

Phillips
Theological Seminary

S T U D E N T H A N D B O O K

2023-2024

Phillips Theological Seminary

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www.ptstulsa.edu

August, 2023

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

Welcome to Phillips Theological Seminary!

This handbook is designed to serve as a valuable tool for your seminary journey. The material contained in it is intended to guide your course work and bolster your relationships with other students, faculty, and staff. In addition, it outlines the many rights and responsibilities you hold as a student here at Phillips. Please read this handbook carefully and then keep it in an accessible location so that you can refer to it as needed.

Phillips communicates its policies and procedures to students primarily through the following three documents: 1) Academic Handbook, 2) this Student Handbook, and 3) each term's course schedule—which contains information about adding and dropping classes, tuition refunds, and academic deadlines. These documents are located electronically on the Phillips website at <http://www.ptstulsa.edu>.

If you have questions regarding information found in this student handbook, please get in touch with the Office of Admissions and Student Services. (You can find a full contact directory in the back of this booklet.)

Thank you for choosing Phillips Theological Seminary. We welcome you to our community!

Sincerely,
The Office of Student Services

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Academic Information

The information presented in this section of the handbook supplements that in the current academic catalog. The catalog serves as the definitive statement of academic policy in the seminary.

Academic Calendar Fall 2023

A-Term Week 1	Jul 31-Aug 4
Registration reopens for Fall 2023	Aug 01
A-Term Week 2	Aug 7-11
Orientation	Aug 22-23
First day of classes	Aug 28
Labor Day (seminary closed)	Sep 04
DMIN Student Grades Due	Sep 15
Immersion Course Week	Oct 14-21
Concentrated Course Week 1	Oct 16-20
DMin Session	Oct 16-20
Concentrated Course Week 2	Oct 23-27
Registration for Spring 2024	Oct 30-Nov 10
New Student Registration for Spring	Nov 11
Thanksgiving Recess (seminary closed Nov 22-24)	Nov 20-24
Incomplete Request Deadline – Masters / DMin	Dec 08
Last Day of Classes	Dec 15
Winter Break (seminary closed)	Dec 25-Jan 01
Master Student Grades Due	Jan 02, 2024
DMin Student Grades Due	Jan 02, 2024

Spring 2024

Registration reopens for Spring 2024	Jan 02
J-Term Week 1	Jan 08-12
DMin Session	Jan 08-12
DMin Project Courses	Jan 13
MLK Jr. Day (seminary closed)	Jan 15
Orientation	Jan 17-18
J-Term Week 2	Jan 22-26
First Day of Classes	Jan 29
Ash Wednesday	Feb 14
Incomplete Request Deadline – DMIN	Mar 01
Concentrated Course Week 1	Mar 11-15
Concentrated Course Week 2	Mar 18-22
Holy Week Recess (seminary closed March 29)	Mar 25-29
Easter Monday (seminary closed)	Apr 01
Registration for Summer/Fall 2024	Apr 02-12
New Student Registration Summer/Fall	Apr 15
Incomplete Request Deadline - Masters	May 10
Senior Grades Dues	May 10

Awards Day	May 14
Last day of classes & Senior Banquet	May 17
Graduation	May 18
Memorial Day (seminary closed)	May 27
Master Student Grades Due	Jun 03
DMIN Student Grades Due	Jun 03

Summer 2024

Summer Term	Jun 03-28
Concentrated Course Week 1	June 03-07
Concentrated Course Week 2	June 10-14
DMin Session	Jun 10-14
DMin Project Courses	Jun 15
Juneteenth Holiday (seminary closed)	June 19
Independence Day (seminary closed)	Jul 04
Summer Masters Coursework Deadline	Jul 19
Master Student Grades Due	Aug 02
Incomplete Request Deadline – DMIN	August 30
DMin Summer Coursework Deadline	August 30
DMIN Student Grades Due	Sep 15

Institutional dates can also be found on the PTS website

<https://www.ptstulsa.edu/events/>

Booklists and Syllabi

CLASS FORMAT	SYLLABUS AVAILABLE TO STUDENTS	BOOKLIST AVAILABLE TO STUDENTS
13 week on-campus class	First class meeting	July 1 (Fall term), December 1 (Spring term) May 1 (summer term) *Students are welcome to purchase eBook versions of textbooks. However, the responsibility for coordinating page numbers and citations rests with the student.
13 week online class	First day of semester	
Intensive on-campus week-long course	First day of semester	
Two-weekend on-campus course	First day of semester	
August Term January Term June Term	Thirty calendar days prior to the first-class meeting*	

**Or next business day, if it falls on a weekend or holiday*

Single-Sign-On (SSO) Information and Instructions

Single-Sign-On (SSO) is a feature that provides students with one-stop access to the resources and tools you need to be successful in your studies. Once you set up your SSO account, you will have access to the following applications in the same location:

My Apps

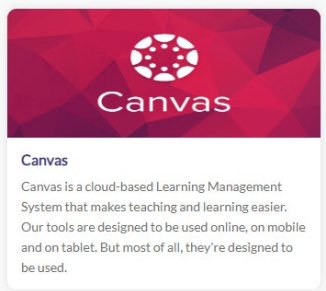
The screenshot displays a grid of application tiles under the heading "My Apps". Each tile includes an icon, the application name, and a brief description of its functionality.

- Office 365:** Access for all Microsoft products: Outlook(PTS Email), OneDrive(Online File storage), Word, Excel, Powerpoint, Teams(Chat, File sharing, collaboration). Students also have the ability to download the Microsoft Office desktop application.
- Student SIS Login:** SONIS - Student Access View your Student Information Check your schedule, view-unofficial transcript, degree audit, make payments on your student account.
- Canvas:** Canvas is a cloud-based Learning Management System that makes teaching and learning easier. Our tools are designed to be used online, on mobile and on tablet. But most of all, they're designed to be used.
- Phillips Theological Seminary Helpdesk:** For the creation of support tickets. FORMERLY KNOWN AS SAMMAGE.
- Phillips Theological Seminary Library:** PTS Library The Phillips Library provides a broad range of online and print resources to the Phillips community and our services are tailored to meet the research needs of everyone—those who live locally as well as distance learners. Our library
- Phillips Theological Seminary Library A-Z Database List:** The A-Z Database List contains the full list of online resources and databases available to students, faculty, and the public.
- Phillips Theological Seminary Library Catalog:** The Phillips Library Catalog contains records for all books, eBooks, and resources owned by the Phillips Library. You can also renew your books, view your search history and saved searches, and place holds or scanning requests.
- Zoom:** Zoom

- **Microsoft Office 365** – Email, Word, Excel, Powerpoint, Calendar, Teams, and other Microsoft apps.
- **Sonis** – Student Information System
- **Canvas** – Learning Management System
- **Help Desk** – IT Support System
- **Library Apps** – Library Guides, Catalog, and A-Z Database
- **Zoom** – Video Conferencing
- **Mighty Network** – Student Social Platform & Resources

Contact the Office of Student Services for a step-by-step Single-Sign-On (SSO) set up guide.

Canvas Information and Instructions



Canvas is an online learning management system used at Phillips and can be found in your Single-Sign-On (SSO) apps. All your classes will include Canvas as a component.

The process for accessing Canvas courses:

1. Log into SSO and click on the Canvas icon.
2. Click “Courses” located in the menu on the left of your screen.
3. Click “All Courses”

Available courses in which you are currently enrolled will show up in your “All Courses” tab, if the professor has turned on the course. If the semester has not yet started, the course may not be visible. If the semester has started and you do not see a course in which you are enrolled, contact the Academic Affairs Office for assistance.

It is helpful to both faculty and your fellow students if you add a photo of yourself to your Canvas profile. To upload a photo or make other changes to your personal profile in Canvas:

1. Click the Canvas icon in SSO and you will be routed to the Canvas Dashboard
2. Click the “Account” icon near the top of the menu. (Circular icon beneath the Phillips logo)
3. Click on Profile
4. Click on the circular image beside your name to upload a profile photo.
 - a. **Method A:** You can drag-n-drop your photo file into the large field.

- b. **Method B:** Click the small “Upload a Picture” icon (located underneath the “Select Profile Picture” title heading.) Then, click the image graphic to browse your file. Locate and select your picture file. Finally, click the “save” button.

To enter a course, simply click the box with the appropriate course title. The **Success with Technology** course contains helpful information about how to perform basic functions in Canvas and how to make the most of the Phillips library.

I/T Support, Email, & Building Wi-Fi

All students (except auditors) will be assigned a Phillips student email account hosted by Office365 (NOTE: this package includes WORD, Excel, PowerPoint, Outlook Calendar, and Teams) in order to facilitate seminary communication. This will be the only email address used by Phillips faculty and staff; thus, students should check it often and regularly for coursework and other official communication from Phillips. If you encounter technical difficulties with this email account, contact helpdesk@ptstulsa.edu. **Please note: Security prevents forwarding your Phillips email account to a private email account.**

Phillips student email should not be forwarded to your personal email account. Students should use the Outlook App on a smartphone to have Phillips emails accessible via phone. Otherwise, your Phillips emails will begin bouncing, either going into your personal email's spam, or missing your inbox altogether. Phillips is unable to disconnect student accounts from personal email accounts. The student is responsible for ensuring that their student and personal accounts are not linked.

Phillips is required to ensure the security and confidentiality of student educational and financial records, to protect against anticipated threats to the security and integrity of those records, and to guard against unauthorized access to those records. To ensure that student Personal Identifiable Information (PII) is protected the following policies are in place:

- Access Controls – Physical and digital access to PII information is limited to only those individuals requiring access to perform their duties. All access to secure storage is logged.
- Network and infrastructure – Several resources are in place to protect internal systems from outside attacks. A firewall is installed at the front of the network, logs are retained that show all traffic, allowed or disallowed. In addition to the firewall, several layers of virus protection systems are installed to protect systems from virus and malware attacks.
- Disaster Recovery Plan – A backup and recovery procedures are in place to protect against data loss.
- Records Disposal – Documents are shredded and digital media is wiped and/or shredded prior to disposal.

There is free wi-fi in the seminary building. Access information is posted inside each classroom, or you may stop by the Office of Admissions & Student Services for an information sheet.

The seminary staff is able to assist students with tech questions related to all technology programs provided or used by the institution. The staff does not service or answer questions related to any technological equipment.

Books for Classes

Booklists may be obtained on the Academic Resources Site in Canvas.

1. Log in to Single-Sign-On (see Single-Sign-On section above for account set-up instructions)
2. Click the Canvas application Click " Courses" located in the toolbar
3. Click "All Courses"
4. Click "Academic Resources"
5. Navitage to Module #2
6. Click on book list for the current term
7. Click on the course to download your booklist

Questions should be addressed to the Academic Affairs Office.

Concentrated Courses (Courses that meet fewer than 13 weeks)

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

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 locate the course syllabus in the Academic Resources site in Canvas by the first day of the fall or spring semesters (or at least three weeks before the first class session of an August, January or summer term course), which will specify assignments that must be completed prior to the first class session.

Adding, Dropping and Withdrawing from Classes

If you need to drop a course after it starts, here is the policy:

1. During the first two weeks (6 contact hours) of a 13-week Fall or Spring semester course, or within the first 6 class contact hours of a concentrated course (in the Fall or Spring semester, or in a January, June, August, term), or a hybrid course in any term (keeping in mind that hybrid attendance may be online or on-campus) a course may be dropped for any reason. No record appears on the transcript.
2. In the third through the eighth week (9-24 class contact hours) of a 13 week Fall or Spring semester, or between 9 and 24 class contact hours of a concentrated course (in the Fall or Spring semester or in a January, June, August term), or a hybrid course in any term (keeping in mind that hybrid attendance may be online or on-campus) may be withdrawn from for any reason. Course withdrawals will be listed on the transcript with a "WD" indicating withdrawal. Loan students should discuss the possible ramifications with Todd Mantock, Financial Aid Officer.
3. After the eighth week of a 13-week Fall or Spring semester, or after 24 class contact hours of a concentrated course (in the Fall or Spring semester or in a January, June, August term), or a hybrid course in any term (keeping in mind that hybrid attendance may be online or on-campus) one may withdraw from a course and receive 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 Registrar. If after a process of review by the Registrar, course instructor, and Academic Dean that petition is approved, a "WD" will appear on the transcript. If the petition is not approved, the course instructor will assess the student's performance up to the date of the student's request to withdraw, and a grade will be issued and will appear on the transcript. Student may appeal a negative decision to the Degree Programs Committee.
4. If you are unable to be on campus, you may use the following drop/withdrawal procedure:
 - To drop a course during the first three weeks of class you may notify the Registrar via email at virginia.thompson@ptstulsa.edu, or fax a Change of Enrollment form with adviser's signature to the Registrar, 918-610-8404 or scan and send as email attachment to the Registrar. Please include the reason for dropping the course. Requests to drop a course will not be taken over the phone.
 - To withdraw from a class after the third week, you must fill out a Change of Enrollment form, and return the form to the Registrar's office.
 - If you are unable to return for the semester, please notify the Registrar and your adviser.

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).

PLEASE NOTE: If you have taken a student loan and must withdraw from your course work, you will be responsible for the repayment of the loan funds advanced to you earlier in the semester.

Course Withdrawal & 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 6 hours of withdrawal without seminary tuition assistance consequences. Credit hours taken beyond the allowable number of hours of seminary tuition assistance will be billed at the full tuition rate.

Class Cancellations

The seminary will send automated text and voicemail messaging to notify students of emergencies, inclement weather, or relay other time-sensitive information. Students will also receive an email from the Student Services Office regarding course cancellations of this nature.

Attendance Policy

At Phillips, 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, Phillips has an established Attendance Policy that states that 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.

This “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, she or he will be considered absent for the week. If a student is absent for 20% or more of the semester, they cannot pass the course.

Basic Style Guidelines for Research Papers

A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate Turabian (9th ed. Chicago: University of Chicago Press, 2018) is a required text for all students. Additionally, students will be provided with a copy of the *PTS Writing Handbook and Style Guide*. Both sources should be consulted for formatting and citation guidelines for written assignments. Formal theses must be prepared according to formatting guidelines in the Turabian text. Additional citation, research, and writing resources can be found online in the [Writing and Research Lab](#) on the seminary website.

Academic Probation, Suspension, 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 encouraged to enroll in no more than 7.5 semester-hours.

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 after one year and at least one month prior to the semester in which they hope to resume their degree programs. Students should contact the Director of Admissions to initiate this process.

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 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 the same paper in two or more different courses, 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. Use of any AI platform (ChatGPT and others) is considered plagiarism unless the professor

approves the use of AI for an assignment. Paraphrasing or even extensive rewriting of another's work does not eliminate the need to give appropriate credit.

Any time an expression or idea is borrowed, appropriate credit must be given. In formal papers, quoted material must be documented as such and all sources must be cited. Cheating includes using unauthorized materials, information, or study aids in any academic examination or exercise. Submitting a paper for more than one class will not be allowed, unless special permission is secured from both professors. Any paper, or major part thereof, or other work turned in for two courses will not meet the requirements and will result in a "0" (F) for that assignment in either or both courses.

Procedure for Academic Misconduct Charges

If a faculty member believes that any student(s) have committed an act of academic misconduct, they shall notify the person(s) involved using that person's seminary email account to make them aware of possible charges and evidence available. The faculty member in whose class the misconduct is believed to have occurred will also arrange for a meeting with the student(s) to discuss the charges and evidence unless the student(s) decline. If the student has not replied to the faculty member's notification within three working days, this will be taken as an indication that the student has declined the initial meeting. Administrators, staff members, or students who have knowledge of acts of possible misconduct will report this information to the faculty member concerned and that faculty member, in turn, will conduct the meeting discussed above.

Should the faculty member decide that a penalty is warranted, they may, at their discretion, assess responsibility and determine consequences. If the student admits fault and accepts such disposition of the case, or if the student has declined the initial meeting, or if the student offers no response to the faculty member during or within 48 hours following scheduled start time of the initial meeting, the faculty member will administer the consequences 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 consequences administered. If the student maintains innocence or is unwilling to accept the judgment of the faculty member, or if the faculty member has reason to recuse themselves, 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 dean's designee will meet with the person charged within five working days to discuss the charges and review the evidence. This meeting does not presuppose that the person charged is at fault but is only for the purposes of determining the facts and explaining the 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 fault is admitted, a penalty is fixed according to the guidelines given below but only after the dean or the dean's designee has met with the

professor involved and discussed possible actions. If, however, the person charged maintains innocence, an ad hoc committee will be appointed by the dean to conduct a hearing to make a determination of fault. Willful failure of a person charged with academic misconduct to appear before the committee means that the student is in default and consequences will be decided and administered.

The ad hoc committee, chaired by the dean or dean's designee, will include two faculty members and two students and will conduct its sessions using procedural rules that it has developed and adopted. Hearings must be held within fifteen working days after the initial filing of charges in the dean's office. The student involved will be informed of the decision of the committee, both orally and in writing, within two working days following the conclusion of the hearing."

Penalties for Academic Misconduct

The penalty for those found guilty of academic misconduct, regardless of when that judgment is rendered, shall range from a grade of "F" on the examination or academic exercise in question, to a grade of "F" in the relevant course, suspension from the seminary, permanent dismissal, or degree revocation. Any second conviction of academic misconduct in a subsequent semester mandates at least a suspension from the seminary for one calendar year. The student may re-apply for admission after one year. Students should contact the Director of Admissions to initiate this process. 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 or MA(SJ) Integrative Paper, or DMin Project) will have their 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.

Academic Complaints

A complaint may include any class-related concerns, problems, or disputes with a faculty member or student.

The Academic Affairs Office of the Seminary shall investigate every complaint brought by a student or faculty member. It is best if the complainant brings forward the complaint in a timely manner in order that it can be dealt with expeditiously and in accordance with Seminary policies.

As soon as is practical after experiencing or learning of the precipitating event, the complainant should bring the complaint to the Vice President of Academic Affairs and Dean who will investigate and address the complaint.

After investigation a resolution will be offered. The complainant may accept the resolution or appeal the resolution to the President.

If the Vice President of Academic Affairs and Dean is the subject of the complaint, the complainant should bring the complaint to the President.

In the event a complaint is against the President, the complaint shall be lodged with the Chair of the Board of Trustees and the Chair of the Board's Audit Committee. Either the two Board Officers or the Executive Committee shall deliberate regarding the complaint.

Please note: a written statement of the complaint is always more helpful in the investigatory process. It should include documentary evidence to support the complaint.

Student Complaints Concerning Grades

Academic evaluation is a responsibility entrusted by the Board of Trustees to the faculty. However, should any student believe that her or his work has been evaluated by an instructor in a manner that violates a published academic policy or procedure either in the catalog or the professor's own syllabus on an individual assignment or a final grade, an appeal may be made. Students should first make the appeal to the instructor who then should try to resolve the problem in whatever manner they think appropriate to the situation. 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.

However, if the student does not agree with that resolution, a complaint may be initiated with the Vice President for Academic Affairs and Dean within 21 days of receiving the grade report. Whether the complaint is made in writing or orally, the Vice President for Academic Affairs and Dean will discuss the complaint with the professor and ascertain what additional facts are available. The Dean will then take whatever action deemed appropriate and issue a written decision. This decision may be appealed to the Degree Programs Committee.

Please note: a written statement of the complaint is always more helpful in the investigatory process. It should include documentary evidence that policies were violated in the evaluation process.

In the event a grievance is against the Vice President of Academic Affairs and Academic Dean or the President, the grievance shall be lodged with the Chair of the Rank and Tenure Committee of the Faculty Senate.

In all cases of major unresolved complaints, students may contact the seminary's accrediting association. Contact information may be found in the Academic Handbook.

Inclusive Language

As a Christian and theological community, we recognize the important role that language plays in shaping, perpetuating, and 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, gender identity, ethnic group, age, profession, religion, economic status, national group, sexual orientation, marital status, etc. The seminary community strives to move beyond binary gender language and makes it a point to be sensitive to each person’s preferred pronouns.

- Phillips 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.
- Phillips 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.
- Phillips 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.

While we present broad recommendations and guidelines for the use of inclusive language in the Phillips community, Phillips faculty may have particular guidelines for inclusive language outlined in their syllabi. Phillips students must adhere to the guidelines for inclusive language as outlined in each course syllabus.

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.

Student Resources and Services

Student Services Resources on Mighty Networks

Phillips Student Services provides resource and digital engagement with the student community via the Student Connection Mighty Network. All students are enrolled into the Mighty Network upon admission to Phillips, and should visit the Mighty Network to ask questions about student resources and to access student-related (non-academic) resources, including information about:

1. Chapel & Worship Life
2. Counseling, Coaching, & Spiritual Direction
3. Lodging Options
4. Career Resources
5. Student Forms
 - a. Parking permit
 - b. Community Covenant
 - c. Student Emergency Fund
 - d. Inclement Weather
 - e. Student Travel Grants
6. Student Senate
7. Mental Health & Wellness
8. Student ID Badges
9. Student Directory
10. Phillips Online Store

Community Covenant

An integral part of seminary learning is the ability to have discussions about difficult subjects which challenge our understanding of the creation and the ways of Jesus. We strive to cultivate a culture within our learning community that values diversity, honors difference, and exemplifies respect. All students must abide by the Community Covenant. (See appendix III.) The Phillips Community Covenant can be located at all times on the Phillips Student Connection Mighty Network.

Breaches in Community Covenant – Complaint Process

A complaint of breach in Community Covenant may include any interpersonal or class-related concerns, problems, or disputes arising out of interactions between students.

The Student Services Office of the Seminary shall investigate every complaint brought by members of this community regarding breach of Community Covenant. It is best if the

complainant brings forward the complaint in a timely manner in order that it can be dealt with expeditiously and in accordance with Seminary policies.

Process for Review and Investigation

As soon as is practical after experiencing the precipitating event, the complainant should bring the complaint to the Associate Dean of Academic and Student Affairs who will review the complaint and launch an investigation.

The process for review and investigation of the Complaint will include the following steps:

1. The lead investigator, normally the Associate Dean, will notify the offending party in writing of the official complaint and will include a description of the process.
2. The lead investigator will investigate the Complaint. The investigation will interview all persons involved and those who observed the precipitating event. A thorough investigation will also query beyond the details of the specific complaint. The investigation will include:
 - a. An individual interview with the Complainant, facilitated by the lead investigator, to learn more details about their experience of the encounter.
 - b. An individual interview with the Respondent of the complaint, facilitated by the lead investigator, to learn about their experience of the encounter.
 - c. A series of individual interviews with others acquainted or associated with the complainant and/or respondent. These interviews will provide background information on the temperaments and overall interactions of the complainant and respondent.

Investigation Results and Proposed Resolution

The Investigating Team will determine the merits and veracity of the complaint. Finally, the investigating team may recommend and/or facilitate next steps for resolving the encounter.

1. The Investigating Team's final report will also be presented to the Complainant and Respondent. Each will have an opportunity to ask clarifying questions related to the report.
 - a. The next step may recommend mediation between the two parties which will be facilitated by the investigating team perhaps joined by HR. Depending upon the nature of the conflict, the resolution may include more severe consequences, up to and including suspension or dismissal from Phillips.
2. The complainant may accept the resolution or appeal the resolution to the Vice President of Academic Affairs/Dean.
 - a. The Complainant and the Respondent have the right to appeal the resolution offered by the Associate Dean. Both parties have five (5) working days to give consent to or to appeal the resolution. If either party does not respond within five (5) working days of delivery of the resolution, consent to the resolution is assumed. The appeal process includes the following:

- i. Written objection to the findings and/or resolution, submitted in writing to the VPAA/Dean.
- ii. The VPAA/Dean will undertake additional steps to resolve the complaint.

Institutional Student Complaints

If the Associate Dean of Academic and Student Affairs is the subject of the complaint, the Complainant should bring the complaint to the VPAA/Dean.

If the VPAA/Dean is the subject of the complaint, the Complainant should bring the complaint to the seminary President.

If this President is the subject of the complaint, the Complainant should bring the complaint to the Board of Trustees. The Board Chair shall deliberate the complaint with the Executive Committee.

If any staff member at Phillips is the subject of the complaint, the Complainant should bring the complaint to the Senior Director of Human Resources.

Please note: a written statement of the complaint is always more helpful in the investigatory process. When possible, it should include documented evidence to support the complaint.

Community Worship

The Phillips Worship Committee developed the following mission statement:

*The Phillips community in worship
bears witness to the Holy,
affirms human dignity and experience,
embraces the arts,
learns the way of Jesus,
acts with God to transform the world,
and celebrates shalom together.*

During the 13-week fall and spring semesters, worship is ordinarily held on **Tuesdays at 11:30 a.m.** in Meinders Chapel. Additional chapel services are also scheduled when concentrated or weekend courses are in session.

Student Senate

The Student Senate is a body of degree-seeking student representatives elected each spring semester for the following academic year. According to their mission statement, "The Phillips Student Senate exists to promote the interests of students in the larger seminary community and to support students in academic, social, and personal facets of their seminary experience." The Senate will serve as liaisons to the faculty, staff, and

administration of the seminary. A list of current Student Senate members can be found in the on the Phillips Student Connection Mighty Network.

Weekly Email Communication

The Phillips Seminary student newsletter known as “**The Update**” is emailed to students by the Office of Student Services every Friday while 13-week courses are in session. It contains important dates, information and announcements related to the seminary community.

Community Meals

Community meals are scheduled throughout each semester and DMIN Fortnight and often coincide with scheduled chapel services.

Counseling and Spiritual Direction

From time to time, students need assistance from someone outside their life situation. Phillips provides referrals for students to pastoral counselors, spiritual directors, diversity & inclusion coaches, and/or consumer indebtedness counselors. The seminary will cover up to 4 sessions for the above-named services per academic year, up to \$75.00 for each session. Information about these resources can be found on the Phillips Student Connection Mighty Network. Student Services practices confidentiality of student circumstance and services received.

Emergency Financial Assistance

A Student Emergency Fund is available to students in need of assistance for emergency situations. Grant amounts depend on need and the amount of money in the fund. The maximum amount to be awarded at any given time is \$250.00. Repayment is not required. Information about applying for Emergency Financial Assistance can be found on the Phillips Student Connection Mighty Network. Student Services practices confidentiality of student circumstance and funds received.

Textbook Vouchers

Access to course textbooks is a necessary element of academic success. The Student Senate provides financial support for a voucher system to assist students with obtaining resources before classwork begins.

A student may request up to \$250.00 a semester/Fortnight for the purpose of purchasing textbooks from any vendor of the student's choosing. The full amount of the voucher request is to be paid back by February 28th for spring semesters, June 30th for summer sessions, and September 30th for fall semesters. Repayment ensures funds are again available for the next semester's students who need assistance. To apply for a textbook voucher, visit the Phillips Student Connection Mighty Network.

Travel Grant Funds

Any student who is currently enrolled in a degree program at Phillips, lives at least 100 miles from campus, and who is in good academic standing, may apply to the Office of Student Services for a travel grant to offset transportation and lodging expenses. Any funds awarded must be used while the student is enrolled in a degree program at the seminary.

Funds may be used for travel, lodging, and meal expenses incurred as a direct result of the student's progress toward degree completion. Please note: Immersion courses are not eligible for Travel Grant reimbursement.

A student may apply for up to \$250.00 per academic term. A student may not receive more than \$500.00 in travel grants within an academic year. Maximum allowances for particular items are as follows:

- **Lodging-** \$100 per night, including tax. Additional expenses charged to a hotel room such as movies, snacks, and drinks are not reimbursable
- **Fuel-** the reimbursement rate if driving one's own car shall be based upon receipts provided for fuel purchase during the dates of travel for which the grant is approved. Total travel (round trip) must be greater than 100 miles.
- **Airfare-** receipts for airline tickets are still subject to the \$250.00 per term grant limit

Contact the Office of Student Services for information and application.

Lodging Options

A list of resources for students who require lodging while in classes is available on the Phillips Student Connection Mighty Network.

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 <https://www.pikepass.com/>.

Parking

Students are welcome to use the gated parking lot in the back (east) side of the main building and enter from there. Parking stickers will be issued during new student orientation. 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. If you need to leave your car at the seminary overnight, please make arrangements with the front desk.

Name and Door Badges

All students are issued an ID badge that includes their photograph and library bar code. This badge also provides the student with building and gate access Monday through Friday from **7:45 am to 8:30 pm**, and on Saturday during scheduled weekend class hours. If the door badge is lost or misplaced, there will be a replacement charge of \$10.00. **This expense is the responsibility of the student. Payment should be made in the Business Office. A receipt will be issued showing payment has been made for the replacement badge. Give the receipt to the front desk to pick up the new ID badge.** To request a new student ID badge, visit the Phillips Student Connection Mighty Network.

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.

Building exits in the library are for EMERGENCY use only.

Job Postings & Career Resources

The seminary does not offer a formal placement service for students. However, the seminary regularly receives a wide variety of job notifications from churches and institutions. These are posted on a job board located on the Phillips Student Connection Mighty Network. For students interested in investigating career options beyond the local church, there is also a "Career Resources List" located on the Mighty Network.

Disabilities Policies and Procedures

Phillips Theological Seminary recognizes disability as an aspect of diversity, the inclusion of which is vital to the seminary community and to society. The Office of Student Services has worked to identify opportunities to strengthen our academic programming by making available to all students various disability resources intended to bolster success and make the learning environment accessible and inclusive to all. Students with disabilities can begin the collaborative process of accessibility by contacting the Office of Student Services to develop a partnership, generate solutions, and implement reasonable accommodations.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. The seminary's Senior Director of Human Resources serves as the ADA Coordinator for students with disabilities. The full Disabilities Services manual can be found on the Phillips website.

Writing & Tutoring Resources and Grammarly

The seminary is deeply invested in the success of every student, both master's and doctoral level. Writing support is provided to all students by the Instruction Librarian, Katherine Casey, and by seminary approved writing coaches. Information about writing support is located in the [Writing Tutoring LibGuide](#). For more information, contact Katherine at katherine.casey@ptstulsa.edu, or 918-270-6432.

The seminary provides a Grammarly Premium subscription to all PTS students. Grammarly is a cloud-based English-language writing-enhancement platform developed by Grammarly, Inc. Grammarly's editing and proofreading resources check more than 250 grammar rules. It evaluates and provides feedback on the mechanics of writing, such as subject/verb agreement, use of definite and indefinite articles, comma splicing, and potential misplaced modifiers. Grammarly also provides plagiarism checks. To access your Grammarly Premium subscription, contact the Office of Student Services or visit the Student Services site on Canvas.

Directors of Ministerial Formation/Denominational Support

Directors of ministerial formation help students who plan to seek ordination to move appropriately through the stages required by their particular denomination. Please see the Denominational Formation section on the Academic Resources site in Canvas or the Phillips website for a complete list of contact information <https://ptstulsa.edu/current-students/denominational-formation/>. These individuals are also happy to field denomination-related questions for DMIN students and masters-level students who are not seeking ordination.

Financial Aid

Phillips Theological Seminary provides tuition assistance to all degree-seeking students. (Graduate Certificate, Audit, and Special Students are not eligible for tuition assistance.) Tuition Aid is distributed as follows:

- DOC/UCC Students: 80%
- All Other Students: 60%
- Underrepresented Groups: 80%

Tuition aid scholarships are issued based on a student's demographic self-reporting on the Financial Aid application.

A Financial Aid Handbook is emailed to every new student at the time they receive their letter of acceptance, and is available on the Academic Resources site in Canvas. This Handbook is also available on the seminary website. Please consult this resource for a full description of the seminary's financial aid and student loan policies.

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, or the Office of Student Services 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. Letters of Recommendation, submitted for admission decisions, are not a part of a student's education record and thus are destroyed upon enrollment.

- 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 their 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 their tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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 if they do not wish to have any or all of these information categories, including denomination, considered as student directory information.

Students can upload their photo for the student picture directory by navigating to Sonis from your Single Sign-On (SSO) apps. Once in Sonis, click "Update Bio" from the menu on the left of the screen. Scroll down until you see the option to "Upload Photo." Select "Publish Photo" to share your photo in the student directory.

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.

Policy Regarding Sexual Harassment and Grievance Procedure

This information can be found in Appendix I.

The Campus

The Killen Commons

The Phillips campus consists of two buildings: the Cadieux Building and the Tabbernee Conference Center. The Killen Commons is housed within the Cadieux Building and is an area used for a variety of purposes. The space is for “hanging out,” studying, eating, and celebrating. It is your home away from home and is meant to be a place of comfort. There is a “snack cart” in this space. All items are 50¢. There is also a First Aid Kit in the Commons area free and available for student use.

Coffee Lounge

On the back hall off the Killen Commons you will find our Coffee Lounge. It is also a great space for relaxing and food preparations. There you will find:

- microwave ovens for heating snacks and lunches
- a refrigerator for students to store small amounts of food for a limited time
- a coffee bar
- a USB charging station
- chairs and tables for studying and visiting

The Front Desk

The front reception desk is the place to:

1. leave mail for faculty and staff
2. obtain replacement parking stickers or replacement door badges
3. report any concerns related to the facilities, such as paper or toner problems, plumbing problems, etc.
4. find the lost and found
5. locate the security guard in the evening when that person is not making rounds.

Prayer Room/Day Room

There is a prayer room/day room in the building near Classroom 305 on the Southeast side of the building. Students, staff, faculty, and visitors may use this room as a resting area to practice prayer, meditation, or reflection. This room is also supplied for individuals nursing infants. When using the space, please prioritize privacy for individuals who are nursing.

Student Senate Room Food Pantry, & Book Exchange

The Student Senate Room, which is located just outside classroom #302, is open and available to all. It is a resource center maintained by the Student Senate for all students.

A food pantry is maintained by Student Senate and is available to all students. The student senate also maintains a book exchange in their room on campus. Students are welcome to leave books they no longer need and take anything from the shelf they find helpful.

Study Rooms

There are group study rooms, a copier and a few supplies for students in the library. Your student fee helps cover the cost of the copier, paper and supplies found there. Ask for assistance at the circulation desk, if necessary.

The Library & Writing Resources

The Phillips Library is located at the North end of the main Phillips Seminary building. Library staff members are always happy to show you the layout of the library and orient you to the materials and technology you will need to be successful at Phillips.

Contact Information

Contact us for all your information needs, renewing books, locating databases, and other assistance: ptslibrary@ptstulsa.edu

The circulation desk phone number: (918) 270-6437

Please check the website for specific library hours: <https://ptstulsa.edu/events/>

The Phillips Library online catalog is free and available at all times: https://okstate-ptstulsa.primo.exlibrisgroup.com/discovery/search?vid=01OKSTATESTILL_PHILLIPS:PHILLIPS

Library Access and Writing Assistance

The library provides access to electronic databases, books and other resources. Access to all library resources is found at <https://ptstulsa.edu/library/>.

For problems contact us at ptslibrary@ptstulsa.edu or call 918-270-6437.

Services

The library offers multiple services including free printing, reference, scanning, interlibrary loan, and mailing materials to students. If you have an information need – just ask us! Students may use the library copy machine and computers at no cost to duplicate materials in support of your course work.

Reserves

Contact us at ptslibrary@ptstulsa.edu, or call (918) 270-6437 for course reserves services.

Circulation Information

Physical items (Books, DVDs, and CDs) from our main collection circulate for 28 days. Materials can be renewed as long as no one else has placed a hold on the item. For renewal assistance please contact the library at ptslibrary@ptstulsa.edu or 918-270-6437.

The library section on the seminary website provides helpful information on borrowing, downloading, and renewals of these important resources.

Collection

The library collections at Phillips Seminary comprise holdings of approximately 100,000 items, making it the largest graduate theological library in the region extending from Dallas to Kansas City and St. Louis to Denver. The library serves as an important resource for theological students, religious professionals and researchers in the area.

The collection reflects the ecumenical and non-sectarian mission of the seminary. The library provides access to proprietary databases, monographs, electronic books, journals, DVDs, CDs and microtext items.

The library maintains several special collections: The Beasley Rare Book Room, and the Sayre Special Collections Rooms containing the Disciplina Collection, and the Merrick Hymnody Collection.

Meinders Chapel

The Meinders Chapel provides sacred space for 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 the front desk or the Media Manager before making changes to the arrangement of the chapel furniture or before operating the chapel sound and video equipment.

Labyrinth

The seminary has a meditation garden and labyrinth located adjacent to the Tabbernee Conference Center. Walking the labyrinth is an ancient and modern Christian spiritual practice. The garden contains trees, flowers, and plants that are indigenous to Oklahoma. Both the garden and labyrinth are wheelchair accessible. If you would like to have access to the garden and labyrinth, those arrangements can be made at the front desk.

Restrooms

The U.S. Department of Education, under Title IX of the Education Amendments of 1972 states that schools where federal loan programs are available to students may not discriminate based on a person's sex, including a person's self-identified gender identity.

Employers are legally required to provide workers reasonable access to restroom facilities. The U.S. Department of Labor's Occupational Safety and Health Administration requires that employers make toilet facilities available so that employees can use them when they need to do so, and the employer may not impose unreasonable restrictions on employee use of facilities.

Phillips complies with OSHA and with Title IX. Restrooms are placed throughout the building. Some of those restrooms are available for any person who identifies as male or female. In addition, there are two restrooms on the south side of the building which are gender neutral, having sliding locks for privacy, and which are identified by appropriate signage.

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. The seminary is committed to utilizing biodegradable paper products for meal service.

In the Killen Commons, you will find containers for recycling #1 and #2 plastic containers and aluminum cans. A box for paper is located by the library copier.

Phillips provides document shredding options for students. Please dispose of paper in the gray bins located in both the South Hall Copy Room, and the Executive Copy Room. Please remove staples, paper clips, and any non-paper items before disposing of documents.

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

Smoke-free Environment

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

No weapons of any kind are permitted on seminary grounds or in buildings.

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 the front desk for specific details regarding the facility usage policy and the facility usage non-discrimination policies.

Security

Phillips Theological Seminary strives to provide a safe and secure environment for students, faculty, staff, and visitors. We achieve this purpose through a community-friendly approach that enhances safety through the visibility of security personnel, along with preventative patrols.

The seminary employs a Facilities Manager, a Campus Security & Safety Officer, and a Campus Safety Specialist who work together to oversee the safety and security of the seminary's facilities and community members.

Potential criminal actions and other emergencies on campus should be reported by any student, faculty member, or employee by dialing Security at 918-852-4930 from 8:00am-9:30pm or dialing Tulsa Police Department through Emergency 911 from 9:30pm – 8:00am.

For persons who must move around campus alone at night or for those with permanent or temporary disabilities, an escort can be arranged by calling Security at 918-852-4930.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Phillips provides a report on stats and types of crimes on campus for the previous three years. The Campus Crime Report is available in printed form, upon request, from the Seminary by contacting the office at 918-610-8303 or writing Phillips Theological Seminary, Attention: Campus Security & Safety Officer, 901 N. Mingo Road, Tulsa, OK 74116. The Campus Crime Report is also posted on the seminary website under the Safety & Compliance page. For the safety and security of everyone, all entrances to the building will remain locked at all times. 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 Phillips student.

When A Crime Has Occurred:

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

Campus Security– 918-852-4930

Police Emergency - 911

Tulsa Police – 918-596-9222

Crisis Intervention – 918-836-4357

Rape Hotline – 918-744-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 Phillips 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 receptionist or security person on duty of what has happened. That person will call the appropriate staff person. After 5:00 pm call 918-852-4930.
- 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. 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 the Office of Student Services or the Academic Affairs office.

Counseling is available for victims of sex offenses. Contact the Office of Student Services for assistance and referral.

Appendix I: Title IX Gender Discrimination And Sexual Harassment

It is the policy of Phillips Seminary that no member of the academic community may sexually harass another. Sexual harassment is any attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to subject a person to unwanted sexual attention as a condition of employment, compensation, promotion, or grades. Sexual harassment is also the creation of a hostile environment through the use of offensive or demeaning language, signs, jokes, or pranks. Students should consult the complete policy in the Academic Handbook.

Appendix II: Professional Behavior and Netiquette

Everyone in the Phillips Theological Seminary community deserves respect as we participate together in critical theological reflection and ecumenical conversation on issues and debates within the church and the broader society.

The expectations under which the seminary currently operates in its teaching/learning functions apply to both on campus and online courses. However, participants in the online discussions do not have available the same visual and auditory clues as those in brick-and-mortar classrooms for interpreting the tone and substance of contributed comments.

Therefore, students should observe the following guidelines concerning appropriate 'netiquette' – i.e. basic guidelines about how to behave in an online format. Although individual professors may have unique standards or procedures regarding class etiquette that are specific to their course design and learning goals, members of the seminary community should attend to the following general institutional standards:

- **Be present.** In the Student Community Covenant, students at Phillips Theological Seminary commit themselves to “be[ing] present in gifts and voice, willing to share my relevant life experiences as well as increase my knowledge of the lives and experiences of others by listening carefully[.]” Online environments can obscure the fact that there is a person behind the words. Remember that there is another human being on the other side of an email or discussion posting.
- **Be reachable.** Please check your Phillips Theological Seminary email account five days a week and communicate with your instructors. When communicating with faculty or staff via email, please use your Phillips Theological Seminary email account unless they request otherwise.
- **Be prepared.** Before enrolling in an online class, make sure you have the required technology for such coursework. (Please see “Internet Access and Technical Requirements, *Phillips Theological Seminary Academic Handbook* for these requirements.) In an online discussion forum, complete the readings and other assignments and read the instructor’s directions before composing your discussion forum post. If you are responding to someone else, read their post carefully before responding. In all cases, read your post through before submitting it.
- **Be appropriate.** In the Student Community Covenant, students at Phillips commit to “develop[ing] a vocational identity that transforms and sustains me throughout my ministry, wherever and however that may be.” In your Phillips Seminary courses you are doing much more than learning information; you are practicing your vocational identity. Your conduct in class – both online and on-campus – should reflect the integrity, respect, seriousness, and skill your vocation deserves.
- **Be clear.** In your written work, including online forum posts, strive to be clear, concise, accurate, comprehensible, and intelligent. (Note: Synchronous online chats may be more informal; follow whatever guidelines your instructor provides.) Everyone in an online course shares responsibility for the course’s success, and your fellow students cannot learn from you if they cannot figure out what you’re

saying. Humor and especially sarcasm do not always come across as their authors intend, so exercise particular care with them.

- **Be purposeful in your choice of words.** If something has upset you so much that you cannot choose your words with responsibility, purpose, and care, do not send a message or submit a post until you have collected yourself and reflected on your reaction. Rude, offensive, abusive, and/or insulting communications (“flaming”) are considered aggressive and constitute unacceptable classroom conduct and a violation of this policy. Such comments may violate other Seminary policies, including but not limited to the Student Community Covenant and the Title IX Gender Discrimination and Sexual Harassment Policy.
- **Be trustworthy.** Do not share the email address or comments of any other member of the class without that class member’s express permission. To do so constitutes a violation of their privacy. Do not send any type of unsolicited junk email (including but not limited to advertisements, chain emails, solicitations, or sexually explicit material) to others in the seminary community. In addition to violating this netiquette policy, such actions may also violate other Seminary policies, including but not limited to the Student Community Covenant and the Title IX Gender Discrimination and Sexual Harassment Policy.
- **Be curious.** We all choose words in ways that reflect our respective cultures, upbringings, backgrounds, and personalities. Sometimes those differences can lead to misunderstandings, especially in online formats where visual and auditory clues are lacking. If someone’s meaning is unclear to you, be curious about it, and ask for clarification. Think about ways that your own meaning might be unclear to someone from a different context.
- **Be respectful in disagreement.** Respectful statements of disagreement are welcomed, and even encouraged, because exposure to other opinions is part of the learning experience. Personal attacks are never permitted, even if they are purportedly said in jest. Disrespectful, mocking, and/or dehumanizing communication – whether overt or proceeding by innuendo – is a violation of this netiquette policy and may constitute a violation of other Seminary policies, including but not limited to the Student Community Covenant and the Title IX Gender Discrimination and Sexual Harassment Policy. If a discussion becomes hostile through someone else’s actions, please do not escalate it. Instead, please contact the instructor immediately or follow the “Breaches in Community Covenant” procedure outlined in the student handbook.
- **Be aware of your surroundings:** Remember that, in online environments, all-uppercase writing is the visual equivalent of shouting. As with in-person shouting, it may be appropriate for the classroom in some circumstances (like congratulating someone on a major milestone) and entirely inappropriate in others (lashing out in anger or hostility, for example). Please avoid using all-uppercase writing in anger, use your best judgement when it comes to other uses, and be ready to stop writing in all-uppercase if the instructor asks you to. Remember as well that other members of the class may not know the same internet slang and abbreviations as you might know. Be prepared to use such slang and abbreviations less often than you might in other online discussions.

- **Be willing to move on.** Sometimes an instructor will put an end to a discussion so that the class may best meet the learning goals of the course. Understand that you are required to end in-class discussion of a topic if requested to do so by the instructor. Should you require further follow-up, please pursue it by contacting first the instructor, and then the Associate Dean of Academic and Student Affairs. Your adviser may also be able to assist you.

Students who violate this policy may face a range of consequences, depending on the nature, severity, and persistence of the violation. These consequences may include but are not limited to: private reminder from the instructor, in-class reprimand from the instructor, lowering of participation grade, referral to the Academic Dean, removal from the course with no credit, discrimination and/or sexual harassment complaint procedures, and expulsion from the Seminary.

Students who believe that they have witnessed or been targeted by violations of this policy should notify the instructor of the course, the Dean, and/or the Associate Dean of Academic and Student Affairs as soon as possible, including as much supporting evidence as possible (dates, times, screen shots, transcripts, etc.)

Appendix III: Student Community Covenant

Student Community Covenant

Phillips Theological Seminary, a graduate seminary affiliated with the Christian Church (Disciples of Christ), is dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations and the public good. We are a community of teachers and learners seeking to be faithful to God through disciplined, reasoned, and reflective study of scripture, religious tradition, and human experience. The seminary's mission is to learn and teach how to be: attentive to God; responsible biblical and theological interpreters; faithful individuals, congregations and communities acting with God to transform the world.

The Student Community Covenant is intended to shape and inform a set of expectations for student life conducive to optimal learning in a safe environment. The purpose is to provide a clear sense of how we as a community pay deep attention to the biblical witnesses, to the theological heritage of those committed to understanding the work of God, and to the varieties of cultures and contexts that comprise our 21st-century world in an educational community. This covenant is not intended to ascribe to a particular set of beliefs but to create a community respectful of the diversity of culture and context of students, faculty, and staff.

Communities must have the ability to hold dialogue in a manner which is safe, respectful, and enhances our mutual learning. Therefore, students at Phillips Theological Seminary are bound to:

- Be present in gifts and voice, willing to share relevant life experiences as well as increase one's knowledge of the lives and experiences of others by listening carefully, particularly to those who are too often invisible or too often pushed aside, and to seek reconciliation when necessary.
- To learn the art of personal care to prepare for the challenges of ministry and life balance by maintaining attentiveness to God. This might include developing a spiritual formation plan, a healthy physical life, continued reflective study, and/or other appropriate practices.
- To develop a vocational identity that is transformative and sustainable, wherever and however that may be, including actively working to expand multicultural awareness, developing meaningful friendship with peers, and pursuing opportunities for ongoing education.
- To have awareness of the multiplicity of roles in our lives that necessitate the establishment of priorities for ourselves and to support peers in their seminary journey. Participation in the process of learning involves submitting course work on time, taking course attendance seriously, and engaging with the subject matter both respectfully and thoughtfully.
- To refrain from any form of verbal or physical comment or harassment based on personal characteristics such as race, gender, gender identity, sexual orientation,

political belief, marital status, national origin, religion, age, physical and mental disabilities, and any legally protected characteristic. In light of our technologically connected world, the concept of relationship extends to social media forms of expression.

In addition to these individual commitments, students are expected to comply with all federal, state and local laws. All students, degree-seeking or otherwise, are bound to intentionally pursue the commitments described in this Student Community Covenant, as well as all other policy handbooks and the Academic Handbook. These principles are also intended to discourage any conduct that is likely to have an adverse effect on the Seminary. A student should expect consequences, up to and including dismissal from the Seminary if the student is not able to maintain the standards of the Student Community Covenant in Phillips-related activities, whether the concerning activity or behavior takes place on-campus, off-campus, or in cyberspace. In addition to receiving an appropriate response from the Student Services office, students may be held accountable according to their own denominational standards.

Appendix IV

Contact Information for Faculty and Staff

Staff are available to support and assist students from 8:00 am to 5:00 pm Monday through Friday.

A complete directory listing is available on the Phillips website. Other important numbers are listed below:

Security	8:00 am to 5:00 pm	918-270-6400
Security	After 5:00 pm	918-852-4930
Admissions	admissions@ptstulsa.edu	918-270-6420
Academic Affairs Office		918-270-6466
Bursar's Office	bursar@ptstulsa.edu	918-270-6468
Financial Aid Office		918-270-6451
Library Circulation Desk		918-270-6437
Main number		918-610-8303
President's Office		918-270-6405
Recruitment		918-270-6463
Registrar		918-270-6412
Student Services		918-270-6421
Technology Support	helpdesk@ptstulsa.edu	918-270-6436