

PHILLIPS SEMINARY

STUDENT HANDBOOK

2018-2019

Phillips Theological Seminary

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www.ptstulsa.edu

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

 where faith leads

Welcome to Phillips Theological Seminary!

Good communication is essential for a smooth transition into seminary and vital to your academic success. Phillips communicates its policies and procedures to students primarily through the following three documents: 1) Academic Catalog, 2) this Student Handbook, and 3) each term's course schedule—which contains information about adding and dropping classes, tuition refunds, and academic deadlines. These documents are located electronically on our Phillips website at www.ptstulsa.edu.

This handbook is designed to serve as a valuable tool for your seminary journey. The material contained in it is intended to guide your course work and bolster your relationships with other students, faculty, and staff. Please read it carefully and then keep it in an accessible location so that you can refer to it as needed.

Thank you for taking the time to engage this material. If you have questions regarding seminary policies, please contact the dean's office. If there are questions regarding other information in this student handbook, please get in touch with the office of admissions and student services. (You can find a full contact directory in the back of this booklet.)

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

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Academic Information

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

Academic Calendar

Fall 2018

New Student Orientation	Aug 20-22
First day of 13-week classes	Aug 27
Labor Day- Seminary Closed	Sep 3
Concentrated course week 1	Oct 8-12
Concentrated course week 2	October 15-19
Withdrawal deadline	Oct 19
Thanksgiving recess- (Seminary Closed 21-23)	Nov 19-23
Incomplete request deadline	Dec 7
Last day of classes	Dec 14
Grades Due	Jan 2, 2019

Spring 2018

DMin Fortnight	Jan 7-18
J-term Weeks	Jan 7-11;14-18
MLK Jr. Day (Seminary Closed)	Jan 21
Orientation	Jan 22-23
First day of 13-week classes	Jan 28
Concentrated course week 1	Mar 11-15
Concentrated course week 2	Mar 18-22
Withdrawal deadline	Mar 22
Holy Week recess (Seminary closed on the 19)	Apr 15-19
Easter Monday (Seminary closed)	Apr 22
Incomplete request deadline	May 10
Grades Due for Seniors	May 10
Awards Day	May 14
Last day of classes	May 17
Graduation	May 18
Memorial Day (Seminary closed)	May 27
Grades due	May 31

Availability of Booklists and Syllabi

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

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

Moodle Information and Instructions

Moodle is the online learning platform at Phillips. All of your classes will include Moodle as a component.

The process for accessing Moodle:

1. Open your internet browser.
2. Enter the seminary web page <http://ptstulsa.edu> and click on the 'Academics' or 'Current Student' link. Then click on the Moodle link.
3. An alternative is to <http://ptstulsa.edu/Moodle> in your browser's address bar and go directly to the PTS Moodle site.
4. Bookmark the page for easy access later. Notice that a "help with login" link is provided on the front page in case of technical difficulty. This link sends an email to the seminary's Moodle administrators.
5. On the Moodle page, click the "login" button. Next, enter your first name + a dot (.) + your last name, all in lower case letters (i.e. *john.doe*). In the "password" field, enter the password provided to you in an email from the dean's office. Follow the instructions on the screen to change your password the first time you log in.
6. If you cannot remember your password, follow the instructions on the screen.

7. Once you have successfully logged in, available courses in which you are currently enrolled will show up in your “My Courses” page, if the professor has turned on the course. If the semester has not yet started, the course may not be ready and you will not see it. **If the semester has started and you do not see a course in which you are enrolled, contact the dean’s office for assistance.**

It is really helpful to both faculty and your peer students, if you add your picture to your Moodle profile. To upload a picture or make other changes to your personal profile in Moodle:

1. Login to Moodle and you will be on your “My Courses” page.
2. Click on your name (in large fonts).
3. Click on Edit Profile.
4. Scroll down to the “User Picture” section.
5. **Method A:** You can drag-n-drop your picture file into the large field. **Method B:** Click the small “Add” icon (located underneath the “new picture” title heading.) Then, click the “browse” button . Locate and select your picture file. Finally, click “upload this file” button.
6. **Be sure to click 'update profile' at the very bottom of the page to save your changes, including the picture.**

To enter a course, simply click the link to the title of the course. The **How to Succeed with Technology** course contains helpful information about how to perform basic functions in Moodle and how to make the most of the Phillips library.

If you find Moodle is not as user friendly as you had hoped, please contact the Dean’s Office for assistance. We want you to be able to use Moodle with ease and confidence.

Email Requirements

All students will be assigned a Phillips student email account hosted by Office365 in order to facilitate seminary communication. This will be the only email address used by Phillips faculty and staff; thus students should check it often and regularly for coursework and other official communication from Phillips. If you encounter technical difficulties with this email account, contact the learning technology advisor at studenthelp@ptstulsa.edu.

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.

Books for Classes

Book lists may be obtained on the Phillips Seminary website, <http://ptstulsa.edu>.

1. Go to the 'Academics' tab.
2. At the bottom of the first column you will find 'Current Book Lists'
3. There you will find links to the book lists for all course offerings in the given semester

Questions should be addressed to the Dean's Office.

Concentrated Courses (Courses that meet fewer than 13 weeks)

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

Because seminary courses that convene on several weekends during the semester or during a concentrated course week focus all class contact hours in a limited period of time, faculty will expect students to begin reading and working on assignments prior to the first class session. Normally, they will also expect students to complete research and writing assignments after the date of the last class session. In other words, despite the concentrated schedule for class meetings, such seminary courses should be understood to require academic work throughout the entire semester. It is the responsibility of all students who register for such courses to contact the dean's office by the first day of the fall or spring semesters (or at least three weeks before the first class session of an August, January or summer term course) to obtain a course syllabus, which will specify assignments that must be completed prior to the first class session.

Adding and Dropping Classes

Forms for adding and dropping courses are available in the registrar's office or on the website: <http://ptstulsa.edu>. A student may not add a course beyond the first week of a fall or spring semester, regardless of course schedule configuration (e.g., weekly, weekend, concentrated, arranged, online). In an August, January, or Summer term, courses must be added at least three weeks prior to the beginning of the term.

The policy on dropping courses is as follows:

- During the first three weeks of a fall or spring semester, or within the first 7 class contact hours in an August, January or summer term: courses may be dropped for any reason. No record appears on the transcript.
- In the fourth through the eighth week of a fall or spring semester, or between 7 and 14 class contact hours in an August, January or summer term: courses may be dropped for any reason. The dropped courses will be listed on the transcript with a "WD" indicating withdrawal.
- After the eighth week of a fall or spring semester or after 14 class contact hours in an August, January or summer term, courses may be dropped with a grade of "WD" only for verified extenuating circumstances of a non-academic nature. A written petition, explaining the extenuating circumstances, must be presented to the dean. If that petition is granted, a "WD" will appear on the transcript. If the petition is not granted, the dean will notify both the student and the course instructor of the decision. The course instructor will assess the student's performance up to the date of the student's withdrawal, and a grade will be issued and will appear on the transcript. Students may appeal a negative decision by the dean to the Master's Committee.

The policies for adding and dropping courses in a fall or spring semester apply equally to master's level students enrolled in all courses regardless of schedule configuration (e.g., weekly, weekend, concentrated, arranged, online).

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 at the beginning of the semester.

Number of Hours Allowed

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

Students may receive 6 hours of withdrawal without seminary tuition assistance consequences. Credit hours taken beyond the allowable number of hours of seminary tuition assistance will be billed at the full tuition rate.

Class Cancellations

In case of inclement weather, such as heavy snow or ice, call 918-270-6467 for a recorded announcement indicating whether or not Phillips has cancelled classes. Class cancellation and weather information may also be found on the website www.ptstulsa.edu. Please be sure to check one of these sources because the weather at your home and the weather in Tulsa can be considerably different. If you are outside of the greater Tulsa area, do not rely on your local weather reports. The seminary will also 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: “any student who misses 20% or more of the class contact hours for a course, for any reason, cannot pass or successfully audit that course.” The intention of the policy is not to be punitive, but to recognize that students should retake courses for credit if they miss a significant number of the class contact hours.

The 20% rule, noted above, holds for online classes as well. In an online class, the instructor will set forth in the syllabus the requirements for what constitutes class attendance. The standard may change from week to week depending on the assignment. Typically, attendance is measured by posts-per-week on the discussion board or other activities. The instructor sets the minimum number of posts-per-week required for a student to be considered present. If a student fails to make that minimum number of posts-per-week, they will be considered absent for the week. If a student is absent for more than 20% of the semester, they cannot pass the course.

Basic Style Guidelines for Research Papers

Students should consult the PTS style guide when writing research papers. Formal thesis must be prepared according to form guidelines in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. Chicago: University of Chicago Press, 2018.

You will find Research and Writing Resources on the website in the Library drop down menu or by going directly to www.ptstulsa.edu/WritingandResearchGuides. On this page, you will also find the **PTS Style Guide** that will outline citation guidelines for your written work while a student at Phillips.

Academic Probation and Dismissal

Master's level students are placed on academic probation when their cumulative grade point average falls below 2.5. Students on academic probation are limited to an enrollment of 9-10 semester-hours, excluding enrollment in PW 700 Worship Practicum, one hour seminars in spirituality, and TRG 501-504 Theological Reflection Groups.

Students whose cumulative grade point average remains below 2.5 for two consecutive semesters are subject to suspension from the seminary for one calendar year. Students suspended under this policy must reapply for admission at least one month prior to the semester in which they hope to resume their degree programs.

Students may remain on academic probation for a maximum of three semesters (including non-consecutive semesters but not counting summer terms). Those not eligible for removal from academic probation at the end of their third semester are subject to permanent dismissal from the seminary.

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

Academic Misconduct

Integrity is a fundamental principle of academic life. Those who have the privilege of being members of the Phillips Theological Seminary community have an obligation to observe the highest standards of honesty, as well as a right to expect the same standards of all others. Academic misconduct is contrary to the purposes and functions of the seminary.

Academic misconduct includes such unacceptable behavior as false representations in application materials or other reports, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, bribery, submitting a paper twice, and cheating. It also includes assisting others in the acts mentioned above, as well as attempts to engage in such acts.

Plagiarism is an attempt to claim ideas or writings, which belong to another as one's own. Paraphrasing or even extensive rewriting of another's work does not eliminate the need to give

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

Procedure for Academic Misconduct Charges

If a faculty member believes that an act of misconduct may have occurred, they shall meet with the person(s) involved to make them aware of possible charges and evidence available. Administrators, staff members, or students who have knowledge of acts of possible misconduct will report this information to the faculty member concerned and they, in turn, will conduct the meeting discussed above. Should the faculty member decide that a penalty may be warranted, they may, at their discretion, assess guilt and pronounce judgment. If the student admits guilt and accepts such disposition of the case, the faculty member will administer the punishment within three working days following the initial meeting, and file with the office of the dean a written report of the charge, the evidence and the punishment administered. If the student maintains innocence or is unwilling to accept the judgment of the faculty member, or if the faculty member does not wish to decide the case, written charges must be filed in the dean's office within three working days following the initial meeting.

Once charges have been filed, the dean or dean's designee will meet with the person charged within five working days to discuss the charges and review the evidence. This meeting does not presuppose the person charged is guilty but is only for the purposes of determining the facts and explaining the seminary policy and procedure for governing the disposition of such matters.

If the seminary does believe there are sufficient grounds to support the charges, the case will be handled in one of two ways. If the guilt is admitted, a penalty is fixed according to the guidelines given below but only after the dean or dean's designee has met with the professor involved and discussed possible actions. If, however, the person charged maintains innocence, an ad hoc committee will be appointed by the dean to conduct a hearing to make a determination of guilt or innocence. Willful failure of a person charged with academic misconduct to appear before the committee means that he or she is in default, and punishment will be pronounced and administered.

The ad hoc committee, chaired by the dean or dean's designee, will include two faculty members and two students and will conduct its sessions using procedural rules that it has developed and adopted.

Hearings must be held within fifteen working days after the initial filing of charges in the dean's office. The student involved will be informed of the decision of the committee, both orally and in writing, within two working days following the conclusion of the hearing.

Penalties for Academic Misconduct

The penalty for those found guilty of academic misconduct, regardless of when that judgment is rendered, shall range from a grade of “F” on the examination or academic exercise in question, to a grade of “F” in the relevant course, suspension from the seminary, permanent dismissal, or degree revocation. Any second conviction of academic misconduct mandates at least a suspension from the seminary for one calendar year. Records of convictions will be maintained in the student’s academic file. These records will be purged when the student graduates or has not been enrolled in the seminary for a period of ten years.

A student who is convicted of academic misconduct, including plagiarism, in the production of a major research project or thesis (i.e., an MDiv or MTS Thesis, MTS 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. In most cases, students should first make the appeal to the instructor who then should try to resolve the problem in whatever manner s/he thinks 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 s/he deems appropriate and issue a written decision. This decision may be appealed to either the Masters Committee or the DMin Committee of the Faculty Senate, depending upon degree program of the student.

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

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

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

Inclusive Language

As a Christian and theological community, we recognize the important role that language plays in shaping, perpetuating, or reshaping our lives. We know that language is not merely a collection of inert tools that enable us to "say what we want to say," but is a powerful and subtle force that orders the forms and values through which we perceive and interpret our world.

As Christians and ministers of the Word, we commit ourselves to avoid using language that damages or excludes persons or perpetuates demeaning stereotypes.

This includes language that establishes or reinforces bias against people because of their race, gender, 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 individual's preferred pronouns.

- Phillips recognizes that there is room for legitimate differences of opinion on such matters and does not attempt to prescribe in detail precisely which words, expressions, and usage are acceptable.
- Phillips is not attempting to impose an ideology or arbitrary standard on anyone. It is attempting to raise consciousness in regard to language that may be offensive to some.
- Phillips also encourages the community to be aware of the problem of language with reference to God. We need to be sensitive to the metaphorical, analogical nature of all our language about God, and to be aware that the Bible and Christian tradition use feminine and non-human as well as masculine images and categories for speaking of God.

Commencement

Students may elect to graduate under the terms of degree requirements in a given catalog adopted by the Seminary after their first enrollment. Only students who have completed all requirements for graduation will be allowed to participate in the annual commencement exercises at the end of the spring semester and to have their degrees conferred at that time.

Student Resources and Services

Student Services Section In Moodle

Within Moodle, students will find a Student Services section containing information in the following areas:

1. Worship Services
2. Student Services Forms
3. Writing & Tutoring Resources
4. Financial Aid
5. Student Senate Contact Information
6. Job Postings & Career Resources

Community Covenant

An integral part of seminary learning is the ability to have discussions about difficult subjects which challenge our understanding of the creation and the ways of Jesus. We strive to cultivate a culture within our learning community that values diversity, honors difference, and exemplifies respect. All students are asked to sign and abide by the Community Covenant. (see appendix III)

Community Worship

The Phillips Worship Committee developed the following mission statement:

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

During the 13-week fall and spring semesters, worship is ordinarily held on **select Tuesdays at 11:30 a.m.** in Meinders Chapel. Additional chapel services are also scheduled when concentrated or weekend courses are in session. Distance students may also “attend” worship services via Facebook Live. Contact the Office of Admissions and Student Services for more information.

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

If you would like to be involved in worship planning, please contact the worship directors or seminary chaplain. We hope the services will speak to the needs of our diverse community and help us be in relationship with God and all of God's creation.

Student Senate

The Student Senate is a body of student representatives elected each spring semester for the following academic year. The Senate works to create and support a spirit of hospitality within our diverse community. Student Senate members are available as resource persons for both on-campus and online students. 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 Student Services section in Moodle.

Weekly Email Communication

A weekly email newsletter known as “**The Update**” is issued by the office of admissions and student services every Friday during the fall and spring semesters. It contains important dates, information and announcements related to the seminary community.

Community Meals

A FREE community meal is provided by the seminary on Tuesday, following scheduled chapel services. You are also welcome to bring your own food from home. There is a refrigerator in the Commons kitchen for student use. The Student Senate also provides a class meal when weekend and concentrated courses are in session.

Counseling and Spiritual Direction

If students need assistance from someone outside their life situation, referrals can be made to pastoral counselors, spiritual directors, and/or consumer indebtedness counselors. (Some financial assistance is available to help with these services. Some pastoral counselors accept insurance reimbursement.) The seminary will cover up to 4 sessions at up to \$75.00 each. Please contact the office of admissions and student services to obtain services.

Emergency Financial Assistance

There is a Student Emergency Fund, supported through chapel offerings, student senate and special gifts received during the school year. It is available to students in need of assistance in emergency situations. Grant amounts depend on need and the amount of money in the fund. (The maximum amount to be awarded at any given time is \$250.00) Repayment is not required, but contributions from the recipients are encouraged after the recipients’ situations have improved.

Contact the office of admissions and student services for assistance. You may rely on confidentiality.

Textbook Vouchers

Access to course textbooks is a necessary element of academic success. The Student Senate members recognize that some students may not have access to funding before a semester starts to make such purchases, so they have devised a voucher system to assist students with obtaining resources before classwork begins.

A student may request up to \$250.00 a semester for the purpose of purchasing textbooks from any vendor of the student's choosing. The full amount of the voucher request is to be paid back by February 28th for spring semesters, June 30 for summer sessions, and September 30th for fall semesters. (Repayment insures funds are again available for the next semester's students who need assistance.) To obtain a voucher form, please get in touch with the office of admissions and student services.

Travel Grant Funds

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

Funds will be distributed on a first-come-first serve basis throughout the academic year. Funds may be used for travel, lodging, and meal expenses incurred as a direct result of the student's progress toward degree completion.

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

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

Contact the office of admissions and student services for information and an application.

Lodging Options

If you want to come to Tulsa the night before a class, stay over following a class, and/or need a place to stay during a concentrated or weekend course, please contact the office of admissions and student services. Some local hotels kindly offer discounted rates for Phillips students. In addition to hotel options, a local monastery has *limited* space and welcomes students for a small donation.

PikePass

If you use an Oklahoma turnpike coming to Tulsa, you can get a PIKEPASS. It will save you money, time and the aggravation of having to have cash in hand. Call 1-800-745-3727, notice the signs at the tollbooths that tell you where a PIKEPASS can be obtained, or check the web at www.pikepass.com.

Parking

During the school year, students and most faculty and staff will park on the back (east) side of the main building and enter from there. Parking stickers will be issued after you complete a registration form at the reception desk. One sticker will be issued at no charge; however, each replacement or additional sticker will cost \$2.00. The sticker should be placed in the lower left (driver's) side of the front window so the number on the sticker is easily seen. If you get a different vehicle, please transfer your current sticker to the new vehicle and immediately complete a new registration form at the reception desk.

Name and Door Badges

All faculty, students, and staff are asked to wear name badges at all times while they are on campus. For security and identification purposes, students' guests (including family members) and all other guests should sign in at the reception desk and get visitor badges to wear while they are on the campus.

Every new student is also issued a door badge which will allow access to the building and the back security gate Monday through Friday from **7:45 am to 9:30 pm**, and on Saturday during scheduled weekend class hours. If the door badge is lost or misplaced, there will be a replacement charge of \$10.00. **This expense is the responsibility of the student and should be paid at the front desk when picking up the new ID badge.**

Job Postings & Career Resources

The seminary does not offer a formal placement service for students. However, from time to time, churches and institutions of care contact us regarding a job opportunity. These are posted on a job board located in the Commons and in the Student Services section in Moodle. For students interested in investigating career options beyond the local church, there is also a "Career Resources List" located in this section of Moodle.

Disabilities Policies and Procedures

Phillips Theological Seminary recognizes disability as an aspect of diversity, the inclusion of which is vital to the seminary community and to society. The office of admissions and student services has worked to identify opportunities to strengthen our academic programming by making available to all students various disability resources intended to bolster success and make the learning environment accessible and inclusive to all. Students with disabilities can begin the collaborative process of accessibility by contacting the office of admissions and

student services to develop a partnership, generate solutions, and implement reasonable accommodations.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. The seminary's director of admissions and student services shall serve as the institution's ADA Coordinator for students with disabilities. The full Disabilities Services manual can be found on the website or obtained from the office of admissions and student services.

Writing & Tutoring Resources, Grammarly, and Resources for Success

The seminary is deeply invested in the success of every student and has developed a program that will cover up to 4 free sessions per semester with a seminary-approved writing/tutoring coach. For more information, please get in touch with the Office of Admissions and Student Services.

The seminary has purchased a subscription to Grammarly, a cloud-based English-language writing-enhancement platform developed by Grammarly, Inc. Grammarly's editing and proofreading resources check more than 250 grammar rules. It evaluates things like: subject/verb agreement, use of definite and indefinite articles, comma splicing, and potential misplaced modifiers. To access this resource, please contact the office of Admissions and Student Services or go to the Student Services section of Moodle

As well, on the Moodle homepage, every student has been given access to a course titled Resources for Success. The course contains valuable videos, tutorials, and writing resources.

Directors of Ministerial Formation/Denominational Support

Directors of ministerial formation help students who plan to seek ordination to move appropriately through the stages required by their particular denomination. Please contact the relevant director for an appointment.

- Baptist traditions: John L. Thomas, Jr., DMin
- Disciples of Christ: Lisa Wilson Davison, PhD
- Presbyterian (USA): Todd Freeman, MDiv
- United Church of Christ: Kathleen D. McCallie, PhD
- United Methodist: Ellen J. Blue, PhD
- Unitarian Universalist: Cathey Edwards, MDiv
- Metropolitan Community Church: Jackie Carter, MDiv

Financial Aid

Phillips Theological Seminary provides tuition assistance to Master's students taking classes for credit. (Graduate Diploma, Certificate, Audit, and Special Students are not eligible for tuition assistance.)

Phillips Theological Seminary offers tuition aid grants as seminary resources allow to all students enrolled in degree programs. Tuition Aid grants are distributed as follows:

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

Tuition aid grants are issued based on a student's self-reporting.

Other named and external scholarships may be available through churches, foundations, denominations, and private contributors. A list of these can be found on the seminary website under the 'academics' tab.

Federal Direct Loans are also available to Phillips students in degree programs who take 6 or more hours per semester and meet other federal eligibility requirements. In order to apply a student must complete a FAFSA at www.fafsa.ed.gov. Certificate, Graduate Diploma students and Special Students are not eligible to receive Federal Direct student loans. All students who receive a Federal Direct Loan at any time in their course of study at PTS must complete an exit interview online. Students who fail to complete the exit interview in their final semester of studies will not receive a diploma at graduation or be eligible to receive an official transcript.

A student financial aid officer is available to work directly with new and returning students to develop financial aid plans for the remainder of their academic programs. The financial aid program is monitored by the student, in cooperation with the director for admissions and student services and the financial aid committee.

A complete Financial Aid Handbook is emailed to every student at the time they receive their letter of acceptance. It is also located in the Financial Aid section of the Student Services Moodle site.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the seminary receives a request for access.
 - Students should submit to the registrar, dean, director of admissions and student services or other appropriate official, written requests that identify the records(s) they wish to inspect. The seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the

request should be addressed. Letters of Recommendation, submitted for admission decisions, are not a part of a student's education record and thus are destroyed upon enrollment.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
 - Students should write the seminary official responsible for the record, clearly identify the part of the records they want changed, and specify why it is inaccurate or misleading.
 - If the seminary decides not to amend the records as requested by the student, the seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of directory information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
 - This information includes the student's name, home and business address, Email address, telephone numbers, place of employment, date and place of birth, degree program, photograph, class level, enrollment status, dates of attendance, degrees and awards received, the most recent educational institution attended by the student, and other similar information.
 - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the seminary has contracted (such as seminary security, attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Phillips Theological Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Seminary Student Directory

In addition to the categories that are listed by FERPA as directory information (see above), Phillips Theological Seminary considers a student's denomination to be directory information. Students must notify the registrar by September 10, 2018 (Fall 2018) or by February 10, 2019 (Spring 2018), if they do not wish to have any or all of these information categories, including denomination, considered as student directory information.

Substance Abuse

The Board of Trustees of Phillips Theological Seminary adopted this statement on September 18, 1990: The unlawful possession, use or distribution of drugs or alcohol, on seminary property or as part of any seminary activity, is not allowed. Throughout this statement and related policy, a "drug" includes all controlled substances (as defined in the Controlled Substances Act, as amended from time to time, of the United States), and includes without limitation cocaine, crack, marijuana, heroin, amphetamines, barbiturates, and all other controlled substances. "Alcohol" means any alcoholic beverage (whether or not it contains more or less than 3.2% of alcohol), which is regulated by Oklahoma law, other than communion wine as described in the Facility Usage Policy.

Policy Regarding Sexual Harassment and Grievance Procedure

The complete PTS Policy Regarding Sexual Harassment and Grievance Procedure may be found in Appendix I.

The Campus

The Student Commons

The Phillips campus consists of two buildings: the Cadieux Building and the Tabbernee Conference Center. The Student Commons is housed within the Cadieux Building and is an area used for a variety of purposes. The space is for "hanging out," studying, eating, and celebrating. It is your home away from home and is meant to be a place of comfort. In the commons area you will find:

- microwave ovens for heating snacks and lunches;
- a refrigerator for students to store small amounts of food for a limited time;
- snacks and drinks for a nominal cost
- first aid kit;
- computer and printer which may be utilized at no charge;
- a coffee bar;
- chairs and tables for studying and visiting.

The Front Desk

The front reception desk is the place to:

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

Prayer Room

There is a prayer room in the building near the student commons area on the east hallway. It is intended as quiet place for students, staff, faculty, and visitors.

Day Room

There is also a day room, set aside as a quiet place for resting and napping. It is off the hall south and west from the student commons. This room has a rocking chair and other child-friendly equipment. Nursing moms are welcome to utilize this space when caring for little ones.

Student Senate Room

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.

Study Rooms

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

The Library

The Phillips Library is located at the north end of the Cadieux 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's virtual location starts here: <http://ptstulsa.edu/library>. See sections below to access our electronic resources.

Contact Information

The library email address – contact us for all your information needs, as well as renewing books and other assistance phillipslibrary@ptstulsa.edu. The circulation desk phone number is (918) 270-6437.

Hours

<http://ptstulsa.edu/LibraryHours>

Regular hours:

Monday • Wednesday • Thursday • Friday:

8:00 AM – 5:00 PM

Tuesday 8:00 AM – 6:30 PM

Saturday hours: (See the website for select days):

10:00 AM – 2:00 PM

Concentrated Course weeks:

Monday • Tuesday • Wednesday • Thursday 8:00 AM – 6:30 PM

Friday 8:00 AM – 5:00 PM

The library is closed on all seminary holidays.

Phillips Library Online Catalog is where you can locate what books and journals titles we own.

Journal Articles and Other Online Resources

The library provides access to electronic books and numerous electronic databases. The link below will provide information on how to access our online databases. You will need to provide your firstname.lastname, then the five digits of your Phillips library barcode in order to get in. For problems contact us: phillipslibrary@ptstulsa.edu, or call 918 270-6437.

The library owns a large number of electronic books. The link below will provide direction to accessing these. Just like with the online databases you will need to provide your firstname.lastname, then the last 5 digits of your Phillips library barcode in order to get in <http://ptstulsa.edu/LogInfromOffCampus>. _

Reserves

The primary access to course reserves is provided through your Moodle account. We also maintain print copies of all reserves in the library. Contact us at phillipslibrary@ptstulsa.edu, or call (918) 270-6437 for your photocopying or scanning needs.

Services

The library offers multiple services to our students including free printing, reference, scanning, interlibrary loan, and mailing materials to our students. If you have an information need – just ask us!

Collection

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

The library provides access to 100,000 monographs, 800+ hard-copy journals, electronic books and journals, DVDs and CDs, and microtext items. Access to our electronic resources requires a username and password. Please contact the library at (918) 270-6437 or phillipslibrary@ptstulsa.edu for assistance if you are unable to get in.

The library is pleased to have several special collections: The Beasley Rare Book Room, Imbler Discipliana Collection, and Merrick Hymnody Collection.

Circulation Information

Phillips has a unique student body that is spread throughout a large geographic region. Our library's circulation policy reflects that uniqueness.

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

Electronic books: The renewal process on electronic books is different from print books. If you have downloaded an electronic book, it will no longer be available after a specified period of time (generally 7 days). If nobody has placed a hold request for the book, you may download it again. An electronic book may also be accessed and read online without downloading it to a device, as long as nobody else is viewing the book at the same time. Further information about accessing and downloading electronic books is available at <http://ptstulsa.edu/LoginfromOffCampus>.

Meinders Chapel

The Meinders Chapel provides sacred space for weekly worship, prayer and silence. Eating and drinking are not permitted in the chapel except for the Eucharistic elements and water for the speakers. Cell phones should be silenced during worship and other events in the chapel. Please check with the worship directors or the front desk before making changes to the arrangement of the chapel furniture or before operating the chapel sound and video equipment.

Labyrinth

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

Restrooms

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

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

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

Bulletin Boards

Bulletin boards are located in the student commons and are intended for communication within the Phillips community. It is the policy of Phillips Theological Seminary that, apart from coursework, only seminary activities, outside events which carry a Phillips sponsorship, news and notices of Phillips-related people (including alums and former faculty, staff, and trustees), and specific denominational information pertaining to ministerial certification, judicatory announcements for ministry, and ministerial appointments or positions may be posted on bulletin boards, sent by email, or in other ways distributed as notices. Events, activities, promotions, and invitations of interest to the community not falling into the above criteria shall be forwarded to the office of admissions and student services. Materials should be dated before posting and will be discarded after 60 days.

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 Student 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.

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

Smoke-free Environment

Phillips Theological Seminary is a smoke-free environment. Smoking is not permitted in its buildings, courtyards, gardens, or at any entrance of the building. Smoking is permitted in the back (east) parking lot and grass areas around the parking lot or on exterior sidewalks at least 10 yards from the building.

Weapons

Both by Oklahoma Law and by institutional policy, no weapons of any sort are permitted on seminary grounds or in buildings. Such weapons include but are not limited to all firearms, incendiary or explosive devices, and knives with a blade in excess of 3 inches.

Facility Usage

Phillips Theological Seminary considers it part of its mission to share its campus and is pleased to be able to offer its facilities to faculty, staff, and students for meetings, lectures, conferences, programs, retreats, receptions, and other similar gatherings. Please contact the front desk for specific details regarding the facility usage policy and the facility usage non-discrimination policies.

Security

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

We employ a part-time security officer for patrol. The security officer works with the Facilities Manager who maintains security during normal working hours. The security officer patrols the campus and Tabbernee Conference Center areas once the Facilities Manager is off duty, including during all evening and weekend classes.

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

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

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Phillips provides a report on stats and types of crimes on campus for the previous three years. The Campus Crime Report is available in printed form, upon request, from the Seminary by contacting the office at 918-610-8303 or writing Phillips Theological Seminary, Attention: Facilities Manager, 901 N. Mingo Road, Tulsa, OK 74116. For the safety and security of everyone, all entrances to the building will remain locked at all times. In addition to using your ID badge to enter the building, we ask that you please wear it anytime you are on campus to identify you as a Phillips student.

When A Crime Has Occurred:

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

Campus Security– 918-852-4930
Police Emergency - 911
Tulsa Police – 918-596-9222
Crisis Intervention – 918-836-4357
Rape Hotline – 918-744-RAPE (7273)

In all situations where a crime may have occurred, especially those involving violence, timely reporting may be critical.

While crime has not been a problem on the Phillips campus, all members of the community are wise to take normal precautions of locking cars, keeping track of their valuables at all times, and staying in well-lighted places.

When An Accident Has Occurred:

- Check with those involved to see if anyone has been hurt.
- Phone 918-610-8303 from off campus, ext. 6400 if on a seminary phone, or go to the front desk to inform the receptionist or security person on duty of what has happened. That person will call the appropriate staff person. After 5:00 pm call 918-852-4930.
- Assist any person who has been hurt by staying with them and covering them if they are cold.
- Be cautious about moving anyone.

When Sexual Assault Has Occurred:

The Seminary relies on community and denominational educational programs to promote student awareness of rape, and other forcible and non-forcible sex offenses. Should a sex offense occur on campus, seminary personnel will assist the student in notifying the proper authorities, if requested by the student. Students should contact the office of admissions and student services or the dean's office.

Counseling is available for victims of sex offenses. Contact the director of admissions and 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 Catalog.

Appendix II: Professional Behavior and Netiquette

All those engaged in teaching and learning in the Phillips Theological Seminary community deserve respect as they participate in critical theological reflection and ecumenical conversation on the range of issues enlivening contemporary discernment and debate within the church and the broader society. Among the critical dynamics of respect and open space is learning to keep confidences, which is hopefully understood as a primary ministerial skill. All the expectations and practices under which the seminary currently operates in its teaching/learning functions apply to both on campus and online courses.

Participants in the online discussions do not have available the same visual and auditory clues as those in traditional classrooms for interpreting the tone and substance of contributed comments. It is, therefore, especially important that the following guidelines concerning appropriate 'netiquette' – i.e. etiquette for written communication shared via the internet – should be consistently observed. 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:

- In online discussion, statements of disagreement and alternate understandings are welcomed, and even encouraged among participants. Yet disparaging personal ad hominem attacks cannot be permitted, even if purported to be intended light-heartedly. Overt references or those by innuendo that violate the seminary's anti-discrimination policy will not be tolerated.
- Rude, offensive, or abusive comments are entirely inappropriate. "Flaming" (typing words in capitals) or an excessive use of exclamation marks must always be avoided because they are widely understood to signal expressions of anger, hostility, or disrespect.
- Attempts to use humor, and especially sarcasm, to advance one's position in online discussions are most generally confusing and ineffectual. In addition, the seeming innocence of jokes can be lost in transmission.
- Participants should be attentive to maintaining a professional style of communication. Posted contributions on discussion boards should be free of misspelled words and other distracting technical errors. As with written papers, it is essential to properly cite sources.
- There are different modes of communication for online classes, e.g. discussion boards and chat rooms—formal and informal—where the standards may be nuanced accordingly to fit the class situation. However, when communicating online, participants should carefully review what they have written before they actually send or post it, making certain that chosen modes of expression convey what they want to say and how they want to say it.

- Finally, members of the seminary community are to avoid forwarding any type of junk mail (e.g. advertisements, solicitations, or sexually explicit materials) to others. Moreover, they should not violate the privacy of others by divulging email address and comments outside of the class without express permission.

Appendix III: Student Community Covenant

Student Community Covenant

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

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

Communities must have the ability to hold dialogue in a manner which is safe, respectful, and enhances our mutual learning. Therefore, as a student member of the Phillips community, I covenant:

- To be present in gifts and voice, willing to share my relevant life experiences as well as increase my knowledge of the lives and experiences of others by listening carefully, particularly to those who are too often invisible or too often pushed aside, and to seek reconciliation when I offend or am offended.
- To learn the art of personal care to prepare myself for the challenges of ministry and life balance by maintaining my 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 transforms and sustains me throughout my ministry, wherever and however that may be, including actively working to expand multicultural awareness, meaningful friendship with peers, and opportunities for ongoing education.
- To have awareness of the multiplicity of roles in our lives that necessitates 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 harassment based on personal characteristics such as race, gender, gender identity, sexual orientation, political belief,

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

In addition to these individual commitments, students are expected to comply with all federal, state and local laws. All students, degree-seeking or otherwise, are bound to intentionally pursue the commitments described in this Student Community Covenant, as well as the policies of the Student Handbook and Academic Catalog. These principles are also intended to discourage any conduct that is likely to have an adverse effect on the Seminary. A student should expect consequences, up to and including dismissal from the Seminary, if he/she 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.

No, I am unwilling at this time to sign this covenant and request a conversation with the Dean.

Printed Name: _____ Date: _____

OR

Yes, I agree to honor this covenant

Yes, I agree to this covenant with the following proviso(s):

Printed Name: _____ Date: _____

Signature: _____

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 using the following link, [Faculty and Staff](#). Other important numbers are listed below:

Security	Daytime	6400
Security	After 5:00 pm	918-852-4930
Admissions and Student Services	admissions@ptstulsa.edu	918-270-6464
Dean's Office		918-270-6466
Financial Aid		918-270-6451
Library Circulation Desk		918-270-6437
Main number		918-610-8303
President's Office		918-270-6405
Recruitment		918-270-6463
Registrar		918-270-6412
Technology Support	studenthelp@ptstulsa.edu	918-270-6420