Phillips Theological Seminary

STUDENT HANDBOOK

2026-2027

Phillips Theological Seminary
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July, 2026

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 Phillips 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 documents: 1) Academic Handbook, 2) PTS Catalog, 3) this Student Handbook, and 4) 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 www.ptstulsa.edu/current-students/academic resources.

If you have questions regarding the information found in this student handbook, please reach out to the Office Student Services. (You can find a full contact directory in the back of this handbook.)

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

Sincerely,
The Office of Student Services

Table of Contents

Academic Information 7
Academic Calendar 7
Booklists and Syllabi 9
Single-Sign-On (SSO) Information 9
Canvas Information 10
I/T Support, Email, and Building Wi-Fi 11
Books for Classes 13
Concentrated Courses (courses that meet fewer than 13 weeks) 13
Adding and Dropping classes 13
Course Withdrawal and Number of hours allowed 15
Class Cancellations 15
Attendance Policy 15
Basic Style Guidelines for Research Papers 16
Academic Probation and Dismissal 16
Academic Misconduct 16
Procedure for Academic Misconduct 17
Penalties for Academic Misconduct 18
Academic Complaints 19
Students Complaints Concerning Grades 20
Out-of-State Student Complaints 20
Inclusive Language 20
Commencement 21

Student Resources and Services 22
Student Services Resources in Canvas 22
Community Covenant 23
Breaches in Community Covenant – Complaint Process 23
Community Meals 25
Community Worship 25
Counseling and Spiritual Direction 25
Directors of Ministerial Formation/Denominational Support 25
Disabilities Policies and Procedures 25
The Family Educational Rights and Privacy Act (FERPA) 26
Job Postings & Career Resources 27
Lodging Options 27
Name and Door Badges 28
Parking 28
PikePass 28
Seminary Student Directory 28
Policy Regarding Sexual Harassment and Grievance Procedure 29
Student Senate 29
Substance Abuse 29
Weekly Email Communication 29

The Library 30
Contact Information and Hours 30
Access 30
Circulation 30
Online Library Resources 30

Interlibrary Loan 30
Course Reserves 30
Mailing, Printing and Copying 31
OK-Share 31
Technology for Visual Assistance 31
Reference and Research Assistance 31
Writing & Tutoring Resources 31

Student Financial Resources 32
Book Scholarship 32
Emergency Financial Assistance 32
Emergency Scholarship Assistance 32
Financial Need Scholarship 32
Travel Grant Funds 33
Tuition Insurance Reimbursement 33
Financial Aid 34

The Campus 35
The Killen Commons 35
Coffee Lounge 35
The Front Desk 35
Quiet Room/Day Room 35
Student Senate Room Food Pantry & Book Exchange 35
Study Rooms 36
Meinders Chapel 36
Restrooms 36
Going Green: Recycle, Conserve, Re-use 37
Smoke-free Environment 37
Weapons 37
Facility Usage 37
Security 37
When a Crime Has Occurred 38
When an Accident Has Occurred 38
When Sexual Assault Has Occurred 39

Appendices 40
Appendix I: Discrimination & Sexual Harassment Policy 40
Appendix II: Professional Behavior and Netiquette 31
Appendix III: Student Community Covenant 44
Appendix IV: Contact Information for Faculty and Staff 46

Academic Information

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

Academic Calendar (Fall 2026 – Fall 2028)			
Fall	**2026**	**2027**	**2028**
Registration reopens for Fall	Jul 31	Jul 30	Aug 4
A-Term Week 1	Aug 3-7	Aug 2-6	Aug 7-11
A-Term Week 2	Aug 10-14	Aug 9-13	Aug 14-18
Master/DMin Student Grades Due (Summer)	Aug 17	Aug 16	Aug 15
New Student Orientation	Aug 18-20	Aug 17-19	Aug 15-17
First Day of Classes	Aug 24	Aug 23	Aug 28
Labor Day (seminary closed)	Sep 7	Sep 6	Sep 4
Student Disbursement Date	Sept 21	Sept 20	Sept 25
Concentrated Course Week 1	Oct 12-16	Oct 11-15	Oct 9-13
Pride@Phillips Event	Oct 13	Oct 12	Oct 10*
Withdrawal Deadline (Fall)	Oct 16	Oct 15	Oct 20
Concentrated Course Week 2	Oct 19-23	Oct 18-22	Oct 16-20
Registration (J-Term/Spring)	Oct 26-Nov 6	Oct 25-Nov 5	Oct 30-Nov 10
New Student Registration (J-Term/Spring)	Nov 9	Nov 8	Nov 13
Indigenous North Americans History/Culture Event	Nov 10	Nov 9	Nov 14*
Thanksgiving Recess (no classes)	Nov 23-27	Nov 22-26	Nov 20-24
Thanksgiving Holidays (seminary closed)	Nov 25-27	Nov 24-26	Nov 22-24
Incomplete Request Deadline	Dec 4	Dec 3	Dec 8
Last Day of Classes	Dec 11	Dec 10	Dec 15
BCTAAFL Celebration Dinner	Dec 11	Dec 10	Dec 15
Winter Break (seminary closed)	Dec 25-31	Dec 25-31	Dec 25-31
Master's/DMin Student Grades Due (Fall Term)	Jan 4, 2027	Jan 3, 2028	Jan 2, 2029
Spring	**2026**	**2027**	**2028**
New Year's Day (seminary closed)		Jan 1	Jan 3
Master's/DMin Student Grades Due (Fall Term)		Jan 4	Jan 4
Registration reopens for Spring		Jan 4	Jan 4
J-Term Week		Jan 4-8	Jan 10-14
Remind and Renew		Jan 13-14	Jan 19-20
MLK Jr. Day (seminary closed)		Jan 18	Jan 17
New Student Orientation		Jan 19-21	Jan 25-27
First Day of Classes		Jan 25	Jan 31

Spring (continued)	2026	2027	2028
Ash Wednesday		Feb 10	Mar 1
Student Disbursement Date		Feb 22	Feb 28
Seminary Scholars Interview Weekend		TBA	TBA
Concentrated Course Week 1		Mar 8-12	Mar 6-10
Concentrated Course Week 2		Mar 15-19	Mar 13-17
Withdrawal Deadline (Spring)		Mar 19	Mar 24
Early Registration Opens (Summer)		Mar 19	Mar 13
Holy Week Recess		Mar 22- 26	Apr 10-14
Good Friday (seminary closed)		Mar 26	Apr 14
Easter Monday (seminary closed)		Mar 29	Apr 17
Early Registration Ends (Summer)		Mar 30	Mar 24
Early Registration for Returning Students (A-Term/Fall)		Apr 19 - 30	Apr 18 - 28
New Student Registration Begins		Apr 26	Apr 24
Tulsa Race Massacre Lecture		Apr 26	TBA
Incomplete Request Deadline		May 7	May 12
Senior Grades Dues		May 7	May 12
Awards Day		May 11	May 16
Last Day of Classes & Senior Banquet		May 14	May 19
Graduation		May 15	May 20
Memorial Day (seminary closed)		May 31	May 29
Master's/DMin Student Grades Due (J-Term, Spring)		Jun 1	Jun 1
Summer	**2026**	**2027**	**2028**
Master's/DMin Student Grades Due (J-Term, Spring)	Jun 1	Jun 1	Jun 1
Concentrated Course Week 1	Jun 1-5	Jun 7-11	Jun 5-9
Concentrated Course Week 2	Jun 8-12	Jun 14-18	Jun 12-16
Immersion Intensive Week	Jun 9-18	TBD	TBD
Juneteenth Holiday (seminary closed)	Jun 19	Jun 21	Jun 19
Independence Day (seminary closed)	Jul 3	Jul 5	Jul 4
Incomplete Request Deadline (Master's/DMin)	Jul 10	Jul 9	Jul 7
Master/DMin Student Grades Due (Summer)	Aug 17	Aug 16	Aug 15

Booklists and Syllabi

CLASS FORMAT	SYLLABUS AVAILABLE TO STUDENTS	BOOKLIST AVAILABLE TO STUDENTS
13 week on-campus class	First class meeting	Apr 15 (Fall and August term) Oct 12 (Spring and January term) Mar 5 (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*

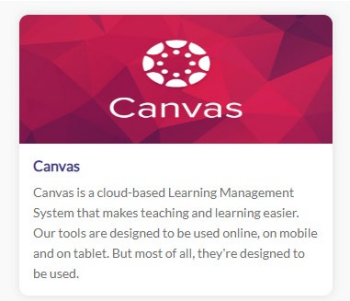
Single-Sign-On (SSO) Information and Instructions

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:

- **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 App – Library Website**Zoom** – Video Conferencing

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-and-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 (log-in or security issues), please enter a Help Desk ticket through the Single-Sign-On (SSO) app. For course related assistance with Canvas (accessing files, modules, uploading assignments, etc.), please contact the Director of Instructional Design, Chris Whetstine, 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 in order to facilitate seminary communication. (This package also includes Word, Excel, PowerPoint, Outlook Calendar, and Teams.) . 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.* 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 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 Wifi in the seminary building. The PTS Wifi network can be accessed using your individual SSO credentials.

IT Staff are Staff are available in person Monday – Thursday 7:45 am-12:30pm during the semesters to assist students with questions related to all technology programs provided or used by the institution. The staff does not service or answer questions related to student's personal 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 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 11 or Mac 14.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
- Speakers and a microphone; a combination headset with microphone solution is 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 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-up your Zoom space 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

Post-graduation offboarding
Following graduation, all graduates will be offboarded from all technology systems hosted by Phillips, including access to SSO, email, Canvas, and the rest of the Office 365 suite. Graduates will be notified in advance of offboarding via email so that they can save important messages and documents. With questions about offboard, contact the Office of Student Services.

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 the 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 for a limited period of time, faculty usually 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 course syllabi 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

Forms for dropping and adding courses are available in the Registrar's office or on the Academic Resources Site in Canvas.

A student may not add a course beyond the first week of a fall or spring semester, regardless of course schedule configuration (e.g., weekly, weekend, concentrated, online, or arranged). In a January, August, or Summer session, courses must be added at least 3 weeks prior to the beginning of the session.

Fall and Spring Semesters

The policy on dropping/withdrawing from courses is as follows:

- During the first two weeks of a semester (Fall or Spring,) a course may be dropped for any reason. No record appears on the transcript.

- In the third through the eighth week of a semester (Fall or Spring,) a course may be withdrawn from for any reason. Course withdrawals will be listed on the transcript with a "WD" indicating withdrawal. Loan students should discuss possible ramifications with Todd Mantock, Financial Aid Officer.

- After the eighth week of a semester (Fall or Spring,) 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 the 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. Contact the Registrar to initiate the appeal process.

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 the semester you may either notify the Registrar via email or forward a completed copy of the Change of Enrollment Form with adviser's signature to virginia.thompson@ptstulsa.edu. 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 it to the Registrar's office.
- If you are unable to return for the semester, please notify the Registrar and your adviser.

The Change of Enrollment Form for adding and dropping courses is available on Canvas in the Academic Resources Site. Change of Enrollment forms will be processed the day they are received in the Registrar's office (or on the next business day if submitted on a weekend).

Summer, August, and January Sessions

The policy on dropping/withdrawing from courses is as follows:

- From the end of registration and prior to the first day of class of a session (Summer, August, or January) a student may drop a course for any reason. No record appears on the transcript.

- On the first day of class of a session (Summer, August, or January) a student may withdraw from a course for any reason. Course withdrawals will be listed on the transcript with a "WD" indicating withdrawal. Loan students should discuss possible ramifications with Todd Mantock, Financial Aid Officer, at todd.mantock@ptstulsa.edu.

- On the 2nd day of class of a session (Summer, August, or January) a student 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. Contact the Registrar to initiate the appeal process.

If you are unable to be on campus, you may use the following drop/withdrawal procedure:

- To drop (prior to the end of the first day of class) you may either notify the Registrar via email or forward a completed copy of the Change of Enrollment Form with adviser's signature to virginia.thompson@ptstulsa.edu. Include the reason for dropping the course. Requests to drop a course will not be taken over the phone.
- To withdraw from a class on the second day or later, you must fill out a Change of Enrollment form and return it to the Registrar's office.
- If you are unable to return for the semester, please notify the Registrar and your adviser.

The Change of Enrollment Form for adding and dropping courses is available on Canvas in the Academic Resources Site. Change of Enrollment forms will be processed the day they are received in the Registrar's office (or on the next business day if submitted on a weekend).

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 aid granted for that course will need to be repaid as follows:

- For the first failed course: repayment of 50% of tuition aid
- For the second failed course: repayment of 75% of tuition aid
- For the third and subsequent failed courses: repayment of 100% of tuition aid

Students may receive 6 hours of withdrawal without reduction in seminary tuition assistance. Credit hours taken beyond the allowable number of hours will be ineligible for tuition assistance. Students are responsible for repaying full tuition aid scholarships awarded for courses failed due to Academic Misconduct.

Class Cancellations

The seminary will send automated text and voicemail messaging to notify students of emergencies, inclement weather, or relay other time-sensitive information.

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

For DMin project and Master's theses formatting consult your advisor for compliance with formatting templates.

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 Senior 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. Administrators, staff members, or students who have knowledge of acts of possible misconduct will report this information to the faculty member concerned or the VPAA and Dean. Such reports will be investigated according to the following policy.

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.

Utilizing any Artificial lntelligence app/tool (i.e., using output generated by putting a prompt into an AI tool) in any assignment (e.g., papers, discussion forums, or any other written assignment) is considered Academic Misconduct unless the professor authorizes the use of Al for a specific assignment.

Plagiarism is an attempt to claim ideas or writings that belong to another as one's work without proper citation. This includes presenting direct quotes from a source without both a footnote and indication within the paper of the quoted material (i.e., quotation marks, block quote formatting, etc.). Paraphrasing, summarizing, using another author's ideas, and extensive rewriting of another's work without a proper citation is also plagiarism.

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.

Any form of Academic Misconduct will be subject to the policies in this and other institutional handbooks.

Procedure for Academic Misconduct Charges:

If a faculty member believes that any student has committed an act of academic misconduct, they shall notify the person 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) declines the meeting. 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. If the faculty member has reason to recuse themselves, they should notify the VPAA and Dean for handling of the case.

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 Vice President of Academic Affairs and Dean (Academic 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, the student must file a written appeal with the VPAA and Dean within three working days following the initial meeting.

Once the appeal has been filed, the VPAA and Academic Dean, or their designee, will meet with the person filing the appeal 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 purpose 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 Academic Dean or their 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 Academic 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 Academic Dean or their 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 or how that judgment is rendered, shall be as follows. For a first offense, the consequences range from a grade of “F” on the assignment in question [a faculty member may choose to allow student to redo the assignment], to a grade of “F” in the relevant course, along with a letter to the VPAA and Dean about the misconduct. For a second offense in a subsequent semester, the consequences are suspension from the Seminary

for a calendar year, a letter to the VPAA and Dean, and the student must reapply for admission after one calendar year. An academic misconduct conviction after returning from suspension (third offense) will result in the student's automatic dismissal from Phillips Theological Seminary and termination of the student's degree program.

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 his or her coursework terminated and will be permanently dismissed. If the degree has been granted before the misconduct is discovered, the degree will be revoked. Results of these actions become a part of the permanent record.

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 Council.

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

Out-of-State Student Complaints

Students attending PTS by distance education while living outside Oklahoma are attending PTS through the State Authorization Reciprocity Agreement (SARA). A SARA student who has pursued their complaint with PTS to the highest administrative level available and believes PTS's determination of their complaint is inappropriate may appeal the determination to the Oklahoma State Regents for Higher Education (OSRHE) through its OSRHE SARA Student Complaint process.

More information about SARA student complaints can be found here:
NC-SARA's Student Complaint Process

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

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 in Canvas

Phillips Student Services provides resources within the Academic Resources site of Canvas, under Module #5 Student Services and Resources, where students can go to access student-related resources, including information about:

1. Student Community Covenant
    a. Student Community Covenant Discussion Board
2. Official Complaint Processes
3. Student Forms
    a. Parking permit
    b. Talent Release Agreement
    c. Handbook Acknowledgement
    d. Student Emergency Contact Information
    e. Student Inclement Weather & Emergency Text Alert
    f. SMS Sign-up for Communications from Student Services
    g. Student Emergency Fund
    h. Counseling & Coaching
    i. Student Travel Grants
    j. Emergency Scholarship Applications
    k. Tuition Insurance Reimbursement
    l. Financial Need Scholarship Application
4. The UPDATE Student Newsletter
5. Counseling, Coaching, & Spiritual Direction
6. Lodging Options
7. Job Board & Career Resources
8. Student Senate
9. Student Surveys
    a. Student ID Badges & Student Directory
10. Phillips Online Store
11. Student Awards and Scholarship Opportunities
12. Active Shooter Preparedness and Emergency Evacuation
13. Link to Spiritual Life Course
14. Contact Us

Additional Student Resources (When Applicable)

Some pages within the **Student Resources** Canvas module are visible only to students when applicable.

- **Tuition Aid Thank-You Letter Instructions:** Available to students receiving applicable tuition aid and includes instructions for completing required donor thank-you letters.
- **Student Worker Opportunities:** Displayed when on-campus student employment opportunities are available and includes position and application information.

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 differences 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 in the Academic Resources site in Canvas, under Module #5 Student Services and Resources.

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 Dean of Students 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 Dean of Students, 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 implicated 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 to include a member of Phillips' People and Culture team. 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 Dean of Students. 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 Dean of Students 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 offered throughout the academic year during Concentrated Course Weeks, Weekend Intensives, and other special campus events. Many meals coincide with chapel services, providing an opportunity to connect with fellow students, faculty, and staff.

Community meal dates, times, and locations are announced in the Update Student Newsletter.

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 mental health professionals, spiritual directors, and life coaches. 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 in the Canvas Academic Resources site, under Module #5 Student Services and Resources. Student Services practices confidentiality of student circumstances 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 prohibits discrimination against individuals with disabilities. Students with disabilities can begin the collaborative process of requesting accommodation by contacting the Dean of Students 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 the Canvas Academic Resources site.

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. These individuals are also happy to field

denomination-related questions for DMIN students and masters-level students who are not seeking ordination.

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 a written request to the Registrar, Dean, Dean of Students, or other appropriate official, that identifies 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
  400 Maryland Avenue, SW
  Washington, DC 20202-5920
  1-800-USA-LEARN (1-800-872-5327)

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 in the Academic Resources site of Canvas, within Module #5 Student Services and Resources. For students interested in investigating career options beyond the local church, there is also a "Career Resources List" located within Module #5 of the Canvas Academic Resources site.

Lodging Options

Students attending on-campus classes have several lodging options available. A list of local lodging resources can be found in the **Academic Resources** Canvas site under **Module #5: Student Services and Resources**.

Phillips also offers convenient on-campus lodging at **Bedford House**, providing students with a comfortable place to stay while attending Concentrated Course Weeks, Weekend Intensives, and other approved campus events. Designed to foster community, Bedford House offers opportunities for students to build relationships and engage in meaningful conversations outside the classroom.

Amenities include:

- Single king, double queen, and ADA-accessible accommodations
- A fully stocked community kitchen
- Comfortable shared lounge space
- Complimentary Wi-Fi
- On-site laundry facilities

The current student lodging rate is **$75 per night**, which is billed directly to the student's account. Many students may be eligible for travel grants through the Bursar's Office to help

offset lodging expenses. Availability is limited, and reservations are required. Student Services will send reservation information and booking links as classes are finalized. Students may also contact Student Services with questions about Bedford House accommodations or lodging options.

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 7:30 am to 6:30 pm, and on Saturday during scheduled weekend class hours**.** After receiving your ID Badge, digital access through the Blue Diamond mobile app may also be requested by emailing helpdesk@ptstulsa.edu to open a ticket. 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 through the Phillips 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 Academic Resources site of Canvas, Module #5 Student Services and Resources.

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.

Parking

Students are welcome to use the gated parking lot in the back (east) side of the main building and enter from there. One sticker will be issued at no charge; however, each replacement or additional sticker will cost $2.00, to be paid to the Business Office. The sticker should be placed in the lower left (driver's) side of the front window so that 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 parking permit request form . If you need to leave your car at the seminary overnight, please make arrangements with the front desk.

PikePass

If you travel on an Oklahoma turnpike en route 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 in the Academic Resources site of Canvas, under Module #5 Student Services and Resources.

Substance Abuse

Phillips Seminary has adopted a policy statement on Drug Free Schools. The policy statement is distributed to all faculty, staff, and students. A copy also is maintained in the Seminary library. It is Seminary policy that no member of the Seminary community may engage in substance abuse which includes the unlawful possession, use, or distribution of drugs or alcohol; and addiction or dependency on alcohol or any controlled substance under the Controlled Substance Act of the United States. If there is reason to believe that any member of the Seminary community has been using illegal substances, the Seminary may require drug testing at the employee or student's expense. The Seminary will distribute annually an informative statement including such topics as legal sanctions and health risks to all students and employees.

Weekly Email Communication

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

Student SMS Alerts

Stay connected with Phillips wherever you are by signing up for Student Services SMS alerts. These optional text message notifications provide timely reminders about important dates, campus events, student opportunities, and other announcements from Student Services.

Sign up to stay in touch with Phillips Theological Seminary

The 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

The Phillips Library website contains the library catalog, all online resources, information about library services, access to the Writing & Research Lab, and more. The Phillips Library tile can be found on your SSO page.

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 Phillips Library at 918-270-6437 or PTSLibrary@ptstulsa.edu.

Online Library Resources

The Phillips Library provides students with a wide variety of online resources, including an extensive collection of electronic peer-reviewed journal and book databases. Access to library information and resources can be found through the Phillips Library tile on your SSO dashboard.

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 at ptslibrary@ptstulsa.edu, or 918-270-6437.

Mailing

The library mails books free of charge to students who are outside of the Tulsa area. When mailing books back to the library, be sure to request MEDIA MAIL at the post office. It is the cheapest rate.

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 an Amigo reader for onsite use.

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.

Writing & Tutoring Resources

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.

Student Financial Resources

Book Scholarship

Phillips Theological Seminary provides degree-seeking students with a textbook scholarship to cover the anticipated cost of required textbooks. After registering for courses, order your required textbooks through the book supplier of your choice. Disbursement of book scholarship funds will be applied to your student account. **Please note that students who register late will not be guaranteed funds before classes begin.** For information on this or other scholarships, please contact Financial Aid Officer, Todd Mantock at todd.mantock@ptstulsa.edu or 918-270-6451.

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 in Canvas, within the Academic Resources site, under Module #5 Student Services & Resources. Student Services practices confidentiality of student circumstance and funds received.

Emergency Scholarship Assistance

Emergency Scholarship Assistance 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. *Failed courses are not eligible for these funds if there was an incident of Academic Misconduct in that course.*
- 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 Need Scholarship

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.

Travel Grant Funds

Travel Grants are available to assist students in good academic standing to offset the cost of traveling to campus to complete their necessary courses. Grant applications are accepted for Fall (including A-term), Spring (including J-term), and Summer terms. Each student meeting the eligibility requirements below may access a total of $1,500 in Travel Grant funds per academic year. Students can utilize the funds in any amount, up to $1,500, during any term of study.

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.
- Eligibility
- Must be a currently enrolled degree-seeking student taking courses for credit 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 detailed original receipts prior to reimbursement
- For more information on this grant, please contact the Director of Student Accounts 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 the financial loss of an unexpected withdrawal. Phillips is proud to offer a reimbursement program that offers to cover the cost of $1,500 of coverage.

Reimbursements will be processed during disbursement after the drop period ends. To avoid delays in receiving your funds, we strongly advise that you sign up for eRefund through the student portal. For instructions, please see our Billing Guide. For more information on GradGuard tuition insurance and to sign up, please see your student portal or GradGuard.com.

For more information on this reimbursement program or tuition insurance, please contact the Director of Student Accounts at bursar@ptstulsa.edu or (918) 270-6468.

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: 100%
- All Other Students: 80%
- Underrepresented Groups: 100%

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 Campus

The Killen Commons

The Killen Commons, located within the Cadieux Building, serves as a welcoming gathering space for the Phillips community. Whether you're studying between classes, enjoying a meal, connecting with classmates, or celebrating special occasions, the Commons is designed to foster community and provide a comfortable place to relax and recharge.

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 a great space for relaxing and for 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 and tea bar
- a cereal 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. pick up 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 safety officer in the evening when that person is not making rounds.

Quiet Room/Day Room

There is a quiet 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 or to practice prayer, meditation, or reflection. When using the space, please prioritize privacy for individuals who are nursing infants.

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 the same room. Students are welcome to leave books they no longer need and take anything from the shelf they find helpful.

Study Rooms

Phillips offers a variety of spaces to support individual study, group work, and quiet reflection.

- Student Senate Room ("The Fishbowl") – Quiet study
- Library Study Rooms & Common Area – Individual or group study
- Quiet/DayRoom – Private quiet space or small confidential meetings
- Commons & Coffee Lounge – Public study space or non-confidential meetings

The library provides study rooms, a copier, and basic supplies for student use. Your student fee helps cover the cost of the copier, paper, and available supplies. Library study rooms may be reserved for individual or group work by contacting the library at 918-270-6437 or **ptslibrary@ptstulsa.edu**. Food, beverages, and children are welcome in the library during business hours.

Students needing additional quiet study space are welcome to reserve an available classroom or meeting room on campus. To request a space, contact Gina Robertson, Front Desk, Hospitality, Campus Security & Safety Officer, at **gina.robertson@ptstulsa.edu** or 918-610-8303. Please include the name of the meeting, the number of attendees, and the requested start and end times.

These reservations are intended for student use. Students may reserve a room for studying or meetings, including those with an individual outside guest. Requests for outside group meetings must be coordinated through the Office of Events and Hospitality and may be subject to a facility use fee.

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 Chaplain Jennie Wachowski-Estes for arrangements concerning this space. If you would like more information about accessing the Livestreamed chapel services, please contact the office of Admissions and Student Services. Note: services are often livestreamed and participants may appear on camera.

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.

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, including vaping, 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, except by approved security officers.

Facility Usage

Phillips Theological Seminary considers 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 visit the Employee-Planned Events site for more information in planning campus events at Phillips or contact Krystal Grizzle, Director of Events and Hospitality, for information 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 Campus Hospitality and 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-6:30pm (Monday-Thursday) and 5:00pm-6:00pm (Friday) 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 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 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

- If unsure how to respond, call 911 immediately.
- 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 Dean of Students as soon as possible, including as much supporting evidence as possible (dates, times, screen shots, transcripts, etc.).

Appendix III: 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	24/7	18-698-3598
Safety	5:00pm to 6:00pm*	918-852-4930
Academic Affairs Office	Sharon.Russ@ptstulsa.edu	918-270-6466
Student Billing	bursar@ptstulsa.edu	918-270-6468
Chaplain	j.w.estes@ptstulsa.edu	918-270-6455
Financial Aid Office	todd.mantock@ptstulsa.edu	918-270-6451
Library Circulation Desk	lLibrary@ptstulsa.edu	918-270-6437
Main number		918-610-8303
President's Office	ashley.gibson@ptstulsa.edu	918-270-6405
Recruitment and Admissions	admissions@ptstulsa.edu	918-270-6463
Registrar	registrar@ptstulsa.edu	918-270-6412
Student Services	megan.lovins@ptstulsa.edu	918-270-6421
Technology Support	helpdesk@ptstulsa.edu	918-270-6435

* *except when evening classes are in session (9:30 pm)*