TEACH
TRUTH
LOVE
WELL
Information on doctoral programs is included in the Doctor of Philosophy (Ph.D.) Handbook and the Doctor of Ministry (D.Min.) Handbook. This Student Handbook also has useful and required information for Ph.D. and D.Min. students who are in the residency portion of their program.

Within the context of its theological convictions and mission, Dallas Theological Seminary (DTS) does not discriminate on the basis of race, color, sex, age, national and ethnic origin, or disability.

Dallas Theological Seminary reserves the right to utilize video footage and still photographs of student related events and activities for seminary publication and continuing education purposes. This includes, but is not limited to, media from classroom environments, graduation ceremonies, and chapel services. For still photographs portraying close-up, high resolution images, DTS personnel will attempt to procure permission from photographed participants in the understanding of potential security concerns. All such media will be utilized under the auspices of the Vice President for Communications and appropriate departments within that division.

Dallas Seminary may add to, modify, or withdraw any provision in this handbook. The provisions of this handbook normally are subject to change only on an annual basis. Dallas Seminary’s president, the faculty, the appropriate vice president, or the Student Council Executive Committee through the appropriate vice president may initiate proposals for changes. All provisions stated herein have been approved and/or reviewed by the Seminary’s Executive Committee.
“God really used Seminary, not only with the classes, but also experientially to prepare me for what he was calling me to.” As a missionary with Global Ministries Fellowship, Charlotte partners with a South African agency called Turn the Tide.

Charlotte Moore
(M.A./CM, 1999)
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## Campus Map

## Index
“I’ve created a website called Helives.com where I disciple teenagers and teach the Word of God. Online a teenager has no reason to lie. They are anonymous in their identity but not in their heart.”

Tim Kimberley
(Th.M. 2007)
# 1. ACADEMIC INFORMATION

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1.1 STUDENT PASSWORDS

Dallas Seminary issues a password to every student with which he or she can access CampusNet (https://campus.dts.edu/student). The Seminary recommends that each student change this password in order to increase security with respect to student information. The CampusNet password gives each student the ability to register for courses online, view grades, update biographical information, access syllabi, and purchase textbooks. Students should maintain the security of their password during their tenure at DTS. Dallas Seminary views the student password as equivalent to the student's signature. Therefore each student should protect his or her password and not share it with others.

1.2 OFFICIAL CORRESPONDENCE

Students are required to maintain both a current email address and a geographical address. They should request an address change through the CampusNet. Dallas Seminary may restrict access to CampusNet features until verification of a current email address is processed. Current email addresses are necessary to expedite correspondence such as course changes, correspondence from faculty who are teaching courses in which the student is enrolled, and other official Seminary notifications. Students are expected to check their email accounts routinely and are responsible for all information communicated in this manner.

1.3 REGISTRATION AND DROPPING OR CHANGING COURSES

Dallas Seminary attempts to make the registration process as efficient as possible for students. Students should register during the registration period that is assigned to them based on the number of credit hours each student has completed to date plus credit hours in process. Registration priority is given to those students graduating within the following academic year. A late registration fee is charged to students who register after the registration deadline but before the payment due date for the term. Those who register late run the risk of not getting into courses or sections because they are filled or canceled due to insufficient enrollment. Official registration must be completed before a student may attend class.

After the registration deadline, students may make schedule changes at no charge before the payment deadline for a given term. A schedule change fee is charged for each transaction. Consult the “Business Information, Academic Financial Policies” section of this handbook for financial penalties for dropping courses. Courses cannot be added after the first week of classes without the approval of the Registrar's Office.

Students who do not complete their registration by paying tuition and fees by the appropriate payment deadline will be dropped from all courses and will lose registration priority. Students choosing not to attend a course should not assume that it will be dropped because of nonpayment. Instead they must process a drop request through the Registrar's Office. A late payment fee is charged to students who submit payment after the regularly scheduled deadline. For a schedule of late fees, see the "Financial Information" section of the Seminary Catalog.
All registration holds must be resolved before registration is allowed. Any holds on a student’s registration can be viewed via CampusNet and can be resolved by contacting the office that placed the hold on the student account (i.e., Business Office for financial holds). Students who enroll in courses that are not required by the degree program to which they are admitted may be denied registration to those courses.

1.3.1 SUMMER AND WINTERSESSION COURSES

The summer schedule begins the week after the spring semester and ends in early August. Classes may start at various times within this session but are still considered part of the session. Wintersession courses are offered during the two weeks between Christmas break and the beginning of the spring semester.

1.3.2 AUDITS

Only students who have officially registered may audit a course. Audit registration is subject to class availability. Audit students who initially register for a course with limited enrollment may later be dropped if additional students register to take the course for credit. Audits are disallowed in (1) courses that are required to fulfill the student’s degree plan, (2) courses the student will later take for credit, and (3) courses in which the professor or department disallows audits.

In order for an audit to be recorded on a student’s transcript, the student must attend seventy-five percent of the course lectures. If the student does not meet this minimum attendance requirement, at the recommendation of the professor the student will be withdrawn from the audit, and the audit will not be recorded on the student’s transcript.

An audit course may not be changed to a credit course retroactively.

A credit course cannot be changed from credit to audit at the point the student would receive a “WP” or “WF” for a course (see “Withdrawing from a Course” below). For the schedule of audit fees consult the “Financial Information” section of the Seminary Catalog.

1.3.3 SPOUSE AUDITS

Spouses of resident credit students currently enrolled in a regular Seminary degree program (including the Certificate of Graduate Studies program) may audit up to three courses per term at a nominal fee per course. Spouse audit students must complete the spouse audit form in the Registrar’s Office and pay the spouse audit fee. Auditing is subject to class availability. Registration for spouse audits will begin the first day of the fall and spring semesters and the first day of the course for Summer School and Wintersession courses. No permanent record is kept of spouse audits nor can a transcript be issued.

1.3.4 SIT-INS

Students who have previously completed a course for credit with a passing grade at Dallas Seminary may sit in on that course again subject to space and the professor’s permission. They must follow the same registration procedure as spouse audits above and pay a sit-in fee in the Registrar’s Office.
1.3.5 TUITION-FREE CLASSES
In order to provide greater educational opportunity for Th.M. students, the Seminary allows them to take up to five offered courses beyond the 120 hours required for the degree while they are still enrolled in the program. This excludes independent study courses and Ph.D. courses. The student must pay a modest fee per course to cover the cost of materials. Students may register for a maximum of one tuition-free course per semester. Registration is based on space availability in the class and will begin the first day of the fall and spring semesters and the first day of the course for Summer School and Wintersession courses. These courses may be taken for credit or audit but cannot be used toward degree program requirements at Dallas Seminary. Classes taken in previous semesters may not be changed to tuition-free retroactively. Other fees will be applied to those taking only a tuition-free course in a particular session (see Academic Financial Policies).

1.3.6 WITHDRAWING FROM A COURSE
Dropping a course during the first week of a fall or spring semester removes all record of the course from transcript records. From the second through the fifth week of a semester students may drop a course without academic penalty and receive a grade of “W.” From the sixth through the end of the semester students who withdraw will receive a grade of either a “WF” (Withdrawn Failing) or a “WP” (Withdrawn Passing).

Beginning at the sixth week, as part of the procedure for dropping a course, students must obtain the signature of the professor of the course before submitting the withdrawal form to the Registrar’s Office. Corresponding dates for alternatively scheduled classes, including Summer School and Wintersession courses, are provided in the refund schedules in the “Business Information, Academic Financial Policies” section of this handbook.

Whether the student is withdrawing from Seminary or dropping one or more courses during any session, the student will receive the grades and refunds indicated in the “Business Information, Academic Financial Policies” section of this handbook for courses that are dropped by the designated deadlines. After a class begins no fee is refunded.

1.3.7 NONENROLLED STUDENTS
Students not currently enrolled in classes at Dallas Seminary may gain campus and library services by paying the campus-use fee for the semester. Doctoral students who have been admitted to candidacy and have paid the tuition for their dissertation are exempt from the campus-use fee.

1.4 CERTIFICATION OF FULL-TIME STUDENT STATUS
Any master’s-level student who is satisfactorily pursuing a degree program at a minimum enrollment of twelve hours per semester will be certified as a full-time student. This standard may vary if the agency requesting certification specifies another standard.

Ph.D. students are considered full-time if they are enrolled in six credit hours or more each fall and spring semester. They may be certified as full-time for one semester while studying for comprehensive exams and certified as part-time for
one additional semester while exams are in process. Ph.D. students actively engaged in the writing of their dissertation can be certified as full-time for a maximum of two years after their admission to candidacy. D.Min. students are considered full-time if enrolled in six credit hours or more each summer and winter semester. Those who are working on their applied research project can be certified as half-time for one year following their admission to candidacy.

Full-time status for international students is set in accord with the United States immigration regulations. See the International Student Handbook for details. International students who need certification of student status for visa and/or immigration purposes must contact the International Students Office. Contact the Registrar’s Office for additional information.

Students should contact the Registrar’s Office for certification of student status and enrollment. When required, “good standing” will be defined and applied to a student who is making satisfactory academic progress as outlined in this handbook and who is not on any kind of probation.

1.5 CONCURRENT ENROLLMENT IN OTHER INSTITUTIONS

International students must secure permission from the International Students Office before enrolling concurrently at another school.

1.6 CLASS STANDING

Students are classified in one of three categories: entering, continuing, or graduating. Students are considered part of the entering class until the first fall semester following their initial matriculation. An exception is made for students beginning the degree program in the summer who are part of the entering class through the following summer until fall of the next academic year. Students are classified as part of the continuing class after their entering year and until the fall semester of the year they intend to graduate. Students are classified as part of the graduating class beginning the fall semester of their last year of study. Questions concerning student classifications should be directed to the Registrar’s Office.

1.7 DECLARATION OF MINISTRY TRACKS OR CONCENTRATIONS

Th.M. students are encouraged to declare a ministry track at the beginning of the degree program to facilitate academic advising and vocational counseling through faculty advisers. However, Th.M. students must declare a ministry track after completing sixty semester hours of credit (typically, by the end of the second year of the program). M.A./CE students must declare a ministry concentration when they enter the M.A./CE program.

When a student declares a ministry track or concentration, he or she will be assigned a faculty adviser in the corresponding department. Students who declare more than one ministry track or concentration are required to complete all course work for both tracks or concentrations. This may require substitute courses approved by the faculty adviser if there are overlapping course requirements. See the Academic Advising Center for clarification of course requirements.
1.8 Academic Advising

The Academic Advising Center is available to counsel each student regarding the completion of all course and degree requirements. In addition, Academic Advising Center staff members provide counsel regarding course selection and planning, time allocation, and class scheduling for future semesters. A degree audit displaying the courses completed and the remaining program requirements is available on the CampusNet for each student. Degree audits are verified for graduation purposes by the Academic Advising Center at the beginning of the semester of intended graduation.

1.9 Faculty Advising

Each M.A., S.T.M., and Th.M. student will be assigned a faculty adviser. For Th.M. and S.T.M. students, this occurs after the student selects a ministry track or major, respectively. The faculty adviser will work with the student in outlining the requirements for their respective degree concentrations or tracks and make suggestions with regard to the student’s free electives. Faculty advisers may also provide career counsel and guidance, personal counsel as needed, and supply a personal or academic reference in the future. Students are strongly encouraged to meet with their faculty advisers regularly.

The faculty adviser may authorize reasonable changes in a student’s ministry track requirements. However, exceptions to overall requirements or core requirements may be made only by action of the Credits Committee on the recommendation of the department chair.

1.10 Advanced Standing

Incoming Th.M. and M.A. students may apply for advanced standing in certain courses in the following areas: Hebrew, Greek, Bible Exposition, Theological Studies, Pastoral Ministries, Christian Education, and World Missions. A maximum of twenty hours of advanced standing may be credited toward the Th.M. degree; ten hours toward the M.A. degree in Biblical Exegesis and Linguistics, Biblical Studies, Christian Education, and Cross-cultural Ministries; and fifteen hours toward the M.A. degree in Biblical Counseling. Advanced standing is not granted for the Certificate of Graduate Studies or the S.T.M. program, nor is it granted for courses that are electives in the student’s program.

Entering students have one calendar year from the term of initial matriculation to take advantage of any advanced standing exams. In the case of Greek and Hebrew, advanced standing exams may be completed after the initial year of study. Application must be made through the Advising Center for each exam desired. A nonrefundable testing fee is charged for each exam taken, and must be paid before taking each advanced standing exam. When a student withdraws from DTS, all advanced standing will be deleted from a student’s transcript.
1.11 VALIDATION OF COURSES

Students are encouraged to take advantage of the opportunity to validate courses in their Seminary studies. Undergraduate course work not eligible for advanced standing credit may be validated and elective hours substituted for the validated courses in a student's degree program. A student can validate a required course if he or she (1) has college credit for a similar course (in exceptional cases noncredit, self-study courses or extensive experience may qualify), and (2) gives the Registrar’s Office the proper form signed by a professor of the course and the department chair. This form can be accessed in the Registrar’s Office.

To validate a course the student must demonstrate to the professor (normally by either a written or oral examination) that he or she has proficiency in the course material. Validation of a course does not give credit for the course nor reduce the student’s curricular requirements, but it does allow the student to substitute elective hours in the same department unless the department chair specifies otherwise. When a student validates a Servant Leadership Internship, he or she must substitute the hours in another Servant Leadership Internship based on ministry and track requirements. Students who have received the maximum number of hours in advanced standing allowable toward their degree may still validate additional courses.

1.12 TRANSFER OF CREDITS

Course credits with a minimum grade of “C” earned at other accredited seminaries and graduate theological schools are accepted at full value to the extent that the courses are comparable to Dallas Seminary’s stated requirements. An official transcript from the institution attended showing satisfactory course completion is required. Transfer hours are not accepted into a nondegree program or for courses that do not meet program requirements.

A maximum of sixty semester hours may be transferred toward the Th.M. degree, a maximum of six hours toward the S.T.M. degree and Certificate of Graduate Studies, and a maximum of thirty hours toward the M.A. program in Biblical Studies, Christian Education, or Cross-cultural Ministries. For the M.A. in Biblical Exegesis and Linguistics, no more than ten of the thirty hours allowed in transfer may be credited toward the required Dallas Seminary courses. A maximum of forty-five hours may be transferred toward the M.A. program in Biblical Counseling. Students enrolling at Dallas Seminary who already have earned a master’s degree will be subject to stricter requirements. Contact the Registrar’s Office for details.

Those in regular degree programs who lack the prerequisite baccalaureate degree may transfer a maximum of twenty DTS hours in the Th.M. program, or ten DTS hours in the M.A. programs toward their college degree if they intend to exchange their certificate for a degree. Questions regarding the transfer of credits should be directed to the Registrar’s Office.
1.13 WITHDRAWAL OR LEAVE OF ABSENCE

1.13.1 NOTIFICATION OF WITHDRAWAL

Students who choose to withdraw from school must submit proper notification to the Registrar’s Office. Unless the Registrar’s Office receives written notice of withdrawal or leave of absence, those who withdraw (including an approved leave of absence) from the Seminary at the end of a semester will forfeit their entire general deposit. This notification must be received no later than two weeks after the beginning of the next fall or spring semester. Withdrawing students who qualify and who appropriately notify the Registrar’s Office will receive the refund of their general deposit, less a severance fee. Consult the “Business Information, Academic Financial Policies” section of this handbook for financial penalties for withdrawal. Withdrawal, or leave of absence, results in the termination of Seminary medical insurance. Insurance coverage will terminate on the official withdrawal or leave of absence date.

1.13.2 LEAVE OF ABSENCE

A leave of absence is a special category of withdrawal that may be requested by a student who intends to withdraw for a period not to exceed one year from the end of their last term of enrollment. The proper form can be found on CampusNet and submitted to the Advising Center.

1.13.3 READMISSION FOLLOWING WITHDRAWAL

Readmission after a period of absence exceeding one year requires reapplication through the Admissions Office. Readmission following a withdrawal or leave of absence is subject to the approval of the registrar and/or the director of Admissions, and in some cases the dean of students. Students who must be readmitted following withdrawal are subject to the program requirements of the catalog under which they reenter.

1.14 DEGREE PROGRAM TIME LIMIT

Students should plan to complete a reasonable number of courses and hours each year in order to finish their programs within the stated time limit for each degree program. The time limit for completion is five years for the C.G.S. program, seven years for the M.A. programs, eight years for the Th.M. program, and three years for the S.T.M. program. Leaves of absence do not extend the time limit for program completion. Rather, the time limit is calculated from the date of initial matriculation. Any student who fails to complete a program within the stated period of initial enrollment will be discontinued from the program.

Any extension beyond the time limit for a program requires the submission of an aggressive completion plan and approval by the Credits Committee. Such extensions are not automatic. The completion plan must give a detailed schedule for the completion of remaining courses within the shortest reasonable time. In addition, the petition for program extension must list the extenuating circumstances that have prevented program completion within the stated limits.
1.15 CLASS ATTENDANCE

Class attendance is an important part of the academic process and should be considered both a privilege and a responsibility. The professor of a course has the right to dismiss any disruptive student during any class session. Absences should be taken only for important and necessary reasons.

1.15.1 ELECTRONICS ETIQUETTE

Students should refrain from using cell phones, laptop computers, or other devices in a manner that distracts others in the class. Playing games, browsing the Internet, using email, instant messaging, or text messaging, etc., are considered unacceptable when class is in session. Unless permitted by the professor, students should turn off all electronic devices during tests and quizzes.

1.15.2 CLASS VISITORS

Visitors may attend a maximum of one class session per course (one day per course in Summer School or Wintersession). Visitors should be introduced to the professor before the class session begins.

1.15.3 FALL AND SPRING SEMESTERS

Each professor will establish the attendance requirements for his or her course in the syllabus with the minimum number of permitted absences equal to twice the number of times the course meets each week. For example, a two-hour course that meets twice a week for fifty minutes each session, or a three-hour course that meets twice a week for seventy-five minutes each session would qualify for a minimum of four permitted absences a semester. A three-hour course that meets three times a week for fifty minutes each session would qualify for a minimum of six permitted absences a semester. Coming late to class three times equals one absence. Each unexcused absence in excess of the prescribed limit given by the professor of the course will cause a reduction in the final grade according to the following schedule.

Two-hour course—4%
Three-hour course, 50-minute periods—3%
Three-hour course, 75-minute periods—4.5%

This is the maximum penalty a professor can impose for each unexcused absence above the established limit.

I felt the calling to minister to soldiers and families. My training at DTS gave me a solid foundation.

Craig Combs
(Army Chaplain, Th.M. 1981)
1.15.4 SUMMER SCHOOL AND WINTER SESSION

Each professor will establish the attendance requirements for his or her course in the syllabus with a minimum of permitted absences from each fifty-minute session (i.e., one class hour) equal to twice the credit hours of the course. Each unexcused absence in excess of the prescribed limit given by the professor for the course may result in a reduction of the final grade according to the following schedule.

- 50-minute period (1 class hour)—2%
- 75-minute period (1.5 class hours)—3%
- Double 50-minute period (2 class hours)—4%
- Double 75-minute period (3 class hours)—6%

This is the maximum penalty a professor can impose for each unexcused absence above the established limit.

1.16 GRADING SYSTEM

1.16.1 GRADE SYMBOLS

- A = Work of excellent quality
- B = Work of commendable quality *
- C = Work of acceptable quality
- D = Work of minimal but passing quality
- F = Failure to do minimal passing work with no credit given.

*In order to receive credit the student must repeat a required course, but may either repeat or take another elective course.

- “B-” is the minimum grade for course work credited toward a doctoral degree.
- AS = Advanced Standing
- AU = Audit
- CR = Credit
- I = Incomplete
- IP = In Progress
- NC = No Credit
- NR = Not Received
- SB = Substitute Course, a specific course allowed as a substitute for a required course
- TR = Transfer
- VL = Validated Course, replaced with an elective in the same department
- W = Withdrew
- WA = Withdrew from Audit
- WF = Withdrew Failing
- WP = Withdrew Passing
- WV = Waived Course, replaced by course of equal credit
1.16.2 GRADE POINT SYSTEM
Grade points are determined on the basis of hours attempted according to the following scale:

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<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
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<tr>
<td>A+</td>
<td>(99–100)</td>
<td>4.0</td>
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<tr>
<td>A</td>
<td>(96–98)</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>(94–95)</td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>(91–93)</td>
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<tr>
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<td>(88–90)</td>
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<td>D-</td>
<td>(70–71)</td>
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1.16.3 PLAGIARISM
The website, Turnitin.com, defines plagiarism as “the use of another’s original words or ideas as though they were your own. Any time you borrow [copy] from an original source and do not give proper credit, you have committed plagiarism…” (http://turnitin.com/research_site/e_faqs_text). Plagiarism is academically dishonest and contrary to biblical standards of integrity. Any course work involving dishonest academic practices will be graded as zero without any resubmission permitted. In each case the Office of the Dean of Students will be notified.

1.16.4 REPEATING A COURSE
When a student retakes a course, either to rectify a failure or to improve a grade, both grades will be included in the student’s cumulative grade point average (G.P.A.).

1.16.5 GRADE REPORTS
Students can view semester grades online using their assigned ID number and password after grades are entered each semester. Professors will also notify students of their course grades at the end of each session.

1.16.6 STUDENT GRADERS
Peer evaluation is a common procedure in higher education and Dallas Seminary is no exception. Student graders may be used to grade assignments in classes with enrollments over fifteen students. Graders are requested by professors and approved by department chairs. All faculty members utilizing the services of graders are required to provide answer keys and/or grading templates to their graders. They are to maintain close supervision of the graders and take ultimate responsibility for all grades given. Any student dissatisfied with the grade issued by a grader should first contact the course professor for an explanation.
1.16.7 APPEAL OF GRADES
If a student feels that his or her final semester grade in a given course is not equitable, the student should discuss the grade with the course professor. If the student is not satisfied, he or she may then appeal to the academic dean by filing a written statement of particulars. The academic dean will confer with the professor involved and seek a satisfactory resolution of the problem. If the problem cannot be solved in this manner, the dean may make a decision on the matter or at his discretion may refer it to the Credits Committee for a ruling. All grade changes must be approved by the registrar and must be made within one year after the course for which the grade in question was taken.

1.17 ACADEMIC WARNING, PROBATION, AND DISMISSAL

1.17.1 STUDENTS ENTERING ON PROBATION
Students admitted from unaccredited colleges or with a low grade point average are placed on academic probation for the first twenty-four semester hours earned. If satisfactory progress is maintained for those twenty-four hours with a cumulative G.P.A. of 2.0 or above (2.5 or above for S.T.M.), the probation is removed. Students whose cumulative G.P.A. fails to meet minimum requirements will be subject to academic dismissal at the end of their first year, regardless of the number of hours completed.

1.17.2 LOW CUMULATIVE G.P.A.
Students whose cumulative G.P.A. falls below 2.0 (2.5 for S.T.M.) will be placed on academic probation for the next semester. A student will remain on probation as long as his or her G.P.A. is between 1.5 and 2.0 (2.5 for S.T.M.). A student who continues on probation for more than three consecutive fall or spring semesters or whose G.P.A. falls below 1.5 will be subject to academic dismissal. Summer School and Wintersession are not considered semesters for this purpose.

1.17.3 LOW SEMESTER G.P.A.
Students whose semester G.P.A. falls below 2.0 (2.5 for S.T.M.) the first time will be placed on academic warning by the registrar, with copies to the dean of students and the student’s adviser. The second or third time a student’s semester G.P.A. falls below 2.0 (2.5 for S.T.M.), whether or not in consecutive semesters, the student will be placed on academic probation. If the semester G.P.A. falls below 2.0 (2.5 for S.T.M.) a fourth semester, the student will be subject to academic dismissal.

1.17.4 FAILED COURSES
Students who fail a course in any term will be contacted in writing concerning their performance, with copies sent to the dean of students and the student’s adviser. Students who fail the same course a second time will be automatically placed on academic warning. Students who fail the same course a third time will be subject to academic dismissal.

Students who fail five or more courses at any time during their Seminary studies will be placed on academic warning. Students who fail ten or more courses will be subject to academic dismissal.
1.17.5 ACADEMIC DISMISSAL

A student who has been dismissed for failure to meet the G.P.A. requirement, or for failing the same course more than three times, or for failing ten or more courses may qualify for readmission as a degree student only after raising the G.P.A. to satisfactory levels or by completing two consecutive semesters (at least a total of eighteen semester hours) by enrollment as a nondegree student with permission from the Registrar’s Office. Readmission after academic dismissal can be granted only one time. Academic probation or dismissal will be recorded on the student’s official DTS transcript.

Appeal of academic probation or dismissal may be made in writing to the Credits Committee. Appeal of the Credits Committee’s decision may be made in writing to the faculty of the Seminary. Further appeal, if warranted, may be made in writing to the president of the Seminary. An interview will be conducted to deal with an appeal to the president.

1.18 VA AND TITLE IV EDUCATIONAL BENEFITS

1.18.1 SATISFACTORY PROGRESS

A student receiving VA or Title IV educational benefits must maintain a certain minimum cumulative grade point average and must satisfactorily complete a minimum number of hours per academic year (based on the degree program according to the schedule below) to be considered a student who is making satisfactory academic progress.

1.18.2 CUMULATIVE G.P.A. REQUIREMENT FOR SATISFACTORY ACADEMIC PROGRESS

All students receiving a VA or Title IV benefits must maintain a cumulative grade point average of at least 2.0 on a 4.0 scale in all master’s-level degree programs and in the Certificate of Graduate Studies program (except S.T.M. students who must maintain a cumulative G.P.A. of 2.5). Students in the D.Min. and Ph.D. programs must maintain a minimum cumulative G.P.A. of 2.7 on a 4.0 scale.

1.18.3 ANNUAL HOUR REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

Certificate of Graduate Studies (C.G.S.) students must satisfactorily complete a minimum of six semester hours per academic year to be considered making satisfactory progress toward completion of this certificate.

Master of Arts (M.A.) students (except Biblical Counseling majors) must satisfactorily complete a minimum of ten semester hours per academic year to be considered making satisfactory progress toward the completion of their degree. Biblical Counseling majors must satisfactorily complete a minimum of thirteen semester hours per academic year.

Master of Theology (Th.M.) students must satisfactorily complete a minimum of sixteen semester hours per academic year to be considered making satisfactory academic progress toward the completion of their degree program.
Master of Sacred Theology (S.T.M.) students must satisfactorily complete a minimum of twelve semester hours per academic year to be considered making satisfactory academic progress toward the completion of their degree program.

Doctor of Ministry (D.Min.) students must satisfactorily complete a minimum of six semester hours per academic year or be actively engaged in writing their applied research project to be considered making satisfactory academic progress toward the completion of their degree program.

Doctor of Philosophy (Ph.D.) students must satisfactorily complete a minimum of six semester hours per academic year or be actively engaged in writing their dissertation to be considered making satisfactory academic progress toward the completion of their degree program. Any master’s-level course with a minimum passing grade of “D-” will be considered as satisfactorily completed. Doctoral courses must receive a minimum passing grade of “B-” to be considered satisfactorily completed. Courses attempted but not completed are not considered satisfactorily completed. This includes all course withdrawals. Reentry after withdrawal from the Seminary has no effect on the student’s satisfactory progress status.

1.18.4 PROBATION

The first time a student in any program fails to meet one or more of the satisfactory progress minimum requirements, he or she will be placed on satisfactory progress probation for one academic year. During that year, students must meet the stated minimum grade requirement and complete enough work to meet the cumulative amount of work for that academic year as defined above.

1.18.5 UNSATISFACTORY PROGRESS

If the student on probation fails to achieve the minimum grade requirement or the cumulative hour requirement at the end of the first probationary period, the student’s status will be reported to the Veterans Affairs Regional Office (VARO), or other appropriate federal agencies or financial institutions, as making unsatisfactory progress. In such cases the student is ineligible for financial aid for the following academic year.

1.18.6 APPEAL OF PROBATIONARY STATUS

A student determined to be ineligible for financial aid because of unsatisfactory academic progress may appeal in writing to the Credits Committee and the director of financial aid, indicating reasons why the minimum academic requirements were not met and why aid should not be terminated. The student will be notified of the decision within two weeks of receiving the appeal. Information that may be considered in determining if the student is still maintaining satisfactory academic progress includes an unusual circumstance such as extended illness or death of a family member, class attendance and completion of assignments, or approved changes in the degree program.
1.18.7 REINSTATEMENT OF FINANCIAL AID
After the appeal of probationary status, if a student is determined to be maintaining satisfactory academic progress, the student’s eligibility for financial aid will be reinstated. The director of financial aid will notify the student in writing of the reinstatement within two weeks of receiving the appeal. To reestablish satisfactory academic progress once a student has been terminated from financial aid, the student must meet all of the above requirements.

1.19 EXAMINATIONS AND COURSE EXTENSIONS

1.19.1 FINAL EXAMS
The requirement of a final examination for a course is determined at the discretion of the professor or department. Therefore for courses in which a final exam is deemed a necessary assessment all students must complete the examination for the course. For those students graduating in a given semester or participating in the commencement ceremony, arrangements must be made with the professor to complete the final examination early. In addition to the final exam, all course work must be completed by graduates and commencement participants by the date specified for the semester of graduation.

Students who are unable to complete all remaining course work by the date the graduates’ work is due must apply for an extension through a petition to the Credits Committee. Such petitions will be evaluated based on the criteria for the extension of course work as listed below. Even if such a petition is granted, it may require postponement of the semester of graduation and may also incur a graduation postponement fee.

1.19.2 LATE EXAMS AND QUIZZES
All examinations and quizzes must be completed as scheduled. Appropriate exceptions are made in case of illness or other personal emergencies. However, the exam or quiz must be made up within ten days, or the grade may be reduced at least one letter at the discretion of the professor. The professor of the course can grant an extension beyond ten days if this falls within the semester or session. If an examination is missed for emergency reasons other than illness, a makeup exam or quiz may be taken within ten days, but the grade may be reduced by one letter. Make-up examinations normally are taken in the library unless designated otherwise by the professor.
Final examinations can be extended only beyond the end of the final exam week through the official extension procedure administered by the Registrar’s Office. If there are conflicts in the final examination schedule or other unresolvable conflicts in the student’s schedule, the student must see the professors involved before the time of the examination. Special examinations may be held with the approval of the professor. However, these examinations must be completed during examination week. If it is necessary for a student to take the exam earlier than the examination week, then the Registrar’s Office must approve the student’s request to do so.

1.19.3 COURSE EXTENSIONS

Students are required to complete all course work during the semester or session during which courses are taken. It may be necessary for some students to reduce the number of courses taken each semester to accomplish this goal. Additional time to complete course work, if approved, will normally not exceed the amount of time lost because of extenuating circumstances. See Section 1.32 “Appeal Procedure” on how the Seminary defines extenuating circumstances. The amount of time granted by the Credits Committee is final. No additional time will be allowed. In no case will an extension be granted beyond one year. In other words all course work must be completed within one year of the last regular day of the semester or session in which the course was originally taken. Because course extensions are approved only for extenuating circumstances as defined below, grade penalties or extension fees will not normally be assessed.

1.19.4 EXTENSION PROCEDURE

Students needing additional time to complete course work must petition the Credits Committee for an extension. The Credits Committee petition form is available on CampusNet and must be submitted before the last day of the semester or session. Financial and grade penalties may apply to students who do not petition for extensions before the end of the semester or session. Students must read the extenuating circumstances criteria (See Section 1.32, “Appeal Procedures”) prior to submitting the petition and specify how their circumstances are extenuating.
Students with extended work not completed from the fall semester may not register for the Wintersession without permission of the Registrar’s Office, and students with extended work not completed from the spring semester will not be able to register for Summer School without permission of the Registrar’s Office.

All extension work is to be turned in to the Registrar’s Office, not to the professor, by the appropriate deadline. Work submitted is to include the student’s name; campus box (or address if nonresident or extension); the course number, section, and title; and the professor’s name. Course work will be forwarded to the professor after it has been recorded as submitted on time by the Registrar’s Office.

Students may not register for a course that has a prerequisite if the prerequisite course is under extension. Requests for time beyond the end of the term to complete Servant Leadership Internships are governed by the same policies as above.

Because of the intensive nature of Wintersession or Summer School classes, work in these courses must be submitted by the date specified in the syllabus. The professor cannot extend deadlines beyond this time. Additional time to complete course work may be granted only by the Credits Committee as stipulated above.

Ph.D. students taking master’s-level courses for Ph.D. credit are eligible for the standard thirty-day Ph.D. extension (see Ph.D. Handbook). For D.Min. and Ph.D. course extension policies, see the respective doctoral handbooks.

1.20 IRREGULAR CREDIT HOUR COURSE REGISTRATION

Students must register for the number of hours that are assigned to a course offered during a given semester. In exceptional cases a student may be given permission by the Registrar’s Office to reduce the credit hours for a course by one hour and to pay audit tuition for that reduced hour. For example a two-credit-hour course could be reduced to one-hour credit and one-hour audit; a three-credit-hour course could be reduced to two-hours credit and one-hour audit. Three-hour courses could be reduced to one-hour credit and two-hours audit.

A student can seek such special approval only if (1) the reduced hours would otherwise count as “extra hours” not needed in the student’s degree program requirements; and (2) the professor is agreeable to the reduction. The professor has the option of requiring the student to do all course requirements even whenless credit is granted.

1.21 INDEPENDENT STUDY AND SPECIAL TOPIC COURSES

1.21.1 INDEPENDENT STUDY COURSES

Independent study courses entail research in a particular department with the guidance of a professor. A limited number of independent study courses can be taken for elective credit if the student has special needs or interests, and if the professor approves the course on the form available on CampusNet under “Forms and Information” or in the Registrar’s Office. Registration must be completed before the beginning of the semester.
The following general requirements apply to independent study courses:

For one hour—20 hours of reading and research, and a 2,500-word thesis
For two hours—40 hours of reading and research, and a 5,000-word thesis
For three hours—60 hours of reading and research, and a 7,500-word thesis
For four hours—80 hours of reading and research, and a 10,000-word thesis.

Class attendance, examinations, and the writing of a thesis must not be counted in the hours required for reading and research. The foregoing standard is a minimum and is subject to adaptation in individual cases by the supervising professor.

Courses may not be taken by independent study during the same year in which they are offered as a regular course in a fall or spring semester. Required courses in a student's degree program routinely are not approved for independent study except in extenuating circumstances. See Section 1.32 “Appeal Procedure” on how the Seminary defines extenuating circumstances. Students are expected to use preliminary course schedules provided by the Registrar's Office to plan for courses offered during a particular semester. Requests to complete a required course by independent study must be approved by the supervising professor, the department chair, and the Credits Committee.

Independent study courses must conform to the rules stated under the “Late Exams and Course Extensions” section of this handbook. Exceptions to this rule will be made only for extenuating circumstances and must have the approval of the professor and the Credits Committee.

1.21.2 SPECIAL TOPICS COURSES

Students may earn academic credit for work done through several ministry enhancement programs or special conferences and seminars at local churches. These special learning opportunities may be credited toward a student's track or toward free electives under the umbrella of the Special Topics course listed under the department listing of courses in the catalog. Students can find information for the various ministry enhancement programs in the Academic Advising Center.

Students who wish to register for a Special Topics course may do so through the Academic Advising Center with the approval of a supervising professor. The amount of work required and the amount of credit hours required for a Special Topics course generally falls in line with the criteria that apply to an independent study.

S.T.M. and C.G.S. students may take a maximum of six semester hours by independent study or by special topics; M.A. students may take a maximum of twelve semester hours; and Th.M. students may take a maximum of eighteen semester hours. The Credits Committee may consider exceptions to these limitations on a case-by-case basis and only in unusual circumstances.

The Seminary will reimburse the ministry organization up to half of the tuition paid for the Special Topics course. The student is liable for any balance owed to the organization that exceeds half of the tuition payment.
1.22 ITS COURSES
The Seminary is a member of the Institute of Theological Studies (ITS), a branch of Radio Bible Class Ministries, Grand Rapids, MI. This is a cooperative program involving several evangelical seminaries offering courses based on lectures on MP3 and audio CDs by biblical scholars. Students who formally enroll in a course may earn course credit by listening to the tapes or CDs and completing other requirements stipulated in the course syllabus. The ITS courses are usually proctored by a DTS professor. Consult the Seminary Catalog for a listing of available courses. Courses equivalent to required courses in a student’s degree program routinely are not approved for substitution and are subject to the same criteria for approval by the Credits Committee as required courses completed by independent study (see Section 1.32 “Appeal Procedure”). A current ITS catalog is available for consultation in the Registrar’s Office.

1.23 COURSE PAPERS
Course papers must conform as nearly as possible to the style and format guidelines presented in the latest edition of A Manual for Writers of Research Papers, Theses, and Dissertations, by Kate L. Turabian et al., and to any additional instructions authorized by the faculty. Written work submitted for credit toward the degrees of Th.M. and S.T.M. and bibliographies of reading done in fulfillment of requirements in various courses may be submitted for filing in the library on recommendation of the professor.

1.24 INTEGRATIVE RESEARCH COURSES
All entering Th.M. students are required to register for the one-hour course RS101 Orientation and Research Methods.
Th.M. students who plan to graduate in the fall semester and opt to complete the course RS102 Summary of Christian Doctrine in lieu of a thesis should plan on registering for this course in the spring semester before their final year of study.

1.25 MASTER’S THESIS
1.25.1 REGISTERING FOR A MASTER’S THESIS
The prerequisite for writing a thesis is RS101 Orientation and Research Methods. This course should be taken during the student’s first year at the Seminary.
Students interested in registering for a master’s thesis must have an approved topic by the end of the registration period for the semester in which the student wishes to begin his thesis. The Subject Approval Form includes information regarding the student’s intended topic, the advisers, and the deadline by which the student should submit his final draft. The form should be completed in consultation with
the chair of the department in which the student is requesting to do the thesis. The deadline for submission of the form to the department for approval is April 1 if the student is beginning the thesis in the summer or fall, and November 1 if the student is beginning the thesis in the spring.

If a student is unable to complete the thesis in the allotted time, the Registrar’s Office will register the student for a one-hour thesis continuation course until the thesis has been completed.

If a student wishes to drop a thesis, the tuition refund will follow the schedule listed in Section 3.3.1 “Fifteen-Week Courses and Thesis”.

1.25.2 ADMINISTRATIVE REGULATIONS FOR THESSES

Students registering for a master’s thesis have three contiguous terms to complete the thesis. For example, students registering for a thesis in the fall must complete it at the latest by the end of the following summer. Similarly, students registering in the summer must complete the thesis by the end of the following spring. Students who are not able to complete the thesis in three contiguous terms will be registered for a one-hour thesis continuation course for each term until the thesis has been completed. A student who is to complete the thesis by the end of the spring and is unable to do so will be registered for the continuation course in the summer.

Students will be required to submit the phases of their thesis on the dates dictated by their readers. Suggested dates are listed below (1.25.3 Writing a Master’s Thesis). Students should submit two copies of the final and approved draft of the thesis to the Academic Advising Center by the end of the term in which they intend to complete the thesis.

Students may attempt to accelerate their thesis plan (i.e., registered for the thesis in the fall with the goal of graduating the next spring). Students should submit the final and approved thesis by the end of the term in which they intend to finish. If students are not able to complete the thesis at this accelerated plan, they may still complete the thesis by the end of the third term.

The filing fee will be charged to the student account when the final and approved draft is submitted. While recognizing that the thesis is the property of the student, it is expected that he or she will, on publication, indicate that the original copy of the material was submitted to Dallas Theological Seminary as a master’s thesis and will also indicate whether the material originally submitted has been revised.

1.25.3 WRITING A MASTER’S THESIS

(1) A thesis syllabus should be prepared in consultation with the adviser and must consist of approximately one thousand words. A sample syllabus is available on the CampusNet webpage under "Forms and Information," which illustrates proper format and arrangement of material.

(2) The student should submit a copy of each portion of the thesis to both of his or her readers on the dates specified by the readers. While these deadlines vary depending on the readers and the desired completion of the thesis, the following dates are recommended:
Syllabus  Before the initial semester of registration for the thesis.
First Draft  Submitted by 9/15 to complete for the fall
            Submitted by 1/15 to complete for the spring
            Submitted by 5/15 to complete for the summer
Final Draft  Submitted by 11/15 to complete for the fall
            Submitted by 4/1 to complete for the spring
            Submitted by 7/15 to complete for the summer

This will allow thesis readers approximately five weeks to review each draft. If a thesis is not completed by the end of the term, the student will be registered for a one-hour thesis continuation course.

(3) Before submitting the final approved draft of the thesis, the student must submit the thesis to the library to be reviewed for style and format. Without this approval, the final and approved draft will not be accepted. If the thesis is not accepted before the end of the final term, the student will be registered for a thesis continuation course.

(4) Two copies of the final approved draft of the thesis must be presented in proper form to the Academic Advising Center on or before the end of the term the student wishes to complete the thesis. If the student is unable to submit the thesis by this deadline he or she will be registered for a one-hour thesis continuation course. Each copy of the final draft (and any personal copies) must be submitted in its own 8-1/2” x 11” box. Specific guidelines available from the Academic Advising Center must be followed for the submission of the final draft.

(5) Theses must conform to the standards outlined in the latest edition of A Manual for Writers of Research Papers, Theses, and Dissertations, by Kate L. Turabian et al., and any additional instructions authorized by the faculty. Greek and Hebrew words must be computer-generated in all theses.

(6) Theses should not exceed twelve thousand words in length, including footnotes (but not including bibliography) for a two-hour thesis; and should not exceed seventeen thousand words in length, including footnotes (but not including bibliography) for a three-hour thesis. The student must indicate how many words are in his or her thesis by submitting a computer word count with the final draft of the thesis.

1.26 LOCAL CHURCH INVOLVEMENT

The Seminary affirms the local church as central to God’s program and mission in this age. According to the New Testament the local church is to be highly valued by all Christians. For that reason the Seminary attaches great importance to regular participation in a local church by each student and his or her family. This participation is a normal responsibility for every Christian (Heb 10:25).

The Seminary is also concerned about the spiritual development of students and holds that the worship, teaching, service, and fellowship provided through a local congregation are essential to spiritual development. The church community has a primary role to play in the nurturing and maturing of a Christian’s spiritual life (Acts 20:28; 1 Cor 14:26).
The local church also offers unique opportunities for exercising and developing one’s spiritual gifts. It is a true-life laboratory for the practice of ministry during seminary years. The diversity of its members and ministries makes the local church distinctive in the equipping and training process. Furthermore, all ministry is and should be related in some way to the church, and preparation for ministry leadership cannot be complete apart from extensive exposure to and experience in a local church. The local church is an essential part of the equipping process (Eph 4:11–13).

From a practical perspective, local-church involvement is important when students prepare to fulfill ministry internship requirements. Active participation in a local church also will be viewed as important by those who interview graduating students for vocational ministry positions. At the time of placement many of those considering candidates specifically inquire about involvement in ministry and participation in a local church. In some instances such involvement determines whether the candidate is hired.

For these reasons at the time of each student’s application for admission to candidacy, the faculty will require a written statement from the local church(es) he or she has regularly attended while in Seminary. The statement, on church letterhead or using the Seminary’s online form, should indicate (1) membership and/or regular attendance in good standing, and (2) involvement in the life and ministry of the church. This statement will be used not only by the faculty for consideration of admission to candidacy, but also by the Seminary in determining its recommendation of graduates for placement in vocational ministry.

Therefore it is imperative for students to develop relationships with either Sunday school teachers or ministry group leaders who can, at the appropriate time, either personally affirm or inform the pastor or another staff member about the student’s regular participation in that church.

1.27 ADMISSION TO CANDIDACY

Students must be admitted to candidacy for their degree before their final semester of study. A student will be admitted to candidacy for a master’s degree by action of the faculty only after he or she (1) shows evidence to the satisfaction of the faculty of adherence to the following doctrines: the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and the bodily resurrection of Christ, salvation by faith alone in Christ alone, the physical return of Christ, and the inerrancy and authority of Scripture; (2) shows evidence of exemplary Christian character to the satisfaction of the faculty; and (3) provides a written statement of church involvement from the local church(es) attended regularly while in Seminary. In addition to doctrinal agreement, exemplary Christian character, and church involvement, students in each degree program must meet the following academic requirements.

1.27.1 ACADEMIC REQUIREMENTS

Each student in the Master of Theology (Th.M.) degree program must apply for admission to candidacy in the semester prior to graduation. He or she must have a grade point average of 2.0 and be making satisfactory progress toward meeting internship requirements, thereby demonstrating ability and acceptability in Christian ministry.
Each student in the Master of Sacred Theology (S.T.M.) degree program must apply for admission to candidacy in the semester prior to graduation. He or she must have a minimum grade point average of 2.5 and be making satisfactory progress toward meeting internship requirements, thereby demonstrating ability and acceptability in Christian ministry.

Each student in the M.A. degree program in Biblical Exegesis and Linguistics, Biblical Studies, Christian Education, or Cross-cultural Ministries must apply for admission to candidacy in the semester prior to graduation, with a minimum grade point average of 2.0.

Each student in the M.A. degree program in Biblical Counseling must apply for admission to candidacy in the semester prior to graduation, with a minimum grade point average of 2.0 and show reasonable promise for an effective counseling ministry in people’s lives.

1.27.2 PROCEDURE FOR DENIAL OF ADMISSION TO CANDIDACY

Students not admitted to candidacy for academic cause will become eligible when all course and cumulative grade point average (G.P.A.) requirements are met. Students failing to meet the G.P.A. requirement normally will be on academic probation until the appropriate G.P.A. is attained. Such students will be subject to the policies governing academic probation as outlined in this handbook.

Students applying to be admitted to candidacy but who indicate on their application that they do not affirm the doctrinal requirements for candidacy will be referred to the academic dean. The academic dean will schedule a hearing for the student that will include himself, the student, and at least two other faculty members, one of whom will come from either the Division of Biblical Studies or the Division of Theological Studies. The hearing results will be reported to the faculty, which will then decide whether to admit the student to candidacy. The student may appeal a negative decision by the faculty to the president if made in writing and submitted within ten days of the written notification. The student will be given the opportunity to present his or her case in person before the president and any other faculty members the president chooses to invite to the hearing. The decision of the president in consultation with the academic dean will be final.

Students whose application for admission to candidacy is denied by the faculty because of not having shown evidence of proven Christian character may appeal such action to the academic dean. The appeal must be made in writing and must be submitted within ten days of the written notification of the faculty action. The academic dean will schedule a hearing for the student that will include himself, the student, and at least two other faculty members, one of which will be the dean of students. The student may also bring witnesses on his or her behalf. The decision of the academic dean may be appealed to the president if made in writing and submitted within ten days of the written notification of the decision of the academic dean. The student will be given the opportunity to present his or her case in person before the president and any other faculty members the president chooses to invite to the hearing. The decision of the president will be final.
1.28 GRADUATION

1.28.1 GRADUATION APPLICATION
All students expecting to complete their academic program in a given semester must apply for graduation in the semester prior to their expected graduation. Postponement of admission to candidacy will mean that degree conferral will be postponed.

1.28.2 GRADUATION PROCEDURES
All graduation requirements (except officially extended theses and current semester courses) must be met by the end of the first week of the semester for graduation that semester. Students planning to participate in commencement but completing course work in the summer session must submit all graduation materials by the end of the first week of the spring semester. A student may not graduate or participate in commencement while under any probationary or disciplinary action.

A minimum grade point average of 2.0 is required for graduation in the Th.M., M.A., and certificate programs. A minimum grade point average of 2.5 is required for graduation in the S.T.M. program. A minimum grade of “B-” is required for credit in all courses fulfilling requirements for graduation in the doctoral programs.

For the Th.M., S.T.M., and M.A. degrees, a minimum grade point average of 3.95 qualifies for highest honors, 3.85 for high honors, and 3.60 for honors.

All master’s level courses taken at the Seminary are included in the cumulative grade point average. This is the basis for the student’s academic ranking and any honor awards he or she might receive.

Degrees are conferred in May, August, and January. The graduation ceremony is held each May. Students who satisfactorily complete their course work in the summer sessions will receive degree conferral in August. These students must register for all remaining degree requirements during registration for summer to be allowed to participate in the commencement ceremony in May of that year. However, all necessary graduation requirements (i.e., admission to candidacy and application for graduation) must be completed by summer participants as if they were spring semester graduates. Students who complete their degree requirements in December and receive degree conferral in January may participate in the commencement ceremony the following May. Students not completing their work in the spring, summer, or winter as planned may be required to pay a graduation postponement fee to cover costs related to the postponement.

1.29 RECLASSIFICATION TO ANOTHER DEGREE PROGRAM
A student whose ministry goals change while at Dallas Seminary may apply to reclassify into another degree program. He or she should first consult the Catalog to confirm the goals and admissions policy concerning the desired degree program and then should complete an Application for Reclassification available in the Admissions Office. There is a nonrefundable application fee to change degree programs. Applications must normally be received at least one month before the end of the semester before the anticipated semester of graduation (e.g., in November before May graduation).
The application asks about the student’s current ministry goals and the reason for the change. When the application is submitted with the required fee, the student will be scheduled to meet with an academic adviser. The adviser will submit the application to the Admissions Committee, who may require the student to meet with the director of Admissions. The Admissions Committee will then make the decision on whether to reclassify the applicant. Subsequent to this approval, international students must ask the International Students Office to issue a new I-20 for the new degree program, usually requiring the redocumentation of financial support.

for which the degree is not intended. Specifically the M.A.(BS) is not a profession-preparatory degree. Students with full-time ministry goals will not be reclassified into the M.A.(BS) except under unusual extenuating circumstances evaluated on a case-by-case basis. Students needing financial help should consult with the director of financial aid. Students undergoing personal stress should see the dean of students or the director of counseling services. In evaluating a request to reclassify that includes financial and/or personal reasons, the Admissions Committee will first confirm that these avenues of help have been explored.

1.30 STUDENT RECORDS

Privacy is maintained with respect to student records. Unless a student gives written permission, access to these records is limited to Seminary faculty and administrative staff on a need-to-know basis. Unless a student directs otherwise in writing, transcripts may be released without the student’s consent to other educational institutions to which a student may be applying.

Students may review their educational records in accord with the Seminary’s disclosure policy. In general the Seminary retains only those records necessary for substantiating the academic history of the student. In some cases a formal report of disciplinary action becomes part of the permanent record.

The Seminary complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Students who believe they have been treated unfairly in relation to their student records may file a complaint with the Secretary of Education concerning alleged violations of FERPA by the Seminary or its personnel.
1.31 DIRECTORY INFORMATION

By regulation and according to policy, the Seminary may release directory information about students without specific prior notice. This information is provided to campus organizations and approved external agencies consistent with the Seminary's overall educational purpose.

Directory information is defined as: name, address, email address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, course schedules, full-time or part-time status, degrees and awards received, and the most recent previous educational institution attended. Students may request that directory information not be released but must do so in writing annually to the Registrar's Office.

1.32 APPEAL PROCEDURE AND EXTENUATING CIRCUMSTANCES

Certain criteria for appealing decisions made by a professor or committee have been presented throughout this handbook. In all other situations for which a formal appeal process is not specified, an appeal should first be directed to the Credits Committee. If the student is not satisfied with the decision given by the Credits Committee, he or she may then appeal to the academic dean by filing a written statement of particulars. The academic dean will confer with the individuals involved and seek a satisfactory resolution of the problem. If the problem cannot be solved in this manner, the dean may make a decision on the matter, or at his discretion he may refer it to a faculty committee for a ruling.

The Credits Committee evaluates each petition in terms of extenuating circumstances, or circumstances beyond the control of the student. The Seminary considers extenuating circumstances to be matters such as death in the family, serious accident or illness, unusual circumstances surrounding the birth of a child, visa problems for international students, and similar circumstances that could not have been prevented or anticipated by the student and were completely beyond his or her control. Examples of situations that will not be considered extenuating include being busy, employment demands, minor illnesses, responsibilities from optional ministries, or a change in graduation date.

Georgia students who have followed appeal procedures as outlined in this handbook without reaching an acceptable resolution may file a written complaint with the Georgia Nonpublic Postsecondary Education Commission, 2189 Northlake Parkway, Building 10, Suite 100, Tucker, GA 30084; 770-414-3300.

1.33 STUDENT COMPLAINT PROCEDURE

The Seminary complies fully with the standards of accreditation of the Association of Theological Schools (ATS) in the United States and Canada. Students who believe the Seminary has violated ATS standards in any way should submit their complaint in writing to the associate academic dean who serves as the coordinator of matters related to institutional accreditation. The complaint will be reviewed and a written response provided to the student within two weeks of the receipt of the complaint.
If the student is not satisfied with the response and still believes that the Seminary is out of compliance with the criteria, he or she may file a complaint in writing with the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275-1103.

1.34 EXTENSION CAMPUS LOCATIONS

1.34.1 ATLANTA EXTENSION PROGRAM
Seminary extension courses in the Atlanta area meet at North Point Ministries, 3157 Royal Drive, Suite 200, Alpharetta, GA, 30022; 678-892-5000.

1.34.2 AUSTIN EXTENSION PROGRAM
Seminary extension courses in the Austin area meet at Hill Country Bible Church, 12124 Ranch Road 620 North, Austin, TX 78750; 512-331-5050.

1.34.3 HOUSTON EXTENSION PROGRAM
Seminary extension courses in the Houston area meet at The College of Biblical Studies, located at 6000 Dale Carnegie Drive, Houston, TX 77036; 713-789-7771.

1.34.4 SAN ANTONIO EXTENSION PROGRAM
Seminary extension courses in the San Antonio area meet at Community Bible Church, 2477 North Loop 1604 East, San Antonio, TX 78232; 210-496-5096.

1.34.5 TAMPA EXTENSION PROGRAM
Seminary extension courses in the Tampa area meet at Christ Community Church, 6202 N. Himes Ave., Tampa, FL 33614; 813-879-2077.
“For me, mentoring is very important because I think it’s really my fulfillment. I tell people, ‘You’re looking at a completely fulfilled human being.’ If I died today having produced some of the people God has given me the privilege of shaping, it will have been worth showing up on the planet.”

Dr. Howard Hendricks
Distinguished Professor; Chair, Center for Christian Leadership
(Th.M. 1950)

2. LIBRARY SERVICES

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The mission of Turpin Library is to provide all forms of recorded information in fields germane to the Seminary’s goal of preparing men and women for ministry as godly servant-leaders in the body of Christ worldwide, and to make such information available to the students, staff, faculty, and alumni of Dallas Seminary.

This introduction describes basic library services. More complete documentation is available at the library website (http://library.dts.edu), including an outline of policies and library regulations.

2.1 DAYS AND HOURS OF OPERATION

During the normal academic year the library is open more than seventy hours each week. Hours are shortened during the summer. A complete calendar is available at the library website. Many library services are available whenever the building is open, but some special services are available only during normal business hours.

2.2 ACCESS TO ELECTRONIC RESOURCES

The library catalog and scores of databases and other online resources are available on campus and via the Internet. Most of these resources require a personal login and password. Information about library IDs and PINs can be seen at http://library.dts.edu/login-info, or students may phone the library for help.

2.3 LOANS AND RENEWALS

The library allows registered users in good standing to borrow materials. Some materials, however, such as reference books and periodicals, are noncirculating and must not leave the building. Material on loan must be properly recorded against the borrower’s account before it can be removed from the building. The main circulation desk is on the first floor of Turpin. Circulation staff process all borrowing transactions including course reserves. Students may borrow audiovisual materials at the Media Center desk. Renewals are regularly granted. Borrowers may renew items themselves via BIBLOS, the library catalog.

All borrowed items must be returned to the circulation desk on or before the date due. Regular books and other study items may be returned after hours in the overnight book drop near the main entrance. Reserve books are loaned for two hours during the day or overnight. Course reserve materials should be returned directly to the circulation staff for immediate discharge to avoid overdue fines. Borrowers with overdue materials are subject to fines, and long overdue materials will be declared lost and an invoice of charges will be sent to the borrower. See the library website for loan periods, renewal rules, and other details.

If I am ever discouraged, I will think of my professors (at DTS) who could have been somewhere else and earning more money. But they are true to their calling. Their lives will be a challenge and an encouragement to me.

Pauline (Sundar) Montgomery (Th.M. 2008)
2.4 PLACING HOLDS

Students may use BIBLOS to place holds on items that are on loan to another person. The library will notify students when the item returns so that they may pick it up.

2.5 REFERENCE ASSISTANCE

Reference personnel with theological and bibliographic expertise are eager to help students use library resources and find information. They may recommend resources or teach students how to use those resources. This service is available anytime during normal business hours without advance notice. However, students should make appointments if they require extensive help with a thesis or other serious research.

2.6 MEDIA SERVICES, COMPUTER LAB

Media staff will help students use software and equipment in the Media Center. Students should make appointments for help with complex projects. Audiovisual equipment is available for rental. See the Media Center for a full list of current services.

2.7 TEXSHARE AND INTERLIBRARY LOAN (ILL)

TexShare and ILL are ways of providing access to items the Seminary does not own. The library can issue TexShare cards, which give students borrowing privileges at most Texas libraries. The library can also borrow items from other libraries, including most theological libraries.

2.8 EXTENSION SITE LOCAL LIBRARY SERVICES

Dallas Seminary maintains contractual agreements with libraries at or near extension sites. Policies at these libraries vary; contact a specific library for information on its hours, regulations, and available services. Fees for use of these libraries are refundable to current extension students. Contact the Associate Director for External Studies for details.

Extension students may use the resources of the following libraries:

**Atlanta Extension Program:**
- Pitts Theological Library,
  Candler School of Theology at Emory University,
  505 Kilgo Circle, Atlanta, GA 30322; 404-727-4166

- Carver Bible College Library,
  3870 Cascade Road SW, Atlanta, GA 30331; 404-527-4520

**Austin Extension Program:**
- Stitt Library,
  Austin Presbyterian Theological Seminary,
  100 East 27th Street, Austin, TX 78705-5797; 512-404-4879

**Houston Extension Program:**
- The College of Biblical Studies Library,
  6000 Dale Carnegie Lane, Houston, TX 77036; 832-252-4618
San Antonio Extension Program:  
Oblate School of Theology Library,  
285 Oblate Drive, San Antonio, TX 78216-6693; 210-341-1366

Tampa Extension Program:  
Trinity College of Florida Library,  
2430 Welbilt Blvd., New Port Richey, FL 34655; 727-569-1418

Easter Library,  
Clearwater Christian College, 3400 Gulf-to-Bay Blvd., Clearwater, FL 33759; 727-726-1153 ext. 218

2.9 DOCUMENT DELIVERY
The library will mail materials to faculty and students who live outside the DFW area. Within limits, reference staff will help nonresident students identify materials to meet their information needs.

2.10 SERVICES FOR THE PHYSICALLY IMPAIRED
The library is ADA compliant. The physically impaired may request assistance from any library employee.

2.11 CONTACT INFORMATION
Turpin Library  
Dallas Theological Seminary  
3909 Swiss Avenue  
Dallas, Texas 75204  
Phone: 214-841-3750  
Fax: 214-841-3745  
Email: library@dts.edu  
Website: http://library.dts.edu

My biggest issue was the expense of school—the chunk it would take for us financially. God would be the one to provide for seminary, not me controlling the financial decision and deciphering where this would fit in our family budget.  

Melissa Shaver  
(M.A./MC Student)
“As I go from Dallas Theological Seminary into ministry, my prayer is that the Lord might use me to accomplish good for His sake and for His name.”

Ryan Ho
(Th.M. 2007)
3. BUSINESS INFORMATION

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For a list of tuition charges, general fees, advance deposits, thesis and graduation fees, and miscellaneous expenses, consult the current Seminary Catalog under Financial Information, Fees, and Expenses. The sections below provide supplementary information regarding certain financial policies.

3.1 BUSINESS OFFICE SERVICES

The Cashier’s Office, located on the third floor of Davidson Hall, includes services for the acceptance of payments to DTS and for cashing checks up to $50. The cashier’s window is open Monday through Friday, from 8 a.m. to 4 p.m. Drop boxes are located beside the cashier’s window and between the front doors at the entrance to the Business Office (third floor of Davidson Hall) for making payments when the window is closed.

The Seminary does not accept checks or currency from foreign countries. Such funds should be converted to United States currency at a bank or drawn from a United States bank.

3.2 ACADEMIC FINANCIAL POLICIES

No student is eligible to register for classes, receive a diploma or a transcript until all bills with the Seminary and/or the Tuition Management Systems (TMS) payment plan are paid in full. In addition, students who owe the Seminary money or become delinquent in TMS payments will not be recommended for placement until the Placement Office and the Business Office are satisfied that the matter has been resolved.

3.2.1 GENERAL DEPOSIT/GRADUATION FEE

Both when they enter or reenter a degree program, master’s- and doctoral-level students (including students enrolled in the Certificate of Graduate Studies program, but excluding nondegree students) must pay a general deposit fee when enrolled in their first semester. This deposit will be retained throughout the student’s period of study at Dallas Seminary and will become payment for the graduation fee for students completing a degree. Nongraduating students who withdraw from Seminary (including those obtaining an approved leave of absence) will forfeit this deposit unless the Registrar’s Office receives written notice of withdrawal or leave of absence no later than two weeks after the next fall or spring semester begins. A severance fee will be charged for each withdrawal and normally is deducted from the general deposit. If a student forfeits the deposit, no additional severance fee will be charged.

The communication of God’s truth, I realized, was something I wanted to pursue for the rest of my life. 

Abraham Kuruvilla
Assistant Professor of Pastoral Ministries (Th.M 2002, Ph.D. 2007)
3.2.2 GENERAL FEE
A nonrefundable general fee is charged each semester for all students. This fee includes a subscription to Bibliotheca Sacra, library usage fee, Student Council allotment, laboratory fees for preaching and homiletics, auto sticker, and other benefits.

3.2.3 TECHNOLOGY FEE
A nonrefundable technology fee is charged each semester for all students. This fee includes maintaining and upgrading computers for student use, classroom presentation technologies, and network access.

3.2.4 ACTIVITY FEE
Students enrolled in six or more hours at the Dallas campus are also assessed a nonrefundable activity fee. This fee covers membership to the Baylor Tom Landry Fitness Center and is not optional. Students enrolled in less than six hours per semester can elect to use the Baylor Tom Landry Fitness Center by paying the activity fee to the DTS Cashier during the first two weeks of each fall or spring semester.

3.2.5 SPIRITUAL FORMATION FEE
Students enrolled in a Spiritual Formation group are assessed a Spiritual Formation fee for each semester of enrollment.

3.2.6 NEW STUDENT ASSESSMENT/ORIENTATION FEE
New students are assessed a one-time nonrefundable new student assessment/orientation fee. This fee covers the costs of assessment tests and orientation.

3.2.7 CAMPUS USE FEE
A campus use fee is charged to any nonregistered person who wants to use campus facilities and services during a semester.

3.2.8 PAYMENT
Payments can be made by cash, check, or credit card. Cash is accepted at the DTS cashier located on the third floor of Davidson on the Dallas campus. Checks are accepted either in person at the DTS cashier, online at the bottom of the student account statement on campusnet (convenience fee applies), or by mailing the payment to Attn: Cashier, Dallas Seminary, 3909 Swiss Ave., Dallas, TX, 75204. All checks need to be in US currency or drawn from a US bank. Credit card payments (accepted cards are American Express, Discover Card, and MasterCard) can be made online at the bottom of the student account statement on CampusNet (convenience fee applies). Semester payment deadlines are listed in the registration materials for each semester. All balances due must be paid in full by the designated payment deadlines to avoid late payment fees being applied or classes dropped due to nonpayment.

3.2.9 SCHOLARSHIP/LOAN PROGRAMS
Students may contact the Financial Services Office for information on scholarships and/or loan programs that are available.
3.2.10 REFUNDS

Tuition refunds are granted according to the course drops and withdrawal schedules (see Section 3.3 “Course Drops and Withdrawal” below). Justifiable tuition refunds requested after the applicable refund schedule period are made, if approved by the Credits Committee. Reading Week in the fall, and the World Evangelization Conference (WEC) and Spring Break in the spring are not counted as part of the calculations for refund.

3.3 COURSE DROPS AND WITHDRAWAL

When a student drops one or more courses or withdraws from Seminary, grades and tuition refunds are given according to the schedule below. Fees are nonrefundable beginning the first week of the fall or spring semesters. Fees are nonrefundable the day the course starts for winter or summer sessions. Fees may be waived only with approval of the Registrar’s Office or the Credits Committee.

3.3.1 FIFTEEN-WEEK COURSES OR A THESIS

If the course is dropped before Monday of the
second week of the semester ... 100% refund.... course not listed on transcript
fourth week of the semester ... 75% refund.... course recorded “W.”
sixth week of the semester ... 50% refund.... course recorded “W.”
On or after Monday
of the sixth week. ............... 0% refund.... course recorded “WP” or “WF.”

3.3.2 ONE-WEEK COURSES AND FOUR-WEEKEND COURSES

If the course is dropped the day before the
first day or weekend ............ 100% refund.... course not listed on transcript
second day or weekend ........ 75% refund.... course recorded “W.”
third day or weekend .......... 50% refund.... course recorded “W.”
On or after the
third day or weekend .......... 0% refund.... course recorded “WP” or “WF.”

3.3.3 TWO- TO FIVE-WEEK COURSES

If the course is dropped by the day before the
second class session ............ 100% refund.... course not listed on transcript
fourth class session ............ 75% refund.... course recorded “W.”
sixth class session .............. 50% refund.... course recorded “W.”
On or after the day
of the sixth class session.... 0% refund.... course recorded “WP” or “WF.”
3.3.4 Seven- or Ten-week Courses

If the course is dropped before Monday of the second week .................. 100% refund. . . . . . course not listed on transcript. . . . .
third week .................. 75% refund  . . . . . course recorded “W.”
fourth week .................. 50% refund . . . . . course recorded “W.”
On or after the Monday of the fourth week .................. 0% refund  . . . . . course recorded “WP” or “WF.”

3.4 Student Financial Aid

Tuition scholarship aid is available for full-time students. Application deadlines are posted in the campus publication *Kerygma*. The Seminary has limited scholarship funds available for those requiring financial aid in the summer.

Limited financial aid is available to students not having ample resources to meet emergency needs during the course of the academic year. Students are encouraged to discuss their needs with the director of Financial Aid. Additional information may be obtained from the director of Financial Aid in the Financial Services Office.

3.5 Tuition Management Systems (TMS) Payment Plan

Dallas Seminary wants to help students budget for the cost of their education, limit borrowing, and conserve savings by offering them an interest-free monthly payment option. This special option allows students at all campuses to spread educational expenses over the academic year in equal, interest-free monthly payments. Tuition Management Systems will administer the payment plan option for Dallas Seminary. An enrollment fee will apply that is payable to Tuition Management Systems.

Students can use this program to pay for tuition and fees, books purchased through the DTS Book Center, and meal plans charged at the time of registration on the student account. Payment plans available are a three-month plan (summer), a five-month plan (for fall or spring), or a ten month plan (for fall and spring).

The first monthly payment for the fall is due August 1. For those who enroll in the plan in the spring, the first monthly payment is due January 1. For those who enroll in the plan in the summer, the first monthly payment is due April 20. Accounts are considered past due after the TMS payment due date. In addition to the monthly payment, a late fee will be assessed. If a student is delinquent on his or her TMS payment plan, a hold will be placed on the student’s account and further action may result if the student continues to be delinquent. Students with a record of delinquencies from prior plans must contact the DTS bursar to see if they are eligible to participate in the TMS payment plan program again.
3.6 STUDENT HEALTH INSURANCE

All full-time students enrolled in a degree or certificate program at the Seminary are required to carry adequate health insurance for themselves and their immediate family members. For this purpose full-time students are those who carry nine or more semester hours in a master’s program or six or more semester hours in a doctoral program. No health insurance coverage is required of Summer School/Wintersession students not planning to enroll for the next regular semester.

Although it is not required, students enrolled in six to eight hours at the master’s level and three to five hours at the doctoral level are eligible for the DTS health insurance plans. A choice of two group plans for full-time students offering major medical benefits is available through the Seminary. Eligible students will receive information packets in the mail every summer. If students do not receive a packet, they can contact the Financial Services Office to request one. Information on rates and benefits are also available from this office. All international students must also carry health insurance.

Seminary insurance coverage is canceled when a student withdraws or takes a leave of absence. More information may be obtained from the Financial Services Office.

Note: Although not required, the Seminary strongly urges part-time students to carry adequate health insurance while they are enrolled. However, part-time students (enrolled in fewer than six semester hours) are not eligible for group insurance through the Seminary.

3.7 DINING ROOM POLICIES AND CHARGES

The Seminary endeavors to provide a quality food service program for resident students, off-campus students, faculty, and staff. On campus residence and off-campus students may purchase discounted meal plans at registration or at any time from the cashier in the cafe. Hours of operation, menu, and pricing are posted in various campus locations. Cash, checks, and credit cards are accepted at both Mitchell Dining Commons and Cafe Koine. For additional information on dining policies contact Campus Dining Services at diningservices@dts.edu or call (214) 841-3594.

3.8 ADDITIONAL HOUSING INFORMATION

3.8.1 SEMINARY-OWNED APARTMENTS

The Seminary offers apartments for married couples in Swiss Tower and for single students in Washington Hall. Accepted students desiring to apply for campus housing should apply in the Housing Office or online on the student’s CampusNet, as soon as possible after full acceptance as a student. If the Seminary is able to offer the student an apartment, a small, nonrefundable holding fee must be sent immediately to the Housing Office. However, on signing the lease, this holding fee will be applied to the apartment deposit.
3.8.2 Residence Hall Policies and Fees

All on-campus housing for single students will be in Washington Hall. This facility has one-bedroom apartments and two-bedroom apartments that are designed to provide housing for one occupant per bedroom. It is possible to add additional roommates at a slightly higher cost, but care should be taken in choosing to do so as the bedrooms are sized for one occupant. It is possible to house two residents in these bedrooms, but they will be more comfortable with just one.

All residents must follow policies that govern the specific campus apartment facility in which they lease an apartment. While very similar, some details will vary slightly as appropriate for each unique facility.

Full details and photographs of both facilities along with housing policies and procedures are available in the Housing Office and on our website at www.dts.edu/housing.

3.8.3 Housing in the Dallas Area

The Housing Office maintains current information on housing in the Dallas area, including apartments, Christian realtors, houses for sale or lease, rooms for rent, and housing in exchange for service opportunities. Much of this information is available on CampusNet for current students. The Housing Office can also assist with referrals to off-campus guest accommodations.

3.9 Seminary Book Center

Textbook lists are available on CampusNet for classes for which students are registered. It is generally wise to wait until after the first class meeting to purchase any suggested books. If a needed book is unavailable, students may contact the Book Center about placing an order.

3.9.1 Prices

Students receive a twenty-percent discount off the publisher’s retail price for most books. This includes textbooks and special orders as well as books in stock. Music is discounted fifteen percent off list prices. Some publishers, however, do not provide a discount that allows merchandise to be priced below retail.

3.9.2 Returns

Purchases to be returned or exchanged must be submitted to the Book Center within forty-eight hours of purchase (not including special orders or computer sales). The returned item must be unused and unmarked. Music and software must remain shrink-wrapped and unopened. The dated receipt must be presented. Purchases will be refunded consistent with the method of payment.

Defective books can be replaced anytime, and returns due to a dropped class within the first two weeks of the semester will receive credit as long as they are unused and unmarked.
“Combining the advancement of the gospel with social justice is my life goal—holistic development where I am helping meet people’s physical and spiritual needs.”

Allison Schlack
(M.A./CM 2008)

4. STUDENT LIFE

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4.1 PERSONAL CONDUCT

4.1.1 STUDENT AGREEMENT ON ADMISSION

Students are reminded of the agreement they signed when they applied to Dallas Seminary: “I promise, in submission to the Holy Spirit’s guidance, that, if admitted to Dallas Seminary, I will at all times conduct myself as a Christian, faithfully and diligently apply myself to the studies as required by the Seminary curriculum, promptly meet all financial and other obligations, carefully observe the rules and regulations as set forth by the Seminary and its faculty, and submit to the authority of the faculty and administration.” Faithful adherence to this agreement is expected throughout each student’s Seminary career.

4.1.2 STUDENT INTERVIEWS

The Student Services department conducts an entrance interview with every student during the student’s first year and an exit interview with students who desire an interview during their last year. The entrance interview is mandatory; the exit interview is optional. Students who have not fulfilled the entrance interview requirement may not register for the following semester.

4.1.3 STANDARDS ON MORAL CONDUCT

As representatives of Jesus Christ, students are responsible to demonstrate a lifestyle consistent with His character. They are expected to be men and women of high moral character whose sexual conduct is consistent with the standards of Scripture. This includes abstaining from homosexual, premarital, and extramarital sexual conduct.

Dallas Seminary, believing that the Scriptures teach that marriage should be a life-long relationship, does not condone divorce as a desirable way of solving marital differences. Therefore the Seminary seeks to encourage marital faithfulness and stability, and provides counseling as needed through the Counseling and Testing Services department.

If separation or divorce becomes probable in the life of a student, that person is to notify the dean of students immediately. If the situation does not change after every effort has been made to bring reconciliation, and separation or divorce occurs, the customary policy is to require the student to withdraw from Seminary for at least twelve calendar months. This withdrawal is not for disciplinary purposes but with the intent that the student will work on personal issues involved in the separation or divorce. The dean of students will also determine whether further investigation is necessary. Failure to report separation or divorce will be grounds for immediate disciplinary action by the Seminary.

Dallas Seminary demonstrates that it really doesn’t matter what is on the exterior. It’s the person’s heart for the Lord, their surrender to God that counts.

Andre Sims
(D.Min./CE 2003)
4.1.4 Conduct and Appearance

The Seminary recognizes the freedom of each student to develop personal standards under the leadership of the Holy Spirit. However, since people in the community recognize students at the Seminary as Christian leaders, certain exemplary standards of conduct and appearance are to govern the student body (Rom. 14:21–22). Therefore the use of tobacco and the use of alcoholic beverages, except for liturgical, ceremonial, medicinal, or other exceptional instances, are not considered suitable for the Seminary faculty, staff, and students, all of whom are expected to abide by this standard.

The appearance of Seminary students is expected to reflect modesty and discretion. While on campus for chapel, daytime and evening classes, and the use of the library men and women are expected to wear professional casual attire. Professional casual attire includes shirts with collars, skirts, and pants that are pressed (dress trousers, Dockers-type slacks, etc.) Appropriate shoes and socks are also a part of this attire. Students are expected, for example, to refrain from wearing blue jeans, short pants, T-shirts, shirts emblazoned with printed messages, caps, athletic shoes, flip-flops, or sandals without socks. Wearing blue jeans, athletic shirts, and shorts is acceptable within standards of modesty and good taste at times other than those mentioned above.

Infractions of standards in either conduct or appearance will be reported to the dean of students for investigation, and the student may be subject to discipline.

The intention of this policy is to foster an environment of educational professionalism, and excellence. The policy is not intended to be the standard for the way one should dress for ministry positions or activities beyond the Dallas Seminary training experience.

4.1.5 Right to Privacy

The faculty, staff, and students of Dallas Seminary have a right and a high expectation of personal privacy and security. Highly personal and sensitive materials exist on campus that must be protected. Therefore it is strictly forbidden for students, without permission, to access another’s computer, open a disk, go into a desk, briefcase, book bag, purse, or similar item, or to read or examine papers on a desk not their own. Students violating this policy are subject to the disciplinary procedures stated in this handbook.

4.1.6 Drug-Free Workplace

As required by federal regulations (Drug Free School and Community Act Amendments of 1989), Dallas Seminary maintains the following policies regarding a drug-free workplace:

• The unlawful possession, use, or distribution of a controlled substance is prohibited on Seminary property or as part of any Seminary activity.

• Employees or students found to be in violation of a drug-free workplace will be subject to appropriate action, including but not limited to termination or dismissal.
• Any employee or student who becomes aware of a violation of this policy should report it immediately to the dean of students, academic dean, or to Human Resources Office so that the matter can be investigated.

Alcohol and drug consumption causes changes in behavior, ranging from impaired judgment and coordination to inhibiting a person's ability to learn and use higher mental functions. Repeated use can lead to dependence, and long-term use will cause permanent damage to the brain, liver, and other vital organs.

Counseling for drug and substance abuse is available through the Seminary's Counseling Services. An employee or student who voluntarily seeks assistance to correct a drug or alcohol abuse problem will not be subject to disciplinary action as a consequence of such abuse. Even though voluntary assistance has been sought, the employee or student becomes subject to disciplinary action if the abuse continues. Besides individual counseling for drug and/or substance abuse, the Counseling Services department, in cooperation with the Dean of Students Office, will schedule forums as needed to address issues in this area which they believe are pertinent to Seminary students, faculty, and staff.

The Seminary will cooperate to the fullest extent with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illicit drugs and alcohol on campus.

Implementation of a drug-free workplace is for the protection of the employees and students of the Seminary. Information regarding federal, state, or local health, law enforcement, or drug rehabilitation programs is available from the Human Resources Office.

**4.1.7 SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Each student, staff, and faculty member should be able to work in an atmosphere free of discriminatory intimidation based on sex, as well as intimidation based on race, color, age, national origin, or disability. Sexual harassment of students, staff, or faculty by any member of the Seminary community will not be tolerated.

Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace when:

1. submission to the conduct is either explicitly or implicitly a condition of employment, grades, or good will; or
2. submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
3. the conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance of duties, or of creating an intimidating, hostile, or offensive work or learning environment.

Any student experiencing or observing sexual harassment as described in any of the above categories should report the incident immediately to the dean of students. Due process will be followed in handling any complaints including possible criminal investigation.
4.1.8 PERSONAL ISSUES PROBATION
Occasionally students are admitted to the Seminary on Personal Issues Probation (PIP) or are later placed on PIP by the dean of students. This occurs when significant questions have been raised regarding an individual’s relationship to his peers, family, or community. The purpose of this status is to provide a period of observation during which the student may be evaluated further. This action may include special conditions. Termination of this status by the dean of students will be based on the recommendation of the director of Counseling Services to the dean of students. The dean of students will notify the student of removal from PIP status.

For entering students, if PIP is not terminated by the end of the student’s first semester, the dean of students may then ask the student to withdraw voluntarily or require withdrawal through one of the approved procedures outlined in this handbook. For other students, if PIP is not terminated within six months, the dean of students may then ask the student to withdraw voluntarily or require the student to withdraw through one of the procedures outlined in this handbook.

4.1.9 MMPI AND OTHER ASSESSMENTS
Entering degree students will take the Minnesota Multiphasic Personality Inventory (MMPI) and other assessments at Orientation to assist Student Services and Counseling Services in assessing whether some students have entered Dallas Seminary with personal struggles that, if not effectively addressed, could be detrimental to their future ministries. Online students may be permitted to delay taking this testing until they enroll for classes on the Dallas campus or one of the extension sites. The goal is to assist those students through further testing, reading assignments, and counseling.

It is possible that after such assistance, a student may still evidence personal struggles that raise serious objections about his or her continuing as a student at the Seminary. In such an unusual case, Counseling Services and the dean of students will so advise the student by the end of his or her first year. The dean of students may then ask the student to withdraw voluntarily or require withdrawal through one of the procedures outlined in this handbook.

4.1.10 COUNSELING
Counseling is provided to the Seminary family by the director of Counseling Services and contract therapists for a fee per session. If necessary, financial hardship cases are considered on an individual basis. Occasionally situations may require networking with other mental health professionals in the Dallas community. The Counseling Services department works with the client to find the best care possible if referrals are necessary. Pastoral counseling is available through the dean of students, student services staff (adviser to women students, adviser to African-American students, adviser to international students, and the Seminary chaplain), and the faculty at no cost to the student. However there are times when more specialized help is needed. In that event, the Counseling Services department offers professional, biblical counseling assistance to Seminary students, staff, faculty, and their immediate families.
4.1.11 OUTSIDE EMPLOYMENT

The faculty feels that it is highly desirable for students to devote the maximum amount of time to their studies during their period of seminary training. Outside employment should be considered thoughtfully because of the time constraints of employment in addition to time needed for course requirements.

Because of the shorter duration of Summer School and Wintersession, all courses during these sessions meet for a minimum of two-and-a-half hours each course day. This means the daily course load is heavier than it is for the same courses offered during the fall or spring semester. Therefore students in class each day should be cautious in planning outside employment. It is expected that on class day students will have several hours available outside of class for course preparation.

4.1.12 INFORMATION ABOUT THE DALLAS COMMUNITY

Lists of some churches, physicians and surgeons, and recreational and cultural opportunities in the Dallas area are available from the Student Services Office.

4.2 CHAPEL POLICIES

4.2.1 CHAPEL SERVICES

The administration and faculty strongly believe in the contribution and vital role of chapel and its ministry of encouragement, worship, and community development. Prayer needs, campus announcements, and items of general interest are shared during this community time of rest, relief, and renewal.

During the fall and spring semesters chapel is held from 10:40 to 11:15 A.M. each day, Tuesday through Friday. During the summer sessions, chapel is held every Wednesday from 10:10 to 10:30 A.M. Summer Chapel attendance is not required. There is no chapel during Reading Week, Thanksgiving break, winter break, or spring break.

4.2.2 CHAPEL ATTENDANCE REQUIREMENTS: DALLAS CAMPUS

All Dallas campus daytime students (full-time or part-time) who are enrolled in a degree or certificate program, except D.Min. and Ph.D students, are required to attend chapel based on the number of days they attend daytime classes (7:45 A.M.– 4:30 P.M.) Tuesday through Friday. (See Section 4.2.3 “Required Chapel Sessions” below.) The table is based on approximately sixty chapel sessions available each semester. Attendance implies more than “showing up and studying or reading” or “walking in and walking back out.”

Attendance/participation in the DTS Music Ensembles counts for chapel credit on days of rehearsal.

4.2.3 REQUIRED CHAPEL SESSIONS

<table>
<thead>
<tr>
<th>Days per week in class</th>
<th>Total chapel requirement per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>40 chapels</td>
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<tr>
<td>3</td>
<td>30 chapels</td>
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<tr>
<td>2</td>
<td>20 chapels</td>
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<tr>
<td>1</td>
<td>10 chapels</td>
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</tbody>
</table>
4.2.4 CHAPEL ATTENDANCE REQUIREMENT: NON-DALLAS CAMPUS STUDENTS

All students who are enrolled in Monday-only classes, evening-only classes (starting after 4:30 P.M.), weekend-only classes, online-only classes, or extension students have an online requirement of ten chapels per semester (see Section 4.2.5 of this handbook for acceptable media).

4.2.5 ACCEPTABLE CHAPEL MEDIA

All students enrolled in daytime classes on the Dallas campus will attend chapel services in person and are not permitted to count online chapels toward their attendance requirement. Only students who attend Monday-only classes, evening-only classes, weekend-only classes, online-only classes, or extension-site classes are permitted to count online chapels toward their requirement. These chapels are posted on the Seminary’s website and can be viewed online in a streaming video format or downloaded in podcast format. Either the video format or the audio-only format is acceptable, but in order to count toward the chapel requirement, the chapel message must be from the current semester.

4.2.6 WORLD EVANGELIZATION CONFERENCE (WEC)

A special week in the spring semester is devoted to world missions. Attendance is required for the spring World Evangelization Conference for at least two full days involving all regular sessions scheduled between 8 A.M. and 12:30 P.M. on the attended days or at least five individual sessions throughout the week. This is in addition to the regular chapel requirements for the semester.

All students enrolled in Monday-only classes, evening-only classes (starting after 4:30 P.M.), weekend-only classes, online-only classes, or extension-site classes have an online requirement of two WEC sessions. (See 4.2.5 for acceptable media.)

4.2.7 ATTENDANCE REPORTS

All students must report their chapel attendance twice each semester online through CampusNet (campus.dts.edu/student), according to the chapel reporting dates on the chapel schedule. To report chapel attendance, students must enter their student ID and password online, choose “Chapel Attendance” on the drop-down menu, and be sure the page is set to the correct semester. Once students submit their chapel attendance report, they will see a confirmation screen.

Dallas Campus students receive reminders to report their chapel attendance through Kerygma as well as through fliers in their campus mailboxes at the middle and end of each semester. Extension and online students receive reminders through their respective Kerygma. Late reports will not be accepted and will be treated as failed requirements.

Students must attend at least half of the semester’s required chapels during each attendance period. If circumstances beyond one’s control prevent fulfillment of the attendance requirement during an attendance period, a request for excuse must be filed in the Dean of Students Office before the end of the attendance period during which the absence(s) occurred.
4.2.8 CHAPEL REDUCTIONS
Work obligations may prevent students from meeting their standard chapel requirement. If students need a reduction or special request to view online chapels, they must submit a request to the Chaplain’s Office during the first two weeks of each semester. Requests will not be accepted after that time. Forms are available in the Students Services Office. Requests for reductions based on employment-related changes that occur during the semester are permitted as needed.

4.2.9 POLICY VIOLATIONS
Both failure to meet the chapel attendance policy and failure to report by the deadline are considered violations of the chapel attendance policy. Repeated violations will result in a letter of notice from the dean of students that will be placed in the student’s file. Subsequent failures in chapel attendance and/or reporting will result in the student being referred to the dean of students for disciplinary action.

4.2.10 COMMENCEMENT CHAPEL AND CEREMONY
The faculty believes the commencement events are a vital part of the academic calendar. All nongraduating students are encouraged to attend the commencement chapel and the commencement ceremony to show support for the graduates.

4.3 CAMPUS POLICE AND VEHICLE REGULATIONS

4.3.1 CAMPUS SECURITY
Police and security officers are on duty seven days a week, twenty-four hours a day. The police kiosk is located beside the parking lot between Todd Academic Center and Turpin Library. Police can be reached from any campus phone by dialing extension 3590, or 214-841-3590 from off campus.

All students are asked to help maintain campus security by reporting the presence of questionable strangers to campus police or security officers. Students should not leave their personal belongings in unattended areas. Nor should they leave items of value in plain view in vehicles. Students should keep their vehicles locked at all times.

4.3.2 PARKING PERMITS
Each student vehicle (including summer-only students) must be registered annually with the Seminary and have a current parking permit attached to the front window (or rear fender if a motorcycle). Parking permits are issued by the Campus Police (located in the police kiosk). When a vehicle is sold, the parking permit should be removed. Students who ride bicycles to and from school or keep a bicycle on campus are required to register them with Campus Police. Bicycles and motorcycles are to be parked only in spaces designated for them.
4.3.3 PARKING REGULATIONS

Commuter students may park only in those lots designated for their use. Students who live in campus housing are required to park only in the lots that are reserved for them. Students are not to park in fire lanes, visitors’ spaces, staff or faculty lots, or delivery zones, regardless of the amount of time. These rules also apply to spouses of students. Male students are not to park in the lot designated for female students even if their wives are students. Fines will be issued for failure to comply with parking regulations. All fines must be paid prior to registration or graduation for those graduating. For parking purposes, a student is anyone who (1) is currently enrolled in any academic program at the Seminary, even if out of school (as on a leave of absence) for a summer, semester, or a year; (2) has a campus mailbox in the Student Information Center; (3) has completed all academic work, including thesis or dissertation, but has not yet received the diploma; or (4) lives in campus housing.

4.3.4 WEAPONS

Students are prohibited from using or possessing dangerous weapons or facsimiles of dangerous weapons on Seminary property. These items include but are not limited to firearms, explosives, fireworks, incendiary devices, pellet guns, and knives or other sharp blades.

The possession of any kind of firearm at any school or institution of higher education is a felony according to state law (Texas Penal Code 46.03). The recent concealed weapon law does not allow even a licensed permit holder to bring a firearm onto a school campus. The only exceptions to this law are for authorized law enforcement and police officers. Violators are subject to arrest and/or suspension.

4.4 HEALTH CARE POLICY

Dallas Seminary adheres to the health and safety guidelines set forth by the Health Departments of the State of Texas, the City of Dallas, and by the U.S. Centers for Disease Control as they relate to communicable diseases. Communicable diseases prevalent in the United States and Canada include influenza, infectious mononucleosis, hepatitis A and B, measles, mumps, chickenpox, tuberculosis, acquired immune deficiency syndrome (AIDS, including ARC, HIV, HTLV-III/LAV), and sexually transmitted diseases such as chlamydia, herpes, syphilis, and gonorrhea.

Since communicable diseases pose both primary risks to the infected person and secondary risks to those who come in contact with an infected person, each case shall be handled with concern for the individual as well as for the Seminary community. The vice president for business and finance and the dean of students are the institutional officers responsible for coordinating communicable disease/virus regulations. Any staff or faculty member or student who is aware he or she has a communicable disease, either through diagnosis or because of obvious symptoms, should report this immediately to the vice president for business and finance and the dean of students. All information shall be considered confidential. The individual’s right to privacy shall be protected in all reported incidents. Only communicable diseases that are required by law to be reported to local health agencies shall be reported.
In the case of casually transmitted disease, the vice president for business and finance and the dean of students have the right to impose, based on all relevant information available, any restriction of campus activities on the infected individual. For communicable diseases not casually transmitted, the Seminary’s Health Education Committee shall make any determinations with regard to restricting the individual’s campus activities. All incidents referred to the Health Education Committee shall be handled on a case-by-case basis and with strictest confidence.

The standards of the Seminary may require discipline or employment action for some individuals because of the method of acquisition of any communicable disease not spread by casual contact. The actions of the infected person(s) will be reviewed no differently from those of any other individual who participates in similar actions, whether or not a disease is acquired.

The vice president for operations and the dean of students shall be responsible for communicating all information regarding communicable diseases to the Seminary family.

4.5 CONFIDENTIALITY POLICY

The faculty and staff desire to maintain strict confidentiality in regard to any disclosures made to them by any student of the school. However, it may become necessary to set aside confidentiality when one or both of the following occurs:

(1) The nature of a student’s conduct results in a violation of the Student Handbook regulations, or the student’s attitude toward the violation indicates the need for a conference either with Counseling Services or with the dean of students and/or

(2) The Student Services professional staff requests a conference within the Student Services department on a particular matter, and the conference that is requested deals with matters that have been previously disclosed in a confidential setting.

When it is necessary to set aside confidentiality, only as much of the information will be disclosed as is deemed necessary to deal with the particular problem or issue as described above, or as required by law to be reported to the appropriate authorities.

4.6 RESPONSIBILITY FOR STUDENT CONDUCT AND DISCIPLINE

By constitutional statement, student conduct and discipline are the responsibility of the faculty. All policy decisions in these areas are established by faculty vote, although recommendations for policy decisions normally will come from the dean of students or the Student Affairs Committee. The faculty normally delegates the responsibility for the implementation of policy to the dean of students.

4.6.1 AREAS OF RESPONSIBILITY

The dean of students shall be responsible for supervision of student conduct and normally will handle all cases of student discipline. He or she will investigate any problems that may arise and arrange preliminary interviews to determine the nature of the problem and possible courses of action. The Student Affairs Committee
is responsible to the faculty for its actions and is a resource and deliberative committee for the dean of students. It will handle all cases referred to it by the dean and will be the appellate body for decisions made by the dean that are appealed by a student. It may also discuss and initiate policy or rules changes for faculty decision. The committee will report on its activity to the faculty as needed. Students will not be presented for admission to candidacy nor advanced to graduation while under any unresolved disciplinary action at the Seminary.

4.6.2 INVESTIGATIVE PROCEDURE
All matters that may become disciplinary cases shall be referred initially to the dean of students. Under his supervision a preliminary inquiry will be initiated and a decision made about the disposition of the case.

4.6.3 DISPOSITION PROCEDURE
Once it is affirmed that an actual offense has occurred, it will be channeled through one of the following routes:

(1) Following an initial hearing with the student, the dean of students may at his or her discretion personally handle any case.

(2) The dean of students or the faculty may refer cases to be heard by the Student Affairs Committee. In such cases the following procedures will be followed.

4.6.4 STUDENT AFFAIRS COMMITTEE PROCEDURES
(1) The student shall receive a written statement of the charges against the student.

(2) The student may bring witnesses on his or her behalf to a hearing before the committee.

(3) The student may choose not to answer any of the questions placed to him or her.

(4) A simple majority of committee members present will decide the case.

4.6.5 PENALTY OPTIONS FOR DISCIPLINE CASES
The dean of students and/or the Student Affairs Committee may impose the following options:

• Disciplinary Warning—a written warning given to the student and placed in the student’s personal file during the time he or she is a student at the Seminary. This warning may include conditions for which the student is responsible, and failure to keep these conditions could incur further review.

• Disciplinary Probation—a specified time period during which the student will be evaluated further. This action may also include special conditions. Probation for more than three semesters during the time of a student’s enrollment will normally be cause for suspension.

• Required Leave of Absence—a specified time period during which the student shall be granted a leave of absence with responsibility for fulfilling conditions specified by the committee. Readmission normally is granted when these conditions are met. A required leave of absence of more than one year typically will result in withdrawal after one year.
• Suspension—a specified time period during which a student is suspended from the Seminary. Readmission is possible but is subject to admission procedures and available space.

• Dismissal—the termination of a student’s relationship with the Seminary. Readmission is not expected and recommendation for acceptance to another seminary is subject to committee action. The student will receive notification of the action of the committee by one of the members of the committee and in writing from the secretary or chairman of the committee. Disciplinary dismissal is noted on the student’s official transcript from the Seminary and becomes a part of the student’s permanent record. Other disciplinary actions are noted on the transcript but are removed if and when the issue is resolved.

4.6.6 APPEAL PROCEDURES

An appeal of a decision by the dean of students must be made in writing to the Student Affairs Committee through its chairperson. Such appeal must be received within five calendar days of the date on the written notice of the decision. In such appeals, the preceding committee procedures shall be followed.

Appeal of any action by the Student Affairs Committee must be made in writing through the academic dean to the faculty of the Seminary. Such an appeal must be received within five calendar days of the date on the written notice of the action and will conclude the appeal process.

4.7 STUDENT COUNCIL AND OTHER STUDENT ORGANIZATIONS

The Student Services Office maintains a list of all approved and active groups at the Seminary. Copies of the constitution and bylaws for the Student Council and all other approved groups are available on request from the Student Services Office.

4.7.1 STUDENT-FACULTY COMMITTEE

The Student-Faculty Committee includes the student council vice president for business affairs (as chairperson), the student council president and vice president for Student Services, an upper-class appointee of the president, and representative faculty members appointed by the academic dean. The committee is concerned with student-faculty relations and is a link between the student council and the faculty. Meetings may be called on the request of student members or faculty committee members. This committee will report to the faculty on matters directly pertaining to the faculty and to the president in matters relating to the administration.
4.7.2 STUDENT ORGANIZATIONS

Proposed student organizations must be approved through the Student-Faculty Committee, which will recommend acceptance or rejection to the faculty. A proposed organization must file with the committee a constitution or statement of purpose and the name of a faculty sponsor, with facts revealing student interest in the new group. Unofficial student organizations that gather for the purpose of occasional, informal meetings may do so, but they will not be eligible to receive funds through the Student Council. These unofficial student organizations are still required to file with the committee a statement of purpose and the name of a faculty sponsor. Speakers sponsored by all student organizations must be approved by the faculty sponsor of that organization.

4.8 STUDENT PUBLICATIONS

4.8.1 THE KERYGMA (“PROCLAMATION”)

The Kerygma is the official Dallas campus publication for informing the student body of announcements, notices, and deadlines. The Kerygma is distributed in electronic form through the student’s personal email account each week during the academic year. Students are responsible to be aware of information published in the Kerygma. The current edition of the Kerygma can also be found on the Student Information Page on CampusNet.

4.8.2 JOT & TITTLE

Jot & Tittle is a student-oriented, student-prepared newspaper published during the fall and spring semesters. Its goal is to focus on the news and needs of the student body in a positive manner. Articles may be submitted by anyone from the Seminary family and will be published as deemed appropriate by the editor, working with his or her staff and with the dean of students, who has final responsibility for the contents of Jot & Tittle.

4.9 PHYSICAL FITNESS PROGRAM

All current students and spouses who successfully meet certain requirements are eligible to use the Baylor Tom Landry Fitness Center. All students enrolled in a minimum of six hours per semester are enrolled automatically through the payment of the activity fee. Students enrolled in less than six hours per semester can elect to use the Landry Center by paying the activity fee to the Seminary cashier during the first two weeks of each semester. Spouses are also eligible to use the Landry Center and are subject to the same fees and deadlines. In addition to paying the activity fee, all students and spouses are also required to submit an enrollment form to the Landry Center.

Students who are eligible to use the Landry Center during the spring semester will have their membership extended throughout the summer at no additional charge. Students and spouses who do not meet these requirements by the stated deadline will not be eligible to use the Landry Center until the following semester.
4.10 STUDENTS WITH DISABILITIES

4.10.1 POLICY ON REASONABLE ACCOMMODATIONS

In accord with Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Seminary will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities.

After acceptance, a student with a disability must request accommodation or auxiliary aids well in advance of need to the Coordinator of Services for Students with Disabilities in the Student Services Office. Documentation of disability may be required if the disability is not evident. The department responsible for the services requested will coordinate with the appropriate Seminary personnel and/or federal or state agency to ensure reasonable accommodations are made.

The Seminary assumes no responsibility for personal assistance necessary for independent functioning or for specialized medical care.

4.10.2 PROCEDURES FOR RESOLUTION OF ISSUES OF ABOUT ACCOMMODATION

Any student who wishes to appeal the decision made for his or her request for accommodation may do so by notifying the Coordinator of Services for Students with Disabilities in writing and by following the procedures noted in Section 1.32 “Appeal Procedures”. If a student wishes to file a discrimination complaint, he or she may file a complaint with the Office of Civil Rights (http://www.ed.gov/about/offices/list/ocr/index.html).

4.11 MISCELLANEOUS

4.11.1 FOOD AND DRINKS

Students may eat in the snack areas located in the Walvoord Student Center, Turpin Library Lounge and patio, and in selected “Brown Bag” rooms, as well as in the Mitchell Ministries Center cafeteria.

4.11.2 MAIL SERVICES

After registering for the first semester, each Dallas-campus student is assigned and required to use a mailbox in the Student Information Center (SIC) located on the first floor of the Walvoord Student Center. Students can pick up their combinations to the lock on their mailboxes when they arrive at the Seminary by going to the SIC window. A list of policy guidelines for the services available in the SIC is issued at the beginning of the fall semester.

All mail, including packages, should be addressed to the student (with the campus box number included) and mailed to 3909 Swiss Ave., Dallas, TX 75204. All class papers must have the student box number on the front of the paper.

Mail services are available for all Summer School and Wintersession students who will be given a summer or winter folder instead of a campus mailbox. When these students leave campus at the end of the summer or winter, only first-class mail
will be forwarded to the home address given at the time of registration, unless the student notifies the SIC differently. Therefore Summer School and Wintersession students should not have magazines and other nonfirst-class mail delivered to the Seminary.

Students who will be leaving the campus at the end of a given course should give the professor a stamped, self-addressed envelope for notification of the course grade and the return of final exams and other assignments.

4.11.3 **BIBLIOTHECA SACRA**

All resident students (including Ph.D. students) are eligible to receive one copy of each issue of the Seminary’s theological quarterly, *Bibliotheca Sacra*. The subscriptions are paid out of the general fee. Students are issued a coupon through their mailbox for their copy of *Bibliotheca Sacra*, redeemable at the SIC. Extension campus students are mailed *Bibliotheca Sacra* quarterly.

4.11.4 **STUDENT-PRODUCED VISUALS**

Projected visual materials such as slides, overhead transparencies, and CDs that are produced by students for course assignments normally remain the property of the student. This does not apply to materials produced as a part of the master’s research project, which must be submitted for filing in the library.

4.11.5 **STUDENT REPRODUCTION OF CLASSROOM MATERIAL**

The professor must be consulted if students desire to reproduce classroom notes. In such cases the professor has the right to grant permission, deny permission, withdraw permission subsequently, edit or not edit as he or she may choose, or limit production and distribution of the notes. A copy of the notes is filed with the professor and the academic dean. If permission is granted and notes are reproduced, a title page must be included listing the following items: the name of the seminary, the name of the course and the year the course was taught, the name of the professor, whether or not the notes were edited by the professor, that the notes are a student product recorded and transcribed from the class lectures, and that the material cannot be quoted without permission of the professor. Those violating these regulations will be subject to disciplinary action.

4.11.6 **USE OF SEMINARY FAX MACHINE**

Students may use the Seminary fax machine in the Copy Center, which is located in the Hendricks Center for Christian Leadership building. Some restrictions apply, so the Copy Center should be contacted before using or giving out the number of the fax machine. Students may not use the fax machine for sending in class assignments. Assignments sent to the Seminary by fax will not be accepted.

4.11.7 **USE OF COPY MACHINES**

Self-service copy machines are located in Mosher/Turpin Library for student use. A self-service machine and general service area for student use are also available in the Copy Center. The Copy Center, located on the first floor of the Hendricks Center for Christian Leadership, is also available to copy personal work for students. However, the staff processes personal work only after Seminary-related material has been copied. A complete list of Copy Center services is available.
The following rules apply to the duplicating of materials on campus copy machines:

(1) Books and other materials in public domain, either not copyrighted or with at least a fifty-six-year span of time since the last copyright date, may be duplicated without restrictions.

(2) The Fair Use Guidelines of the Copyright Revision Act of 1976 place several restrictions on the duplication of copyrighted material. It is permissible to make a single copy of a chapter from a book, an article from a periodical or newspaper, a short story or poem, or a chart, diagram, drawing, or picture from a book, periodical, or newspaper for personal scholarly research. Copying of works intended to be “consumable” in the course of use (workbooks, exercises, standardized tests, etc.) is prohibited. Also any copying must not substitute for the purchase of books, publishers’ reprints, or periodicals.

(3) Class notes (notes supplied by the professor or the student’s notes from the course) can be duplicated only by permission of the professor involved.

(4) Study graphs and other outline helps cannot be duplicated.

(5) In classes where student papers are made available to all members of the class, each student presenting a paper is responsible for duplicating and covering the cost of the required number of copies of the paper, unless otherwise instructed by the professor.

4.11.8 NOTARY SERVICES

Notary services are available by appointment through the Student Services Office.

4.11.9 STUDENT FUNDRAISING PROJECTS

All student fundraising projects on behalf of groups or individuals, whether carried on in churches and other organizations or on campus, must have the approval of the Seminary’s Executive Committee through the dean of students.

4.11.10 USE OF SEMINARY NAME AND ADDRESS

Prior approval is required before the printing or the use on the World Wide Web of any material incorporating the Seminary name and/or address. All such requests should be submitted to the academic dean.

4.11.11 USE OF SEMINARY DIRECTORIES

Seminary directories are for personal use by the Seminary family only; lists of Board members and other constituency lists are for official Seminary business only.

4.11.12 STUDENT INFORMATION SURVEYS

All surveys (by faculty, staff, student, or outside parties) for information from and opinions of the students require the express consent of the academic dean and the director of Institutional Research before distribution, as well as the approval of the dean of students.
4.11.13 STUDENT COMPLAINTS INVOLVING SEMINARY FACULTY, ADMINISTRATORS, STAFF, OR BOARDS

If a student has a complaint regarding the boards, executive committee, faculty, staff, graders, or individuals in those bodies, that issue must be handled in accord with the following procedures. If a complaint involves the Seminary boards or individual board members, it should be presented to the president. If a complaint involves the Executive Committee, faculty, staff, or graders the student should first approach the particular person(s) involved with a view toward explanation or reconciliation.

If the student does not feel the concern has been resolved, a complaint involving the president should then be presented to the chairman of the Board of Incorporate Members, and a complaint involving a vice president should then be presented to the president. An unresolved complaint involving a faculty or staff member should be presented to the appropriate department chair. An unresolved complaint involving a grader should be presented to the appropriate faculty member and then to the appropriate department chair.

If the student still does not feel the concern has been resolved, the complaint should then be presented to the Student Council president. The Student Council president is responsible first to see that the student has already approached these specified persons before bringing the concern to the Student Council Executive Committee. If the Student Council Executive Committee considers it appropriate to do so, it will forward the complaint to the Student-Faculty Committee (see Section 4.7.1 “Student-Faculty Committee”). Failure to comply fully with this policy may subject the student to the disciplinary procedures outlined in this handbook.

4.11.14 STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING

Students participate in institutional decision-making through student representatives who are voting members on several faculty and staff committees. Appointed annually by the academic dean, these representatives presently participate on the following committees: Academic Affairs, Business Affairs, Commencement, Degree Program Assessment, Information Technology, Institutional Effectiveness, Missions, Spiritual Life, Student Affairs, and Student-Faculty.

4.11.15 CANCELLATION OF SCHOOL

Occasionally during the winter months, inclement weather such as snow and/or ice makes road conditions dangerous for travel. During such times the Seminary may be closed. An announcement from DTS will be broadcast over major television and radio stations and posted on www.dts.edu if the Seminary will be closed for any reason.

I arrived at Dallas with few skills, never having preached and not knowing whether I could, should, or would. Four years later, I left equipped with the tools for ministry.

Gary Starbuck
(Th.M. 1981)
1. Campus Police
Information:
214-841-3590

2. Davidson Hall
Accounting
Advancement
Business Office
Business Services
Chancellor
Human Resources
Institutional Research
President
Student Financial Services

3. Stearns Hall
Bible Exposition
Information Technology

4. Chafer Chapel
Sound Studio

5. Mosher Library
Archives
Media Center

6. Turpin Library

7. Facilities & Plant Operations
Event Services

8. Todd Academic Center
Academic Dean
Audiovisual Center
Christian Education
Classrooms
Doctor of Ministry
Doctor of Philosophy
New Testament
Old Testament
Pastoral Ministries
Theological Studies

9. Campbell Academic Center
Classrooms
Lamb Auditorium

10. Walvoord Student Center
Academic Advising Center
Admissions
Alumni/Placement
Biblical Counseling
Campus Post Office
Classrooms
Counseling Services
Dallas Seminary Foundation
Mabee Lounge
President Emeritus
Registrar
Student Information Center
Student Services
World Missions & Intercultural Studies

11. Hendricks Center
for Christian Leadership
Administrative Technology
Bibliotheca Sacra
Center for Biblical Studies
Center for Christian Leadership
Communications
Copy Center
External Studies
Online Education
Photo Studio
Spiritual Formation & Leadership
Web Development

12. Mitchell Ministries Center
Book Center
Cafe Koine
Dining Commons
Prayer Room

13. Swiss Tower
Apartments

14. Washington Hall
Apartments
Housing Office

15. Distribution Center
Luke’s Ministries
Mail Services/Post Office
Purchasing
Risk Management

Campus Parking
C1 Handicap/Women/Visitor/Book Center
C2 Faculty/Staff
E1 Handicap/Contractor/Vendor
E2, E3 DTS Women Only
E4, E6, N1, S4 Student/Staff/Faculty
E5 Handicap/Staff/Faculty
S1, W1 Resident
S2, S3 Business/Staff
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