



Phillips
Theological Seminary

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

2024-2025

Phillips Theological Seminary

901 N. Mingo Road

Tulsa, OK 74116

918-610-8303

918-610-8404 (FAX)

www.ptstulsa.edu

July, 2024

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 enrollment materials—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 reach out to 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

Table of Contents

| | |
|--|-----------|
| Academic Information | 5 |
| Academic Calendar | 7 |
| Booklists and Syllabi | 7 |
| Single-Sign-On (SSO) Information..... | 7 |
| Canvas Information | 8 |
| I/T Support, Email, and Building Wi-Fi..... | 9 |
| Books for Classes | 11 |
| Concentrated Courses (courses that meet fewer than 13 weeks) | 11 |
| Adding and Dropping classes..... | 11 |
| Course Withdrawal and Number of hours allowed..... | 12 |
| Class Cancellations | 13 |
| Attendance Policy..... | 13 |
| Basic Style Guidelines for Research Papers..... | 13 |
| Academic Probation and Dismissal | 14 |
| Academic Misconduct | 14 |
| Procedure for Academic Misconduct..... | 15 |
| Penalties for Academic Misconduct..... | 16 |
| Academic Complaints..... | 16 |
| Students Complaints Concerning Grades..... | 17 |
| Inclusive Language | 17 |
| Commencement..... | 18 |
| | |
| Student Resources and Services | 19 |
| Student Services Section on Mighty Networks | 19 |
| Name and Door Badges..... | 19 |
| Book Scholarship | 7 |
| Community Covenant..... | 20 |
| Breaches in Community Covenant – Complaint Process..... | 20 |
| Community Meals | 22 |
| Community Worship | 22 |
| Counseling and Spiritual Direction | 22 |
| Weekly Email Communication | 23 |
| Emergency Financial Assistance | 23 |
| Emergency Scholarship Assistance | 23 |
| Directors of Ministerial Formation/Denominational Support..... | 23 |
| Disabilities Policies and Procedures | 23 |
| The Family Educational Rights and Privacy Act (FERPA) | 24 |
| Financial Aid | 24 |
| Financial Need Scholarship..... | 25 |
| Lodging Options..... | 26 |
| Parking..... | 26 |
| PikePass..... | 26 |
| Job Postings & Career Resources | 26 |
| Policy Regarding Sexual Harassment and Grievance Procedure..... | 26 |
| Seminary Student Directory | 26 |
| Substance Abuse | 26 |
| Student Senate | 27 |
| Travel Grant Funds | 27 |
| Tuition Reimbursement Insurance | 27 |
| Writing and Tutoring Resources & Grammarly | 28 |

| | |
|--|----|
| The Campus..... | 29 |
| The Killen Commons..... | 29 |
| Coffee Lounge | 29 |
| The Front Desk | 29 |
| Prayer Room/Day Room..... | 29 |
| Student Senate Room Food Pantry & Book Exchange | 29 |
| Study Rooms..... | 30 |
| The Library & Writing Resources..... | 30 |
| Meinders Chapel | 31 |
| Restrooms | 32 |
| Going Green: Recycle, Conserve, Re-use..... | 32 |
| Smoke-free Environment | 32 |
| Weapons | 32 |
| Facility Usage..... | 33 |
| Security..... | 33 |
| When a Crime Has Occurred | 33 |
| When an Accident Has Occurred..... | 34 |
| When Sexual Assault Has Occurred..... | 34 |
| Appendices..... | 35 |
| Appendix I: Discrimination & Sexual Harassment Policy..... | 35 |
| Appendix II: Professional Behavior and Netiquette | 36 |
| Appendix III: Student Community Covenant..... | 39 |
| Appendix IV: Contact Information for Faculty and Staff | 41 |

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 Summer 2024 – Summer 2025

Summer 2024

| | |
|--------------------------------------|-----------|
| Summer Term | Jun 03-28 |
| Concentrated Course Week | Jun 10-14 |
| DMin Session | Jun 10-14 |
| DMin Project Courses | Jun 15 |
| Juneteenth Holiday (seminary closed) | Jun 19 |
| Immersion Intensive Week | Jun 20-25 |
| Independence Day (seminary closed) | Jul 04 |
| Summer Masters Coursework Deadline | Jul 19 |
| Master Student Grades Due | Aug 02 |
| DMin Summer Coursework Deadline | Aug 30 |
| Incomplete Request Deadline – DMin | Aug 30 |
| DMin Student Grades Due | Sep 15 |

Fall 2024

| | |
|--|-----------------------|
| Registration reopens for Fall 2024 | Aug 01 |
| A-Term Week 1 | Aug 05-09 |
| New Student Orientation | Aug 20-22 |
| First day of classes | Aug 26 |
| Labor Day (seminary closed) | Sep 02 |
| DMin Student Grades Due | Sep 15 |
| Early Bird Application Deadline – DMin, January 2025 | Sep 15 |
| Concentrated Course Week 1 | Oct 7-11 |
| DMin Session | Oct 7-11 |
| Concentrated Course Week 2 (Immersion: BorderLinks) | Oct 14-18 (Oct 12-19) |
| Final Application Deadline – DMin, January 2025 | Oct 15 |
| WD Deadline | Oct 18 |
| Registration for Spring 2025 | Oct 28-Nov 08 |
| Early Bird Application Deadline – Masters, Spring 2025 | Nov 01 |
| New Student Registration for Spring | Nov 11 |
| Thanksgiving Recess (seminary closed Nov 27-29) | Nov 25-29 |
| Final Application Deadline – Masters, Spring 2025 | Dec 01 |
| Incomplete Request Deadline – Masters / DMin | Dec 06 |
| Last Day of Classes | Dec 13 |
| Winter Break (seminary closed) | Dec 25-Dec 31 |
| Master Student Grades Due | Jan 02, 2025 |
| DMin Student Grades Due | Jan 02, 2025 |

Spring 2025

| | |
|--|---------------|
| New Year's Day (seminary closed) | Jan 01 |
| Registration reopens for Spring 2025 | Jan 02 |
| J-Term Week 1 | Jan 06-10 |
| DMin Session | Jan 06-10 |
| DMin Project Courses | Jan 11 |
| Remind and Renew | Jan 15-17 |
| MLK Jr. Day (seminary closed) | Jan 20 |
| New Student Orientation | Jan 21-23 |
| First Day of Classes | Jan 27 |
| Ash Wednesday | Mar 05 |
| Concentrated Course Week 1 | Mar 10-14 |
| Concentrated Course Week 2 | Mar 17-21 |
| WD Deadline | Mar 21 |
| Registration for Summer/Fall 2025 | Mar 31-Apr 11 |
| Early Bird Application Deadline – Masters, Fall 2025 | Apr 01 |
| New Student Registration Summer/Fall | Apr 14 |
| Holy Week Recess (seminary closed Apr 18) | Apr 14-18 |
| Easter Monday (seminary closed) | Apr 21 |
| Final Application Deadline – Masters/DMin, Fall 2025 | May 01 |
| Incomplete Request Deadline – Masters/DMin | May 9 |
| Senior Grades Dues | May 9 |
| Awards Day | May 13 |
| Last day of classes & Senior Banquet | May 16 |
| Graduation | May 17 |
| Memorial Day (seminary closed) | May 26 |
| Master/DMin Student Grades Due | June 02 |

Summer 2025

| | |
|---------------------------------------|------------|
| Summer Term | Jun 02-27 |
| Concentrated Course Week 1 | June 02-06 |
| Concentrated Course Week 2 | June 09-13 |
| DMin Session | Jun 09-13 |
| DMin Project Courses | Jun 14 |
| Juneteenth Holiday (seminary closed) | June 19 |
| Independence Day (seminary closed) | Jul 04 |
| Incomplete Request Deadline – Masters | Jul 11 |
| Summer Masters Coursework Deadline | Jul 18 |
| Master Student Grades Due | Aug 01 |
| Incomplete Request Deadline – DMin | August 22 |
| DMin Summer Coursework Deadline | August 29 |
| DMin Student Grades Due | Sep 15 |

Student disbursements are made the Monday following the end of the add/drop period.
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) |
| 13 week online class | First day of semester | May 1 (summer term) |
| Intensive on-campus week-long course | First day of semester | *Students are welcome to purchase eBook versions of textbooks. However, the responsibility for coordinating page numbers and citations rests with the student. |
| 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

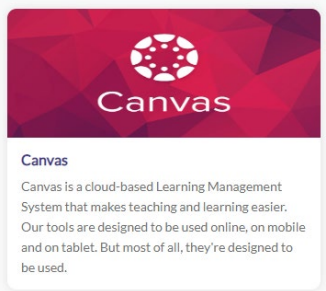
The 'My Apps' dashboard displays the following applications:

- 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.
- SONIS Student:** 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 SAMANAGE.
- Phillips Theological Seminary 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.

For technical assistance with Canvas, please enter a Help Desk ticket through the Single-Sign-On (SSO) app. The Director of Instructional Design, Chris Whetstine, is also available for student assistance at chris.whetstine@ptstulsa.edu.

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.

What equipment do I need for online or videoconference coursework?

Online education requires particular tools. Our technology philosophy is to use the least bandwidth possible in order to make the education we offer accessible to the broadest number of potential students. Students should plan on having:

- A laptop or desktop computer, preferably running Windows 10 or Mac 12.X or higher operating system; more memory (RAM) will allow more applications, such as your online course and Microsoft Word, to be open and speed up your computer
- All students are provided Office 365, and it is compatible with both Mac and Windows; students are expected to utilize this software for coursework and should not use older software versions
- Reliable, high-speed Internet, 5 – 15 Mbps. Check your speed at [fast.com](https://www.fast.com)
- Speakers and a microphone; a combination headset with microphone solution is specifically recommended for all interactive and synchronous videoconference class sessions
- A webcam

Students should be aware that some courses will require social media activities or activities involving other third-party websites and/or apps other than those the Seminary contracts with. If such an assignment is required for the course, it will be noted in the course description. Please contact instructors in advance of enrolling to address any questions or special concerns about technology use in the course.

The Phillips faculty and staff primarily use up-to-date Windows software so your use of compatible software will make things easier for you. Also, you should be aware that connectivity speeds, which affect the quality of your internet connection, vary with your supplier, time of day, and location. No matter how much they want to help you, Phillips staff members cannot fix this.

When attending class via Zoom

Remember to have your video feed turned on (this is for attendance purposes).

- Mute your microphone when you are not speaking
- Access your class from a quiet location away from noise and activity that might distract you, your classmates, or your professors
(For example, do not access your class while driving in the car!)

- Set your Zoom space up in an area where you can easily access class textbooks and take notes
- Familiarize yourself with [Zoom tools](#) like the “raise your hand” and “chat” features
- Use the chat tool for class-related conversations topics
- Run Zoom program updates from time to time

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. Navigate 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. Students 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 two 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, synchronous, 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. DMin projects and master's these must be prepared

according to formatting guidelines in a combination of Turabian and Phillips style. To facilitate this students will need to use a template provided for this formatting process.

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 6.0 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 Recruitment and 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 Recruitment and 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 of Academic Affairs and Dean within 21 days of receiving the grade report. Whether the complaint is made in writing or orally, the Vice President of 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 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 leaders of religious communities, 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 a variety of 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 resources 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. Student Community Covenant
2. Student Forms
 - a. Parking permit
 - b. Student Emergency Fund
 - c. Inclement Weather
 - d. Student Travel Grants
3. The UPDATE Student Newsletter
4. Chapel & Worship Life
5. Counseling, Coaching, & Spiritual Direction
6. Lodging Options
7. Career Resources
8. Student Senate
9. Mental Health & Wellness
10. Student Surveys
11. Student Directory
12. Student ID Badges
13. Phillips Online Store
14. Active Shooter Preparedness and Emergency Evacuation
15. DEI Climate Survey Results

Name and Door Badges

All students are issued an ID badge that includes their photograph. This badge also provides the student with building and gate access Monday through Friday from **8:00 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.

Book Scholarship – *No Application Needed!*

The Book Scholarship is available to all current degree-seeking PTS students in good academic standing. The scholarship amount is based on the number of credit hours each student is enrolled in. The amount is \$40 per credit hour. This amount will automatically show on your bursar account after the add/drop period and will be refunded to you during the disbursement period. To avoid delays in receiving your funds, we strongly advise that you sign up for eRefund through your student portal. For instructions, please see our Billing Guide.

For more information on this scholarship, please contact Financial Aid Officer, Todd Mantock at todd.mantock@ptstulsa.edu or (918) 270-6451. For information or help on eRefund or disbursements, please contact Bursar, Michelle Harper at bursar@ptstulsa.edu or (918) 270-6468.

Community Covenant

An integral part of seminary learning is the ability to have discussions about difficult subjects. We strive to cultivate a culture within our learning community that values diversity, honors difference, and exemplifies respect. Toward that end, the Community Covenant provides guidelines for compassionate and respectful discourse in the seminary journey. 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 so 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 Phillips' Manager of People and Culture. 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 and 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 Vice President of Academic Affairs and Dean.
 - ii. The Vice President of Academic Affairs and 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 Vice President of Academic Affairs and Dean.

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

If the 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 Manager of People and Culture.

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 Meals

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

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.*

Community worship opportunities are held in person or in a virtual space at various times throughout the traditional schedule of weekly classes and during intensive and weekend courses.

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. Students may be responsible for any outstanding portion of payment above the allocated \$75 per 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.

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. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. Students with disabilities can begin the collaborative process of accessibility by contacting the Associate Dean of Academic and Student Affairs to develop a partnership, generate solutions, and implement reasonable accommodations. The Policies and Procedures for Requesting Accommodation Under the Americans with Disabilities Act (ADA) can be found on the Phillips web site and on Canvas, under “Academic Resources.

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.

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.

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.

Emergency Scholarship Assistance

The Emergency Scholarship Fund is available to help pay the remaining balance on a Phillips Seminary student account when an unexpected crisis occurs in the student’s life that has left them unable to fulfill the payment plan set up for tuition and fees. The funds are intended to assist a student in addressing an immediate, unexpected financial hardship which might otherwise prevent them from continued participation as a student at Phillips Seminary.

Eligibility

- Must be a current or returning Phillips student making satisfactory academic progress and in good academic standing, maintaining a minimum 2.5 GPA
- Must have experienced an unexpected, unforeseen, and unavoidable emergency expense. Examples can include displacement/homelessness, death or illness in the family, loss of employment, victim of crime or accident, unexpected change in marital

status, house fire or natural disaster, or other unexpected event that has caused financial hardship

- Must have exhausted all other financial options
- Must have a balance on billing account from tuition and fees

For more information on this scholarship, please contact Financial Aid Officer, Todd Mantock at todd.mantock@ptstulsa.edu or (918) 270-6451.

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

Financial Need Scholarship Application

The Financial Need Scholarship is available to help pay all or a portion of the balance for the current semester for degree-seeking PTS students in good academic standing who have demonstrated financial need.

Eligibility

- Must be a current or returning Phillips student
- Must be degree seeking in a Master's or DMin program
- Must be making satisfactory academic progress and in good academic standing, maintaining a minimum 2.5 GPA
- Must have submitted a current year FAFSA that shows documented financial need

For more information on this scholarship, please contact Financial Aid Officer, Todd Mantock at todd.mantock@ptstulsa.edu or (918) 270-6451.

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. Students interested in providing pulpit supply have the option to add their name to a list of contacts to be notified when openings arise. The link to sign-up for pulpit supply is in the Student Connection Mighty Network.

Lodging Options

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

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.

PikePass

If you use an Oklahoma turnpike coming to Tulsa, you can get a PIKEPASS. To obtain a PikePass, call 1-800-745-3727, or visit the web at <https://www.pikepass.com/>.

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.

Policy Regarding Sexual Harassment and Grievance Procedure

This information can be found in Appendix I.

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 on the Phillips Student Connection Mighty Network.

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.

Travel Grant Funds

The Travel Grant is available to assist students in good academic standing offset the cost of traveling to campus to complete their necessary courses. The grant applications are accepted for Fall (including A-term), Spring (including J-term), and Summer semesters. Maximum grant award amounts have been increased from \$250 to \$500 per semester, for a total of \$1,500 per academic year.

Eligibility

- Must be a currently enrolled degree-seeking student or enrolled in a certificate program at Phillips
- Must live at least 100 miles (round trip) from campus
- Must be making satisfactory academic progress and in good academic standing, maintaining a minimum 2.5 GPA
- Must submit receipts prior to reimbursement

For more information on this grant, please contact Bursar, Michelle Harper at bursar@ptstulsa.edu or (918) 270-6468.

Tuition Insurance Reimbursement

Phillips Theological Seminary has partnered with GradGuard to offer tuition insurance to students at a discounted rate to help them and their families overcome financial loss of an unexpected withdrawal. Phillips is proud to offer a reimbursement program that offers to reimburse the cost of \$1,500 of coverage. At the 1.1% cost of coverage, this equals \$18.00 per student.

Reimbursement payments will be made after the close of the registration period for the semester selected, typically 2 weeks after classes begin. For more information on GradGuard tuition insurance and to sign up, please see your student portal or [GradGuard.com](https://www.gradguard.com).

For more information on this reimbursement program or tuition insurance, please contact Bursar, Michelle Harper, at bursar@ptstulsa.edu or (918) 270-6468.

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 and Research Lab](#). For more information, contact Katherine at katherine.casey@ptstulsa.edu, or 918-270-6432.

The Writing Support [LibGuide](#) contains a [Grammarly section](#) that includes a video about Grammarly and how to set it up and use it.

The seminary provides a free 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 Academic Resources site on Canvas.

The Campus

The Killen Commons

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 with snacks available at a nominal fee. 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 peanut butter & jelly sandwich station
- 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 Phillips Library

The Phillips Library is located at the North end of the main Phillips Seminary building. The staff is always happy to show you the layout of the library and orient you to the materials and technology you will need to be successful at Phillips. 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 collection reflects the ecumenical and non-sectarian mission of the seminary. The library provides access to monographs, electronic books, journals, DVDs, CDs, microtext items, and more. The library has several special collections: *The Beasley Rare Book Room*, *Imbler Discipliana Collection*, and *Merrick Hymnody Collection*. The library serves as an important resource for theological students, religious professionals, and researchers in the area.

Library Contact Information

ptslibrary@ptstulsa.edu / 918-270-6437

Library Hours

[Library hours](#) vary by semester. The library is closed on all seminary holidays.

Access

Get to the library catalog, all online resources, and library service through your Single Sign On login. From the [Phillips Seminary Home page](#), click on **Student Login** and use your **Single Sign On** credentials. Three tiles bring you into different areas of library service: **Library Catalog** (where you search for books, eBooks, and some articles), **Library A-Z Database List** (our complete selection of databases where you access all articles), and **PTS Library** where you find library information such as the [Writing and Research Lab](#) and more.

Online Library Resources

The Phillips Library provides students with a wide variety of hard copy and online resources, including an extensive collection of electronic peer-reviewed journal and book databases. Access to library information and resources can be found on your SSO Single Sign On dashboard. Look for the purple tiles labeled [PTS Library](#), [Library A-Z Database List](#), and [The Library Catalog](#).

Select the PTS Library tile to access the [Writing and Research Lab](#). You will also find [DMin Student Resources and IRB Forms](#), [Citation Support](#), [Writing Support](#), and [Research Support](#), and more.

Writing & Tutoring Assistance

The seminary is invested in the success of every student, at both the master's and doctoral levels. Writing support is available from seminary approved tutors who are Phillips graduates. For more information contact [Katherine Casey](#)/918-270-6432.

Circulation

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. We do not charge overdue fines.

Electronic book circulation time periods vary. For renewal and other assistance please contact The PTS Library 918-270-6437.

Reference and Research Assistance

[All librarians](#) are happy to assist you in your reference and research endeavors. For in-depth assistance contact [Katherine Casey](#) in the Writing and Instruction office.

Mailing

The library mails books to students who are outside of the Tulsa area.

Interlibrary Loan

If the library does not have a book or article that you need, we request it from another library. We mail those books to you. Usually, articles arrive as electronic attachments.

Course Reserves

Course reserves are available two ways: electronic materials (articles, book chapters, etc.) are located in your Canvas course e-reserves folders, and books and other physical materials are located on the Reserves shelves in the reference area. If you have trouble locating reserves materials contact the library circulation desk [PTS Library](#) or 918-270-6437.

Printing and copying

The library offers free printing and copying. [Copyright](#) regulations always apply to any duplication activity.

OK-Share

Oklahoma has a program that allows Phillips students to be able to access many academic libraries in the state. Check this list of participating [OK Share](#) libraries to see if a library you would like to visit is included. The University of Tulsa does not participate in the OK-Share program; however, we can negotiate with them to get you in if needed.

Technology for Visual Assistance

The library offers the [JAWS](#) screen reader on one of its public computers. An [Amigo](#) is also available for onsite use.

Meinders Chapel

The Meinders Chapel provides sacred space for worship, prayer and silence. 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. Note: services are often livestreamed, so if you would like to attend a service and prefer not to be on camera, feel free

to sit in the chairs along the outside wall. If you would like more information about accessing the Livestreamed chapel services, please contact the office of Admissions and Student Services.

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 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 918-698-3598 from 8:00am-5:00pm and 918-852-4930 from 5:00pm-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 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 – 918-698-3598 from 8:00am-5:00pm and 918-852-4930 from 5:00pm-9:30pm

Police Emergency - 911

Tulsa Police Main Number – 918-596-9222

Crisis and Sexual Violence Hotline – 918-743-5763 or 918-7HELPME or text SAFE to 207-777

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-lit 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 within the church and the broader society.

As Phillips is a setting for professional formation, students in all institutional spaces, inside and outside of the classroom, are expected to display behavior suitable to a professional environment. Further, students should observe any requirements for etiquette and/or respectful dialogue as set forth by their instructors. Follow these guidelines to ensure your professional success at Phillips:

- **Be present.** Just as one would in a workplace setting, students should display punctuality in arriving to class, timeliness in submitting work, respectful communication with student colleagues, faculty and staff, and prompt notification if expectations cannot be met.
- **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, use your Phillips Theological Seminary email account unless they request otherwise.
- **Be prepared.** A learning environment is only effective if its members are prepared to participate. In short, your fellow students' ability to learn depends, in part, upon your preparations for and contributions to the classroom conversation. Complete all required readings and assignments in preparation for class and come prepared to engage verbally and non-verbally with your instructors and classmates.
- **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 conscientious.** Students disclose many vulnerabilities in classroom settings—from a simple lack of understanding to experiences of great personal importance. Be conscious of the ripple effects that can occur when classroom conversations are shared outside of the learning space. Do your best to preserve your student colleagues' professional interests when talking with others about your classroom experiences.
- **Be curious.** We all choose words in ways that reflect our respective cultures, upbringings, backgrounds, and personalities. Sometimes those differences can lead to misunderstandings. 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 welcome, and even encouraged, because exposure to other opinions is part of the learning experience. Personal attacks are never permitted, even if they are intended in jest. Disrespectful, mocking, and/or dehumanizing communication – whether overt or by innuendo – is a violation of this policy. If a discussion becomes hostile through someone else’s actions, please do not escalate it. Instead, contact the instructor immediately or follow the “Complaints” procedure outlined in the student handbook.

Be willing to move on. Sometimes an instructor will end a discussion so that the class may best meet the course's learning goals. Understand that you must end in-class discussion of a topic if requested by the instructor. Should you require further follow-up, pursue it by contacting first the instructor and the Academic Dean. Your adviser may also be able to assist you.

Netiquette: Guidelines for Online Engagement

Participants in 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.” 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 kind.** Online environments can obscure the fact that there is a person behind the words. Use care in your communications with fellow classmates and remember that there is another human being on the other side of an email or discussion posting.
- **Be prepared.** Before enrolling in an online class, make sure you have the required technology for such coursework. (See “Internet Access and Technical Requirements,” *Phillips Theological Seminary Academic Handbook* for these requirements.) In an online discussion forum, 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 clear.** In online forum posts, strive to be clear, concise, accurate, comprehensible. (Note: Synchronous online chats may be more informal; follow whatever guidelines your instructor provides.) Humor, and especially sarcasm, do not always come across as their authors intend, especially in virtual space, 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 are considered

aggressive, and constitute unacceptable classroom conduct and a violation of this policy. In online environments, all-uppercase writing is the visual equivalent of shouting. Be ready to stop writing in all-uppercase if the instructor asks you to do so. Remember, as well, that other members of the class may not know the same internet slang and abbreviations as you might know. As your classroom time is a professional setting, use slang and abbreviations sparingly, if at all.

- **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.

Inability to follow the guidelines presented here may violate other Seminary policies, including but not limited to the Student Community Covenant and the Title IX Gender Discrimination and Sexual Harassment Policy. Students who violate these policies 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 and 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 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 be able to hold dialogue in a safe, respectful way and enhance 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, must intentionally pursue the commitments described in this Student Community Covenant, all other policy handbooks and the Academic Handbook. These principles are also intended to discourage any conduct likely to adversely affect 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 | 8:00am to 5:00pm | 918-698-3598 |
| Security | 5:00pm to 9:30pm | 918-852-4930 |
| Retention and Student Experience | | 918-270-6420 |
| Academic Affairs Office | | 918-270-6466 |
| Bursar's Office | bursar@ptstulsa.edu | 918-270-6468 |
| Chaplain | j.w.estes@ptstulsa.edu | 918-270-6455 |
| Financial Aid Office | | 918-270-6451 |
| Library Circulation Desk | | 918-270-6437 |
| Main number | | 918-610-8303 |
| President's Office | | 918-270-6405 |
| Recruitment and Admissions | admissions@ptstulsa.edu | 918-270-6463 |
| Registrar | | 918-270-6412 |
| Student Services | | 918-270-6421 |
| Technology Support | helpdesk@ptstulsa.edu | 918-270-6436 |