



# Phillips Theological Seminary

## 2011 - 2012 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](http://www.ptstulsa.edu).

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 Fall 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](http://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](http://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 ([staci.copenhaver@ptstulsa.edu](mailto:staci.copenhaver@ptstulsa.edu)), 918 270-6466 in the dean's office. If there are questions regarding other information in this student handbook, please contact the associate dean for admissions and student services, Belva Brown Jordan ([belva.jordan@ptstulsa.edu](mailto: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.

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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 common** 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, 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, flash drives, 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 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 **Mady Fraser 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. It is equipped with a copier and a few supplies. Your student activity fee covers the cost of the copier, paper and supplies found there.
- There are individual **study carrels** and **group study rooms** in the PTS library.
- The **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: <http://ptstulsa.edu/PTSLibraryCatalog>.
- The library email address – useful for renewing books and asking reference questions – is [ptslibrary@ptstulsa.edu](mailto:ptslibrary@ptstulsa.edu).
- The circulation desk phone number is (918) 270-6437.

### **Hours**

Hours are subject to change (we post exceptions on the library web page), 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 the Research Resources link on our library web page. These resources include the ATLA Religion Database with ATLA Serials, New Testament Abstracts, and Old Testament Abstracts, and Oxford Biblical Studies Online. They can be accessed at <http://ptstulsa.edu/ResearchResources>.

Please contact the library staff for access information.

### **Services**

The library provides reference assistance, scanning, photocopying, interlibrary loan, and mailing books as services to its patrons.

### **Collection**

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

The library maintains several special collections including the Discipliana Collection, the Preaching Collection, the Merrick Hymnody Collection, and the special collections in the Beasley 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, DVDs, and CDs 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.

### **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 2011**

Faculty retreat	Aug 15-16
Orientation	Aug 18
First day of class	Aug 22
Add deadline	Aug 30
Concentrated course week 1	Oct 10-14
WD deadline	Oct 14
Concentrated course week 2	Oct 17-21
Registration for spring	Oct 24-Nov 11
Board of Trustees	Nov 7-8
AAR/SBL: San Francisco	Nov 19-22
Thanksgiving recess	Nov 21-25
Incomplete request deadline	Dec 2
Last day of classes	Dec 9
Grades due	Dec 16

#### **Spring 2012**

J-term week	Jan 2-6
DMin fortnight	Jan 2-13
Orientation	Jan 12
MLK Jr. day	Jan 16
Ministers' week	Jan 17-19
First day of classes	Jan 23
Add deadline	Jan 31
Board of Trustees	Feb 6-7
WD deadline	Mar 16
Concentrated course week 1	Mar 19-23
Concentrated course week 2	Mar 26-30
Holy Week recess	Apr 2-6
Easter Monday	Apr 9
Incomplete request deadline	May 4
Awards Day	May 8
Last day of classes	May 11
Board of Trustees	May 11-12
Graduation	May 12
Grades due	May 18

#### **Summer 2012**

Summer I term	May 21 – Jun 29
DMin fortnight	Jun 18-Jun 29
Summer II term	Jul 9-27
Summer coursework deadline	Aug 3
Summer grades due	Aug 10

## Blackboard Information and Instructions

The process for entering Blackboard is:

- Open your Internet browser.
- Enter the seminary web page ([www.ptstulsa.edu](http://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](mailto: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](mailto: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](mailto: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](mailto:staci.copenhaver@ptstulsa.edu).

Staci Copenhaver – Help Desk

[Staci.copenhaver@ptstulsa.edu](mailto: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](http://www.ptstulsa.edu), click Virtual Bookstore link on front page of website or contact Staci Copenhaver at [staci.copenhaver@ptstulsa.edu](mailto:staci.copenhaver@ptstulsa.edu).

You may purchase your text books from any place you wish. You may purchase books through the PTS online bookstore, hosted by Cokesbury.com. Go to the PTS website and click on the Academic tab and select Order Books on the drop down menu. PTS students receive a 20% discount with both Cokesbury purchasing options.

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](mailto:belva.jordan@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 enrollment period 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*, 7<sup>th</sup> ed. Chicago: University of Chicago Press, 2007.

You will find Research and Writing Resources on the PTS website in the Library drop down menu or going directly to [http://ptstulsa.libguides.com/research\\_writing](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**

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

- Christian Church (Disciples of Christ): John Imbler, 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, Pastor to the PTS Community and Instructor of Ministry Studies

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
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
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
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
Smith	Sara	6451	Sara.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](http://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](http://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

### 2011-2012 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

<b>Name</b>	<b>Denomination</b>	<b>Email</b>
Dan Adolphson	Disciples of Christ	Dan.Adolphson@student.ptstulsa.edu
Mark Cloninger	United Methodist	Mark.Cloninger@student.ptstulsa.edu
Rebecca Haney	Disciples of Christ	Rebecca.Haney@student.ptstulsa.edu
Patricia Johnson	United Methodist	Patricia.Johnson@student.ptstulsa.edu
Josh Linton	Church of Christ	Josh.Linton@student.ptstulsa.edu
Anna Pratt	Disciples of Christ	Anna.Pratt@student.ptstulsa.edu
Hollie Schiable	Disciples of Christ	Hollie.Schiable@student.ptstulsa.edu
Brad Thomison	Metropolitan Community Church	Bradley.Thomison@student.ptstulsa.edu
Jared Vazquez	*****	Jared.Vazquez@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.**

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.

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, 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. Please see guidelines in the Appendix of this handbook.

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, Wednesday and Thursday. You may choose to purchase a catered meal and/or salad or bring your own food. See Katrina Schwartz 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. 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 notify Katrina Schwartz at [Announcements@ptstulsa.edu](mailto: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 Katrina Schwartz 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 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**

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 now requires criminal background checks for all students, including auditors, special, certificate, and degree program students.

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

The Review Committee—comprised of the dean, the associate dean for contextual education and church relations, the associate dean for admissions and student services, and one regular faculty member selected by the dean (if possible, the director of ministerial formation of the relevant denomination)—will consider reported criminal activity in relation to the individual’s fitness for leadership in various forms of ministry in church and society and his or her ability to both benefit from and contribute to the seminary’s community life and graduate professional programs.

A formal consideration by the Review Committee will conclude with a written decision that includes information on the criminal activity reported, the judgment

process undertaken, and the bases for the decision. An applicant or student may appeal an adverse decision of the Review Committee to the president of PTS, whose judgment is final.

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

## **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 Master's students taking classes for credit. Certificate, Special Students and PTS alumni/ae who return to campus to pursue an additional degree or to take additional courses for academic credit are not eligible for the introductory tuition assistance

Tuition for Master's students for the Fall 2011 semester is \$500 per credit hour. However, new students who are eligible for the introductory tuition assistance will pay 50% of tuition for one semester from date of first matriculation.

Tuition for Certificate and Special students beginning Fall 2011 is \$225 per credit hour. This tuition rate will be maintained to the complete of the Certificate program and one year as a Special Student. If a Certificate or Special student applies, is accepted into a Master's degree program and seeks credit for hours earned, a fee will be assessed to transfer hours to Master's program.

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

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

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

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.

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

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

in cooperation with the Associate Dean for Admissions and Student Services and the financial aid committee.

### **PTS Financial Aid Application**

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

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

### **Deadlines for FAFSA Submission**

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

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

#### **Maximum Award**

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

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

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

- continues to meet the specific criteria for her/his award or scholarship as listed in the catalog;
- writes a thank-you letter to the donor(s) designated in the student's annual financial aid award letter by the deadline specified in that letter;
- maintains satisfactory academic progress. (At the end of each semester, each student's cumulative GPA will be computed. Students whose cumulative GPA falls below 2.5 will be placed on academic probation. Students may continue to receive seminary tuition assistance while on academic probation for up to two consecutive semesters. Those still on probation at the end of two consecutive semesters will lose eligibility for seminary tuition assistance until such time as they are removed from academic probation.)
- complies with the verification processes of the Federal Student Aid Program. (Each year the federal government randomly selects FAFSA forms for audit. If a student's form is selected, the PTS Director of Student Financial Aid will notify the student of the deadline for submitting all required information for review. If the student fails to meet the deadline, s/he will lose her or his good standing at PTS. Payments from the Stafford loan program and all forms of seminary tuition assistance will be immediately suspended.)

## **Number of Hours Allowed**

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

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

## **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 PT 649: Worship Practicum, CD 610: Seminars in Spirituality, CD 501: 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.

DMin students should consult the DMin Handbook for relevant regulations concerning academic probation, suspension, and dismissal.

## **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.

### **Penalties for Academic Misconduct**

Procedures for handling charges of academic misconduct are detailed in the Student Handbook. 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](http://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 5, 2011 (Fall 2011) or by February 6, 2012 (Spring 2012), 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](mailto: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.

pages=edit; pages=edit & approve  
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## Student Handbook

The [PTS Student Handbook](#) is a vital guide to all the policies and procedures of student life that students are required to know. Each student receives a print copy.

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  - Collections
    - Beasley Rare Book Room
    - (Curriculum Resources Room)
    - Discipliana Room
    - Merrick Hymnody Collection
  - Library Services
    - Borrowing materials
    - (Renewing materials)
    - Interlibrary Loan
    - Course Reserves
    - Research Assistance
  - Alums and Friends
    - (Alum Connect)
    - Alumni Assoc
    - Resources for Alums
    - (Recommend a Prospective Student)
  - Frank H. Marshall Award
    - Ron Nofziger
    - Bill Reece
  - Support PTS
  - Graduations
  - (Special Events) - **pa**
  - (Request a Transcript)
  - (Helpful Links)
- Stewardship
    - Give OnLine
    - Why Stewardship?
    - Stewardship Team
  - Giving Opportunities
    - Annual Fund
    - (Special Academic Projects)
    - Endowments
    - Planned & Deferred Giving
  - Bridges of Faith
    - Chester Message
    - Why Bridges?
    - Scholarships
    - Craddock Chair
    - Campaign Progress
    - Giving
    - Power of Match
    - Prayer Support
  - (Heart&Treasure)
    - (Stewardship Links)
    - (Stewardship Prayer)
    - (Bibliography)
    - (Review Buemler)
  - (testpodcast)

