day of classes
Tu	Feb 1	Last day to add courses
W	Mar 9	Ash Wednesday service
M-F	Mar 14-18	Reading Week (OK spring break)
F	Mar 18	Last day for course withdrawals
M-F	Mar 21-25	Concentrated Course Week
Su	Apr 17	Palm Sunday
M-F	Apr 18-22	Holy Week recess
Su	Apr 24	Easter
M	Apr 25	Easter Holiday: no classes
F	May 7	Grades due for graduating seniors Deadline for incomplete requests
Tu	May 10	Awards luncheon
F	May 13	Last day of classes
Sa	May 14	Commencement
F	May 20	Grades due for all students

Blackboard Course Management System Instructions

The process for entering Blackboard is:

- Open your Internet browser.
- Enter the seminary web page (www.ptstulsa.edu) and click the Blackboard link. This takes you to <http://fishersnet.blackboard.com>.
- When the blackboard page comes up, look at the left of the page and click on the Login button. When the next page comes up, in lower case letters type your first name, a dot, and your last name in the Username Box. In the Password Box, type your first name (for example *john.doe* for username and *password01* for password).
- When the next page opens, look to the right hand side of the page under My Courses and click on the course in which you have been enrolled, (or to the left side to see menu options for editing your personal information such as your password and Email address).
- **Under My Courses check the list to make sure all the courses you enrolled in are listed. If you don't see the correct courses listed please send an Email to staci.copenhaver@ptstulsa.edu for assistance.**
- To enter a course, simply click the link to the title of the course.
- To update your Email address or change your password click the 'personal information' link on the left of the welcome screen.

If you find Blackboard 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 Blackboard with ease and confidence.

Computer/Online/A-V Support

Carl Muehlberg – PTS-Information Technology

Carl.muehlberg@ptstulsa.edu

Office phone: 918 270-6475

Students may visit with Carl during business hours, Monday – Friday, 8:00 a.m. – 5:00 p.m. After hours emails and telephone calls for student equipment problems should be screened first by Staci Copenhaver, staci.copenhaver@ptstulsa.edu.

Staci Copenhaver – Help Desk

Staci.copenhaver@ptstulsa.edu

Office phone: 918 270-6466

Cell phone: 918 527-2823

Staci is on call 24/7 to faculty, staff, and students for Blackboard related issues as listed below:

- Assist faculty and students with Bb applications
- Instruct students on Bb access and use as appropriate
- Notify Carl Muehlberg regarding student computer issues
- Set up courses in Bb and enroll students and faculty in their appropriate classes

- Create and monitor electronic course evaluations
- Troubleshoot Bb system when notified of a problem, perhaps with assistance from IT person at Fishersnet
- Serve as the primary seminary liaison with Bb

Books for Classes

Booklists may be obtained on the Phillips Seminary website, www.ptstulsa.edu, click Virtual Bookstore link on front page of website or contact Staci Copenhaver at staci.copenhaver@ptstulsa.edu.

You may purchase your text books from any place you wish. Through Cokesbury Bookstore there are two options for purchasing text books. 1) A Cokesbury Bookstore will be in the seminary building stocked with all of the books for the semester's courses during the first week of the semester, Tuesday, Wednesday and Thursday. Once the Cokesbury Bookstore on campus closes books will be transferred to the full service Cokesbury in Tulsa located at 6024 S. Yale Ave. (in Kingspointe Village Shopping Center). 2) You may also purchase books through the PTS online bookstore, hosted by Cokesbury.com. Go to the PTS website and click on the Virtual Bookstore line on the front page or go to the Current Students drop down menu and click on the online bookstore. PTS students receive a 20% discount with both Cokesbury purchasing options. The Cokesbury Bookstore in Oklahoma City at 6907 North May (405-858-5195) is always glad to order books for you if they don't have them in stock.

There are other online book stores sources, as well (i.e., Amazon.com, Barnes and Noble.com, etc.). Ads for used books may be placed on the bulletin board in the Student Commons. Please contact Belva Brown Jordan (belva.jordan@ptstulsa.edu) about use of the bulletin boards.

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

Please be aware that you must enroll in concentrated courses at the beginning of the semester and 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*, 7th ed. Chicago: University of Chicago Press, 2007.

Directors of Ministerial Formation/Denominational Support

(Phone numbers and Email addresses are in the faculty and staff directory on page 8.)

- Christian Church (Disciples of Christ): John Imbler, PTS Executive Vice President and Associate Professor of the History of Christianity and Disciples Studies.
- United Methodist Church: Ellen Blue, Associate Professor of the History of Christianity and United Methodist Studies.
- Presbyterian Church (USA): Todd Freeman.
- Episcopal: Rick Brewer.
- Baptist Traditions: John L. Thomas, Jr., Associate Dean for Academic Affairs, Director of Supervised Ministries, and Assistant Professor of Practical Theology.
- United Church of Christ: Richard F. Ward, Fred B. Craddock Associate Professor of Homiletics and Worship.
- Evangelical Lutheran Church in America: Bishop Floyd M. Schoenhals.
- Unitarian Universalist: Ron Robinson.
- Cooperating Baptists and other students Oklahoma City area: Bruce Prescott, PTS Coordinator United Ministry Center, University of Oklahoma, Norman
- Other Tulsa Students: Susanna Southard, Instructor in Hebrew Bible, PTS Chaplain.

Directors of ministerial formation aim to 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.

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 deactivated; 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, chaplain 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.
- Wiseman Emergency Loan Fund: This fund helps students who have emergency needs by providing no-interest loans. The maximum loan amount is \$250.00 and monies must be repaid in three months.

See ,Katrina Schwartz, assistant for admissions and student services, or Belva Brown Jordan, associate dean for admissions and student services, 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
Conger	Lora	6402	Lora.Conger@ptstulsa.edu
Coniglio	Mary	6427	Mary.Coniglio@ptstulsa.edu
Copenhaver	Staci	6466	Staci.Copenhaver@ptstulsa.edu
Curry	Sheri	6413	Sheri.Curry@ptstulsa.edu
Davison	Lisa	6407	Lisa.Davison@ptstulsa.edu
Esslinger	Jules	6414	Jules.Esslinger@ptstulsa.edu
Ford	Linda	6463	Linda.Ford@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
Jodoin	Karla	6403	Karla.Jodoin@ptstulsa.edu
Jordan	Ann	6401	Ann.Jordan@ptstulsa.edu
Jordan	Belva	6420	Belva.Jordan@ptstulsa.edu
Jordan	Tonee	6400	Tonee.Jordan@ptstulsa.edu
Krase	Judy	6468	Judy.Krase@ptstulsa.edu
Kunz	Sandra	6441	Sandra.Kunz@ptstulsa.edu
McInay	Charlotte	6404	Charlotte.McInay@ptstulsa.edu
Morice Brubaker	Sarah	6418	Sarah.morice.brubaker@ptstulsa.edu
Muehlberg	Carl	6475	Carl.Muehlberg@ptstulsa.edu
Peluso-Verdend	Gary	6406	Gary.Peluso-Verdend@ptstulsa.edu
Penrose	Leslie	918-260-7181	revlesp@cox.net
Pittman	Don	6454	Don.Pittman@ptstulsa.edu
Pittman	Nancy	6440	Nancy.Pittman@ptstulsa.edu
Powers	Clair	6431	Clair.Powers@ptstulsa.edu
Prescott	Bruce	405-447-2471	Bruce.Prescott@gmail.com
Robertson	Gina	6408	Gina.Roberston@ptstulsa.edu
Robinson	Ron	918-691-3223	RevRonRobinson@aol.com
Schoenhals	Floyd M.	918-492-4288	bishop@arokoffice.org
Schwartz	Katrina	6421	Katrina.schwartz@ptstulsa.edu
Scott	Brandon	6445	Brandon.Scott@ptstulsa.edu
Shapoval	Sandy	6459	Sandy.Shapoval@ptstulsa.edu
Sharp	Mindy	6452	Mindy.McGarrah.Sharp@ptstulsa.edu
Smith	Dennis	6442	Dennis.Smith@ptstulsa.edu
Southard	Susanna	6446	Susanna.Southard@ptstulsa.edu
Thomas	John	6455	John.Thomas@ptstulsa.edu
Tipton	Melanie	6405	Melanie.Tipton@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 Schwartz (Katrina.schwartz@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

2010-2011 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
Diane Burl	African Methodist Episcopal	Diane.Burl@student.ptstulsa.edu
Cathey Edwards	Unitarian Universalist	Cathey.Edwards@student.ptstulsa.edu
Shannon Fleck	Disciples of Christ	Shannon.Fleck@student.ptstulsa.edu
Rebecca Haney	Disciples of Christ	Rebecca.Haney@student.ptstulsa.edu
Kristi Simpson	United Methodist	Kristi.Simpson@student.ptstulsa.edu
Jared Vazquez		Jared.Vazquez@student.ptstulsa.edu
Lori Walke	United Church of Christ	Lori.Walke@student.ptstulsa.edu
Laura West	Disciples of Christ	Laura.West@student.ptstulsa.edu
Tyler Whipkey	Disciples of Christ	Tyler.Whipkey@student.ptstulsa.edu
Advisory Council Members		
Dianna Clark	Disciples of Christ	Dianna.Clark@student.ptstulsa.edu
Richard "Cap" McInay	Disciples of Christ	Richard.McInay@student.ptstulsa.edu
Lonnie Snyder	United Church of Christ	Lonnie.Snyder@student.ptstulsa.edu

Community Worship and Worship Practicum

The PTS Worship Committee recently developed the following mission statement:

PTS Worship opportunities of Morning/Evening Prayer and Midday Chapel exist to nurture a hospitable community of faith and learning; as participants practice disciplines for worship and worship leadership learned in classes; through collaboration which models and practices *true* inclusivity in worship respectful of a diverse (and savvy) academic and seminary community.

Worship is ordinarily held on Tuesdays, Wednesdays, and Thursdays at 11:30 a.m. – 12:00 noon in Meinders Chapel. Worship services are often led by members of the community involved in a Worship Practicum course, which students are encouraged to take.

The Worship Practicum is offered as an elective for 0.5 hour credit per semester. Tuition is not charged for this class, and it can be taken as many as 6 times, so that students may earn up to 3 hours of elective credit in their degree or certificate programs. Students must attend both the planning classes and the worship services to receive credit.

Guest preachers and speakers, which may include faculty and special guests from the area, are often invited to serve as worship leaders.

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.

Morning and Evening Prayer

- Morning prayer is held each Tuesday, Wednesday, and Thursday morning from 8:00 – 8:20 a.m. in the chapel.
- Evening prayer is held each Tuesday, Wednesday, and Thursday evening from 5:45 – 6:05 p.m.

Noontime Community Lunch

We eat lunch together in the student commons following chapel worship Tuesday, Wednesday and Thursday. You may choose to purchase a catered hot meal and/or salad or bring your own food. See Lindsey Persing if a meal subsidy is needed.

- 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 Katrina Schwartz. Joys, Concerns and Announcements (JCA) is the weekly email sent out on most Fridays to faculty, staff, students, and trustees.

If you have an item for the JCA, or if you do not receive the JCA and you would like to, please notify Lindsey at Announcements@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 Lindsey Persing to be considered for inclusion in Joys, Concerns, and Announcements. 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 Belva Brown Jordan if you have questions about using the bulletin boards.

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 and by the printers in both smart classrooms.

In addition to our present recycling efforts, PTS is researching and planning to take more steps to Go Green! Stay tuned for more information.

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

Seminary Policies

Attendance Policy

Class attendance and participation are important. 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.

Online Attendance Policy

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 other 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.

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 faculty, staff, and 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 a 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 Academic Affairs, and 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 for all students; that amount is included in the application fee for entering students.

Procedures for review of confidential background reports:

1. The Dean reviews the confidential reports from the reporting agency under contract with PTS and notifies the Office of Admissions of favorable reports for applicants or students.

2. Favorable reports for admitted or enrolled students are forwarded to the Office of the Registrar for inclusion in each student's confidential file in the vault. All reports will be destroyed after the student graduates or has withdrawn from school for two or more years, at which point a re-enrolling student would be required to authorize an updated background check.
3. If any report raises concerns for the Dean, s/he will convene a Review Committee, which s/he will chair, comprised of the Associate Dean for Academic Affairs, the Associate Dean for Admissions and Student Services, and one regular faculty member selected by the Dean (if possible, the director of ministerial formation for the relevant denomination).
4. The Review Committee will evaluate the report, asking for further information, if needed, either from the reporting agency which issued the report or from the student, who may be interviewed. The student will have free access to the report from the reporting agency and an opportunity to clarify or respond to its content.
5. The Review Committee will communicate its decision in the form of a written report, which becomes a part of an applicant's admission file or an enrolled student's confidential file.
6. Any adverse action based on the criminal background report that leads to denying admission, rescinding an offer of admission, suspending, or dismissing a current student, may be appealed to the President of PTS. The decision of the President in all such cases is final.

Potential reasons for concern raised by background reports

The list of causes for concern sufficient to warrant review by the Dean and the Review Committee includes, but is not exhausted by, evidence of:

- a false identity or the submission of other falsified information;
- being charged with or convicted of a felony;
- a pattern of criminal behavior.
- sexual misconduct.

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). The associate dean will forward these materials 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: Certificate 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 students taking classes for credit. Special Students who are taking a limited number of courses for denominational requirements or for transfer to another seminary 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 2010-2011 is \$500 per credit hour. New students who are eligible for the introductory tuition assistance will pay 50% of tuition (\$250 per credit hour) according to the following schedule:

- Students who matriculated in J-Term or Spring 2010 will receive tuition assistance of 50% of tuition for J-Term and/or the Spring semester and Summer I or Summer II of 2010.
- Students who matriculated in Summer I 2010 will receive tuition assistance of 50% of tuition for Summer I or Summer II and the Fall 2010 semester.
- Students who matriculated in Summer II 2010 will receive tuition assistance of 50% of tuition for Summer II and Fall 2010.
- Students who matriculate in Fall 2010 will receive tuition assistance of 50% of tuition for the Fall 2010 semester only.

Through the initial admissions process, a number of 80% and 100% 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). 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 in this handbook.

Other named and external scholarships may be available through churches, foundations, denominations and private contributors.

Certificate and 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). Special students who receive the introductory tuition assistance must be accepted to a certificate or degree program and complete a FAFSA in order to be considered for financial-need-based seminary tuition assistance after the introductory tuition assistance period.

Federal Stafford Loans Program

Federal Stafford student loans are also available to PTS students who take 6 or more hours per semester and meet other federal eligibility requirements. C.G.T.S. students and Special Students are not eligible to receive federal Stafford student loans. Because of recent changes by the United States Department of Education, all higher education institutions are required to convert to the direct loan system. Students who wish to apply for a subsidized and/or unsubsidized loan are required to do the following: 1) complete a FAFSA online at www.FAFSA.ed.gov, 2) go to www.Studentloan.gov site and complete an online entrance counseling form and master promissory note. For more information regarding this process, contact Ann Jordan, ann.jordan@ptstulsa.edu, director for student financial aid.

All students who receive a Stafford 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.

Number of Hours of Seminary Tuition Assistance Allowed

- Seminary tuition assistance is normally granted for no more than the total number of credit hours required in the degree or certificate program in which a student is enrolled. In exceptional circumstances a student may receive up to 3 additional semester-hours of seminary tuition assistance.
- A student 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 full tuition.
- When a student retakes a course in which s/he previously received a grade of F, no seminary tuition assistance will be provided for the course and the student will be billed full tuition for the course. Hours of F received in any course(s) which the student chooses not to retake will still count toward the student's allowable number of hours of seminary tuition assistance.

Time Limits for Seminary Tuition Assistance

- Seminary tuition assistance, whether in the form of an award, a scholarship or financial-need-based tuition assistance is subject to the time limits listed below. Degree-seeking students who need to temporarily withdraw from PTS may apply for a financial aid leave of absence for up to one year, which, if approved, would extend their seminary tuition assistance time limit by the length of the leave.
 1. C.G.T.S. students may receive tuition assistance for a maximum of six calendar years from time of first enrollment.
 2. M.A.M.C. students may receive tuition assistance for four years in attendance from time of first enrollment. With approved financial aid leave of absence(s), the time may be extended to five years in attendance from time of first enrollment.

3. M.T.S. students may receive tuition assistance for four years in attendance from time of first enrollment. With approved financial aid leave of absence(s), the time may be extended to five years in attendance from time of first enrollment.
4. M.Div. students may receive tuition assistance for five years in attendance from time of first enrollment. With approved financial aid leave of absence(s), the time may be extended to six years in attendance from time of first enrollment. In exceptional circumstances, M.Div. students may appeal to continue seminary tuition assistance for longer than the five- or six-year period. In all cases, after eight years in attendance from time of first enrollment, M. Div. students will no longer receive seminary tuition assistance.

Academic Probation and Dismissal

Students are placed on academic probation when their cumulative grade point average falls below 2.25. Students on academic probation are limited to an enrollment of 9 semester-hours, excluding enrollment in CD 610: Spirituality, PT 648: Choir, PT 649: Worship Practicum, and approved supervised ministry courses.

Students whose cumulative grade point average remains below 2.25 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 on probation 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.

Definition of Academic Misconduct

- Academic misconduct includes such unacceptable behavior as 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 that 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 Addressing Academic Misconduct Charges

- If a faculty member believes that an act of misconduct has occurred, s/he shall meet with the person(s) suspected of misconduct to make him/her 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 s/he, in turn, will conduct the meeting discussed above. Should the faculty member decide that academic misconduct has occurred, s/he may, at his/her discretion, enact a penalty. If the student admits guilt and accepts such disposition of the case, the faculty member will normally administer the penalty 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 penalty 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/her designee will meet with the person charged within five working days, if possible, 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 facts and explaining the seminary 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/her designee has met with the professor involved and discussed possible actions.
- If 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.
- The ad hoc committee, chaired by the dean or his/her designee, will include two faculty members and two students and will conduct its sessions using procedural rules that it has developed and adopted.
- Willful failure of a person charged with academic misconduct to appear before the committee means that s/he is in default, and a penalty will be pronounced and administered.
- If possible, hearings should 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 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., M.Div. or M.T.S. Thesis or D.Min. 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 executive vice president.

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 on 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 September 6, 2010 (Fall 2010) or by February 7, 2011 (Spring 2011), 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 chaplain'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 Belva Brown Jordan 918-270-6420.

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