Apologetics
Negatively - to handle objections to Christianity which one encounters in the media, the shopping mall, and elsewhere.
Positively - setting out the full wonder of the gospel of salvation.
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As a student I was so out of place. I said 'Lord, I'm old, I don't know why I'm here, I have no purpose.' Little did I know what He had in store.
# 1. Academic Information

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1. ACADEMIC INFORMATION

The Student Right-To-Know and Campus Security Act of 1990 requires all colleges and universities participating in Federal Student Aid Programs to disclose basic institution information including graduation rates. This information is available on the National Center for Education Statistics website at nces.ed.gov/collgenavigator/.

1.1 STUDENT PASSWORDS

Dallas Theological 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. By logging in to CampusNet, this 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 Theological 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 Theological Seminary may restrict access to CampusNet 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 Theological Seminary attempts to make the registration process as efficient as possible for students. Students should register during the registration period assigned to them. Assignments are based on the number of credit hours each student has completed to date, plus credit hours in process. Registration priority is given to students graduating within the upcoming 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 if they are at capacity, or canceled due to insufficient enrollment. Official registration must be completed before a student may attend class.

After the registration deadline, and prior to the payment deadline, students may make schedule changes at no charge 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. They will also lose registration priority. Students choosing not to attend a course should not assume that it will be dropped due to 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. Holds on a student’s registration can be viewed via CampusNet. Holds are resolved by contacting the office that placed the hold on the student account (e.g., 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 not allowed 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, the student will be withdrawn from the audit at the recommendation of the professor, 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 degree program (including the Certificate of Biblical and Theological 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 Theological 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 ThM 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 PhD 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 Theological 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 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 “Academic Financial Policies” (3.2) section of this handbook for courses that are dropped by the designated deadlines. After a class begins, no fee is refunded.

1.3.7 NON-ENROLLED STUDENTS
Students not currently enrolled in classes at Dallas Theological 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.

PhD 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. PhD 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. DMin 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 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 ACADEMIC WORKLOAD
Graduate-level work is expected to be more rigorous than at the undergraduate level. However, in order to help ensure that the amount of work required of students in their classes at the Seminary is appropriate, the faculty follow the guideline that for every hour students spend in class each week, they may expect to spend on average two to three hours outside of class on reading and other assignments. The amount of work required for classes will vary based on the material and content of each course.

Students are given the opportunity to evaluate the amount and appropriateness of the workload on the Course Evaluation Form that students are requested to complete at the end of each class taken at the Seminary.

1.6 CONCURRENT ENROLLMENT IN OTHER INSTITUTIONS
International students must secure permission from the International Students Office before enrolling concurrently at another school.

1.7 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.

1.8 DECLARATION OF MINISTRY TRACKS OR EMPHASES
ThM students are encouraged to declare a ministry emphasis at the beginning of the degree program to facilitate academic advising and vocational counseling through faculty advisers. ThM students must declare a ministry emphasis after completing sixty semester hours of credit. MACE students must declare a ministry track when they enter the MACE program.

When a student declares a ministry track or emphasis, he or she will be assigned a faculty adviser in the corresponding department. Students who declare a double ministry emphasis are required to complete all course work for both emphases. 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.

1.9 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 (see www.dts.edu/advising). 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 after students fill out their graduation application. This process happens the semester before the semester of intended graduation.

1.10 FACULTY ADVISING

All faculty advise, but the Faculty Advising committee is composed of faculty specifically designated to advise the student body. They are part of the Academic Advising Center. ThM, STM, and MACE students are advised by a faculty member that oversees their emphasis, major, or concentration, respectively. Faculty who oversee a ThM emphasis will help the student build their portfolio and will evaluate the portfolio at graduation. The faculty adviser will work with the student in outlining the requirements for their respective degree concentrations or emphases 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 emphasis 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.

1.11 ADVANCED STANDING

Two types of advanced standing are available at DTS—substitution and reduction of credit hours.

Students are encouraged to take advantage of the opportunity to substitute courses in their Seminary studies. Undergraduate course work not eligible for advanced standing credit may be substituted and elective hours substituted for substituted courses in a student’s degree program. A student can substitute a required course if he or she (1) has college credit for a similar course (in exceptional cases non-credit, 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 obtained on the student CampusNet.

To substitute 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. Substitution 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 substitutes 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 substitute additional courses.

There are two methods of reduction, Accelerated and Course-by-course. A student who desires to obtain accelerated advanced standing must apply for it before they begin their course work. This is available only to Dallas-campus students.

Incoming students may apply for course-by-course 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 thirty hours of advanced standing may be credited toward the ThM degree; sixteen hours toward the Biblical
Exegesis and Linguistics and Biblical Studies degrees; twelve hours toward the Masters of Biblical and Theological Studies; Christian Education, and Cross-cultural Ministries; and twenty-two hours toward the MA degree in Biblical Counseling. Advanced standing is not granted for the Certificate of Graduate Studies or the STM 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 Dean of Enrollment for each exam desired. If a student withdraws from DTS, all advanced standing are deleted from a student’s transcript.

1.12 TRANSFER OF CREDITS
Students should not assume that credits will automatically or equivocally transfer to or from any educational institution. Before executing an enrollment contract or agreement, all students are advised to confirm the Seminary's policy on the transfer of credits, including whether or not the Seminary will accept any credits earned at another educational institution. Should a student decide to transfer credits earned at Dallas Theological Seminary to another educational institution, he or she is advised to contact that institution to determine whether or not those credits will transfer. The ability to transfer credits earned at Dallas Theological Seminary may be very limited, and may necessitate repeating courses at another institution.

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 Theological Seminary’s stated requirements. An official transcript from the institution attended showing satisfactory course completion is required. Transfer hours are not accepted into a non-degree program, or for courses that do not meet program requirements.

A maximum of sixty semester hours may be transferred toward the ThM degree, a maximum of six hours toward the STM degree and Certificate of Graduate Studies, and a maximum of thirty hours toward the MA program in Biblical Studies, Christian Education, or Cross-cultural Ministries. A maximum of forty-five hours may be transferred
toward the MA program in Biblical Counseling. Students enrolling at Dallas Theological 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 ThM program, or ten DTS hours in the MA 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. Only course work completed within the last ten years may be credited toward degree programs.

1.13 WITHDRAWAL OR LEAVE OF ABSENCE

1.13.1 NOTIFICATION OF WITHDRAWAL

Students who choose to withdraw from the Seminary 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 “Academic Financial Policies” (3.2) 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 readmitted following a 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 program (See “Satisfactory Academic Progress” in the Student Handbook as a guideline). The time limit for completion is as follows: six years for the MBTS and STM; seven years for MA degrees; eight years for the ThM. The CGS does not have a time limit completion but any student that reclassifies from the CGS to another program, only course work credited within the last ten years will apply to the new program. Leaves of absence do not extend the time limit for program completion. The time limit is calculated from the date of initial matriculation.

Any student who fails to complete a program within the time allotted for the degree may request an extension. The following criteria are necessary for evaluation of an extension to be considered:

(1) The reason for the request of additional time are extenuating circumstances as stated in the Student Handbook;

(2) A detailed and aggressive plan developed in consultation with the Advising Center which includes completion of remaining courses within a reasonable time;

(3) A request is made to and approved by the Credits Committee.

An extension is not automatic. The maximum time allowed for completion of any program is ten years from time of matriculation.

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 course professor 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 ELECTRONIC 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.
1.15.4 SUMMER AND WINTERSESSION COURSES

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 minus is the minimum grade for course work credited toward a doctoral degree.

- AS Advanced Standing
- AU Audit
- CR Credit

1.16.2 GRADE POINT SYSTEM

Grade points are determined on the basis of hours attempted according to the following scale:

- A+ (99–100) 4.0
- A (96–98) 4.0
- A- (94–95) 3.7
- B+ (91–93) 3.3
- B (88–90) 3.0
- B- (86–87) 2.7
- C+ (83–85) 2.3
- C (80–82) 2.0
- C- (78–79) 1.7
- D+ (75–77) 1.3
• D (72–74) 1.0
• D- (70–71) 0.7

1.16.3 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.).

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

1.16.5 STUDENT GRADERS
Peer evaluation is a common procedure in higher education and Dallas Theological 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.

1.16.6 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 (Dr. Mark Yarbrough, Academic Dean, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204, 214-887-5011) 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. See Section 1.33.1 for additional information.

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 STM), 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 STM) 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 STM). 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 and Wintersession courses 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 STM) 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 STM), 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 STM) 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
Academic dismissals occur when a student has either failed to meet the G.P.A. requirement, failed the same course more than three times, or failed ten or more courses while at the Seminary. A student who has been so dismissed 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) 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 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 ACADEMIC DISHONESTY
Plagiarism or cheating usually involves an attempt to appear to have more knowledge or skill than one actually possesses, and as such constitutes academic dishonesty. Dallas Theological Seminary as an institution committed to academic fairness and integrity, will grade all academic work in the fairest way possible to ensure that the work is in fact the student’s own personal academic work.

1.18.1 PLAGIARISM
Plagiarism occurs in research whenever a writer appropriates material that falls outside the sphere of common knowledge, and is from any source not his own without indicating his or her indebtedness to that source. The theft may have to do with substance (i.e., ideas or information taken from a source without acknowledgment in the form of proper documentation), or it may have to do with verbal expression (i.e., wording or phraseology taken from a source without acknowledgment in the form of proper documentation and quotation marks around the quoted material).

In either of these forms, plagiarism constitutes a serious academic and ethical impropriety. For this reason any work submitted that gives clear evidence of plagiarism, whether committed deliberately or naively, will receive a grade of zero.

Each case will be reported to the dean of students. Depending on the circumstances, the student may be subject to additional disciplinary action.

1.18.2 CHEATING
Cheating involves dishonest or deceptive attempts to gain credit for academic work through the use of notes, aids, or the help of other students in ways other than as expressly permitted by the instructor.

Where it is determined that there is clear evidence of cheating, the assignment or exam in which the cheating occurred will receive a grade of zero. Each case will be reported to the Dean of Students. Depending on the circumstances, the student may be subject to additional disciplinary action.

1.18.3 STUDENT EXAM POLICY
Students are expected to complete all exams, including those that are not proctored, with honor and integrity. Professors may require students to agree to an integrity statement upon taking an exam. Violations of the integrity and honor code may be reported to the Dean of Students as determined by the professor.

1.19 VA AND TITLE IV EDUCATIONAL BENEFITS
To be considered as making satisfactory progress toward the completion of a certificate or degree during an academic year, the following minimum semester hours must be completed:

1.19.1 SATISFACTORY PROGRESS
Federal law requires that institutions of higher education monitor the academic progress of
students who receive federal financial aid. In order to remain eligible for federal aid, students must comply with Dallas Theological Seminary’s standards for Satisfactory Academic Progress (SAP). All students receiving federal aid will be evaluated annually at the end of the spring semester.

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.

1.19.2 QUALITATIVE MEASURE 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 Biblical and Theological Studies program (except STM students who must maintain a cumulative G.P.A. of 2.5). Students in the DMin and PhD programs must maintain a minimum cumulative G.P.A. of 2.7 on a 4.0 scale.

1.19.3 QUANTITATIVE MEASURE FOR SATISFACTORY ACADEMIC PROGRESS
• Master of Arts (MA) students: ten semester hours
• Biblical Counseling students: thirteen semester hours
• Master of Theology (ThM) students: sixteen semester hours
• Master of Sacred Theology (STM) students: twelve semester hours
• Doctor of Ministry (DMin) students: six semester hours per academic year; or be actively engaged in writing their applied research project
• Doctor of Philosophy (PhD) students: six semester hours per academic year; or be actively engaged in writing their dissertation

Any master’s-level course with a minimum passing grade of D-minus will be considered as satisfactorily completed. Doctoral courses must receive a minimum passing grade of B-minus 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.

1.19.4 PROBATION
The first time a student in any program fails to meet one or more of the SAP minimum requirements, he or she will be placed on satisfactory academic progress probation for one academic year, and will receive a warning letter from the Financial Aid office within the next term. During the year, the student must meet the stated minimum grade requirement and complete enough work to meet the cumulative amount of work for that academic year as defined in section 1.19.3.

1.19.5 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. In such cases the student is ineligible for financial aid for the following academic year.

1.19.6 APPEAL OF PROBATIONARY STATUS (ACADEMIC PLAN)
If the student on probation fails to achieve either requirement (minimum grade or cumulative hour) by the end of the first probationary period, he or she will have the opportunity to appeal their ineligibility by providing information on extenuating circumstances. Extenuating circumstances include extended illness or death of a family member, class attendance and completion of assignments, or approved changes in the degree program.

The student must meet with an Academic Adviser to file an Academic Plan that will lead to meeting the minimum SAP requirements in the future. This plan must be submitted to and approved by the Credits Committee. The student’s progress will be reviewed at the end of the payment period; if the student does not meet the terms of the plan, eligibility will cease and all remaining aid will be cancelled. See Section 1.33 for additional information.

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 (Mrs. Karen Holder, Dir. of Financial Aid, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204, 214-887-5221). The student must include 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. See Section 1.33 for additional information.

1.19.7 REINSTATEMENT OF FINANCIAL AID
If the student is determined to be maintaining satisfactory academic progress, the student’s eligibility for financial aid will be reinstated. The student will receive notification from the Director of Financial Aid in writing. To reestablish satisfactory academic progress once a student has been terminated from financial aid, the student must meet all of the above requirements.

1.20 EXAMINATIONS AND COURSE EXTENSIONS
1.20.1 FINAL EXAMS
The requirement of a final examination for a course is determined at the discretion of the professor or department. 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.

Graduating students unable to complete all remaining course work by the necessary date 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 in section 1.20.4. Even if such a petition is granted, it may require postponement of the semester of graduation and may also incur a graduation postponement fee.

1.20.2 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 grade. 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.

1.20.3 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 1.33 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. 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, grade penalties or extension fees will not normally be assessed.

1.20.4 EXTENSION PROCEDURE
Students needing additional time to complete course work must petition the Credits Committee for an extension. The 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 (Section 1.33) prior to submitting the petition, and must specify how their circumstances fit the criteria.

Students with extended work not completed from the fall semester may not register for the Wintersession without permission of the Registrar’s Office. 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; file number (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.

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

1.21 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 agrees to the reduction. The professor has the option of requiring the student to do all course requirements even when less credit is granted.

1.22 INDEPENDENT STUDY AND SPECIAL TOPIC COURSES

1.22.1 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:

• One hour: 20 hours of reading and research,
  and a 2,500-word thesis
• Two hours: 40 hours of reading and research,
  and a 5,000-word thesis
• Three hours: 60 hours of reading and research,
  and a 7,500-word thesis
• 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 1.33 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 Sections 1.20.2 and 1.20.3.
Exceptions to this rule will be made only for

1.22.2 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 coincides with the criteria for an inde-
pendent study course.

STM and CBTS students may take a maximum
of six semester hours by independent study
or by special topics; MA students may take a
maximum of twelve semester hours; and ThM
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.

1.23 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 that involves several evangelical seminaries.
The program offers lecture courses by biblical
scholars, delivered in MP3 and audio CD format.
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 1.22). A current ITS catalog is available for consultation in the Registrar’s Office.

1.24 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 ThM and STM, 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.

1.25 INTEGRATIVE RESEARCH COURSES
All entering ThM students are required to register for the one-hour course RS101 Orientation and Research Methods.

ThM students who plan to graduate in the fall semester and opt to complete 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.

1.26 MASTER’S THESIS
1.26.1 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: the intended topic, the advisers, and the deadline by which the final draft should be submitted. 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.

1.26.2 ADMINISTRATIVE REGULATIONS FOR THESES

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 by the end of the following summer at the latest. 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 scheduled 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 in section 1.26.3. 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.

1.26.3 WRITING A MASTER’S THESIS
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 CampusNet, under Forms and Information. It illustrates proper format and arrangement of material.

The student should submit a copy of each portion of the thesis to both 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 fall  
  Submitted by 1/15 to complete for spring  
  Submitted by 5/15 to complete for summer
- **Final Draft**  Submitted by 11/15 to complete for fall  
  Submitted by 4/1 to complete for spring  
  Submitted by 7/15 to complete for 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.

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.

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 in which 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.

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 thesis.

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 the thesis by submitting a computer word count with the final draft of the thesis.

1.27 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 an academic 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 churches 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.

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 either personally
affirm or inform the pastor or another staff member about the student’s regular participation in that church.

1.28 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 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. The student also demonstrates evidence of exemplary Christian character to the satisfaction of the faculty. The student also 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.

1.28.1 ACADEMIC REQUIREMENTS
Each student in the Master of Theology (ThM) 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 (STM) 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 MA degree program in Biblical Exegesis and Linguistics, Biblical Studies, Christian Education, Christian Leadership, Christian Studies, Cross-cultural Ministries, or Media Arts and Worship 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 Certificate program of Biblical and Theological Studies or Graduate Studies 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 MA 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.

1.28.2 PROCEDURE FOR DENIAL OF ADMISSION TO CANDIDACY
Students not admitted to candidacy for academic reasons 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 to 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 to 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.

1.29 GRADUATION

1.29.1 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.

1.29.2 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 ThM, MA, and Certificate programs. A minimum grade point average of 2.5 is required for graduation in the STM program. A minimum grade of B-minus is required for credit in all courses fulfilling requirements for graduation in the doctoral programs.

For the ThM, STM, and MA 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.
1.30 RECLASSIFICATION TO ANOTHER DEGREE PROGRAM

A student whose ministry goals change while at Dallas Theological 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 Advising Center. 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 re-documentation of financial support.

The criteria for reclassifying into a degree program are the same as those for admission into that program as a new student. Therefore reclassifying should not be viewed as a way to obtain a Dallas Theological Seminary degree in order to enter a ministry for which the degree is not intended. Specifically, the MA(BS) is not a profession-preparatory degree.

Students with full-time ministry goals will not be reclassified into the MA(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.

1.31 STUDENT RECORDS

Privacy is maintained with respect to student records. Once a student is no longer enrolled at the Seminary, student records are maintained for ten years. 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. Transcripts will not be released if a student has requested that they not be released, or if there is a financial hold on the student’s account.

Seminary student records are defined as information and data which relates to a personally identifiable current or former student and generally falls into the categories of academic and non-academic records. 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. To obtain a copy of his or her academic records, a student may contact the registrar’s office (www.dts.edu/registrar/).

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 at www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html.

1.32 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.

1.33 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. Dallas Theological Seminary students are not subject to unfair action/treatment as a result of the initiation of a complaint.

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 (GNPEC), 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; 770-414-3300 (office), 770-414-3309 (fax), gnpec.org.

Virginia students who have followed appeal procedures as outlined in this handbook without
reaching an acceptable resolution may file a written complaint with the State Council of Higher Education for Virginia, Private and Out-of-State Postsecondary Education, 101 N 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219; 804-371-2285.

Tennessee students who have grievances that have not been settled at the institutional level may contact the Tennessee Higher Education Commission, Parkway Towers Suite 1900, 404 James Robertson Parkway, Nashville TN 37243-0830; 615-741-5293.

1.34 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 dean of academic administration (3909 Swiss Avenue, Dallas, TX 75204; 214-887-5013), 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. Residents in New Mexico can file a complaint with the New Mexico Higher Education Department, Private & Proprietary Schools Division, 2048 Galisteo Street, Santa Fe, NM 87505.

1.34.1 STUDENT GRIEVANCE PROCEDURES
The Seminary’s procedures for handling student grievances fall into three categories: credit/academic; dismissals/conduct; and operational/general. The following categories express the applicable policies and regulations.

Credit/Academic
A student may file a petition with the Credits Committee regarding complaint about an academic or financial policy or request that an exception be made to a policy. The petition is free and can be submitted electronically through CampusNet, which is login-protected. Section 1.33 specifies the policy and procedure for handling Credits Committee petitions. At the doctoral level, the PhD Studies Committee manages the appeal process. Student complaints may be addressed to Mr. Billy Todd, Registrar, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204; 214-887-5351. (See Section 1.17.7 for additional information.)
**Dismissals/Conduct**

The Dean of Students renders disciplinary decisions, which range from a disciplinary warning to dismissal. The Seminary's policy for handling an appeal of such a decision is specified in Section 4.6.6. A written appeal must be made to the Student Affairs Committee. An appeal of any action by the Student Affairs Committee must be made in writing through the academic dean to the faculty of the Seminary, which will render a final decision. Student complaints may be addressed to Dr. Robert Garippa, Vice President for Student Services, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204; 214-887-5361. (See Section 1.18.6 for additional information.)

**Operational/General**

The Student Handbook also specifies avenues of complaint beyond the seminary. This includes the Department of Education for the handling of student records (Section 1.31) and to the Association of Theological Schools (Section 1.34) for violations of ATS accreditation standards. Additionally, the Seminary website includes information about ethics violations (www.dts.edu/about/contact/ethicsreport) and general complaints (www.dts.edu/about/contact/complaint). Student complaints may be addressed to Mr. Robert Riggs, Vice President for Campus Operations, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204; 214-887-5007.

Tennessee students who have grievances that have not been settled at the institutional level may contact the Tennessee Higher Education Commission, Parkway Towers Suite 1900, 404 James Robertson Parkway, Nashville TN 37243-0830; 615-741-5293.

1.35 EXTENSION SITE LOCATIONS

1.35.1 ATLANTA EXTENSION PROGRAM

Seminary extension courses in the Atlanta area meet at North Point Ministries Office: 4400 North Point Parkway, Suite 100, Alpharetta, GA, 30022; 678-892-5000.

1.35.2 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.

1.35.3 HOUSTON EXTENSION PROGRAM

Seminary extension courses in the Houston area meet at Dallas Theological Seminary: 7100 Regency Square Blvd, Suite 100, Houston, TX 77036; 713-917-3900

1.35.4 NASHVILLE EXTENSION PROGRAM

Seminary extension courses in the Nashville area meet at Fellowship Bible Church—Brentwood: 1710 Franklin Road, Brentwood, TN 37027; 615-777-8500.

1.35.5 SAN ANTONIO EXTENSION PROGRAM

Seminary extension courses in the San Antonio area meet at Northeast Bible Church: 19185 FM 2252, Garden Ridge, TX 78266; 210-651-5462

1.35.6 WASHINGTON DC EXTENSION PROGRAM

Seminary extension courses in the Washington DC area meet at McLean Bible Church: (Prince Williams Campus), 10002 Battleview Parkway, Room 216, Manassas, VA 20109; 703-770-2976 (campus director).
2. Library Services

Library Services Contents

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2. LIBRARY SERVICES

Whether a student is on campus or across the globe, library staff are available to help with research and study needs. Phone, email, or visit the Dallas or Houston campus for help. See library.dts.edu/contact for contact information.

Databases and the Website are available 24/7. During the normal academic year the Dallas campus library is open more than seventy hours each week. Hours are shortened during the summer. A complete calendar is available at library.dts.edu/hours.

2.1 LIBRARY REGISTRATION AND PASSWORDS
New students should consult library.dts.edu/new-students. New students are automatically registered to use the library two weeks before their first semester begins. A DTS ID and library password are required to renew books, place holds, and access online databases. See library.dts.edu/password-wc for an explanation of how to create a library password.

2.2 LIBRARY ORIENTATION, INSTRUCTION, AND REFERENCE HELP
The library offers orientation the first few days of the fall and spring semesters on the Dallas and Houston campuses. Some formal library research instruction is incorporated into RS100, RS101, DM102, and BS1004. See library.dts.edu/dbtutorials for information about using databases.

Library reference personnel with theological and bibliographic expertise are eager to help with the research and study problems. It is best for students to make an appointment if extensive help with a thesis or other large-scale research is needed.

2.3 RULES
See library.dts.edu/rules for official library policies.

2.4 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.

Borrowers may renew items themselves via WorldCat, the library catalog. If the student wishes, library staff can do it for the student. All borrowed items must be returned to the library on or before the date due. Most 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. Long overdue materials will be declared lost, and an invoice of
charges will be sent to the borrower. Ask staff about loan periods, renewal rules, and other details.

2.5 PLACING HOLDS
Students may use WorldCat to place a hold on an item that is on loan to another person. WorldCat will email students when the item returns so they may pick it up.

2.6 MEDIA SERVICES, COMPUTER HARDWARE AND SOFTWARE
The Media Center in the basement of Mosher has a wide range of computers, software, and AV equipment to support various studies and creation of media productions, including video and audio recording suites. Some equipment is available for rental. Contact media staff for help with commonly used software, including many Microsoft and Adobe products on both Windows and Mac OS X platforms. Contact library reference staff for help with database software, citation software (e.g. Zotero), and login-authentication problems. For help with Logos bible study software, contact the Logos helpdesk at https://www.logos.com/contact.

2.7 TEXSHARE AND INTERLIBRARY LOAN (ILL)
If a student needs a book or article that DTS does not own, he or she may contact our Interlibrary loan department. Library staff will assist in retrieving it for the student.

2.8 SPECIAL SERVICES FOR STUDENTS OUTSIDE THE DFW AREA
Live outside the DFW area? Read about special services here: library.dts.edu/remotestudents.
3. BUSINESS INFORMATION

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3. BUSINESS INFORMATION

3.1 BUSINESS OFFICE SERVICES
The Cashier’s Office is located in the DTS Advising Center on the first floor of Walvoord Student Center. The Cashier accepts payments to DTS and cashes checks up to a maximum amount of $50. The cashier’s window is open Monday through Friday, from 10:00 a.m.–12:00 p.m. and 12:45 p.m.–4:00 p.m. A drop box is located next to the cashier’s window for making payments when the Cashier is closed.

The Bursar is located in the DTS Advising Center on the first floor of Walvoord Student Center. The Bursar office can answer questions related to your DTS student account, Tuition Management Systems (TMS) payment plans, third party tuition assistance, and other student account questions.

3.2 ACADEMIC FINANCIAL POLICIES
No student is eligible to register for classes, receive a diploma, or a transcript until all outstanding balances with the Seminary and/or the Tuition Management Systems (TMS) payment plan are current or paid in full. Student accounts that are delinquent will be sent several delinquent notices by email and letter from the Bursar. A delinquent account that is not made current as per the notices may be sent to a collection agency. A financial hold will remain on the student’s account until the delinquent balance is made current or the matter is resolved. In addition, students who owe the Seminary or are 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 ADVANCED DEPOSIT/GRADUATION FEE
When a student (including a student enrolled in the Certificate of Biblical and Theological Studies program, but excluding nondegree students) enters or reenters a degree program, the student must pay an advanced deposit fee when enrolled in his or her first semester (fall/spring for Masters and PhD or winter/summer for DMin). This deposit will be retained throughout the student’s period of study at Dallas Theological Seminary and will become payment for the graduation fee for completing a degree. Students who are automatically placed on leave of absence by the Registrar office will forfeit this deposit. Students who withdraw from seminary will forfeit this deposit.

3.2.2 GENERAL FEE
A nonrefundable general fee is charged each semester to all students. This fee covers the student’s subscription to Bibliotheca Sacra, the library usage fee, Student Council allotment, laboratory fees for preaching and homiletics, vehicle sticker, and other administrative costs.

3.2.3 TECHNOLOGY FEE
A nonrefundable technology fee is charged each semester to all students. This fee covers maintaining and upgrading computers for student use, classroom presentation technologies,
LOGOS software, online and network access, and other technology resources.

3.2.4 ACTIVITY FEE
Students enrolled at the Dallas campus are also assessed an activity fee. This fee covers membership to the Baylor Tom Landry Fitness Center. Students can elect not to have a membership by opting out during the beginning of the semester. See Section 4.9 for more information.

3.2.5 SPIRITUAL FORMATION FEE
Students enrolled in a Spiritual Formation group are assessed a Spiritual Formation fee for each of four semesters of enrollment in SF100 and for each of two semesters of enrollment in SF110.

3.2.6 NEW STUDENT ASSESSMENT/ORIENTATION FEE
New students are assessed a one-time non-refundable new student assessment/orientation fee. This fee covers the costs of assessment tests and incoming student 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 SIT-IN AUDIT FEE AND SPOUSE AUDIT FEE
Students and student spouses who choose to partake in a class as a sit-in audit or as a spouse audit have until the end of the first week of the semester to enroll and be charged a nonrefundable fee to attend the class. Enrollment in the class is dependent on availability of space in the class. The nonrefundable fee will be charged for each class requested.

3.2.9 STUDENT ACCOUNT INFORMATION
When students register for classes (add credit hours), this creates charges on their DTS Student account. When students drop classes (drop credit hours), this creates credits on their DTS Student account. When credits, payments, scholarships, or loans, etc. are subtracted from your total charges, it equals the net amount owed on the DTS student account.

For Example:

Registered Credit Hours (Charges) minus
Dropped Credit Hours minus
Payments, Scholarships, Direct Loans equals
Balance Due on DTS Student Account

Student Account Statement can be found on CampusNet. All charges, credits, payments, and a running balance are all visible on the student's account. Students may also access the complete statement at the bottom of the student account statement; this details all charges since matriculation.

The Estimated Bill can be found under the current semester on CampusNet. The estimated bill will not show prior charges, credits, and payments, so always check the Student Account Statement for the actual balance on the DTS student account.

If a DTS student account has activity on it, an automatic email is sent on Monday mornings indicating what activity occurred during the previous week and what the current balance is on the account.

3.2.10 PAYMENT
Each semester has a payment deadline. The deadlines will be announced throughout the academic year and are posted online on the Registrar’s webpage. The payment deadlines are as follows (subject to change):

Masters/PhD

- Fall: Due at the beginning of August
- Winter: Due in November
- Spring: Due at the beginning of December
- Summer: Due in April
D.Min

• Winter: Due in September

• Summer: Due in March

If payment is not received by the appropriate payment deadline, classes for the semester will be dropped due to nonpayment.

If students register for a class for a current or upcoming semester and it is after the appropriate payment deadline, payment is due by Friday of that week. Some exceptions may apply if approved by the Bursar.

Student Account payments are made online on CampusNet, by mail, or in person at the DTS Cashier. The following payment options are available:

• Cash: Cash is payable to the DTS Cashier (do not mail cash).

• Paper Check: Paper checks are accepted by the DTS Cashier or by mail. Please mail your check with your DTS ID# noted on the check to ATTN: Cashier
Dallas Theological Seminary (DTS)
3909 Swiss Avenue
Dallas, TX 75204

• Electronic Check: Electronic payments from your checking or savings account are accepted via CampusNet at the bottom of the student account statement by clicking on “Make Online Payment.” Payments must be made from a US Bank account; you will need your bank routing number and your bank account number. There is no convenience fee.

• Credit/Debit Card (Online Only): Online credit/debit card payments are accepted via CampusNet at the bottom of your student account statement by clicking on “Make Online Payment.” (A nonrefundable 2.75% convenience fee applies—subject to change.) Cards accepted are MasterCard, Discover, and American Express. VISA CREDIT/DEBIT CARDS ARE NOT ACCEPTED (subject to change). We cannot accept credit/debit card information at the Cashier or over the phone.

• Payment from International Funds: DTS has contracted with Travelex to assist with the transfer of international funds to DTS. To make a payment using Travelex, please click on “Make Payment from International Funds” at the bottom of your student account statement on CampusNet. You will need to complete some information; take the print-out at the end of this process to your bank to have your bank transfer the funds to DTS. Please allow up to two weeks for this process to complete and for the funds to post to your DTS student account.

• Wire Transfer: For extreme payment circumstances, DTS will accept a wire transfer from your international bank account. Please contact the Bursar to obtain the necessary information. Please allow two–three weeks for this process to complete and for the funds to post to your DTS student account.

• Tuition Management Systems Payment Plan (TMS): DTS has contracted with Tuition Management Systems to provide the following plans for Master and Doctor of Philosophy students:
  • 3 month (Summer enrollment)
  • 5 month (Fall/Spring enrollment)
  • 10 month (Fall enrollment only)

Winter semesters for Master and Doctor of Philosophy need to be included in either a fall plan or a spring plan. More information on the plans can be found at www.dts.edu/departments/campus/financialaid/tms/.
For Doctor of Ministry students, there are six month and 12 month payment plans available.

• THIRD PARTY SUPPORT: If you have supporters such as churches, friends, family, etc., that want to contribute to your DTS student account, they may complete and submit the
form located online (www.dts.edu/students/advising/paymentoptions/) under “Third Party Support.”

Note: DTS recognizes how important monetary gifts are to students, and stresses that students should only contact their home church or the church where they are currently involved.

Students should only contact individuals such as family members and personal friends who are mindful that they are studying at DTS. Students should never solicit individuals for support with whom they are not associated with and are unknown to the donor.

Please note: Per IRS regulations, any payment which has the result directly or indirectly of funding a specific person’s account will not be tax deductible for the donor (Rev. Rule 83-104). If your third party support will not post to your account prior to a payment deadline, please email the DTS Bursar with the name of your third party support, address, and the amount you will be receiving. The amount you are receiving will be taken into consideration for payment deadline purposes (e.g. dropping classes due to nonpayment).

- Non-DTS Scholarships: You may be receiving a scholarship from an outside source. If your scholarship will not post to your account prior to a payment deadline, please email the DTS Bursar with a copy of your award letter prior to the payment deadline. The amount you are receiving will be taken into consideration for payment deadline purposes (e.g. dropping classes due to nonpayment).

- Other Tuition Assistance: You may have other tuition assistance available to you from your employer, military, veterans, 529 plans, etc. Please contact the DTS Bursar at
stuacct@dts.edu or 214-887-5086 to discuss your other tuition assistance or to submit the necessary paperwork so the school may submit the information on your behalf.

- **Direct Loan Program:** Currently the only Title IV funds that DTS awards are Direct Loan program unsubsidized loans. Students may contact the DTS Financial Aid Office for information on the Direct Loan Program. More information can be found at www.dts.edu/departments/campus/financialaid/directloans/.

### 3.2.11 REFUNDS

Tuition refunds are granted according to the course drops and withdrawal schedules (see Section 3.3). Semester fees will be refunded only if the student withdraws from all classes prior to the beginning of the term in which the classes are scheduled. Exceptions to refund policies may be approved by the Credits Committee for justifiable extenuating circumstances after the applicable refund schedule period. 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.

When you drop credit hours, you may receive a credit of tuition and fees to your DTS student account. Once the credit, if any, is posted to your student account, the credit may

- remain on your account to be used for a future semester,
- adjust your TMS payment plan to reduce your monthly payments,
- be returned to your third party support, to the Department of Education through the direct loan program, or other tuition assistance,
- or be given to you, if no restrictions apply, in the form of direct deposit or a paper check.

If you want a refund of the credit balance on your student account, you must submit a refund request to the Bursar office. The email address to submit the request is stuacct@dts.edu. You may also submit your request by replying to the automatic email that you would have received on Monday morning. The Bursar will review your request and process it accordingly.

Refunds are processed as they are received and will be disbursed to you in the form of direct deposit or paper check. DTS strongly encourages all students to enroll in direct deposit by completing the direct deposit information on CampusNet under

- **General Info–Forms and Information–Business Office–Student Accounts–Direct Deposit for Student Refunds.**

Direct Deposit will be disbursed within seven to ten days of the refund request. A check will be issued to the student if the student is not enrolled in Direct Deposit and will be issued within 14 days of the refund request.

### 3.2.12 DIRECT LOAN EXCESS REFUND

When a direct loan is first disbursed on the student account, the DTS Business Office has 14 days from the date the loan is disbursed to refund any excess direct loan funds to the student.

### 3.2.13 RETURN TO TITLE IV CALCULATION

A Direct Loan is awarded to a student under the assumption that the student will attend for the entire enrollment period or semester. When a student who has received a direct loan and withdraws from all classes for the semester before completing 60% of the semester, the student has not “earned” all of his/her federal financial aid and a Return of Title IV Funds Calculation must be performed. The “earned” and “unearned” portions are determined by the number of days the student attended class. The school portion of “unearned” funds must be returned to the Department of Education by DTS. This return of funds may create a balance due on the student’s DTS student account based on the normal Seminary refund policy. In this case, the student is responsible for paying the balance to DTS.
### 3.3 COURSE DROPS AND WITHDRAWALS

When a student drops one or more courses or withdraws from Seminary, grades and tuition refunds are given according to the schedule below. Semester fees are nonrefundable beginning the first day of the semester. Fees may be waived only with approval of the Credits Committee. Students who withdraw from all classes prior to the beginning of a term in which the classes are scheduled will receive a 100% refund of tuition and fees paid for that term.

#### 3.3.1 FIFTEEN-WEEK COURSES OR A THESIS

<table>
<thead>
<tr>
<th>Course Drop Date</th>
<th>Refund Percentage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second week of the semester</td>
<td>100% refund</td>
<td>course not listed on transcript</td>
</tr>
<tr>
<td>Fourth week of the semester</td>
<td>75% refund</td>
<td>course recorded “W.”</td>
</tr>
<tr>
<td>Sixth week of the semester</td>
<td>50% refund</td>
<td>course recorded “W.”</td>
</tr>
<tr>
<td>On or after Monday of the sixth week</td>
<td>0% refund</td>
<td>course recorded “WP” or “WF.”</td>
</tr>
</tbody>
</table>

#### 3.3.2 END COURSES

<table>
<thead>
<tr>
<th>Course Drop Date</th>
<th>Refund Percentage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day or weekend</td>
<td>100% refund</td>
<td>course not listed on transcript</td>
</tr>
<tr>
<td>Second day or weekend</td>
<td>75% refund</td>
<td>course recorded “W.”</td>
</tr>
<tr>
<td>Third day or weekend</td>
<td>50% refund</td>
<td>course recorded “W.”</td>
</tr>
<tr>
<td>On or after the third day or weekend</td>
<td>0% refund</td>
<td>course recorded “WP” or “WF.”</td>
</tr>
</tbody>
</table>

#### 3.3.3 TWO- TO FIVE-WEEK COURSES

<table>
<thead>
<tr>
<th>Course Drop Date</th>
<th>Refund Percentage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second class session</td>
<td>100% refund</td>
<td>course not listed on transcript</td>
</tr>
<tr>
<td>Fourth class session</td>
<td>75% refund</td>
<td>course recorded “W.”</td>
</tr>
<tr>
<td>Sixth class session</td>
<td>50% refund</td>
<td>course recorded “W.”</td>
</tr>
<tr>
<td>On or after the day of the sixth class session</td>
<td>0% refund</td>
<td>course recorded “WP” or “WF.”</td>
</tr>
</tbody>
</table>

#### 3.3.4 SEVEN- OR TEN-WEEK COURSES

<table>
<thead>
<tr>
<th>Course Drop Date</th>
<th>Refund Percentage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second week on transcript</td>
<td>100% refund</td>
<td>course not listed</td>
</tr>
<tr>
<td>Third week</td>
<td>75% refund</td>
<td>course recorded “W.”</td>
</tr>
<tr>
<td>Fourth week</td>
<td>50% refund</td>
<td>course recorded “W.”</td>
</tr>
<tr>
<td>On or after the Monday of the fourth week</td>
<td>0% refund</td>
<td>course recorded “WP” or “WF.”</td>
</tr>
</tbody>
</table>
3.4 STUDENT FINANCIAL AID
Tuition scholarship aid is available for full-time students. Application deadlines are posted in the campus publication *Kerygma*.

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 Theological 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 months in equal, interest-free monthly installments. Tuition Management Systems will administer the payment plan option for Dallas Theological
Seminary. An enrollment fee applies and is payable to Tuition Management Systems.

Students can use this program to pay for tuition, fees, and books purchased through the DTS Book Center. Payment plans available for Masters and Doctor of Philosophy students are a three-month plan (for 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 May 15. 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 health insurance that meets the Affordable Care Act 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. DTS currently offers a Student Health Insurance Plan that complies with the requirements of the Affordable Care Act.

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 plan. All international students must carry health insurance.

Eligible students will receive information packets in the mail every summer. Plan and enrollment information is also available thru CampusNet or you may contact the Human Resources office at DTS.

3.7 LUNCH AND COFFEE SERVICES
The Seminary endeavors to provide a quality food service program for resident and off-campus students, faculty, and staff. You may fund your account to any level above $20 and you may add to this account at any time. 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 (214) 841-3594.
3.8 HOUSING INFORMATION

3.8.1 SEMINARY-OWNED APARTMENTS

The Seminary offers on-campus apartments for married couples, with or without children, in Swiss Tower, and single students in Washington Hall. Accepted students may apply for campus housing in the Leasing and Relocation Services or online via the student’s CampusNet. To maximize your opportunity to acquire on campus housing, newly admitted student should apply immediately upon receipt of notification of his or her acceptance as a student.

If the Seminary is able to offer the student an apartment, a nonrefundable Holding Fee must be sent immediately to the Leasing and Relocation Services. This fee will serve as half of the apartment deposit when the student signs his or her lease.

3.8.2 RESIDENCE HALL POLICIES AND FEES

All on-campus housing for single students will be in Washington Hall. This facility has one and two-bedroom apartments. Please note that both bedrooms in the two-bedroom apartments have a private bath and walk-in closet. It is possible to add an additional roommate in a bedroom 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 live. While the leases are very similar, some details will vary slightly as appropriate for each unique facility.

Full details and photographs of Swiss Tower and Washington Hall, along with housing policies and procedures are available in the Leasing and Relocation Services and on our website at www.dts.edu/housing.

3.8.3 HOUSING IN THE DALLAS AREA
The Leasing and Relocation Services maintains current off-campus housing information on housing in the Dallas area for DTS students, faculty, staff, and alumni. The Leasing and Relocation Services can also assist with referrals to off-campus guest accommodations.

3.9 SEMINARY BOOK CENTER
Textbook lists are available on CampusNet.

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.

3.9.2 RETURNS
Purchases to be returned or exchanged must be submitted to the Book Center within forty-eight hours of purchase. The returned item must be unused and unmarked. Music and software must remain shrink-wrapped and unopened. 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.
## Student Life Contents

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<th>Section</th>
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<tr>
<td>Miscellaneous</td>
<td>4.11</td>
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</table>
4. STUDENT LIFE

4.1 PERSONAL CONDUCT

4.1.1 STUDENT AGREEMENT ON ADMISSION

Students are reminded of the agreement they signed when they applied to Dallas Theological Seminary: “I promise, in submission to the Holy Spirit’s guidance, that, if admitted to Dallas Theological 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 QUESTIONNAIRE

The department of Student Services provides an entrance questionnaire for every entering student and an exit questionnaire for graduating students. The entrance questionnaire is mandatory and is reviewed during the student’s initial semester. Students who do not complete the entrance questionnaire may not register for the following semester. The exit questionnaire is optional.

4.1.3 COMMUNITY COVENANT

The Mission of Dallas Theological Seminary (DTS) is to, “glorify God by equipping godly servant leaders for the proclamation of his word and the building up of the body of Christ world-wide.” As a community dedicated to fulfilling this mission to glorify the Father in the power of the Spirit, the board, faculty, staff, and students commit ourselves as a seminary to the cultivation of Christian doctrine, purity, and love consistent with the character and person of Christ. As physical-spiritual image bearers of the Triune God, we aspire to be known for excellence and integrity in Christlikeness. We commit ourselves to seeking the Spirit’s wisdom and discernment through the study of Scripture as we seek to honor Christ in the following areas:

- We commit ourselves to the biblical model of sexual purity expressed through either celibacy in singleness or fidelity in Christian marriage as a sacred union between one man and one woman and to the standards of conduct set forth in the DTS Marriage & Human Sexuality Policy, which is incorporated herein by this reference.

- We commit ourselves to maintain a non-prescriptive drug-free, alcohol-free, and tobacco-free environment with respect to all seminary facilities, events, and activities, knowing that any exception for the liturgical or medicinal use of alcohol on campus is to be approved by the administration.

- We commit ourselves to carefully exercise Christian freedom with regard to the use of alcohol, guarding against the misuse of any substances that might abuse our bodies, foster addictions, or cause others to stumble and to the standards of conduct set forth in the DTS Alcohol Policy, which is incorporated herein by this reference.
• We commit ourselves to build and live in community that encourages responsible care and stewardship of the human body and soul while personally reflecting Christian modesty, maturity, discretion, and respect. (See section 4.1.4 for current guidelines for campus conduct and appearance.)

• We commit, within the context of our theological convictions and mission, not to discriminate on the basis of race, color, sex, age, national and ethnic origin, or disability, and to take active measures against discriminatory harassment, and sexual harassment, including any type of violence or misconduct. As used herein, the term “sex” refers to an individual’s immutable sex—either male (man) or female (woman)—as objectively determined by genetics or physiology present by or before birth. (See complete Abuse and Harassment Policy)

As we strive toward these commitments, we acknowledge our weakness and our constant need for God’s ongoing redemptive power expressed through his Spirit and fostered in the community of faith. When breaches of these commitments occur, we encourage the practice of repentance, confession, pardon, correction, and redemptive discipline when necessary.

4.1.4 CONDUCT AND APPEARANCE
The appearance of seminary students, while on campus is expected to reflect Christian modesty, maturity, discretion, and respect. Additionally, students are expected, while in classes and chapel, to dress with neatness and cleanliness following the standards as defined by Dallas Theological Seminary.

A fuller definition of this policy may be obtained from the Student Services at studentservices@dts.edu.

4.1.5 RIGHT TO PRIVACY
The faculty, staff, and students of Dallas Theological 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 files, 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 Theological 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 environment 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 environment 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;

(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. Assigning this status provides 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. 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 may 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 COUNSELING ASSESSMENTS
The Director of Counseling Services administers a psychological assessment to each entering student in conjunction with New Student Orientation. The purpose of the assessment is to assess whether the student has entered the Seminary with personal struggles that, if not addressed, could be detrimental to his or her future ministries. Based on the results of the assessment, the student may receive additional services such as additional testing, reading assignments, and counseling sessions.
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, the Director of Counseling Services and dean of students will advise the student and potentially ask the student to voluntarily withdraw or require the student to withdrawal from the Seminary through one of the procedures outlined in this handbook.

4.1.10 COUNSELING
The Director of Counseling Services provides initial counseling and assessment at no cost to members of the Seminary family. When ongoing counseling is required beyond the introductory level, referrals are made to find the best care available within a network of mental health professionals. Pastoral counseling is also available at no cost through the dean of students, student services staff members (adviser to women students, adviser to African-American students, adviser to international students, and the Seminary chaplain), and faculty members.

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.

4.2 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 11:20 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 DMin and PhD 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) 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 chapels per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>40 chapels</td>
</tr>
<tr>
<td>3</td>
<td>30 chapels</td>
</tr>
<tr>
<td>2</td>
<td>20 chapels</td>
</tr>
<tr>
<td>1</td>
<td>10 chapels</td>
</tr>
</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 (starting after 4:30 p.m.), 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. This includes attending all regular sessions scheduled between 8:00 a.m. and 12:30 p.m. Tuesday–Friday, 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 during the reporting period. Reporting is done 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 email reminders sent 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 are required to attend at least half of the semester’s required chapels during the reporting period. If circumstances beyond one’s control prevent doing so, 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. Reduction forms are available on CampusNet (campus.dts.edu/student). Requests for reductions based on employment-related changes that occur during the semester are permitted as needed.

4.2.9 POLICY VIOLATIONS
Failure to attend and report attendance is considered to be a violation 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
Campus Police officers are on duty seven days a week, twenty-four hours a day. Campus Police can be reached from any campus phone by dialing extension 5590, or 214-887-5590 when off campus.

All students are asked to help maintain campus security by reporting suspicious people and activities to campus police. Students should not leave their personal belongings unattended nor should they leave items of value in plain view in vehicles. Students should keep their vehicles locked at all times.

The Campus Security Act of 1990 requires all colleges and universities participating in Federal Student Aid Programs to disclose basic institution information on campus security policies and campus crime statistics. This information is available on the Seminary web site at www.dts.edu/departments/campus/campuspolice/dallas/crimereport/.

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 lower passenger-side corner of the front window. Parking permits are issued free of charge by the Campus Police. 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 are to be parked only at campus bike racks.

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 lots 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 folder 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
In accordance with Chapter 46 of the Texas Penal Code, the seminary prohibits the possession and use of firearms and other weapons on its property. This prohibition includes any devices that might reasonably be mistaken for a firearm or weapon.

Texas state law allows a license holder to carry a concealed handgun on any land or buildings owned or leased by an institution of higher education, but as a private institution the seminary has opted out of this provision. Licensed holders may, however, keep firearms in their vehicles while parked on the campus but may not carry a firearm into any DTS building. Exceptions to this policy must be authorized in advance and in writing by the administration.

The open carry of firearms by a licensed holder is still prohibited by law on the premises of an institution of higher education, as well as on any public or private driveway, street, walkway or parking area of an institution of higher education. Violations of this policy will be considered a serious offense and will be referred to both internal administrative authorities and external police authorities.
4.4 HEALTH CARE POLICY

Dallas Theological 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, meningitis, 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 operations 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 operations 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 operations 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.
Some communicable diseases are not spread by casual contact. Due to the method of acquisition of such diseases, the standards of the Seminary may require disciplinary action for some individuals. Regardless of whether or not a disease is transmitted, persons engaging in such acts will be reviewed equally.

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. The dean 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, which can be 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 the dean’s 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 choose to 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. 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 is normally 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. 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.
In each of the penalty options the student will receive notification of the decision in writing from the Dean of Students or the Student Affairs Committee.

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 the 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

Student organizations must be approved through the Student-Faculty Committee, which will recommend acceptance or rejection to the faculty. A proposed organization must file a constitution or statement of purpose and the name of a faculty sponsor, with facts revealing student interest in the new group to the dean of students. 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. The faculty sponsor of that organization must approve speakers sponsored by all student organizations.

4.8 STUDENT PUBLICATIONS

4.8.1 KERYGMA ("PROCLAMATION")

Kerygma is the official Dallas Seminary 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 Monday during the academic year. Students are responsible for knowing the 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 STUDENT NEWSPAPER

The Seminary publishes a student-oriented, student-prepared newspaper 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 the paper’s staff and with the dean of students, who has final responsibility for the contents of the student newspaper.
4.9 STUDENT FITNESS OPTIONS
The Seminary encourages regular physical activity as a means of attaining one’s best level of wellness, and is pleased to offer three fitness options to fit the various budgets, locations, and schedules of our students and their spouses. Complete information on these options is available on the Seminary’s website.

Each semester, an activity fee is charged to all students enrolled at the Dallas Campus, no matter the amount of hours taken. This allows students of the Seminary restricted usage of Baylor Tom Landry Fitness Center on a per-semester basis. All fees must be paid through the student’s account via credit card or electronic check, or in person at the Cashier’s office.

To avoid paying for a service the student does not wish to use, those who have been charged the activity fee and do NOT wish to use Baylor MUST opt out via CampusNet during the first three weeks of the semester. The fee will be credited back to the student’s account.

Spouses who DO wish to use Baylor must opt in via CampusNet during the first three weeks of the semester. Those who fail to do so by the deadline will not be eligible to use Baylor until the following semester. All students and spouses who register for Baylor Tom Landry Fitness Center must
complete an annual liability waiver form, available at the front desk of Baylor.

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 and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to the Disabilities Coordinator. Documentation of disability may be required in order to receive appropriate modifications. The department responsible for the services requested will coordinate with the appropriate Seminary personnel and/or federal or state agency to provide the student with maximal assistance.

The Seminary will not make substantial adjustments in existing programs beyond those necessary to eliminate discrimination against otherwise qualified students, and will not modify existing programs to the extent it places an undue financial or administrative burden on the Seminary. The Seminary assumes no responsibility for personal care attendants, health-care providers, personal devices, individually-prescribed devices, readers for personal use or study, or private tutors.

4.10.2 PROCEDURES FOR RESOLUTION OF ISSUES OF ACCOMMODATION
Any student who wishes to appeal the decision made for his or her request for accommodation may do so by notifying the Disabilities Coordinator in writing, and by following the procedures noted in Section 1.33. If a student wishes to file a discrimination complaint, he or she may file a complaint with the Office of Civil Rights (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 Dining Commons.

4.11.2 MAIL SERVICES
Mail Services is located next to Luke’s Closet on Swiss Avenue and offers shipping and mailing services. On-campus students should check with the Leasing and Relocation Services regarding their proper mailing address.

4.11.3 FOLDERS FOR STUDENT ACADEMIC PAPERS
After registering for the first semester, each student at the Dallas campus is assigned an Academic Papers folder. These folders are located on the first floor of the Walvoord Student Center. The folder number is found by logging in to CampusNet to view the individual student page.

Please note: this folder number is not a DTS student identification number. Only academic and campus security-related papers will be placed in these folders. All class papers must have the student folder number, not the identification number, on the paper’s coversheet.

This service is available for all Summer School and Wintersession students who will receive a temporary summer or winter Academic Papers folder.

Students who plan on leaving the campus at the end of a given course should provide their professors with a stamped, self-addressed envelope for the return of final exams and other assignments.

4.11.4 BIBLIOTHECA SACRA
All resident students (including doctoral 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.
4.11.5 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.

4.11.6 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.

4.11.7 USE OF COPY MACHINES
The media center in the library has equipment for self-service duplicate of print, video, and audio materials. Digital copies are free, but paper copies require payment. Staff in the Copy Center, located in the Mail Services building, will make photocopies of print materials for students. A complete list of Copy Center services is available.

The following rules apply to the duplicating of materials:

(1) 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.

(2) 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.

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

(4) 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 Student Services.

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 Internet or social media of any material incorporating the Seminary name, logo, 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). 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.

Students may sign up to receive automated text alerts and emails from DTS regarding weather-related delays or cancellations as well as other campus emergency notification at www.dts.edu/alerts. Additionally students may sign up to receive emergency text alert on their mobile phones.
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