

PHILLIPS  SEMINARY
H A N D B O O K

**Doctor of Ministry Program
in Pastoral Leadership
2020 - 2021**

Doctor Ministry of Program:
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Welcome and Introduction

Welcome to the Doctor of Ministry program in Pastoral Leadership at Phillips Theological Seminary. We are delighted that you are joining us in this venture of learning and teaching, of sharing gifts and strengths that you have been developing in your ministry, and of seeking new abilities and skills to better serve your church and the one who calls it and all of us into mission.

In this program, we are interested in helping ministers continue to develop as leaders for churches. Not the ideal churches of the past, not the churches of a fairy-tale future, but churches as they participate now in the praxis of God in the world. Churches as they face courageously the opportunities and challenges presented by Christ's mission. Churches that are being transformed by the work of the Spirit in their congregational and institutional forms.

These churches need leaders:

- who can envision and communicate faithful discipleship;
- who can draw critically from the resources offered by the Christian traditions, by the business community, by the social sciences;
- who can engage in the dynamic play of contemplation and liberating action;
- who can teach and learn from others who are just as committed to ministry;
- who are actively developing skills for communication, care, social transformation, and spiritual formation.

We believe that our faculty is uniquely qualified to help DMin students think reflectively, analytically, and prayerfully about God's activity both within our churches and in the world in which they participate. We look forward to working with you in this significant, life-changing ministry.

Purpose and Goals of the DMin Program

The purpose of the DMin program at Phillips Seminary is to empower women and men who hold the MDiv degree and are already engaged in various Christian ministries of the church to develop further the talents, competencies, and skills necessary for leading churches in meeting the challenges of the 21st century.

We seek to fulfill this purpose by preparing students to:

- Act as responsible contextual theologians demonstrating advanced skills in biblical studies, history of Christianity, and theology;
- Exercise advanced skills in pastoral leadership specific to the objectives of the area of specialization (see description of each specialization); and
- Integrate theological research with the praxis of ministry within a particular context and with critical studies in arts, culture and the sciences in order to craft an in-depth study of a specialized area of ministry that will serve the local community and the broader church.

Mission of Phillip Theological Seminary

Identity Statement

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good.

Mission Statement

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.

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

How to Use This Handbook

Good communication is essential for a smooth transition into the DMin program and enhances the relationships between students, faculty, and staff. Phillips communicates its policies and procedures to students primarily through the Phillips catalog, the DMin student handbook and each term's course schedule. The DMin handbook is designed to be a valuable tool for your work at Phillips. Please read it carefully and then keep it in an accessible location so that you can refer to it as needed.

At orientation, a significant portion of this handbook will be discussed; and you will be asked to sign a form acknowledging the receipt of this handbook and the discussion of significant items.

In addition, please read the current Phillips Academic Catalog, which includes the seminary policies on which the procedures in this handbook are based. The catalog is available online at <https://www.ptstulsa.edu/current-students/academic-resources/>.

Student Resources and Services

Student Services Section in Moodle

Within Moodle, students will find a Student Services section containing information related to the following topics:

1. Worship Space
2. Student Handbook, Services, and Resources
3. Grammarly & Turnitin
4. Financial Aid
5. Student Senate Information
6. Job Postings & Career Resources
7. Denominational Formation
8. Registrar Forms
9. Book Lists
10. Prayer Board
11. Syllabus
12. Phillips Online Store
13. IT & Electronic Resources
14. Meet the Faculty
15. CPE & SYM Information
16. Mental Health 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 VI.

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 am** in Meinders Chapel. Additional chapel services are also scheduled when concentrated or weekend courses are in session. As well, during DMIN Fortnight sessions, chapel is held each morning 8:30 am when foundation or specialty courses are meeting on campus.

Due to COVID-19, when concentrated courses are offered completely through Zoom and no students come to campus, chapel is held each day classes are in session at 11:30 am CST online.

Distance students may also “attend” worship services via Zoom or 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 degree-seeking 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. It contains important dates, information and announcements related to the seminary community.

Community Meals

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

You are also welcome to bring your own food from home. There is a refrigerator in the Coffee Lounge for student use.

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 or Fortnight 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/Fortnight for the purpose of purchasing textbooks from any vendor of the student's choosing. The full amount of the voucher request is to be paid back by February 28th for spring semesters, June 30th for summer sessions, and September 30th for fall semesters. (Repayment 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 need a place to stay during a concentrated or weekend course or a DMIN Fortnight, please contact the office of admissions and student services for a current list of lodging options. (This list is also housed in the Student Services site in Moodle.) 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

Students are welcome to use the gated parking lot in the back (east) side of the main building and enter from there. Parking stickers will be issued during new student orientation. One sticker will be issued at no charge; however, each replacement or

additional sticker will cost \$2.00. The sticker should be placed in the lower left (driver's) side of the front window so the number on the sticker is easily seen. If you get a different vehicle, please transfer your current sticker to the new vehicle and immediately complete a new registration form at the reception desk.

Name and Door Badges

All students are issued an ID badge that includes their photograph and library bar code. This badge also provides the student with building and gate access Monday through Friday from **7:45 am to 8:30 pm**, and on Saturday during scheduled weekend class hours. If the door badge is lost or misplaced, there will be a replacement charge of \$10.00. **This expense is the responsibility of the student and should be paid at the front desk when picking up the new ID badge.**

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.

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 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 Dean of Students 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. (It is also available in the Student Services section in Moodle.)

Grammarly

The seminary provides premium subscriptions to Grammarly to all master's and doctoral students. Grammarly is a cloud-based English language writing tool that offers grammar and spell checking, editing and proofreading, and plagiarism detection. It evaluates writing for subject/verb agreement, use of definite and indefinite articles, comma splicing, potential misplaced modifiers, and much more.

For information on setting up your Grammarly Premium account, please contact Megan Lovins in Student Services (megan.lovins@ptstulsa.edu / 918-270-6421), or to the Grammarly section of the Moodle/Student Services 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 in the Student Services site in Moodle 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.

Financial Aid

Phillips Theological Seminary provides tuition assistance to all degree-seeking students. (Graduate Diploma, Certificate, Audit, and Special Students are not eligible for tuition assistance).

Phillips Theological Seminary offers tuition aid grants 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.

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

The Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's education records within 45 days of the day the seminary receives a request for access.

- Students should submit to the registrar, dean, 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 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 the Academic Catalog, see appendix IV.

The Campus

The Killen Commons

The Phillips campus consists of two buildings: the Cadieux Building and the Tabbernee Conference Center. The Killen Commons is housed within the Cadieux Building and is an area used for a variety of purposes. The space is for “hanging out,” studying, eating, and celebrating. It is your home away from home and is meant to be a place of comfort. 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 are available in the Coffee Lounge
- snacks and drinks for a nominal cost
- first aid kit
- computer and printer which may be utilized at no charge
- chairs and tables for studying and visiting

The Front Desk

The front reception desk is the place to:

- leave mail for faculty and staff
- obtain replacement parking stickers or replacement door badges
- report any concerns related to the facilities, such as paper or toner problems, plumbing problems, etc.
- find the lost and found
- 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 Killen 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 of the Killen Commons. 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, including a Book Exchange.

Study Rooms

There are two group study rooms located in the library. Ask for assistance at the library circulation desk.

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.

The Phillips Library

The Phillips Library is located at the North end of the main Phillips Seminary building. The staff will show you the layout of the library and assist you in accessing books and online research databases you will need to be successful at Phillips.

Library Contact Information: ptslibrary@ptstulsa.edu / 918-270-6437

Access to the library catalog, all online resources, and library service through the [Phillips Library Page](#). To access from the [Phillips Seminary Home page](#), go to the menu and select Phillips Library Page.

Phillips Library Collection

The Phillips Library is an important resource for theological students, as well as religious professionals and researchers in the Tulsa area. The library collection reflects the ecumenical and non-sectarian mission of the seminary. The collection contains approximately 100,000 physical items, including books, DVDs, CDs and microtext items, over 1000 electronic books and journals, and approximately 50 online research databases, making it the largest graduate theological library in the region extending from Dallas to Kansas City and St. Louis to Denver.

Special library collections include *The Beasley Rare Book Room*, *The Imbler Discipliana Collection*, and *Merrick Hymnody Collection*. Ask a librarian at the circulation desk for assistance with special collections.

Library Services

Library Services for students include access to desktop computers, free copying and scanning, reference and research help, interlibrary loan, and mailing materials to students. If you have any information need – just ask the staff!

Circulation Information

The Phillips Library circulation policy takes into account the fact that the Phillips Seminary community includes students from all over the country, and some who are located outside the United States. Books, DVDs, and CDs from our main collection

circulate for 28 days. Library materials can be renewed as long as no one else has placed a hold on an item. For renewal assistance contact the library at ptslibrary@ptstulsa.edu or 918-270-6437. The library does not charge for overdue fees.

Access to electronic books are available only to enrolled students. There are several providers of electronic books, and circulation times will vary according to the provider. For more information on using electronic books, please see the Phillips Library Page [Electronic Book Guide](#).

Course Reserves

Course reserves are available two ways: books and other physical materials are located on the Reserves shelves in the reference area, and electronic materials (articles, book chapters, etc.) are located in your Moodle course e-reserves folders. If you have trouble locating reserves materials contact the library circulation desk at phillipslibrary@ptstulsa.edu or 918-270-6437.

Writing & Tutoring Assistance

The seminary is deeply invested in the success of every student (both at the master's level and doctoral level) and has developed a tutoring program that covers up to four hours of tutoring with a seminary-approved writing/tutoring coach, per semester, at no cost to the student. For more information on working with a tutor, contact the Instruction Librarian, Katherine Casey (katerine.casey@ptstulsa.edu / 918-270-6432).

Library Hours

A current calendar of library hours can always be found on the [Library Page](#). The library is closed on all seminary holidays.

Regular Library Hours

Monday * Wednesday * Thursday & Friday	8:00 am – 5:00 pm
Tuesdays	8:00 am – 6:30 pm

Saturday Hours

Saturday, only when weekend classes are held on campus (see DMin section for exceptions)	10:00 am – 2:00 pm
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Concentrated Course Weeks

Mondays * Tuesday * Wednesday * Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 5:00 pm

DMin Fortnight

Monday * Tuesday * Wednesday * Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 5:00 pm
Saturday between fortnights	12:00 pm – 6:00 pm

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. Note: services are often Livestreamed, so if you would like to attend a service and prefer not to be on camera, feel free to sit in the chairs along the outside wall. If you would like more information about accessing the Livestreamed chapel services, please contact the office of admissions and student services.

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 Killen 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 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.

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

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

Security

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

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

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

For persons who must move around campus alone at night or for those with permanent or temporary disabilities, an escort can be arranged by calling Security at 918-852-4930. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Phillips provides a report on stats and types of crimes on campus for the previous three years. The Campus Crime Report is available in printed form, upon request, from the Seminary by contacting the office at 918-610-8303 or writing Phillips

Theological Seminary, Attention: Campus Security & Safety Officer, 901 N. Mingo Road, Tulsa, OK 74116. 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.

Regular Faculty

Lisa Barnett Assistant Professor of the History of Christianity
BA, University of Central Oklahoma, 1985; MDiv, Brite Divinity School, 2008; MTh,
ibid., 2012; PhD, Texas Christian University, 2017. Ordained. Christian Church
(Disciples of Christ). Phillips since 2018.

Joseph Bessler.....Robert Travis Peake Professor of Theology
BS, Northwestern University, 1979; MA., Harvard University, 1984; PhD, University
of Chicago, 1996. Roman Catholic Church. Phillips since 1992.

Ellen J. BlueMouzon Biggs Jr. Professor of the
History of Christianity and United Methodist Studies
BS, University of Louisiana, Monroe, 1980; MA, ibid., 1989; MDiv., Southern
Methodist University, 1995; PhD, Tulane University, 2002. Ordained. United
Methodist Church. Phillips since 2002.

Peter Capretto..... Assistant Professor of Pastoral Care and Culture
BA, Allegheny College, 2010; MTS, Vanderbilt Divinity School, 2012; CPE, Nashville
Clinical Pastoral Education Partnership, 2013; MA, Vanderbilt University, 2016;
PhD, ibid., 2019. Phillips since July 2020.

Arthur F. Carter Assistant Professor of New Testament
BA, Wake Forest University, 2004; MDiv, Colgate Rochester Crozer Divinity School,
2007; MA, Brite Divinity School, 2008; PhD, Vanderbilt University, 2016.
Phillips since 2018.

Warren Carter.....LaDonna Kramer Meinders Professor of New Testament
BA, Victoria University of Wellington, New Zealand, 1976; BD, Melbourne College of
Divinity, 1985; ThM, ibid., 1986; PhD, Princeton Theological School, 1991. Phillips
since 2019.

Annie Lockhart-Gilroy..... Assistant Professor of Christian Education and
Practical Theology
BA, Dickinson College, 1997; MDiv, Princeton Theological Seminary, 2005; PhD,
Garrett-Evangelical Theological Seminary, 2015. Phillips since 2018.

Sarah Morice Brubaker..... Associate Professor of Theology
BA, Yale University, 1999; MTS., Duke University Divinity School, 2003; PhD,
University of Notre Dame, 2011. United Church of Christ. Phillips since 2009.

Lisa Wilson Davison.....Johnnie Eargle Cadieux Professor of Hebrew Bible
BA, Lynchburg College, 1988; MDiv, Brite Divinity School, 1991; MA, Vanderbilt
University, 1996; PhD, Ibid, 1999. Ordained. Christian Church (Disciples of Christ).
Phillips since 2010.

Kathleen D. McCallie.....Associate Professor of Ministerial Leadership and Ethics
BA, Oklahoma State University, 1981; MA, *ibid.*, 1984; MDiv, Perkins School of
Theology, 1988; PhD, University of Oklahoma, 2006. Ordained. United Church of
Christ. Phillips since 2013.

Nancy Claire Pittman..... Associate Professor of the Practice of Ministry
BA, Texas Christian University, 1979; MDiv, Brite Divinity School, 1984; PhD,
Southern Methodist University, 1997. Ordained. Christian Church (Disciples of
Christ). Phillips since 2005.

Susanna Weslie Southard Instructor in Ministry Studies
AB, Washington University, 1985; MDiv, Southern Methodist University, 1989; MA,
Vanderbilt University, 2006. Ordained. United Methodist Church. Phillips since
2007.

Richard F. Ward Fred B. Craddock Professor of
Homiletics and Worship.
BA, Oklahoma Baptist University, 1973; MFA, Trinity University, 1976; MAR,
Christian Theological Seminary, 1980; PhD, Northwestern University, 1987.
Ordained. United Church of Christ. Phillips since 2010.

Affiliate Faculty

Grayson Lucky.....Affiliate Professor of United Methodist Studies
BA, Southern Nazarene University, 1968; MA, *ibid.*, 1975; MTh, Perkins School of
Theology, Southern Methodist University, 1983; DD, Oklahoma City University,
1999. Ordained, United Methodist Church.

Ray A. Owens.....Affiliate Professor of Christian Social Ethics
and Black Church Studies
BA, University of Texas, 1989; MDiv, Princeton Theological Seminary, 1998; PhD,
ibid., 2005. Ordained. Progressive National Baptist Convention.

Visiting Research Faculty

Gary E. Peluso-Verdend, President Emeritus. Visiting Professor of Religion in Public
Life. BA, Carroll College, 1977; MDiv, Garrett-Evangelical Theological Seminary,
1981; PhD, University of Chicago, 1991. Ordained, United Methodist Church.
Phillips Seminary 1993-2000 and since 2005.

Who's Who at Phillips

Executive Staff

President Nancy Claire Pittman, PhD
Interim Vice President for Academic Affairs and Dean Joseph Bessler, PhD
Vice President of Finance and Administration Karen McMillan, BSBA
Secretary of the Corporation Ashley Gibson

Directors of Programs and Services

Dean of Students MaryAnn Morris, MTS
Interim Director of Supervised Year in Ministry/Chaplain Susanna Southard, MDiv
Dean of the Library and Research Services Sandy C. Shapoval, MTS, MLIS

Staff

Financial Aid Officer Todd Mantock
Registrar and Student Accounts Virginia Thompson
Executive Assistant to the Dean and Faculty
and to the Director of DMin Programs Tammye Jurena
Administrative Assistant to Students Services Megan Lovins
Assistant Dean of the Library and Instruction Librarian Katherine Casey, MLIS
Preservation, Archives, and Serials Librarian Hannah Johnson, MSM
Reserves and Access Services Librarian Avery Welden, MLIS
Cataloging and Technical Services Librarian Lucy Franklin, MLIS

Overview of the Program

Introduction

The DMin degree at Phillips Seminary is a 32 semester-hour program in three phases distributed as follows:

Foundation Phase: 9 hours in Foundation Courses

- 3.0 hours Pastoral Leadership in Context
- 3.0 hours The Biblical Message and the Praxis of God
- 3.0 hours Constructive Theology of Ministry

Specialization Phase: 16 hours in Specialization Seminars

4.0 hours per seminar for a total of 4 courses

Project Phase: 7 hours in Proposal and Project Courses

- 0.5 hour Project Development Seminar I
- 2.5 hours Project Development Seminar II
- 2.0 hours Project Proposal Course
- 2.0 hours Project Course

Students choose among the following specializations in which to concentrate their work:

- Pastoral Leadership in Homiletics (PLH)
- Pastoral Leadership in Church and Society (PLCS)
- Transformational Leadership for Women in Ministry (PLCSW)
- Pastoral Leadership in Improvisational Ministry (PLIM)
- Pastoral Leadership in Transformational Leadership in Intercultural Community (PLICC)

In past years other specializations were offered. Some students are now in project phase, completing the program in Pastoral Leadership in Spiritual Formation or Renewal of Christian Vocation.

DMin Fortnights

The DMin program meetings on campus are scheduled in January and June for two-week periods called “DMin Fortnights.” Students who can block out those weeks for library time, chapel services, and meetings with faculty enjoy spending time on campus in addition to the days their class meets (depending upon the required contact hours in each course). Course work including reading and written assignments is required prior to the fortnight dates, and final assignments will usually be due later in the semester or term in which the Fortnight occurs. The June Fortnight is a part of the Phillips summer term; the

January Fortnight is a part of the Phillips spring semester. Faculty will make deadlines for all course work clear in their syllabi and in class.

Students are not required to be on campus the entire fortnight. Classes will meet for five days Monday-Friday during one week of the fortnight. Chapel begins at 8:30 a.m.; classes will run from 9:00 a.m. to 5:30 p.m. with an hour and a half for lunch and appropriate breaks.

DMin Worship

During every DMin Fortnight, students and faculty will begin each working day with morning prayers in Meinders Chapel. These services will be led by professors, clergy persons in the area, or, occasionally, students in Specialization phase who are fulfilling course requirements, and are open to Phillips staff and faculty and other interested persons.

Due to schedule adjustments required by COVID-19, all classes will meet by Zoom only rather than on campus in June 2020. We hope to resume on campus class meetings in time for the January 2021 fortnight.

Beginning January 2021 courses will be offered in a hybrid model (5 days of class meetings on campus, plus online, synchronous sessions via Zoom). Online meetings will always be conducted on Thursday nights. Project seminars will be offered on the Saturday following the concentrated class week. See appendix V for more details regarding the on campus meetings for hybrid model.

Scheduled

Class Week (On Campus)	Research Week	Project Seminars 904/905
June 22 – 26, 2020	June 29 – July 3, 2020	June 27, 2020
January 11 – 15, 2021	January 4 – 8, 2021	January 16, 2021
June 21 – 25, 2021	June 28 – July 2, 2021	June 26, 2021
January 10 - 14, 2022	January 3-7, 2022	January 15, 2022
June 20 – 24, 2022	June 27 – July 1, 2022	June 25, 2022
January 9 – 13, 2023	January 16 – 20, 2023	January 14, 2023
June 19 – 23, 2023	June 26 – 30, 2023	June 24, 2023

See Appendix V for more details.

Typical Concentrated Week Schedule

Monday	8:30	Worship
	9:00-5:30	Foundation Phase and Specialization Phase Courses
Tuesday	8:30	Worship
	9:00-5:30	Foundation Phase and Specialization Phase Courses
Wednesday	8:30	Worship
	9:00-5:30	Foundation Phase and Specialization Phase Courses
Thursday	8:30	Worship
	9:00-5:30	Foundation Phase and Specialization Phase Courses
Friday	8:30	Worship
	9:00-5:30	Foundation Phase and Specialization Phase Courses
Saturday	8:30-12:30	Project Development Seminar 904
	1:00-5:00	Project Development Seminar 905

Detailed Description of Program Phases

Foundation Phase

Foundation Phase Courses, required for all students, will be taught during DMin Fortnights. Each course, with 3 credit hours per course, will require synchronous online meetings via Zoom before and after the concentrated week. Often these courses will be shaped by the areas of interest defined by the faculty of each specialization. "Pastoral Leadership in Context" will always be taught in the June DMin Fortnight for entering students. All three courses must be completed before students enter the Specialization Phase coursework.

Pastoral Leadership in Context

DMIN 807

This course invites students to engage and critique leadership and theories drawn from both Christian traditions and a variety of current disciplines and arenas. Students will also be given opportunities to reflect upon leadership issues within the context of their ministerial settings and in conversation with the material studied in class. Lectures, large and small group discussions of readings, and case studies are among the methods that will be used to achieve the outcomes of the course.

The Biblical Message and the Praxis of God

DMIN 808

This course will explore Biblical paradigms that define a theological approach to the practice of ministry. The Biblical themes chosen for emphasis in the course may vary from year to year based on the interests and preferences of the professor.

Constructive Theology of Ministry

DMIN 809

The foundational course in theology is designed to clarify and deepen students' theological perspectives as they begin their studies. The course prepares students for the final project by requiring students to situate the vital tasks, practices, and prayer-life of ministry within an explicit theological framework. Readings, in-class work, and assignments will encourage competence in understanding contemporary theological methods and skill in articulating a vision of the Christian faith for our time and context. Issues receiving special attention will include: the process of contextual description, clarity of one's own theological method, awareness of denominational perspective, and attention to the ethical implications of theology for the engagement of society and other religious traditions.

Specialization Phase

Specialization Phase Courses will be taught either in a January or June DMin Fortnight or during a regular academic semester. Typically, four courses, with 4 hours credit per course, will be offered. The fourth course will be an elective, usually a directed study for investigating subjects dealing with project areas and designed by individual students in coordination with the specialization coordinator of the relevant specialization and the DMin director. However, students may also fulfill this requirement by taking an advanced-level course in the MDiv program provided that they make arrangements with the

professor regarding additional coursework commensurate with both DMin-level work and an additional hour's worth of credit, and that they receive the approval of the specialization coordinator and the DMin director. See Appendix VII Specialization Elective Proposal.

Otherwise the requirement for this elective may be fulfilled either as an online model in which student work load would be commensurate with the seminar format, typically taught during a Fall or Spring semester; or as a directed study format, only for use as the elective, to be arranged between 1 or 2 students and a professor with the approval of the specialization coordinator of the track and the DMin director. Again, course work should be commensurate with the in-class model while recognizing that 48 contact hours between professor and student would be overwhelming.

Students must make arrangements for their elective course and seek the approval of their specialization coordinator and the DMin director during the semester before the term in which they actually take the course.

In rare circumstances students who wish to change specializations within the Phillips DMin program may petition the DMin director and DMin faculty committee in writing, detailing the reasons for making the change and offering, if necessary, a plan for fulfilling all requirements within a reasonable amount of time.

Pastoral Leadership in Homiletics (PLH)

Specialization Coordinator: Dr. Richard F. Ward

richard.ward@ptstulsa.edu

The “Pastoral Leadership in Homiletics” (PLH) specialization is designed to enable pastors to gain greater clarity in preaching as a major function of congregational leadership and to develop their preaching gifts and abilities in service to the proclamation of God’s work in the world. Students enrolled in the PLH will normally begin Specialization phase courses in January of their second year in the program. In order to complete coursework, they will need to have computers that support programs for viewing sermons (see pg. 46).

Graduates of this DMin program will be prepared to exercise advanced skills in homiletics including abilities to:

- articulate an understanding of preaching as a function of pastoral leadership that is grounded in theological and biblical reflection and responsive to the history of Christianity particularly as it is reflected in student’s own denominational heritage
- utilize comprehensive analysis of a congregational setting as a tool for understanding the effectiveness of preaching in a given situation
- demonstrate advanced skills in biblical exegesis, sermon construction, and oral and visual communication (e.g., spatial considerations, use of digital and electronic media).

The following courses comprise the Specialization phase of the PLH:

Core Homiletic Seminar I

DPLH 720

In this course we will build upon the preceding foundational courses in Constructive Theology and biblical hermeneutics by taking a homiletical turn. We will critically examine and assess our embedded theologies and practices of preaching in relationship to emergent ones. The aim is to develop, articulate and embody fresh approaches to the preaching ministry, framing them as congregational leadership.

Preaching for Change

DPLC 735

This course introduces students to the study of congregations and their social contexts as demonstrated in persuasive speech and preaching. The course includes study of examples of sermons from recent social movements that led to changes in public policy such as the women suffrage movement, the labor movement, and the civil rights movement. The use of multiple Phillips faculty and others as guest speakers will be a major feature of this course.

Media and the Church**DPLH 723**

Ministry takes place in an intense media environment, sometimes with awareness, often without. This course will involve an extensive investigation into media: what it is and what its history is. We will explore both the critics of media and its supporters. The goal of this course is not primarily to enable the student to use media, but to understand the implications of employing media. A major component of our study will be to understand the ethics of media. Like myth, one either thinks with media or it thinks for you.

Core Homiletic Seminar II**DPLH 722**

Using the themes developed in Core Homiletic 1 we will more fully incorporate congregants as participants in the learning process. Students will complete a 'thick description' of their congregational cultures and practices and convene sermon formation and feedback groups from their congregations. The aim will be to become "listening learners" as well as rhetorically effective preachers and congregational leaders.

Elective Research Practicum**DMIN 898**

Each student is responsible for arranging one elective that will help him or her in the development of a project in consultation with the specialization coordinator and the DMin director.

Degree Plan for Pastoral Leadership in Homiletics

DMIN 807	Pastoral Leadership in Context	3.0 hours
DMIN 808	Biblical Message & the Praxis of God	3.0 hours
DMIN 809	Constructive Theology of Ministry	3.0 hours
DPLC 735	Preaching for Change	4.0 hours
DPLH 723	Media and the Church	4.0 hours
DPLH 722	Core Homiletic Seminar II	4.0 hours
DMIN 898	Elective Research Practicum	4.0 hours
DMPR 904	Project Development Seminar I	0.5 hours
DMPR 905	Project Development Seminar II	2.5 hours
DMPR 902	Project Proposal Course	2.0 hours
DMPR 902.01	Project Proposal Continuation Course	0.0 hours
DMPR 906	Project Course	2.0 hours
DMPR 906.01	Project Continuation Course	0.0 hours
	TOTAL	32.0 hours

Pastoral Leadership in Church and Society (PLCS)

Collaborating for Change

Specialization Coordinator: Dr. Joseph Bessler

joe.bessler@ptstulsa.edu

In the “Pastoral Leadership in Church and Society: Collaborating for Change” (PLCS) specialization, clergy leaders will reflect on theoretical and theological themes as they relate to significant cultural issues like gender, race, and interfaith relations while developing skills for leading churches and their institutions towards social transformation.

“Good leadership requires you to surround yourself with people of diverse perspectives who can disagree with you without fear of retaliation.”

Doris Kearns Goodwin, *A Team of Rivals*.

The way of Jesus calls for reconciliation and relationship building. Pastors can increase their own capabilities and expand the agency of persons in their communities through building transformational partnerships within congregations and with civic organizations for collective action in public life.

When pastors and/or congregational members feel the tug of engagement toward issues of social justice in the wider community then discussions of “church and world” take on added depth and urgency. At such junctures congregations and pastors must inevitably wrestle with issues of vocation and responsibility, assess priorities of pastoral care within the community and the witness of faith in public life, and discuss in quite serious terms what Christian ministry asks of each of us. Such conversations—in themselves quite difficult—are vital components in gauging both the energy and commitment required to embrace the work of social transformation.

The following courses comprise the Specialization phase of the PLCS:

Core Church and Society Seminar I

DPLC 730

This course introduces students to the study of churches’ relations to society and culture. While broad theoretical and theological frames will be discussed, the class will focus particularly on issues of race, gender, economic and cultural globalization, and interfaith relations as topics of engagement. The use of multiple Phillips faculty and others as guest speakers will be a major feature of this course.

International/National Immersion Experience

DPLC 731

Offered within either a national or international setting, the required immersion experience enables students to reflect more concretely and practically on the issues and themes introduced in Core Church and Society I. Led by Kathy McCallie, the spring 2018 immersion course in Washington DC, featured the Faith and Public Policy studied through the Disciples Center for Public Life and similar mainline denominational agencies. This

course examined the way of Jesus in relationship to public life and enabled students to develop skills for building partnerships.

Preaching for Change

DPLC 735

This course introduces students to the study of congregations and their social contexts as demonstrated in persuasive speech and preaching. The course includes study of examples of sermons from recent social movements that led to changes in public policy such as the women suffrage movement, the labor movement, and the civil rights movement. The use of multiple Phillips faculty and others as guest speakers will be a major feature of this course.

Elective Research Practicum

DMIN 898

Each student, in consultation with the specialization coordinator of the PLCS and the DMin director, will select or design one course that relates to her or his proposed project. This course may be chosen from MDiv course offerings at Phillips (additional work will be required) or DMin Specialization courses for other specializations. It may also consist of an independent study with an appropriate faculty member.

Degree Plan for Pastoral Leadership in Church and Society

DMIN 807	Pastoral Leadership in Context	3.0 hours
DMIN 808	Biblical Message & the Praxis of God	3.0 hours
DMIN 809	Constructive Theology of Ministry	3.0 hours
DPLC 735	Preaching for Change	4.0 hours
DPLC 731	International/National Immersion Experience	4.0 hours
DPLC 730	Core Church and Society I	4.0 hours
DMIN 898	Elective Research Practicum	4.0 hours
DMPR 904	Project Development Seminar I	0.5 hours
DMPR 905	Project Development Seminar II	2.5 hours
DMPR 902	Project Proposal Course	2.0 hours
DMPR 902.01	Project Proposal Continuation Course	0.0 hours
DMPR 906	Project Course	2.0 hours
DMPR 906.01	Project Continuation Course	0.0 hours
	TOTAL	32.0 hours

Transformational Leadership for Women in Ministry (PLCSW)

Specialization Coordinator: Dr. Lisa Davison

lisa.davison@ptstulsa.edu

In the “Transformational Leadership for Women in Ministry” (PLCSW) specialization (a version of Pastoral Leadership in Church and Society), ministers will be offered opportunities to reflect on theoretical and theological themes related to issues of sex and gender roles in churches and society. Students will also develop community organizing skills for leading churches and their institutions toward social transformation, particularly as they relate to the inclusion of all people in varied leadership tasks. A key component of this specialization will be at least one national or international immersion experience led by a member of the Phillips faculty.

Graduates of this DMin program will be prepared to exercise advanced skills in church and society issues including abilities to:

- Articulate an understanding of social change as a function of pastoral leadership that is grounded in theological and biblical reflection and responsive to the histories of Christianity particularly in relation to women and the student’s own denominational heritage;
- Articulate and engage from a theological, biblical and ethical standpoint important cultural issues surrounding gender as it intersects with race, economic and cultural globalization, and interfaith relations;
- Develop justice-seeking strategies for community engagement and social change around particular issues of common concern;
- Develop models for being church that build upon values of gender inclusivity, diversity and collaborative and transformative leadership.

The following courses comprise the Specialization phase of the PLCSW:

History of Women in Christianity

DPLC 733

This course is a survey of the history of women’s leadership in Christianity. Students will explore the contributions of women to Christianity’s development and expressions. They will gain deeper understanding of the complex relationships among society, religious culture and acquire the ability to articulate ways that these relationships have impacted, and been impacted by, the lives and work of women. Much emphasis will be given to women in the U.S. from the colonial period to the present. While the primary focus is on women who practice the Christian faith, some attention is given to women in other religions.

International/National Immersion Experience**DPLC 731**

Led by a Phillips faculty member and offered within either a national or international setting, this required immersion experience will enable students to reflect more concretely and practically on the issues and themes introduced in the foundation courses and the first specialization course.

Strategies for Collaborative and Transformational Leadership in Community**DPLC 734**

In this course, students will make use of material, issues and themes from previous coursework as they begin to develop strategies for leadership that is collaborative and transformational for communities seeking to be just, compassionate, and faithful to the way of Jesus. They will also engage models of community and leadership drawn from biblical texts and the history of Christianity as ways of building norms for contemporary communities and leaders. Guest practitioners will be invited to participate in the course.

Elective Research Practicum**DMIN 898**

Each student, in consultation with the specialization coordinator of the PLCS and the DMin director, will select or design one course that relates to her or his proposed project. This course may be chosen from MDiv course offerings at Phillips (additional work will be required) or DMin Specialization courses for other specializations. It may also consist of an independent study with an appropriate faculty member.

Degree Plan for Transformational Leadership for Women in Ministry

DMIN 807	Pastoral Leadership in Context	3.0 hours
DMIN 808	Biblical Message & the Praxis of God	3.0 hours
DMIN 809	Constructive Theology of Ministry	3.0 hours
DPLC 733	History of Women in Christianity	4.0 hours
DPLC 731	International/National Immersion Experience	4.0 hours
DPLC 734	Strategies for Collaborative and Transformational Leadership in Community	4.0 hours
DMIN 898	Elective Research Practicum	4.0 hours
DMPR 904	Project Development Seminar I	0.5 hours
DMPR 905	Project Development Seminar II	2.5 hours
DMPR 902	Project Proposal Course	2.0 hours
DMPR 902.01	Project Proposal Continuation Course	0.0 hours
DMPR 906	Project Course	2.0 hours
DMPR 906.01	Project Continuation Course	0.0 hours
	TOTAL	32.0 hours

Pastoral Leadership in Improvisational Ministry

Specialization Coordinator: Dr. Lisa Davison

lisa.davison@ptstulsa.edu

Tumultuous times require agile leadership skills. The tools of improvisation help leaders adapt to changing demands. Ministerial leaders must balance a broad range of general skills with competencies needed in their specific context. This specialization allows flexibility to design a program with more elective options in order to tailor the studies to a particular focus. After completing the foundation phase courses, students craft their specialization seminars in consultation with their adviser drawing on available offerings. Through this 32 semester hour program, pastors will develop their gifts according to a direction they design themselves for casting new visions and implementing transformation for God's work in the world.

Graduates of this DMin program will be prepared to exercise advanced skills in leadership including abilities to:

- Articulate an understanding of social change as a function of pastoral leadership that is grounded in theological and biblical reflection and responsive to the histories of Christianity particularly in relation to the student's own denominational heritage;
- Articulate and engage from a theological, biblical and ethical standpoint important cultural issues as they intersect with race, gender, economic and cultural globalization, and interfaith relations;
- Analyze and interpret contexts, not only of ministry settings, but also of the context in which people live and practice their faith;
- Develop justice-seeking strategies including tools of innovation and improvisation for community engagement and social change around particular issues of common concern.

Course Descriptions and Phases

Foundation Phase: 9 hours in Foundation Courses:

- Pastoral Leadership in Context--3 hours
- The Biblical Message and the Praxis of God--3 hours
- Constructive Theology of Ministry--3 hours

Specialization Phase: 16 hours in Specialization Seminars:

- Seminar I – 4 hours
 - Seminar II – 4 hours
 - Elective related to DMin project – 4 hours
 - Elective related to DMin project – 4 hours
- (Seminars and Elective choices could include Master's seminars with additional assignments to be arranged in consultation with the professor.)

Project Phase: 7 hours in Proposal and Project Courses:

- Project Development Seminar I – 0.5 hour
- Project Development Seminar II – 2.5 hours
- Project Proposal Course – 2 hours
- Project Course – 2 hours

Pastoral Leadership in Transformational Leadership in Intercultural Community

Specialization Coordinator: Dr. Sarah Morice Brubaker

sarah.morice.brubaker@ptstulsa.edu

Loving one's neighbor requires knowing one's neighbor. Pastors and nonprofit leaders need new ways of working as good neighbors who embrace opportunities for cultural diversity. We need strong competencies in navigating cultural difference and teaching others to be more open in intercultural communication. Even groups that think of themselves as mostly homogenous engage in conversations about these differences through global economic system and the internet. Talking across cultural divides – whether of nationality, religion, socioeconomic status, racial identity, ethnicity, political persuasion, region, urban vs. rural culture, or other variable – requires practices of listening, reflecting, learning, translating, cue reading, relationship building, acknowledging painful histories, and receiving and offering forgiveness. This specialization gives focused attention to those skills, and the conceptual knowledge necessary to support those skills. It is designed for students who find that intercultural community building is a major part of their work, who care about doing it well, and who are excited by the challenges and rewards of intercultural dialogue.

Graduates of this DMin program will be prepared exercise advanced skills in transformational leadership including abilities to:

- Appraise and implement diverse models of dialogue and collaboration. These models will be drawn from the theological disciplines as well as other discourses such as philosophy of education, social science, community organizing, and the arts. Graduates will understand the models' basic features and terminology, will be able to compare the models with each other, will skillfully choose and apply models to different types of situations, and will assess their own skill in practicing these models so that they are able to teach them to others. Finally, graduates will demonstrate deep investment in dialogue being done well.
- Prioritize theologically informed self-reflection. Successful graduates will be able to courageously consider how their identities have taken shape within a matrix of systems that amplify some voices and silence others. They will neither avoid thinking about their own unearned privilege and/or internalized oppression, nor will they become unproductively stalled by guilt over it. Rather, they will have a regular practice of reflecting on their actions with attention, compassion, and a willingness to acknowledge and learn from mistakes.
- Articulate and implement reparations and reconciliation models. Successful graduates will understand what their own tradition says about confession and

forgiveness, and will also understand several other visions of healing, repair, and reconciliation from diverse discourses. They will have the skills to teach this understanding to others in their contexts. In addition, successful graduates will appraise ways in which power and privilege can influence expressions of, and calls for, confession and forgiveness. They will transfer this skill beyond the content of the program's courses and apply it to new situations that they encounter in ministry.

- Develop responsible use of their own voices. Successful graduates will have cultivated a public voice and platform appropriate to the work of intercultural dialogue in their contexts; they will also know how to use their power to promote other voices that would have a harder time getting a hearing. Moreover, they will be able to encounter new situations and thoughtfully discern which approach to use, and give their reasons for doing so.

The following courses comprise the Specialization phase of the PLCIC

Reconciliation Reparation? Confession & Forgiveness in an Unjust World DPLC 736

In this course, students will engage theologies of confession and forgiveness drawn from multiple historical and cultural contexts. Students will analyze the operation of power in these models, by considering such questions as: who rightly has the power to forgive? Who rightly has the power to insist upon forgiveness? What must confession consist of, and who gets to decide? Who can say when amends have been made? Students will engage with this inquiry with deep attention to a particular context: the community of Tulsa, and the legacy of the 1921 Tulsa Race Massacre. Accordingly, students will have the opportunity to speak with several local experts and to take trips to sites around Tulsa. Students will prepare by completing reading assignments that will help them be responsible theological interpreters of what they witness in Tulsa. Through their work in this course, students will generate an annotated guide to practices of confession and forgiveness appropriate to their contexts.

Global Hermeneutics and Religious Identities

DPLC 738

In this course, students will be introduced to the religious experiences, practices, and expressions of minoritized and/or formerly colonized communities. Students will uncover the implicit theologies operating within discourses of power, empire, colonialism, and resistance; and will learn how those discourses shape religious life and biblical interpretation. Students will learn to reflect critically on their own role as observers and overhearers of forms of life which are not their own, and to which they only have subjective and partial access. As a final project for the course, students will generate a toolkit for reading scripture in intercultural contexts, and will have the opportunity to workshop their toolkit with their colleagues and invited guests/community partners.

International/National Immersion Experience

DPLC 731

Students in this DMin track are required to take one immersion course offered by Phillips Seminary. Since some immersion courses are offered in 3 credit hour masters-level formats, DMin students are asked to contact the instructor in advance of the course to customize the requirements and assignments for DMin-level work. In addition, students in this track must normally take Practices of Intercultural Encounter in advance of their immersion course.

Degree Plan for Transformational Leadership in Intercultural Community

DMIN 807	Pastoral Leadership in Context	3.0 hours
DMIN 808	Biblical Message & the Praxis of God	3.0 hours
DMIN 809	Constructive Theology of Ministry	3.0 hours
DPLC 736	Reconciliation or Reparation?	4.0 hours
DPLC 731	International/National Immersion Experience	4.0 hours
DPLC 738	Global Hermeneutics & Religious Identities	4.0 hours
	Elective Related to DMIN Project	4.0 hours
DMPR 904	Project Development Seminar I	0.5 hours
DMPR 905	Project Development Seminar II	2.5 hours
DMPR 902	Project Proposal Course	2.0 hours
DMPR 902.01	Project Proposal Continuation Course	0.0 hours
DMPR 906	Project Course	2.0 hours
DMPR 906.01	Project Continuation Course	0.0 hours
	TOTAL	32.0 hours

Project Phase

See Guidelines for Project document for details

In the Project phase, which is 7 hours of the total program, DMin students begin working directly with a faculty adviser and reader on an original project that makes a contribution to the study and practice of ministry within their chosen specialization. After they complete the Specialization coursework, Project Development Seminar I, and the third twenty-page draft of the initial project prospectus (described below), they must arrange for an adviser and reader. These persons will be selected in consultation with each student and in light of her or his particular direction of the prospectus. The adviser, reader, and DMin director will serve as the project committee for the student. Please note that the specialization coordinator of any specialization will be limited in the number of students for whom he or she may serve as adviser or reader.

All project advisers and readers must be Phillips Seminary faculty members and available in all semesters (including summer terms) in which their assigned students are enrolled in Project phase coursework.

Project Phase Courses, which occur at regular intervals throughout the program, include the following:

- **DMPR 904** Project Development Seminar I, with .5 credit hour, serves as an introduction to the art and craft of developing a DMin project, methods for research in ministry, and the process of writing a project. Usually students will participate in this course after completing the 2nd Foundation Course.
 - As a part of the requirements in this course, students will submit a short trial project proposal and a preliminary schedule for completion of the project.
 - Students currently enrolled in the DMin program may audit DMPR 904, Project Development Seminar I, only if they have already taken it for credit and passed the course. The audit fee will be \$40 per hour. Auditors will receive "AU" (Audit) recorded on their transcript. Auditors who miss 20% or more of the contact time for the course will receive a "U" (Unsatisfactory).

- **DMPR 905** Project Development Seminar II, with 2.5 hours credit, to meet, on an ongoing basis. This course will be required for all students in the Specialization and Project phases. Students must participate in a minimum of 2.5 contact hours **(5 sessions; .5 credit hours per session)**.

The goals of the Project Development Seminar II are:

- to facilitate peer learning as a tool for achieving clarity and accountability about students' project research and interests;
- to provide requisite information for successful completion of the project and project report,
- and to continue to offer communal support in this phase of doctoral learning.

Regardless of their progress in the program, students who have completed Project Development Seminar I will meet in seminar format with the DMin director and one other faculty member to present preliminary versions of their proposals to one another, to participate in discussion of the project work of other students, and to report progress toward completion of the project. Students will also be given opportunity to present materials related to their research interests, ministry settings, and Specialization concerns. These materials may take various forms, i.e., case studies, book reviews, sermons, exegetical papers, verbatims, etc.

To receive credit for participation in a Project Development Seminar II course students must submit, each time, a substantive report, consisting of at least 10 pages, of their project idea and progress they have made. The director will provide instructions for each report before the Seminar meets.

Ideally students will participate in one Project Development Seminar II each academic year while they are in the Foundation and Specialization phases. Once they enter Project

Phase, they will develop a participation schedule in consultation with the director. Enrollment in individual seminars will be based on invitation by the director based on the cohort needs of each specialization and student progress.

- **DMPR 902** Project Proposal Course, with 2 credit hours, will be arranged between student and adviser. The reader will also be consulted. When a proposal has been accepted by adviser, reader, specialization coordinator of student's specialization, and DMin director, the student will be granted candidacy for the DMin degree.
- **DMPR 906** Project Course, with 2 credit hours, to be taken only after passing the Project Proposal Course. It is also arranged between student and adviser; again, the reader and DMin director will be consulted as needed.

If a student does not pass the Project Proposal Course or the Project Course by receiving approval from adviser, reader, and DMin director on a final draft, in the following semester he or she will enroll in Project Proposal Continuation Course or Project Continuation Course. Most students do not pass the Project Proposal Course or the Project Course the first time they enroll in it. A student may enroll in either continuation course for three consecutive semesters (counting the summer term as a semester). If, after three semesters of enrollment in the continuation courses, the student is unable to present an acceptable proposal or project, he or she must re-enroll in the Project Proposal course or the Project course (whichever is applicable) or may be terminated from the program.

Candidacy

Once a student's project proposal has been passed by adviser, reader, specialization coordinator and DMin director, passed the Institutional Review Board committee review, and completed all Foundation and Specialization coursework with a 3.0 or better GPA, the student becomes a candidate for the degree of Doctor of Ministry.

The Oral Presentation

When the adviser and reader approve the project report, they notify the DMin director who assists the student in making arrangements for the oral presentation. The DMin director invites all full-time Phillips faculty and the faculty of partner institutions to read the project report and attend the oral presentation. The DMin candidate, the adviser, the reader, the specialization coordinator of the appropriate specialization and the DMin director or the director's designated alternate are required to attend.

During the oral presentation, which lasts approximately two hours, any faculty member may ask the DMin candidate questions about the project and project report. Toward the end of the presentation, the candidate will be asked to leave the room. The faculty members in attendance will discuss the report and come to consensus on whether to accept it, return it for revisions, or reject it. If the report is accepted, the candidate is approved for graduation. If the report is returned for revisions, the candidate must revise

it with the help of the adviser and reader, who may require another oral presentation. A candidate is allowed a maximum of two oral presentations. If the report is not accepted in two presentations, the candidate will be dismissed from the program.

The oral presentation must be satisfactorily completed by February 28 of the academic year if the student wishes to graduate in May of that year.

The Project Report may be accepted with one of two options: either with a "Pass" or with a "Pass with Distinction." If it is not accepted, it may be sent back for revisions ("S"), or failed ("F"). The final grade for a project report will be decided by each student's project committee, consisting of the adviser, the reader, and the DMin director. Project reports which pass with distinction will be so noted in the graduation bulletin and named in the graduation service.

Academic Policies and Procedures

In situations other than those covered by the following policies and procedures, DMin applicants and students are governed by the appropriate general policies and procedures of Phillips Seminary which are delineated in the Phillips catalog.

Academic Year

The academic year for Phillips is comprised of two semesters and a summer term. The first semester is scheduled from late August to mid-December. The second semester begins with the January DMin Fortnight and ends in mid-May, at which time the annual commencement exercises are held.

The summer term begins with the June DMin Fortnight and ends in mid-August.

In this handbook, the words “term” and “semester” are synonymous.

Academic Probation and Dismissal

A student whose cumulative grade point average drops below 3.0 (B) is placed on academic probation. The student will receive official written notification of being placed on probation from the DMin director. A student on probation must repeat a failed course as soon as the course is offered again or the student will be dismissed from the program. A student who is placed on probation while in the Foundation or Specialization phase may not register for the Project Proposal or Project Course.

A student who fails any Project Development Seminar must repeat the failed course as soon as the course is offered again or the student will be dismissed from the program. In addition, the student cannot enroll in the Project Proposal or Project Course until the Project Development Seminar I has been passed. Further, if a student does not make sufficient progress on his or her project proposal or project, as determined by his or her project committee and the DMin director, during at least four semesters of either Project Proposal Course/Continuation or Project Course/Continuation, the student is subject to dismissal.

A student may fail only one course. Failure of a second course will result in dismissal from the program.

Students who are granted probationary admission either because the Admissions Committee has determined that their previous transcripts do not accurately reflect their competence to do doctoral work or because the ministerial context has not been adequately secured are required to maintain a 3.0 (B) cumulative GPA and obtain an appropriate context for doctoral work.

Appeals Process and Academic Misconduct

Any questions or concerns about the program should be addressed first to the director of the program. If necessary, students may appeal the director's decision by writing to the DMin Committee of the Faculty Senate. The chair of the committee will bring the request to the next regularly scheduled committee meeting. The chair will convey the committee's decision to the student following that meeting. Students may appeal the DMin Committee's decision in writing to the Dean of the seminary. Students may appeal the Dean's decision in writing to the President of the seminary. The President's decision is final.

The complete Phillips Academic Misconduct policy is found in Appendix III.

Assessment and Student Portfolios

Assessment for the DMin Program in Pastoral Leadership at Phillips, in addition to routine course evaluations, will take place through two processes:

- 1) A portfolio process, conducted by the specialization coordinators for students in their specializations and consisting of the following elements:
 - a. Students will keep a portfolio consisting of application essays and of papers from each course in the Foundation and Specialization phases (as in the Masters' program, course instructors will be asked to designate which paper from their course belongs in the portfolio) as evidence to be used in assessing student learning;
 - b. Students and their specialization coordinator will participate in one mid-program interview and one exit interview based on DMin program goals. These interviews will occur following completion of 16 hours in both Foundation and Specialization phases and the Oral Presentation in Project Phase.
- 2) An independent assessment of each completed and approved project report conducted by two faculty members not serving on an individual project committee.

Information gathered from these two processes will be de-identified and shared with the Assessment Task Force, the DMin Committee, and the entire Faculty Senate on Assessment Day. (See Appendix II: Rubrics for DMin Assessment)

Attendance

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 post-per-week required to be considered present. If a student fails to make that minimum number of posts-per-week, they will be considered absent for that week. If a student is absent more than 20% of the semester, they cannot pass the course.

Class Cancellation

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

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.

Change in Specialization

In rare circumstances students who wish to change specializations within the Phillips DMin program may petition the DMin director and DMin faculty committee in writing, detailing the reasons for making the change and offering, if necessary, a plan for fulfilling all requirements within a reasonable amount of time.

Computer Technology

Seminary uses computers to teach and convey vital information. Therefore, all incoming DMin students are required to have access to the following in order to stay current with the latest information about program changes, course requirements, and conversations with other students and faculty through "Moodle Rooms" used by Phillips. Every student will be assigned a Phillips student email account that will be used for all seminary-related correspondence.

- Computer - PC (Windows 7 or higher), MAC (OS 10.7 or higher)
- Broadband internet service

Homiletics Specialization Computer Requirements

Students enrolled in the PLH specialization will need to have computers that will support one of the following programs:

Windows Media Player, which requires:

- Windows 7 or later
- IE 11.0 or later

Movie & TV Player (included with Windows 10), which requires

- Windows 10

VLC Media Player, which requires:

- Windows 7 or later or MAC 10.7 or later
- IE 11.0 or later, Edge browser

QuickTime Player, which requires

- MAC OS 10.7 or Later

Context for Ministry

The student's ministry setting is an integral part of the teaching and learning environment of the DMin program. Students are expected to know well their setting and be able to demonstrate that the readings and coursework are leading them to deeper understanding of engagement within their ministry setting and the people with whom they work. Every student must have on file with the DMin director a Ministry Context paper, usually developed in the first Foundation course, Pastoral Leadership in Context.

A student who changes ministry settings at any time in the program must submit to the director a five-page Ministry Context paper detailing the context along the lines of the original assignment in the Pastoral Leadership in Context course. Until this paper is on file, the student may be prevented from enrolling in coursework.

Further, any student who changes ministry sites during the program will be advised to take a leave of absence for at least one term to become better acquainted with her or his new ministry setting. (See "Leave of Absence" page 51.) The context paper may be submitted at the conclusion of the leave of absence.

Enrollment Issues: Requirements

On March 1 and October 1, students will receive, via email the next DMin Fortnight Class schedule which will include a wealth of important details and reminders along with the up-coming course offerings. About that same time, students will also receive a separate email with their Program Trajectory Form.

Prior to each DMin Fortnight session, the DMin director, Dean of Students, and Registrar will coordinate enrollment recommendations for each student and those recommendations will be emailed to a student on their Program Trajectory Form. The course recommendation will be highlighted in yellow. (The Program Trajectory Form serves as both an "enrollment form" and a program completion tracking tool.) A student must confirm the class selection or respond with an email request to make a suitable course change. For students in the "Foundation" phase of their program, they will automatically be enrolled in the next required course being offered. Once a student moves into the "Specialization Phase" the student will have more enrollment flexibility. Professors will post book lists with synchronous video-sessions **90 days** prior to the beginning of a course. As well, students can expect information prior to the beginning of

each term with details about the class reading schedule and pre-assignments. The course will be made available in Moodle and the course syllabus will be posted at least **30 days** before class begins.

NOTE: Every DMin student is required to take an immersion course in order to fulfill their program requirements.

DMin Students are considered full-time in any semester or term in which they take at least 3 credit hours in the Foundation phase, 4 credit hours in the Specialization phase, or 2 credit hours in the Project phase. Full-time enrollment in a previous term of an academic year maintains a student's full-time status during the following term, even if the student is not enrolled in a specific course in that term.

Students may take up to, but not more than, 4 credit hours in Foundation and Project courses in any one semester or term. The maximum number of hours allowable per semester in the Specialization phases varies according to the chosen Specialization. Students may overlap normal loads of courses in the Specialization phases with up to the maximum amount of work in the Foundation and Project phases. Students must have completed at least 3 credit hours and preferably all 9 credit hours of their Foundation phase courses before entering the Specialization and Project phases. In order to enroll in the Project Proposal Course, all students must have completed all Foundation courses, at least three-fourths of their Specialization courses, and the Project Development Seminar I. Project proposals must be approved by advisers, readers, the appropriate specialization coordinator, and the DMin director before students can register for the Project Course and begin work on their project.

A student will be automatically enrolled in DMIN 899 Program Continuation Course and charged a \$150 continuation fee and a \$100 student fee for each semester and term in which a class is offered that the student needs for her or his degree, but in which the student chooses not to enroll. This fee must be paid before the student can enroll in any subsequent work. If a required class is not offered for a student in a particular term, including courses in Project Phase, she or he may enroll in DMIN 899.01 Specialization Continuation Course. There is no charge to be enrolled in this course and no grade given.

An Oral Presentation of a student's Project Report may not be scheduled prior to the eighth semester or term in which a student is enrolled in the DMin program.

Enrollment Issues: Course Load Adjustments

Adding and Dropping Courses

A course may not be added after the first day of the term. A course other than a Project and Project Proposal may not be dropped after more than six contact hours of classes have been conducted. The Project or Project Proposal course may not be dropped after more than one month after the beginning of the term. A dropped course does not appear on the official transcript.

Any change of enrollment includes filling out a Change of Enrollment form, obtaining the signatures of the adviser or instructor and the DMin director, and returning the form to the registrar. It is the student's obligation to complete and return the Change of Enrollment form.

Course Withdrawal

A student may withdraw from a course other than a Project and Project Proposal any time during the first eight weeks of the term. After that, withdrawal from a course is permitted only if the student's work is, in the judgment of the instructor, passing (graded B- or above) at the time of the withdrawal. A student may withdraw from the course with approval of the instructor or adviser and the DMin director. A withdrawn course appears on the official transcript with a mark of "WD."

Please Note: Any change of enrollment, i.e., dropping, adding, or withdrawing from a class, includes filling out a Change of Enrollment form, obtaining the signatures of the adviser or the instructor and the DMin director, and returning the form to the registrar. It is the student's obligation to complete and return the Change of Enrollment form to the registrar.

Incompletes and Extensions

An incomplete in a course is granted only if (a) the student requests the incomplete in writing to the instructor and the DMin director prior to the incomplete deadline of March 1 spring semester and September 1 summer term; and (b) the student is able to show adequate reason for the failure to complete the course requirements on schedule. If an incomplete is granted, the completion date for all materials will be the last day of the following semester on which all written work is due. Failure to complete the course within this time results in a change of grade for the course from "I" (Incomplete) to "F." Under extraordinary circumstances, students may request an extension for the incomplete in writing to the DMin director. Incompletes and extensions are not allowed in project research courses.

Incompletes can be requested by filling out the DMin "Request for Incomplete" or "Request for Extension of Incomplete" forms, obtaining the signatures of the instructor and the DMin director, returning the form to the registrar, and paying the required fee of

\$25 per incomplete (if filed by deadline), \$40 per incomplete (if filed after deadline) and \$40 per extension of incomplete.

For information about tuition refunds on dropped courses, see the Tuition Refund Schedule on page 53 and this handbook.

Audit Policy

Students currently enrolled in the DMin program may audit DMPR 904 Project Development Seminar I only if they have already taken it for credit and passed the course. In some circumstances, students may also audit DMPR 905 Project Development Seminar II. The audit fee for either course will be \$40 per semester hour and no refunds will be given. Auditors will receive "AU" (Audit) recorded on their transcript. Auditors who miss 20% or more of the contact time for the course will receive a "U" (Unsatisfactory). No other courses in the program may be audited.

Grades and Grading Procedures

For all DMin courses the unit of credit is the semester hour, and all semester hours of study will be assigned a grade by the course instructor. Grades are due to the registrar March 15 and September 15 and will be mailed to students by April 1 and October 1. To calculate a grade point average, the total grade points are divided by the total hours of coursework. A final cumulative grade point average of at least 3.0 is required for the DMin degree. If a course is retaken by a student, both grades will be recorded on the student's transcript. However, only the higher grade will be used in calculating the student's grade point average. The course hours are counted only once. In any course designated as pass/fail, a pass (P) indicates a grade of B- or better.

In Foundation and Specialization Phase courses, letter grades will be assigned on the following scale:

- A (Excellent; 4 grade points)
- A- (earns 3.7 grade points)
- B+ (earns 3.3 grade points)
- B (Good; earns 3 grade points)
- B- (earns 2.7 grade points)
- C+ (earns 2.3 grade points)
- C (Marginal; earns 2 grade points)
- C- (earns 1.7 grade points)
- F (Failure; earns no grade points, but is computed in the grade point average)

Please note: a cumulative course grade of D+, D, or D- is considered to represent unacceptable work for a doctoral program and thus is equivalent to an F. A cumulative course grade of C+, C, or C- represents marginal work and places the student who earns a C+ or below in a course in danger of being placed on academic probation.

A student may fail only one course. Failure of a second course will result in dismissal from the program.

In the Project Phase, courses are graded "S" (Satisfactory progress), "P" ("Pass") or "F" ("Fail"). A passing grade is the equivalent of a B- or better. A first "F" earned in the Project Phase does not earn grade points. A second "F" results in dismissal from the program.

When a student is enrolled in a Project Development Seminar (I or II) or a project research course (the Project Proposal Course or Project Course) and has made satisfactory progress on the proposal or project but has not successfully completed it, he or she receives an "S" ("Satisfactory") grade on the transcript. Furthermore, a student's work is considered satisfactory when verbal and written materials demonstrate adequate progress toward completing course work. The grade indicates that a student has engaged in substantial research, developed an annotated bibliography, demonstrated critical thinking about the project topic, and held at least two consultations with the project adviser via face-to-face meeting, telephone, or e-mail.

For the term in which the proposal or project is completed and passed, the student will receive a "P." Students who do not make satisfactory progress on a proposal or project will receive an "F" ("Fail").

The Project Report may be accepted with one of two options: either with a "Pass" or with a "Pass with Distinction." If it is not accepted, it may be sent back for revisions ("S"), or failed ("F"). The final grade for a project report will be decided by each student's project committee, consisting of the adviser, the reader, and the DMin director. Project reports which pass with distinction will be so noted in the graduation bulletin and named in the graduation service.

Graduation

In order to graduate, a student must have completed at least eight terms in the DMin program with a GPA of not less than 3.0 and had his or her Project Report accepted. The student must pay a graduation fee (see Tuition fees on page 53). In order to receive a diploma, the student must have a final draft of his or her Project Report accepted by the library.

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 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 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.

Leave of Absence

Unforeseen circumstances, such as illness or change in ministry setting, may compel a student to temporarily withdraw from the DMin program. A student may request a leave of absence for up to one year. To make initiate that process, a student should begin by emailing the Dmin director explain the rationale for the leave and then requesting a Leave of Absence form from the Dean of Students. A student is not charged tuition while on leave of absence. A student who is on leave from the program cannot receive academic advising, but may receive program advising from the director. The six-year time limit for completing the degree will be extended by the same number of terms or semesters the student is on leave. Any student who does not reenroll in the program at the end of the time granted by the seminary may be dismissed from the program.

Program Continuation Course

Students will be automatically enrolled in this course (DMin 899) in any term in which they choose not to register for another course. A tuition fee of \$150 and a student fee of \$100 will be charged. Students who are enrolled in this continuation course more than three terms may be dismissed from the DMin program.

Withdrawal

Students who wish to withdraw from the DMin program must complete the appropriate paperwork through the office of the DMin director. They may also be required to have an exit interview with the director of financial aid.

Readmission

A student who resigns from the program and has been out of the program for less than three years may request to be readmitted by writing a letter to the DMin director. In the letter, the student should address why she or he wants to be readmitted to the program, describe the student's ministry context, and offer a plan for completing the program within the six-year time limit. The six-year time limit will be extended by the exact number of semesters the student was out of the program.

A student who has been out of the program more than three years must submit a full application. Please note: course work that is ten years or older is generally considered by the DMin Admissions Committee to be inapplicable to a current degree program.

A student who was dismissed from the program may not reapply.

All requests for readmission are considered by the Admissions Committee.

Semester-Hour, Definition

In accord with regulations announced by the United States Department of Education in October 2010, the Phillips faculty defines one semester-hour of academic credit as that which may be granted for successfully completing over the course of a semester a set of required learning activities representing approximately forty-five clock hours of graduate-level study. The workload/credit calculations related to the documentation of student learning are based on projections of the minimum time that a typical Phillips student should anticipate spending in each course in direct instruction by the instructor(s), recommended reading and library research, synchronous and asynchronous online discussion, creative theological reflection and writing, content review and testing procedures, and other appropriate educational assignments designed by the instructor to ensure that students achieve the learning objectives of the course as published in the course syllabus.

Special Students

Persons may be admitted as "Special Students" to the DMin program for one year at a time, without being candidates for the degree. Special students receive academic credit for coursework and are not eligible for Phillips tuition assistance or federal financial aid.

Specialization Continuation Course

If a required class is not offered for a student in a particular term, they may enroll in **DMIN 899.01 Specialization Continuation Course**. There is no charge to be enrolled in this course and no grade given.

Style Guidelines for Research Papers

Formal papers and theses must be prepared according to form guidelines in the 9th ed. of the Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. Chicago: University of Chicago Press, 2018. In addition, the faculty has produced both

a style guide and a thesis/project report guide to help students with additional issues related to form and style.

By special permission of Duke Divinity School, Phillips students have access to the many resources of Duke's Center for Theological Writing. You may access this information by going to www.divinity.duke.edu/programs/ctw/.

Time Limit

If a student has not graduated within six years (18 semesters) after matriculating in the program, he or she must petition the DMin Committee of the Faculty Senate for an extension of the program in order to continue to be considered a student in good standing. Note that students who take a leave of absence from the program or who are readmitted to the program will automatically receive an extension beyond the six years for the same number of terms for which they were absent from the program. Any student who does not complete the program within six years, does not request an extension, or is not granted an extension by the DMin Committee may be dismissed from the program.

Sexual Harassment Policy

The "Phillips Policy Regarding Sexual Harassment and the Grievance Procedure" may be found in Appendix IV.

Tuition Refund Schedule

The following tuition refund schedule applies for dropped courses:

Courses taught during DMin Fortnights

On or before the first day of the fortnight.....	all but \$25 per drop slip
During the second day of the fortnight.....	80%
During the third day of the fortnight.....	50%
After the third day of the fortnight	0%

Courses meeting throughout a term (e.g., Specialization Elective Courses)

During the first week of the semester.....	all but \$25 per drop slip
During the second week of the semester	80%
During the third week of the semester	50%
During or beyond the fourth week of the semester	0%

Project Proposal or Project Course (including Continuations)

Amount refunded up to the end of the first month of the term.....	75%
Amount refunded after the first month.....	0%

Fees

Application Fee	\$60
General Student Fee (including technological support fee; per semester)	\$125
Project Proposal/Project Continuation Courses.....	\$150

Graduation fee (diploma) (does not include cap and gown purchases)	\$100
Administrative fee for binding DMin project.....	\$75
Audit Fee for DMPR 904 Project Development Seminar I.....	\$40
Audit Fee for DMPR 905 Project Development Seminar II.....	\$40
Incomplete Fee	\$25
Extension of Incomplete Fee	\$40

There is no fee reduction or refund after the first day of the June or January DMin Fortnight or after the first week of classes meeting throughout the fall, spring or summer terms.

Approximate Total Cost of DMin Program

Before any seminary tuition assistance:

Tuition for 32 hours (at \$480 per hour).....	\$15,360
Student fees.....	\$1,500
Graduation fees.....	\$100
Administrative fee DMin Project Binding.....	\$75
TOTAL.....	\$17,035

This figure does not include book costs or fees for continuation of Project Proposal and Project Courses.

Payment

Tuition and fees are due in full the first week of the semester or fortnight, although a deferred payment plan may be arranged. Students will be informed of payment options before the beginning of the semester.

Students with delinquent accounts may not enroll. Furthermore, they may receive neither a diploma nor a transcript until the account is paid in full. Students will be responsible for any costs incurred by the seminary in collecting delinquent accounts.

To make arrangements for a deferred payment plan, students must contact the registrar at the beginning of every term in which such a plan is necessary.

Please mail payments to:

Phillips Theological Seminary
 Phillips Student Accounts
 901 North Mingo Road
 Tulsa, OK 74116-5612

Credit card payments can be made at www.ptstulsa.edu (go to “Academics,” “Costs and Scholarships,” then “Student Payments”). Cash, check, or credit card payments may also be made in person at the front reception desk.

Appendix I: Miscellaneous DMin Courses

Research Courses

Doctoral Seminar (1 - 4 hrs. credit)

DMIN 897

Advanced study of selected issues in the theology and practice of ministry. May be repeated with different topics.

Elective Research Practicum (1 - 6 hrs. credit)

DMIN 898

Students, in consultation with the DMin director and the specialization coordinator, may select or design a course that relates to his or her proposed project or a specific and relevant practice of ministry. This course may be chosen from advance MDiv course offerings at Phillips (in which additional work will be required) or DMin courses for other specializations. It may also consist of an independent study with an appropriate faculty member. May be repeated.

Non-Credit Courses

Program Continuation Course (0 credit)

DMIN 899

Students will be automatically enrolled in this course in any term in which they choose not to register for another course. A tuition fee of \$100 and a student fee of \$125 will be charged; however, no grade is given. Students who are enrolled in this continuation course more than three terms may be dismissed from the DMin program.

Specialization Continuation Course (0 credit)

DMIN 899.01

Students will be automatically enrolled in this course in any term in which a DMin course for that student's degree plan is not offered. There is no charge to be enrolled in this course and no grade is given.

Appendix II: Rubrics for DMin Assessment

Rubric for DMin Portfolio Assessment

Approved by Phillips Faculty Senate, October 25, 2010

Categories for assessment:

WD=Well Demonstrated; D=Demonstrated; ND=Not Demonstrated

	16 Hour—Advanced Integration Has the student demonstrated ability to draw upon MDiv education and her/his own ministerial practice while integrating knowledge and skills learned in DMin classes with contextual analysis?	Exit—Contribution Has the student made a contribution to ministerial praxis (theological reflection and pastoral skills), pastoral leadership, and the church’s ministry and mission?
Expected Courses Completed:	Foundation courses; at least two Specialization courses	Specialization courses; Project Phase courses
Criteria for Assessment:	<p>WD= Creative thoughtful integration of MDiv curriculum, current coursework and ongoing practice, reflecting excellent achievement</p> <p>D=Basic integration of MDiv curriculum, current coursework and ongoing practice, reflecting satisfactory achievement</p> <p>ND=Little to no integration of MDiv curriculum, current coursework and ongoing practice, reflecting insufficient achievement</p>	<p>WD= Creative thoughtful contribution to the study and practice of ministry, advancing discussion of issues relevant to chosen specialization and project concerns and reflecting excellent achievement in development of DMin project</p> <p>D=Basic contribution to the study and practice of ministry, solid summary of issues relevant to chosen specialization and project concerns and reflecting</p>

satisfactory achievement in development of DMin project
ND=Little to no contribution to the study and practice of ministry, reflecting insufficient achievement in development of DMin project

Evidence may include:	Application essay; 16-hour portfolio questionnaire; quality of written work (professor of each course designating one written assignment for the portfolio); course grades; faculty comments on assignments; quality of conversation with specialization coordinator	Exit portfolio questionnaire; quality of written work since 16-hour review; course grades; faculty comments on assignments; quality of project, project report and oral presentation; quality of conversation with specialization coordinator
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By “advanced” we mean:

- participation in courses numbered 700-900
- building on MDiv knowledge of biblical materials, history of Christianity, development of theological inquiry, and fields in practical theology combined with skills in exegesis, theological reflection, contextual analysis and ministerial competence (i.e., education, pastoral care, preaching, administration and leadership, worship, etc.)
- integrating of study and practice within a particular context
- focusing upon a particular area of competency
- facilitating production of project that is long enough to develop an argument useful and germane to the work of other ministers, to cover a breadth of material, to include theological analysis, and to focus in depth on a particular aspect of ministerial practice

Rubric for DMin Project Report Assessment

Approved by Faculty Senate, October 25, 2010

	Well Demonstrated	Demonstrated	Not Demonstrated
Contribution to ministerial praxis (theological reflection and pastoral skills), pastoral leadership, and the church's ministry and mission?	Offers a deeper and broader understanding of a specific act of ministry within a specialization, has strong application to ministerial contexts other than the one in report, contributes in an important way to understanding of church's ministry and mission	Offers an understanding of a specific act of ministry within a specialization, has some application to other ministerial contexts, contributes to understanding of church's ministry and mission	Little or no understanding of a specific act of ministry; little or no application to other ministerial contexts; doesn't contribute to understanding of church's ministry and mission
Theological Reflection	Demonstrates creative, critical and nuanced theological reflection skills based on explicitly mentioned and described sources; clearly anchors ministry issues within theological and practical context; shows awareness of complexity and ambiguity in dealing with questions of human living; relates directly to the concerns	Shows evidence of theological reflection in conversation with other sources but may have minor lapses in developing ideas; adequately anchors ministry issues within theological and practical context; acknowledges complexity and ambiguity in dealing with questions of human living; relates directly to the concerns	Shows little or no depth of theological reflection or awareness of complexity and ambiguity; doesn't anchor ministry issues within theological and practical context; has little or no conversation with other theological sources or sources are insignificant; little or no

	raised in the project; demonstrates integration with issues raised in project	raised in the project; demonstrates some integration with issues raised in project	integration with issues raised in project
Literature review	Making use extensively and appropriately of scholarly literature pertinent to the themes of the project	Demonstrates awareness of scholarly literature pertinent to the themes of the project but doesn't always use appropriately or in depth	Little awareness of broader context of problem; few sources cited
Contextual Analysis	Skillful presentation of ministerial context relevant to the project; good use of data drawn from a variety of sources to support analysis of the context	Offers a presentation of the ministerial context that is somewhat supported by data drawn from several sources	Presents ministerial context based only on one's own observation, demonstrates little awareness of differing ways of understanding context
Presentation of Data	Detailed presentation of all data gathered with careful descriptions of how they were gathered	Clear presentation of all data gathered	Presents no data, or presented in non-systematic way, over-reliance on summaries

Evaluation and Critique	Assesses data effectively, providing sufficient analysis and explanation to support assertions and convince readers	Offers reasons to support assertions; begins to interpret evidence and make connections	Offers little evidence of any kind or misreads data
Composition and Style	Confident rhetorical style and authorial voice; ability to communicate ideas clearly; free of spelling, punctuation, and grammatical errors; effective use of style guidelines	Fairly fluid rhetorical style that communicates ideas with some clarity; some minor errors that annoy but do not impede understanding	Difficulty expressing central ideas of the project; many errors or a few large errors that block the reader's understanding and ability to see connections

Much of this document is dependent upon "Partial Assessment Grid for Doctor of Ministry Final Projects, Austin Seminary," handed out by Timothy Lincoln in a presentation at the Association for Doctor of Ministry Educators, Austin, April 2010 and is used by permission.

Appendix III: Academic Misconduct

The fundamental principle of academic life is integrity. Those who have the privilege to be members of the Phillips Seminary community have a very special 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.

Definition of Academic Misconduct

Academic misconduct includes such unacceptable behavior as plagiarism, falsification of records, unauthorized possession of examinations, intimidation, bribery and attempts at bribery, 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. It is not mitigated by either paraphrase or even extensive rewriting of another's work. Any time an idea is borrowed, credit must be given. In formal papers, sources must be cited.

Cheating includes using unauthorized materials, information or study aids in any academic examination or exercise.

Procedure for Academic Misconduct Charges

If a faculty member believes that an act of misconduct may have occurred, he or she 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 he or she, in turn, will conduct the meeting discussed above. Should the faculty member decide that a penalty may be warranted, he or she may, at his or her 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 his or her 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 university 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 his or her 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 his or her 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

For those found guilty of academic misconduct, punishment shall range from a grade of "F" on the examination or academic exercise in question to suspension from the seminary. A second conviction mandates the student's suspension from the seminary.

Records of the conviction 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 plagiarism in a DMin project will have work terminated and will be permanently dismissed from the seminary. If the degree has been granted before the plagiarism is discovered, the degree will be revoked. Results of these actions become a part of the permanent record.

Appendix IV: 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 V: DMin Hybrid Model to begin June 2020

The new hybrid model requires students to come to campus one week and complete additional work through synchronous and asynchronous sessions.

All online, synchronous sessions will meet on **Thursdays 7-9:15 pm. CST.**

Due to COVID-19, all classes will meet online only during the June 2020 fortnight. When it is safe to resume meeting on campus in person, we will proceed with the hybrid plan including concentrated weeks plus synchronous and asynchronous online work.

The cohort that begins in June 2020 will take

DMIN 807 in June 2020

DMIN 808 in January 2021

DMIN 809 in June 2021

Less than half of the hours for each course will be offered through online delivery –

A typical schedule would include: 6 online hours in 3 *ZOOM* sessions, one before fortnight and 2 after, plus 14 hours of online asynchronous work.

Typical Hybrid Schedule for DMin courses:

For a 4-hour course (60 hours total. 40 hours on campus, 16-18 hours online learning asynchronous, 6 hours online learning synchronous – this allows extra hours in case of absence)

Fortnight, 40 hours on campus:

(8) Monday: 8:30-noon and 1:00- 5:30 pm

(8) Tuesday: 8:30-noon and 1:00- 5:30 pm

(8) Wednesday: 8:30-noon and 1:00- 5:30 pm

(8) Thursday: 8:30-noon and 1:00- 5:00 pm

(8) Friday: 8:30-noon and 1:00- 3:00 pm

Plus: 16-18 hours online learning (3 weeks: about 5 hours each week video lecture, discussion board, film or documentary)

January fortnights: one synchronous meeting online prior to class, then after on-campus days, one meeting in February, one meeting in March.

June fortnights: synchronous meeting online first week in June, then after on-campus days, one meeting in July, one meeting in August.

6 hours synchronous online – (2.4 hour sessions for 4 weeks) Thursdays 7- 9:15 pm. CST.

For a 3-hour course (45 hours total. 40 hours on campus, 3-5 hours online learning asynchronous, 4 hours online learning synchronous)

Same schedule as 4-hour courses with less online asynchronous and only 2 sessions of synchronous meeting (one before and one after on-campus sessions).

Appendix VI: 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 all other policy handbooks and the 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 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.

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

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 VII: Specialization Elective Proposal

Phillips Theological Seminary Specialization Elective Proposal DMin Program in Pastoral Leadership

Please use this form to request an Independent Study or permission to take a masters-level course with additional work for Specialization credit. See "See "Specialization Elective Guidelines" in the DMin Handbook o DMin Moodle site.

Name: _____ Date: _____

DMin Specialization Track: _____ Semester: _____ Year: _____

___ Request for an Independent Study

___ Request to take a Master's Level Course (Extra work required for the 4th hour of credit must be negotiated directly with the professor and described below)

Study/Course Title Description: _____

Professor: _____

Describe the purpose for the class or independent study and how it related to your project. As well, list the proposed meeting dates with the Professor for an Independent Study and outline the written requirements for an Independent study or the extra work expected for a masters-level course: _____

Proposed bibliography:

Approved by Professor: _____ Date: _____

Approved by DMin Director: _____ Date: _____

=====
Office Use Only Original To: Registrar

Copies to: DMin Director Faculty Consultant Student Student File