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A man with glasses, wearing a red sweater over a white collared shirt and dark pants, is standing on a stage. He is playing an acoustic guitar and singing into a microphone. In the background, another man is seated and playing a drum set. The stage has a wooden floor and a stone wall behind it.

## 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 web site at [nces.ed.gov/collegenavigator/](http://nces.ed.gov/collegenavigator/).

## 1.1 STUDENT PASSWORDS

Dallas Theological Seminary issues every student a user ID and password for the seminary's online student portal, CampusNet ([students.dts.edu](http://students.dts.edu)). This password should be updated regularly. Logging into CampusNet enables students to register for courses, view grades, pay tuition, and update biographical information. Students should not share this password with anyone. Seminary staff will never ask students for their password. The seminary considers this password equivalent to a student's signature.

## 1.2 OFFICIAL CORRESPONDENCE

Students are required to maintain current email and geographical addresses. This information can be updated on CampusNet. 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. Registration priority is given to students

closest to program completion. A late registration fee is charged to students who register after the registration deadline. Late registration may result in student waitlisting or course cancellation. Official registration must be completed before a student may attend class.

Prior to the payment deadline, students may make schedule changes at no charge. A schedule change fee is charged for each course dropped after the payment deadline. Consult the Business Information section of this handbook for course refund policies. Courses cannot be added after the first week of classes without the approval of the registrar's office.

Students who do not make appropriate payment arrangements by the deadline will be dropped from all courses and may lose their place in class. All course drops must be processed on CampusNet or in writing to the registrar's office ([registrar@dts.edu](mailto:registrar@dts.edu)). Students will not be automatically dropped for nonattendance. A late payment fee is charged to students who submit payment after the deadline. For a schedule of late fees, see the Financial Information section of the seminary current catalog.

Students are responsible for resolving registration holds prior to the open registration period. Holds may be viewed by logging into CampusNet, the online student registration portal.

### 1.3.1 SUMMER AND WINTERSESSION COURSES

The summer session begins in May, the week following completion of the spring semester, and ends in early August, two weeks prior to the

beginning of the fall semester. Classes may start at various times within this session but are still considered part of the summer session.

Wintersession courses are offered during the two weeks between Christmas break and the beginning of the spring semester.

### 1.3.2 INDEPENDENT STUDY COURSES

Independent study courses usually 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." 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 1.30 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 course extension rules stated under Section 1.20. Exceptions to this rule will be made only for extenuating circumstances and must have the approval of the professor and the Credits Committee.

### 1.3.3 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 emphasis or concentration, 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 Advising Center.

Students who wish to register for a Special Topics course may do so through the registrar's office 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 independent study course.

STM, MBTS, and CGS 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.

### 1.3.4 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 be extraneous hours not needed to satisfy 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.

### 1.3.5 AUDITS

Only students who have officially registered to audit may attend a course as an audit student. Audit registration is subject to class availability. Audit students who initially register for a course may be dropped if space is needed to accommodate credit students. Audit registration may be disallowed for a particular course or section at the discretion of the professor or department. Audited courses will be recorded on a student's transcript but do not impact grade point average.

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 no refund (see "Withdrawing from a Course" below). For the schedule of audit fees consult the "Financial Information" section of the seminary catalog.

### 1.3.6 SPOUSE AUDITS

Spouses of currently enrolled students may audit up to three courses per term at a nominal fee per course. Spouse audit students must complete the spouse audit form available via CampusNet 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 will a transcript be issued.

### 1.3.7 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.

### 1.3.8 TUITION-FREE CLASSES

Students currently enrolled in the ThM program may take up to five courses beyond the 120 hours required for the degree for a modest fee. This excludes independent study courses and PhD courses. Students may register for a maximum of one tuition-free course per session. Tuition-free registration is subject to class seating availability and begins 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. Students taking tuition-free courses are still subject to fees typically charged to enrolled students (see Academic Financial Policies).

### 1.3.9 WITHDRAWING FROM A COURSE

Fall and spring semester courses dropped by the end of the first week of the semester (11:59 p.m. on Sunday CST) are not recorded on a student's transcript. From the second to the second-to-last week of a semester students may drop a course without academic penalty and receive a grade of "W." No drops are permitted after the second-to-last week of the semester. In such cases, the student will receive the grade they will have earned in the course by the end of the semester. Exceptions will require permission of the course professor and Credits Committee.

Courses may only be dropped at the request of a student. All course drop requests must be submitted through the CampusNet student registration portal or via email to the registrar's office (registrar@dts.edu). No drops will be permitted after a certain point in a course (according to

the schedule below) without approval from the course professor and the Credits Committee. If the petition to drop the course after the regular time period is approved, a grade of "W" will be assigned. The Credits Committee petition is submitted via students.dts.edu and must be received prior to the semester's completion.

Online courses are typically 15-week courses. Students should be aware that hybrid courses (with a combination of face-to-face and online elements) may be considered 15-week courses regardless of when the face-to-face meetings take place in the semester. Consult the registrar's office with questions concerning the refund schedule for your particular class.

Students receive tuition and fees refunds according to the schedule below (see also section 2.3 "Course Drops and Withdrawals").

## FIFTEEN-WEEK COURSES (traditional face-to-face, online, and most hybrids), INDEPENDENT STUDIES, AND THESES

### IF THE COURSE IS DROPPED

by 11:59 pm Sunday following the 1st week of the semester	Course not listed on transcript	100% refund of tuition and fees
by 11:59 pm Sunday following the 3rd week of the semester	Course recorded as "W" on transcript	75% refund of tuition only
by 11:59 pm Sunday following the 5th week of the semester	Course recorded as "W" on transcript	50% refund of tuition only
on or after Monday of the 6th week and by 11:59 pm Sunday following the 13th week of the semester	Course recorded as "W" on transcript	0% refund
on or after Monday of the 14th week of the semester	Withdrawal not permitted; student receives grade that will be earned by the end of the semester	0% refund

## TEN-WEEK COURSES (traditional face-to-face and some hybrids)

### IF THE COURSE IS DROPPED

by 11:59 p.m. Sunday following the 1st week of the course.	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. Sunday following the 2nd week of the course.	Course recorded as "W" on transcript	75% refund of tuition only
by 11:59 p.m. Sunday following the 3rd week of the course.	Course recorded as "W" on transcript	50% refund of tuition only
on or after Monday of the 4th week and by 11:59 p.m. Sunday following the 9th week of course.	Course recorded as "W" on transcript	0% refund
on or after Monday of the 9th week of the course.	Withdrawal not permitted; student receives grade that will be earned by the end of the semester	0% refund

## SEVEN-WEEK COURSES (traditional face-to-face and some hybrids)

### IF THE COURSE IS DROPPED

by 11:59 p.m. Sunday following the 1st week of the semester	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. Sunday following the 2nd week of the course.	Course recorded as "W" on transcript	75% refund of tuition only
by 11:59 p.m. Sunday following the 3rd week of the course.	Course recorded as "W" on transcript	50% refund of tuition only
on or after Monday of the 4th week and by 11:59 p.m. Sunday following the 6th week of course.	Course recorded as "W" on transcript	0% refund
on or after Monday of the 7th week of the course.	Withdrawal not permitted; student receives grade that will be earned by the end of the course	0% refund



## FIVE-WEEK COURSES

### IF THE COURSE IS DROPPED

before the class begins.	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. following the 1st day of class.	Course not listed on transcript	100% refund of tuition and fees
on or after the 2nd day of class AND by 11:59 pm following the 3rd day of class.	Course recorded as "W" on transcript	75% refund of tuition only
on or after the 4th day of class AND by 11:59 p.m. following the 5th day of class.	Course recorded as "W" on transcript	50% refund of tuition only
on or after the 6th day of class AND before the 5th class day <i>before</i> the end of the course.	Course recorded as "W" on transcript	0% refund
on or after the 5th class day <i>before</i> the end of the course.	Withdrawal not permitted; student receives grade that will be earned by the end of the class.	0% refund

## FOUR-WEEK COURSES

### IF THE COURSE IS DROPPED

before the class begins.	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. following the 1st day of class.	Course not listed on transcript	100% refund of tuition and fees
on or after the 2nd day of class AND by 11:59 p.m. following the 3rd day of class.	Course recorded as "W" on transcript	75% refund of tuition only
on or after the 4th day of class AND by 11:59 p.m. following the 5th day of class.	Course recorded as "W" on transcript	50% refund of tuition only
on or after the 6th day of class AND before the 4th class day <i>before</i> the end of the course.	Course recorded as "W" on transcript	0% refund
on or after the 4th class day <i>before</i> the end of the course.	Withdrawal not permitted; student receives grade that will be earned by the end of the class.	0% refund

## THREE-WEEK COURSES

### IF THE COURSE IS DROPPED

before the class begins.	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. following the 1st day of class.	Course not listed on transcript	100% refund of tuition and fees
on or after the 2nd day of class AND by 11:59 p.m. following the 3rd day of class.	Course recorded as "W" on transcript	75% refund of tuition only
on or after the 4th day of class AND by 11:59 p.m. following the 5th day of class.	Course recorded as "W" on transcript	50% refund of tuition only
on or after the 6th day of class AND before the 3rd class day <i>before</i> the end of the course.	Course recorded as "W" on transcript	0% refund
on or after the 3rd class day <i>before</i> the end of the course.	Withdrawal not permitted; student receives grade that will be earned by the end of the class.	0% refund

## TWO-WEEK COURSES

### IF THE COURSE IS DROPPED

before the class begins.	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. following the 1st day of class.	Course not listed on transcript	100% refund of tuition and fees
on or after the 2nd day of class and by 11:59 p.m. following the 3rd day of class.	Course recorded as "W" on transcript	75% refund of tuition only
on or after the 4th day of class AND by 11:59 p.m. following the 5th day of class.	Course recorded as "W" on transcript	50% refund of tuition only
on or after the 6th day of class AND before the 2nd class day <i>before</i> the end of the course.	Course recorded as "W" on transcript	0% refund
on or after the 2nd class day <i>before</i> the end of the course.	Withdrawal not permitted; student receives grade that will be earned by the end of the class.	0% refund

## ONE-WEEK COURSES

### IF THE COURSE IS DROPPED

before the class begins.	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. following the 1st day of the course.	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. following the 2nd day of the course.	Course recorded as "W" on transcript	50% refund of tuition only
<i>after</i> the 2nd day AND by 11:59 p.m. <i>before</i> the last day of the course.	Course recorded as "W" on transcript	0% refund
on or after the last day of the course.	Withdrawal not permitted; student receives grade that will be earned by the end of the class.	0% refund

## THREE- TO FIVE-WEEKEND COURSES (not hybrid courses)

### IF THE COURSE IS DROPPED

before the class begins.	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. following the 1st weekend of the course.	Course not listed on transcript	100% refund of tuition and fees
by 11:59 p.m. following the 2nd weekend of the course.	Course recorded as "W" on transcript	50% refund of tuition only
<i>after</i> the 2nd weekend AND by 11:59 p.m. <i>before</i> the last weekend of the course.	Course recorded as "W" on transcript	0% refund
on or after the last weekend of the course.	Withdrawal not permitted; student receives grade that will be earned by the end of the class.	0% refund

### 1.3.10 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 STUDENT STATUS

Any master's-level student satisfactorily pursuing a degree program at a minimum enrollment of twelve hours per semester will be certified as a full-time student. Master's-level students enrolled in at least six (but less than twelve) hours per semester are considered half-time. This standard may vary if the agency requesting certification specifies another standard.

PhD students are considered full-time if they are enrolled in six 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 half-time for one additional semester while exams are in process. PhD students actively engaged in the writing of their dissertation will be certified as full-time for a maximum of two years after their admission to candidacy. DMin/DEdMin students are considered full-time if enrolled in six hours or more each summer and winter session. Those who are working on their applied research project can be certified as half-time for one year following their admission to candidacy. PhD and DMin/DEdMin students enrolled in at least three (but less than six) hours per semester are also considered half-time.

Full-time status for international students is determined according to 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 designed to be more rigorous than coursework completed at the undergraduate level. Each credit hour requires approximately 700 minutes of student-professor engagement. Courses at the master's level adhere to the guideline that for every hour students spend in lecture each week, they may expect to spend two to three hours outside of class on reading and other assignments. The workload expectation for doctoral courses is typically double the above standard. The amount of work required for classes may vary based on the material and content of each course.

	Lecture	Outside Work	Total
1 credit hour	1 hr/wk	2–3 hrs/wk	3–4 hrs/wk
2 credit hour	2 hr/wk	4–6 hrs/wk	6–8 hrs/wk
3 credit hour	3 hr/wk	6–8 hrs/wk	9–11 hrs/wk

Students are invited to evaluate the appropriateness of course workloads in each semester's course evaluations.

## 1.6 CLASS STANDING

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



## 1.7 DECLARATION OF MINISTRY CONCENTRATIONS OR EMPHASES

ThM students are encouraged to declare a ministry emphasis during the first half of their program. ThM students must declare a ministry emphasis after completing sixty semester hours of credit. MACE students must declare a ministry concentration when they enter the MACE program.

When a student declares a ministry concentration or emphasis, he or she will be assigned a faculty advisor in the corresponding department. Students who declare a double ministry emphasis are required to complete all requirements for both emphases. See the Advising Center for clarification of emphasis requirements.

## 1.8 ACADEMIC ADVISING

The Advising Center is available to counsel each student regarding the completion of all course and degree requirements. In addition, Advising Center staff members provide counsel regarding course selection and planning, time allocation, and class scheduling for future semesters (see [students.dts.edu/advising](http://students.dts.edu/advising)). A degree audit displaying the courses completed and the remaining program requirements is available through CampusNet. Degree audits are verified for degree planning purposes by the Advising Center after students fill out their graduation application.

## 1.9 FACULTY ADVISING

All faculty are available to advise students, but the Faculty Advising Committee is the official advising arm of the faculty. The committee is composed of faculty specifically designated to advise the student body. ThM, STM, and MACE students are advised by a faculty member that oversees their emphasis, major, or concentration. Faculty who oversee a ThM emphasis will help students build their portfolios and evaluate the portfolio at graduation. The faculty advisor 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 advisors 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 advisors regularly. The faculty advisor may authorize reasonable changes in a student's ministry emphasis requirements. However, exceptions to overall degree requirements may be made only by action of the Credits Committee on the recommendation of the department chair.

## 1.10 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 coursework not eligible for reduction of credit hours by advanced standing might be eligible for substitution of courses in a student's degree program. A student might qualify for substitution of a required course if he or she (1) has undergraduate 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 online at [students.dts.edu](http://students.dts.edu).

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. 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*. Students who desire 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, Educational Ministries and Leadership, and World Missions. A maximum of thirty hours of advanced standing may be credited toward the ThM degree; fifteen hours toward the MA degrees in Biblical Exegesis and Linguistics, Christian Leadership, and Christian Studies; sixteen hours toward the MA degrees in Christian Education, Media Arts and Worship, and Cross-cultural Ministries; seven hours toward the Master of Biblical and Theological Studies degree; 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.

Course-by-course advanced standing is available only within the first twenty-four credit hours of initial matriculation. 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 credit is deleted from a student's transcript.

## 1.11 TRANSFER OF CREDITS

Students should not assume that credits will automatically or unequivocally 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 to another institution may be 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 programs in Christian Studies, Christian Education, Christian Leadership, Media Arts and Worship, or Cross-cultural Ministries. A maximum of twelve hours may be transferred toward the Master of Biblical and Theological Studies degree. A maximum of forty-five hours may be transferred toward the MA program in Biblical Counseling; only fifteen of these hours may satisfy Biblical Counseling course requirements. 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.

Only course work completed within the last ten years may be credited toward degree programs.

## 1.12 WITHDRAWAL OR LEAVE OF ABSENCE

### 1.12.1 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 notice requesting a leave of absence via CampusNet, students who do not take classes in a given semester forfeit their general deposit. All students who ultimately withdraw from the seminary forfeit their general deposit. Consult the "Academic Financial Policies" (2.2) 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.

### 1.12.2 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. *A leave of absence does not extend the total amount of time allowed for completion of a degree program.* The leave of absence form can be submitted via CampusNet.

### 1.12.3 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 longer than one year 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.

Once a student is accepted, previously earned DTS credit will be evaluated in light of current program requirements. No more than half of any credit earned more than ten years prior to reentry will count toward the current program requirements. A revised time limit and an aggressive degree completion plan will be provided to the returning student. Returning students must plan to complete the degree at an aggressive pace as they work closely with an academic advisor each semester.

## 1.13 DEGREE PROGRAM TIME LIMITS

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 1.18.3). 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 for 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.

## 1.14 CLASS ATTENDANCE

Class attendance and participation are an important part of the academic process and should be considered both a privilege and a responsibility in both face-to-face and online contexts. 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.

### 1.14.1 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.

### 1.14.2 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.

### 1.14.3 FALL AND SPRING TRADITIONAL FACE-TO-FACE COURSES

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.

### 1.14.4 SUMMER SCHOOL COURSES 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.

### 1.14.5 HYBRID AND ONLINE COURSES

Each professor will establish the attendance requirements for his or her course in the syllabus. Because of the unique nature of hybrid (a combination of online and face-to-face) courses and online (nonsynchronous) courses, attendance policies may vary for each course offered in these formats. Students should check the syllabus for attendance and participation requirements or contact the professor for specific situations.

## 1.15 GRADING SYSTEM

### 1.15.1 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

\*B- is the minimum grade for course work credited toward a doctoral degree.

- AS Advanced Standing
- AU Audit
- CR Credit
- I Incomplete (course extended)
- IP In Progress
- NC No Credit
- NR Not Received



- SB Substitute Course, a specific course allowed as a substitute for a required course (formerly Validation)
- TR Transfer
- VL Validation, substitute course, a specific course allowed as a substitute for a required course (now SB)
- W Withdrew
- WA Withdrew from Audit
- WV Waived Course, replaced by course of equal credit

### 1.15.2 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

### 1.15.3 REPEATING A COURSE

If a student fails a required course, he or she must repeat it until a passing grade is received (however, see section 1.16 for details concerning academic probation). Students who fail elective courses may choose to retake an elective or attempt a different elective course in its place, as appropriate to degree program and emphasis/major/concentration requirements.

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 (GPA).

### 1.15.4 GRADE REPORTS

Students can view semester grades online using their assigned ID number and password on CampusNet after grades are entered each semester.

### 1.15.5 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.

### 1.15.6 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 dean of academic administration by filing a written statement of particulars. The 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 given. See Section 1.30 for additional information.

## 1.16 ACADEMIC WARNING, PROBATION, AND DISMISSAL

### 1.16.1 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 GPA of 2.0 or above (2.5 or above for STM), the probation is removed. Students whose cumulative GPA fails to meet minimum requirements will be dismissed for academic cause at the end of their first year, regardless of the number of hours completed.

### 1.16.2 LOW CUMULATIVE GPA

Students whose cumulative GPA 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 GPA 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 GPA falls below 1.5, will be dismissed for academic cause. Summer and Wintersession courses are not considered semesters for this purpose.

### 1.16.3 LOW SEMESTER GPA

Students whose semester GPA 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 advisor. The second or third time a student's semester GPA 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 GPA falls below 2.0 (2.5 for STM) a fourth semester, the student will be dismissed for academic cause.

### 1.16.4 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 advisor. 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 dismissed for academic cause.

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 dismissed for academic cause.

## 1.16.5 ACADEMIC DISMISSAL

Academic dismissals occur when a student has either failed to meet the GPA 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 GPA 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.

## 1.17 ACADEMIC INTEGRITY

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.

### 1.17.1 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.

### 1.17.2 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.

### 1.17.3 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 expectations may be reported to the dean of students as determined by the professor

## 1.18 VA AND TITLE IV EDUCATIONAL BENEFITS

### 1.18.1 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 summer term.

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

### 1.18.2 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 Graduate Studies program (except STM students who must maintain a cumulative GPA of 2.5). Students in the DMin and PhD programs must maintain a minimum cumulative GPA of 2.7 on a 4.0 scale.

### 1.18.3 QUANTITATIVE MEASURE FOR SATISFACTORY ACADEMIC PROGRESS

- Two-year Master of Arts Programs (MA, MA[CS], MA[BEL], MACE, MAEL, MACM, MAMW): 10 semester hours per academic year
- Master of Arts in Biblical Counseling (MABC): 13 semester hours per academic year
- Master of Theology (ThM): 16 semester hours per academic year
- Master of Sacred Theology (STM): 12 semester hours per academic year
- Doctor of Ministry (DMin): 6 semester hours per academic year; or be actively engaged in the writing of the applied research project
- Doctor of Philosophy (PhD): 6 semester hours per academic year; or be actively engaged in the writing of the dissertation
- Master of Biblical and Theological Studies (MBTS): 6 semester hours per academic year
- Certificate of Graduate Studies: 6 semester hours per academic year

Any master's-level course with a minimum passing grade of D- will be considered as satisfactorily

completed. Doctoral courses must receive a minimum passing grade of B- to be considered satisfactorily completed.

Courses attempted but not completed are not considered satisfactorily completed. This includes all course withdrawals. Reentry after withdrawal from the seminary has no effect on the student's satisfactory progress status.

#### 1.18.4 SATISFACTORY ACADEMIC PROGRESS PROBATION

The first time a student in any program fails to meet one or more of the Satisfactory Academic Progress (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 1.18.3.

#### 1.18.5 UNSATISFACTORY PROGRESS

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

#### 1.18.6 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, completion of assignments, or approved changes of the degree program.

The student must meet with an academic advisor 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 1.30 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 (Director 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 1.30 for additional information.

#### 1.18.7 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.

### 1.19 EXAMINATIONS

#### 1.19.1 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. Even if such a petition is granted, it may require postponement of the semester of graduation and may also incur a graduation postponement fee.

#### 1.19.2 LATE EXAMS AND QUIZZES

All examinations and quizzes must be completed as scheduled. Appropriate exceptions are made in case of illness or other personal emergencies. However, the exam or quiz must be made up within ten days, or the grade may be reduced at least one letter at the discretion of the professor. The professor of the course can grant an extension beyond ten days if this falls within the semester or session. If an examination is missed for emergency reasons other than illness, a makeup exam or quiz may be taken within ten days, but the grade may be reduced by one letter 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 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. 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. 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 will not normally be assessed.

Students needing additional time to complete course work must petition the Credits Committee for an extension. The petition is available via CampusNet, and must be submitted before the last day of the semester or session. Grade penalties may apply to students who do not petition for extensions before the end of the semester or session. Students must read the extenuating circumstances criteria (see above) 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 Winter-

session 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 submitted directly to the course professor.

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 Ministry Formation 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 LIBRARY REGISTRATION AND PASSWORDS

Dallas Theological Seminary is equipped with a world-class library of more than 300,000 resources, in print or online, geared specifically for research in biblical and theological studies. Whether a student is on campus or across the globe, library staff are available to help with research and study needs. Call, email, or visit the Dallas or Houston campus for help. See [library.dts.edu](http://library.dts.edu) 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.

Information regarding Library policies and procedures is available online at [library.dts.edu](http://library.dts.edu).

### 1.21.1 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.

### 1.21.2 MEDIA SERVICES, COMPUTER HARDWARE AND SOFTWARE

The Media Center in the basement of Mosher library in Dallas 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 [logos.com/contact](http://logos.com/contact).

## 1.22 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.

## 1.23 INTEGRATIVE RESEARCH COURSES

All ThM students are required to register for the one-hour course RS101 Orientation and Research Methods. ThM students may opt to complete the two-hour RS102 Senior Research Seminar in lieu of a thesis.

## 1.24 MASTER'S THESIS

### 1.24.1 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 or her thesis. The Subject Approval Form includes: the intended topic, the advisors, 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 for one (two-hour thesis) or two (three-hour thesis) additional semesters. A final grade will be assessed by the thesis advisor at the end of the continuation period regardless of thesis completion.

If a student wishes to drop a thesis, the tuition refund will follow the schedule listed in Section 2.4.

### 1.24.2 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 1.24.3. Students should submit two copies of the final and approved draft of the thesis to the registrar's office 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.

### 1.24.3 WRITING A MASTER'S THESIS

A thesis syllabus should be prepared in consultation with the advisor 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.

Students will be registered for a maximum of one thesis continuation for a 2-hour thesis and a maximum of 2 thesis continuations for a 3-hour thesis.

Two copies of the final approved draft of the thesis must be presented in proper form to the registrar's office 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 supervising department) 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 12,000 words in length, including footnotes (but not including bibliography) for a two-hour thesis; and should not exceed 17,000 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.

### 1.25 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 must also demonstrate 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.

#### 1.25.1 ACADEMIC REQUIREMENTS

Students in the Master of Theology (ThM) degree program must apply for admission to candidacy no later than the semester prior to degree conferral. They must have completed at least 90 credit hours with a grade point average of at least 2.0 and be making satisfactory progress toward meeting internship requirements, thereby demonstrating ability and acceptability in Christian ministry.

Students in the Master of Sacred Theology (STM) degree program must apply for admission to candidacy no later than the semester prior to degree conferral. They must have completed at least 24 credit hours with a grade point average of at least 2.5.

Students in the MA with majors (in Old Testament, New Testament, or Theological Studies), or the MA in Biblical Exegesis and Linguistics, Christian Studies, Christian Education, Christian Leadership, Cross-cultural Ministries, or Media Arts and Worship degree programs must apply for admission to candidacy no later than the semester prior to degree conferral. They must have completed at least 45 credit hours with a minimum grade point average of 2.0.

Students in the Master of Biblical and Theological Studies degree program must apply for admission to candidacy no later than the semester prior to degree conferral. They must have completed at least 24 credit hours, with a minimum grade point average of 2.0.

Students in the Certificate program of Biblical and Theological Studies or Graduate Studies must apply for admission to candidacy no later than the semester prior to degree conferral. They must have completed at least 20 credit hours, with a minimum grade point average of 2.0.

Students in the MA degree program in Biblical Counseling must apply for admission to candidacy no later than the semester prior to degree conferral. They must have completed at least 60 credit hours with a minimum grade point average of 2.0 and show reasonable promise for an effective counseling ministry in people's lives.

#### 1.25.2 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 (GPA) requirements are met. Students failing to meet the GPA requirement normally will be on academic probation until the appropriate GPA 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.

## 1.26 GRADUATION

### 1.26.1 GRADUATION APPLICATION

All students expecting to complete their academic program in a given semester must apply for graduation no later than the semester prior to their expected graduation session. Postponement of admission to candidacy will mean that degree conferral will be postponed.

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

For the ThM, STM, MBTS, 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 preceding 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.

## 1.27 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 current edition of the seminary catalog to confirm the goals and admissions policies concerning the desired degree program and then should complete an Application for Reclassification, available via [students.dts.edu](http://students.dts.edu). 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. The Admissions Committee will review the application and determine whether to reclassify the applicant. Subsequent to this approval, international students must ask the International Students Office to issue a new I-20 for the new degree program, usually requiring the redocumentation of financial support.

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 MBTS and MA(CS) are not profession-preparatory degrees.

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

## 1.28 STUDENT RECORDS

### 1.28.1 STUDENT RECORD PROCEDURES

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 relating to a personally identifiable current or former student. This information 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 a permanent record. To obtain a copy of his or her academic records, a student may contact the registrar's office ([dts.edu/registrar/](https://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](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html).

### 1.28.2 LEGAL NAME CHANGE

Dallas Theological Seminary requires that an individual's full legal name be included on the student's official records. On admission to the seminary, every effort is made to ascertain the applicant's legal name. Once the legal name has been determined, that becomes the official name of record. It will only be changed by the registrar's office upon presentation of a written request and a legal document to validate the name changed.

All name change requests must be submitted in person or in writing with supporting documentation. Changes to first, middle, and/or last name, suffix, or sequence of names will require the original or a certified copy of one or more of the following documents that show the old and/or new names:

- Birth Certificate
- Social Security Card

- Marriage Certificate/License
- Court Order of Legal Name Change
- Annulments
- Divorce Decree (including reinstatement of former name)
- Certificate of Naturalization/Green Card
- Valid Passport
- Adoption Documents

Documentation is not required to add/delete a hyphen, space, apostrophe, or to abbreviate a middle name to initial.

If you are unable to visit the registrar's office in person, a name change request with supporting documentation can be mailed to the registrar's office at the following address:

Office of the Registrar  
Dallas Theological Seminary  
3909 Swiss Avenue  
Dallas, TX 75204

In addition to the documentation identified above, students must include their ID number, dates of attendance at Dallas Theological Seminary, date of request, current address, phone number, previous legal name, current legal name, and signature(s) in both the old and new name. Any documentation will be returned to the address the student has provided along with confirmation of the change.

In the case of official name changes, please note that the official student transcript of the seminary will reflect the new name as well as all names under which the student enrolled in classes at Dallas Theological Seminary.

Names on diplomas issued at the time of a student's graduation from the seminary will not be changed. Diplomas reflect the actual name at the time of graduation.

## 1.29 DIRECTORY INFORMATION

By federal 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.

## 1.30 APPEAL AND COMPLAINT PROCEDURE

### 1.30.1 APPEAL PROCEDURE

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. Appeals will be reviewed and a written response provided to the student within two weeks of the receipt of the appeal. If the student is not satisfied with the decision given by the Credits Committee, he or she may then appeal to the dean of enrollment by filing a written statement of particulars. If a resolution still cannot be found, the student may appeal to the dean of academic administration. The dean of academic administration 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 of academic administration may make a decision on the matter, or at his discretion he may refer it to a faculty committee for a ruling. Appeals will normally be resolved in less than six months.

### 1.30.2 EXTENUATING CIRCUMSTANCES

The Credits Committee evaluates each appeal in terms of extenuating circumstances or circumstances beyond the control of the student. The seminary considers extenuating circumstances to be unforeseen matters such as death in the family, serious accident or illness, unusual circumstances surrounding the birth of a child, visa problems for international students, call-ups to active military duty, 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.

### 1.30.3 STUDENT COMPLAINT PROCEDURE

The seminary's procedures for handling student grievances fall into three categories: credit/academic, dismissals/conduct, and operational/general. All types of student complaints will be reviewed and a written response provided to the student within two weeks of the receipt of the complaint. Normally, student complaints will be resolved in less than six months. The policies and procedures uniquely applicable to the three categories are as follows.

#### **Credit/Academic**

A student may file a petition with the Credits Committee regarding a 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 via [students.dts.edu](http://students.dts.edu). The Appeal and Complaint Procedure section specifies the policy and procedure for handling Credits Committee petitions. Appeals for students in the DMin program are managed by the DMin Studies Committee. At the PhD level, the PhD Studies Committee manages the appeal process. Credit/Academic complaints may be addressed to the Dean of Academic Administration at Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204; 214-887-5010. (See Section 1.15.6 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 3.6.6. A written appeal must be made to the Student Affairs Committee (Attn: Student Affairs Committee, Office of Student Life, Dallas Theological Seminary, 3909 Swiss Avenue,

Dallas, TX 75204; 214-887-5360). 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, who will render a final decision.

#### **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 1.28), and the Association of Theological Schools for violations of ATS accreditation standards and the Commission on Colleges of the Southern Association of Colleges and Schools for violations of SACSCOC principles. Students who believe the seminary has violated ATS or SACSCOC standards in any way should submit their complaint in writing to the dean of academic administration who serves as the coordinator of matters related to institutional accreditation. 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 or with the SACSCOC at: President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur Georgia, 30033-4097).

Additionally, the seminary website includes information about ethics violations ([www.dts.edu/ethics-report](http://www.dts.edu/ethics-report)) and general complaints ([www.dts.edu/general-complaint](http://www.dts.edu/general-complaint)). Complaints of this nature may be addressed to the Vice President for Campus Operations, (Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204; 214-887-5007).

Georgia students who have followed complaint and 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.georgia.gov](http://gnpec.georgia.gov).

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).

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.

Virginia students who have followed complaint and 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.

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

## 1.31 EXTENSION SITE LOCATIONS

### 1.31.1 ATLANTA EXTENSION PROGRAM

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

Seminary extension courses offered in Atlanta meet at the Passion Global Institute: 515 Garson Drive NE, Atlanta, GA 30324; 404-231-7080.

### 1.31.2 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.

### 1.31.3 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

### 1.31.4 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.

### 1.31.5 SAN ANTONIO EXTENSION PROGRAM

Seminary extension courses in the San Antonio area meet at Wayside Chapel: 1705 NW Loop 410, San Antonio, TX 78213; 210-344-1203.

### 1.31.6 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. Business Information

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## 2. BUSINESS INFORMATION

### 2.1 BUSINESS OFFICE SERVICES

The Cashier's Office is located on DTS's Dallas campus. The Cashier accepts payments to DTS and 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 on the second floor of the Horner Administration Building. 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.

### 2.2 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. A delinquent account 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 will not be recommended for placement. Semester fees (the general fee and technology fee) become nonrefundable the first day of a semester. The fees are a fixed amount for fall and spring semesters according to rates published in the most current edition of the seminary catalog. The fees for winter and summer

semesters are based on the number of credit hours in which a student is enrolled for the semester. Tuition, fees, and refunds are subject to change without notice.

#### 2.2.1 ADVANCED DEPOSIT/GRADUATION FEE

When a student (excluding nondegree students) enters or reenters a certificate or degree program, the student must pay an advanced deposit 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 certificate or degree. Students who are automatically placed on leave of absence by the registrar's office will forfeit this deposit. Students who withdraw from seminary will forfeit this deposit.

#### 2.2.2 GENERAL FEE

A 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.

#### 2.2.3 TECHNOLOGY FEE

A technology fee is charged each semester to all students. This fee covers maintaining and upgrading computers for student use, classroom presentation technologies, Logos Bible software,

online and network access, and other technology resources.

#### 2.2.4 ACTIVITY FEE

Students enrolled at the Dallas campus are also assessed an activity fee at the beginning of each fall and spring semester. 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 3.9 for more information.

#### 2.2.5 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. Should a student take spiritual formation as an elective credit, the spiritual formation fee is waived.

#### 2.2.6 NEW STUDENT ASSESSMENT/ ORIENTATION FEE

New students are charged a nonrefundable new student assessment/orientation fee. This fee covers the costs of assessment tests and incoming student orientation.

#### 2.2.7 CAMPUS USE FEE

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

#### 2.2.8 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.

#### 2.2.9 STUDENT ACCOUNT INFORMATION

Registering for classes (or adding credit hours), creates charges on a student's account. When a student drops classes (or credit hours), this creates credits his or her student account. When

credits, payments, scholarships, or loans, etc. are subtracted from his or her 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

A student account statement can be found at [students.dts.edu](http://students.dts.edu). Students may also access the complete statement at the bottom of the student account statement; this details all charges since matriculation.

An estimated bill can be found at [students.dts.edu](http://students.dts.edu). 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 the activity that occurred during the preceding week and the current balance on the account.

#### 2.2.10 PAYMENT

Each semester has a payment deadline. The deadlines will be announced throughout the academic year and are posted online at [dts.edu/registrar](http://dts.edu/registrar). 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

DMin/DEdMin

- 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. Students

will receive an email notification if classes are dropped by the registrar's office for 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 the same week the student registered. Some exceptions may apply if approved by the Bursar. Payment submission completes the registration process for a given semester.

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 service fee.
- **Credit/Debit Card (Online Only):** Online credit/debit card payments are accepted at the bottom of your student account statement by clicking on "Make Online Payment." (A nonrefundable 2.75% service fee applies—subject to change.) Cards accepted are Visa, MasterCard, Discover, and American Express. We cannot accept credit/debit card information at the Cashier or over the phone.
- **Payment from International Funds:** DTS has contracted with Western Union Business Solutions (WUBS) to assist with the transfer of international funds to DTS. To make a

payment using WUBS, please click on "Make Payment from International Funds" at the bottom of your student account statement. 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's programs and the PhD need to be included in either a fall plan or a spring plan. More information on the plans can be found at [students.dts.edu](http://students.dts.edu). For DMin/DEdMin students, there are six month and 12 month payment plans available. Students at all campuses are eligible to use TMS. This option allows students to spread educational expenses over the academic months in equal, interest free monthly installments. An enrollment fee applies each semester and is payable to TMS. Students can use this program to pay tuition and fees. The first monthly payment for the fall is due August 1. The first monthly payment for the spring is due January 1. The first monthly payment for the summer is due May 15.

Accounts are considered past due after the TMS payment due date. TMS will assess a late fee. 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.



- **Third-Party Support:** If you have supporters such as churches, friends, family, etc., that want to contribute to your DTS education, they may complete and submit the form located at [dts.edu/financialaid](https://dts.edu/financialaid).

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 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 the payment deadline of the semester.

- **Non-DTS Scholarships:** You may be receiving a scholarship from an outside source. The scholarship can be given online at [dts.edu/financialaid](https://dts.edu/financialaid).

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 the payment deadline of the semester.

- **Other Tuition Assistance:** You may have other tuition assistance available to you from your

employer, military, veterans, 529 plans, etc. Please contact the DTS student account office at [stuacct@dts.edu](mailto:stuacct@dts.edu) or 214-887-5020 to discuss or to submit the necessary paperwork so DTS may submit the information on your behalf.

- **Direct Loan Program:** Currently the only Title IV funds DTS awards are Direct Loan program unsubsidized loans. Students may contact the DTS financial aid office for information. More information can be found at [students.dts.edu](https://students.dts.edu).

### 2.2.11 REFUNDS

Tuition refunds are granted according to the course drops and withdrawal schedules (see Sections 2.3). Semester fees will be refunded only if the student withdraws from all classes prior to the beginning of the term. Exceptions to refund policies may be approved by the Credits Committee for justifiable extenuating circumstances. A Credits Committee petition must be completed online at [students.dts.edu](https://students.dts.edu). 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 credit hours are dropped, students may receive a credit of tuition and fees to their DTS student account. Once the credit, if any, is posted to the student account, the credit may

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

Student-account-refund requests must be submitted in writing to [stuacct@dts.edu](mailto:stuacct@dts.edu).



Refunds are processed as they are received and will be disbursed in the form of direct deposit, paper check, or credited back to the credit card used for payment. DTS strongly encourages all students to enroll in direct deposit at [students.dts.edu](http://students.dts.edu). If a TMS payment plan is not paid off in its entirety, the payment plan will be adjusted accordingly prior to any refund being issued.

Direct deposit will be disbursed within seven to ten days of the refund request. If applicable, a check will be issued to the student within 14 days of the refund request.

### 2.2.12 RETURN TO TITLE IV CALCULATION

A Direct Loan is awarded to a student under the assumption 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 or 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.

## 2.3 COURSE DROPS AND WITHDRAWALS

When a student drops one or more courses or withdraws from seminary, grades and tuition refunds are given based on when the course is dropped and the type or length of the particular course (see the tables in section 1.3.9 “Withdrawing from a Course”). 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.

Online courses are typically 15-week courses. Students should be aware that hybrid courses (with a combination of face-to-face and online elements) may be considered 15-week courses regardless of when the face-to-face meetings take place in the semester. Consult the registrar’s office with questions concerning the refund schedule for your particular class.

## 2.4 STUDENT FINANCIAL AID

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. Tuition scholarship aid is available for part-time and full-time students. Financial Aid applications are due in the month of February for the fall and September for the spring.

## 2.5 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 by contacting the human resources office at DTS.

## 2.6 HOUSING INFORMATION

### 2.6.1 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 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 on 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 office. This fee will serve as half of the apartment deposit when the student signs his or her lease.

### 2.6.2 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 office and on our website at [dts.edu/housing](https://dts.edu/housing).

### 2.6.3 HOUSING IN THE DALLAS AREA

The Leasing and Relocation Services office 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. Student Life

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## 3. STUDENT LIFE

### 3.1 PERSONAL CONDUCT

#### 3.1.1 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.

#### 3.1.2 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 seminary 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/small group teachers or ministry leaders, who can either personally affirm or inform the pastor or another staff member about the student's regular participation in that church.

### 3.1.3 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 (dts.edu/policies).
- We commit ourselves to maintain a nonprescriptive 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 (dts.edu/policies).
- 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 3.1.5 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 (dts.edu/policies).

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.

### 3.1.4 MARRIAGE & DIVORCE

Dallas Theological Seminary, believing that the Scriptures teach that marriage should be a life-long relationship, does not condone divorce as a desirable way of solving marital differences.



Therefore the seminary seeks to encourage marital faithfulness and stability, and provides counseling as needed through the Counseling Services department.

If separation or divorce becomes probable in the life of a student, that person is to notify the dean of students immediately. If the situation does not change after every effort has been made to bring reconciliation, and separation or divorce occurs, the student is usually required to take a leave of absence from seminary for at least twelve calendar months. This leave of absence is not for disciplinary purposes, but an opportunity for the student to work on personal issues involved in the separation or divorce. If after the designated period of time of the leave of absence has lapsed without a clear determination of the status of the marital relationship, the student will be required to withdraw from the seminary. This withdrawal does not preclude the student from future application for readmittance. The dean of students will also determine whether further investigation is necessary. Failure to report separation or divorce will be grounds for immediate disciplinary action by the seminary.

### 3.1.5 THE APPEARANCE OF STUDENTS

With the diversity of backgrounds represented in the Dallas Theological Seminary community, the question of appropriate dress is occasionally raised. 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. Students are expected to maintain neat and proper attire.

Shorts are not appropriate during the fall or spring semester in the classroom or administrative buildings. Overly casual attire (such as gym shorts, workout clothing, flip flops, baseball caps, etc.) or clothing in disrepair (such as ripped jeans) is not appropriate in the classroom or administrative buildings. Shoes must be worn at all times in the classroom or administrative buildings. Apparel displaying vulgarity or vulgar graphics is considered inappropriate.

Exception for uniform work shorts is granted for Facilities and Plant Operations (FPO) employees while working on campus. All FPO guidelines must be followed. Appropriate dress shorts (not gym shorts, cut offs, or workout clothing) may be worn during summer school classes and summer school chapel at the discretion of the professor and based on the appropriateness of the situation.

Students are encouraged to consider the following principles as we together live in Christian community:

**Modesty**—Believers should not draw undue attention to themselves. Both men and women are encouraged to be conscientious.

**Maturity**—DTS is a professional graduate school and preparation for ministry is a high calling. The community in which we are studying should reflect a spirit of personal and community discipline.

**Discretion**—A person's function or the occasion is an important part of the appropriateness of dress/appearance (appropriate dress for the appropriate occasion).

**Respect**—How a person appears in another person's presence may indicate his/her respect for that person or the purpose for which he/she is relating to that person.

We relate and interact as members of a community. In community, we are called to be considerate of others, even putting another's interests above our own, or foregoing a personal liberty for the sake of another (Philippians 2:4; 1 Corinthians 9:19-23).

### 3.1.6 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 (see section 4.6).

### 3.1.7 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 the 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 office, in cooperation

with the Student Life 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.

### 3.1.8 ABUSE AND DISCRIMINATION POLICY

Within Dallas Theological Seminary's Abuse and Harassment Policy the term "sex" is to be interpreted in accordance with the DTS Statement on Marriage and Human Sexuality.

#### **Title IX Statement**

Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual violence—in educational programs and activities. Students, staff, faculty, and other employees have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence, sexual misconduct, stalking and harassment. As used herein and in Title IX, the term "sex" historically, textually, and logically 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.

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

DTS is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees; as such, DTS will take active measures against

discriminatory harassment, and sexual harassment, including any type of violence or misconduct.

If an individual believes that he or she is a victim of sexual discrimination including sexual harassment, sexual misconduct, sexual assault, stalking, dating violence or rape at Dallas Theological Seminary, that individual has the following rights:

- To receive basic information about services designed to assist him or her
- To recover his or her losses to the extent possible, through restitution and the return of property that was seized as evidence when it is no longer needed
- To seek or have sought on his or her behalf as soon as possible counseling and medical attention as needed including at the nearest hospital emergency room
- To report the crime to the public law enforcement agency and the DTS campus police
- To be informed of the outcome of any disciplinary proceeding held
- To have the option of changing his or her academic and/or living situations if so requested and if the changes are reasonably available
- To request that the seminary implement a “no-contact” mandate with the perpetrator and to not “work it out” with the alleged perpetrator through mediation. Dallas Theological Seminary does not consider mediation to be appropriate in cases involving sexual violence.

### **Reporting Discrimination and Harassment**

Any student, staff or faculty member who believes he or she has been the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct is urged to report the matter.

The individual may notify either of our Title IX Co-Coordinators in person, by email, or by phone. Additionally, a written report may be mailed to:

• Dallas Theological Seminary Title IX Complaint  
3909 Swiss Ave. Dallas, TX 75204

• John Bloom; Chief of DTS Police; jbloom@dts.edu

Students, staff or faculty who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct are also urged to report the matter.

If an individual sees an act of violence, has suspicions that violence is occurring or fears that violence is imminent, the individual should call 911 immediately.

### **Response Plan for Violence and Abuse**

*DTS Will Respond Promptly and Effectively to Sexual Violence*

An individual has the right to report the incident to Dallas Theological Seminary, have Dallas Theological Seminary investigate what happened, and have his or her complaint resolved promptly and equitably.

An individual has the right to choose to report an incident of sexual violence to seminary officials and/or local law enforcement. A criminal investigation does not relieve Dallas Theological Seminary of its duty under Title IX to respond promptly and effectively to a complaint of sexual harassment or sexual violence.

Dallas Theological Seminary has published policies and procedures prohibiting sexual misconduct and for reporting complaints of sex discrimination, including sexual violence.

*DTS Will Conduct an Adequate, Reliable, and Impartial Investigation*

Both parties have the right to be notified of the timeframes for all major stages of the investigation.

Both parties have the right to present witnesses and evidence.

Both parties have the right to be accompanied at all hearings and meetings by the advisor of their choice.

Dallas Theological Seminary must resolve a complaint based on what seminary officials believe is more likely than not to have happened based upon an investigation.

An individual has the right to be notified in writing of the outcome of his/her complaint and any appeal, including any sanctions that directly relate to the individual.

The appeal process is equally available for both parties.

An individual has the right to review any proceedings documented, which may include written findings of fact, transcripts, or audio recordings.

#### *DTS Will Provide Remedies as Necessary*

If an investigation reveals that sexual harassment/sexual violence created a hostile environment, Dallas Theological Seminary must take prompt and effective steps reasonably calculated to end the sexual harassment/sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Appropriate remedies will generally include disciplinary action against the perpetrator, but may also include remedies to help a student get his or her education back on track (like academic support, retaking a class without penalty, and counseling). These remedies are in addition to any interim measures the student received.

Dallas Theological Seminary may also determine that it's most appropriate to provide remedies for the broader student population (such as training) or change its services or policies to prevent such incidents from repeating.

#### *DTS Will Provide Interim Measures as Necessary*

Dallas Theological Seminary must protect the individual as necessary, even before completing any investigation. Once the incident is reported the seminary is prepared to implement interim measures as needed.

Once an individual tells Dallas Theological Seminary about an incident of sexual violence, the individual has the right to receive some immediate help, such as changing classes, residences, or transportation.

#### *DTS Prohibits Retaliation*

Retaliation against someone who files a complaint or who participates in an investigation is strictly prohibited by seminary policy and by law.

The individual has the right to report any retaliation by Seminary employees, the alleged perpetrator, and/or students.

### **Confidential Support Services**

Some people, such as counselors or victim advocates, can talk with an individual in confidence without triggering a report or an investigation. Specifically, an individual can contact any of the following to report an incident of sexual harassment and/or sexual violence in confidence: DTS Director for Counseling Services.

When faculty and staff not involved in the office above learn about sexual harassment and/or sexual violence involving students, they have an obligation to report it.

Even if the individual does not specifically ask for confidentiality, Dallas Theological Seminary will only disclose information to those individuals who are responsible for handling the response to sexual harassment and/or sexual violence.

An individual has the right to talk with Seminary officials about protecting his/her safety and privacy.

### **Campus Resources**

#### **Title IX Coordinator:**

Coordinator, John Bloom—214-887-5591

#### **Resources Coordination:**

Dean of Students

Dr. George Hillman—214-887-5261

#### **General Questions & Concerns:**

Student Life—214-887-5360

Human Resources—214-887-5221

**Campus Safety and Security:**

Chief John Bloom—214-887-5591

Campus Police—214-887-5590

**Emergencies**— 911

**Counseling and Emotional Support Services:**

Kelly Cheatham—214-887-5360

**Community Resources****Police Information:**

Dallas City Police—Central Operations Division

334 S. Hall St.

Dallas, Texas 75226

214-670-4413

**Medical Treatment:**

Baylor University Medical Center

3500 Gaston Ave, Dallas, TX 75246

214-820-0111

**Hotlines:**

Dallas Area Rape Crisis Center 24-hour hotline:

972-641-RAPE (7273)

Texas Council on Family Violence: [tcfv.org](http://tcfv.org)

Texas Association Against Sexual Assault

(TAASA) 512-474-7190

National Domestic Violence Hotline

800-799-SAFE (7233) or TTY 800-787-3224.

**Counseling and Shelters:**

Genesis Women's Shelter & Counseling Office

4411 Lemmon Avenue, Suite 201

Dallas, TX 75219

Cost: Free

24 hour emergency shelter only for abused women and children fleeing domestic violence

24 hour hotline: 214-946-4357

Counseling: 214-389-7700

The Family Place

24-hour Crisis Hotline 214-941-1991

Provides these amenities:

Emergency Shelter: provides family violence victims with safety, food, clothing, transportation, legal services, counseling and case management services at our 100-bed Safe Campus. Transitional Housing,

Child Development Center, Safe Campus

Learning Center, Community-based Counseling,

Children's Counseling, Incest Recovery Program,

Supervised Child Visitation, Battering

Intervention and Prevention Program (BIPP),

Legal Services, Resale Shop

Hopes Door

Crisis Line—972-422-SAFE (7233)

Counseling and intervention services:

972-422-2911

Crisis Center Locator:

[hopelaws.org/crisis-center-locator](http://hopelaws.org/crisis-center-locator)

**3.1.9 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.

**3.1.10 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 withdraw from the seminary through one of the procedures outlined in this handbook.

### 3.1.11 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, assistant deans of students, campus pastor, and faculty members.

### 3.1.12 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 assumed that for each class day students will have several hours available outside of class for course preparation.

## 3.2 CHAPEL POLICIES

### 3.2.1 CHAPEL SERVICES

The administration and faculty strongly believe in the great 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. Tuesday through Friday in Lamb Auditorium on the first floor of the Campbell Academic Center. During the summer sessions, chapel is held every Wednesday from 10:10 to 10:30 a.m. in Lamb Auditorium.

### 3.2.2 CHAPEL REQUIREMENTS

All students who are enrolled in a degree or certificate program are required to attend chapel during the fall and spring semesters. There is no chapel requirement during the summer or winter term.

The chapel requirement for all students is calculated based on credit hours according to the table below.

Credit hours	Total chapel requirement per semester
12+	40 chapels
9–11	30 chapels
6–8	20 chapels
less than 6	10 chapels

### 3.2.3 CHAPEL REQUIREMENT FOR DALLAS CAMPUS STUDENTS

For Dallas Campus Students, attendance in person is expected. Students whose schedules do not permit them to be on campus during chapel may make up their chapel requirement online. Chapels are posted online at [voice.dts.edu/chapel](http://voice.dts.edu/chapel) and available on iTunes. In order to count toward a student's chapel requirement, online chapels viewed must be from the current semester.

Students who do not have mandatory off-campus commitments during chapel are expected to attend physically. Chapel is integral to the educational experience at DTS and physical attendance at chapel should be prioritized in the same way as it is for classes.

### 3.2.4 CHAPEL REQUIREMENTS FOR HOUSTON AND WASHINGTON, DC CAMPUS STUDENTS

For Houston and DC Campus Students, the chapel requirement may be completed with any combination of live and online chapels.

DTS-Houston provides a live-chapel option by hosting three chapel weeks each fall and spring semester. DTS-Houston chapel times during these weeks are 7:15–7:45 p.m. on Monday, Tuesday, and Thursday, and 11:30 a.m.–12:00 p.m. on Saturday. DTS-Houston students are encouraged to take advantage of these twelve live chapel sessions each semester in order to be enriched by their participation in the DTS-Houston community.

DTS–DC students will have an opportunity to attend two live chapel services on the DC campus per semester and their attendance will count toward the Chapel requirements. Students are highly encouraged to attend on-campus chapels for worship and for fellowship with faculty, alumni speakers, and one another.

Online chapels are posted at [voice.dts.edu/chapel](http://voice.dts.edu/chapel) and available on iTunes. In order to count toward a student's chapel requirement, online chapels viewed must be from the current semester.

### 3.2.5 CHAPEL REQUIREMENTS FOR ONLINE, DISTANCE, AND EXTENSION STUDENTS

For Online, Distance, and Extension Students (including Passion Global Institute Students), the entirety of the chapel requirement may be met online. Chapels are posted online at [voice.dts.edu/chapel](http://voice.dts.edu/chapel) and available on iTunes. In order to count toward a student's chapel requirement, online chapels viewed must be from the current semester.

### 3.2.6 CHAPEL REQUIREMENT FOR SPECIAL STUDENTS

For MABEL, DMin, PhD, Non-degree, Chinese Studies, and DTS en Español Students, there is no chapel requirement.

Students enrolled only in Spiritual Formation, the Internship, or the Thesis are expected to meet the minimum requirement of ten chapels per semester. Chapels are posted online at [voice.dts.edu/chapel](http://voice.dts.edu/chapel) and available on iTunes. In order to count toward a student's chapel requirement, online chapels viewed must be from the current semester.

### 3.2.7 CHAPEL REPORTING

Students are responsible to keep track of their own chapel attendance. At the midpoint and end of the fall and spring semesters, students report that they have met at least half of the semester's required chapels. Chapel attendance is reported on Canvas under the current semester. Students must report on time or they will not receive any credit for the chapels they have attended.

Fall 2018 Reporting Deadlines:

- October 22 (for the first half of the semester)
- December 21 (for the second half of the semester)

Spring 2019 Reporting Deadlines:

- March 11 (for the first half of the semester)
- May 13 (for the second half of the semester)

### 3.2.8 WORLD EVANGELIZATION CONFERENCE

Attendance is required for the spring World Evangelization Conference (WEC) in addition to the regular chapel requirements for the semester. Dallas campus students must attend the conference for at least two full mornings (all regular sessions scheduled between 8:00 a.m. and 12:30 p.m.). Houston campus, online, distance, and extension students must view two WEC sessions online.

Online WEC sessions are available at [voice.dts.edu/chapel-series](http://voice.dts.edu/chapel-series).

### 3.2.9 COMMENCEMENT CHAPEL AND CEREMONY

The faculty believe 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.

### 3.2.10 POLICY VIOLATIONS

Failure to attend chapel or to report your chapels on time is considered a violation of the chapel policy. Violations will result in follow-up from the Dean of Students.

## 3.3 CAMPUS POLICE AND VEHICLE REGULATIONS

### 3.3.1 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 [dts.edu/campus-police](http://dts.edu/campus-police).

### 3.3.2 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.

### 3.3.3 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 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.

### 3.3.4 WEAPONS

Dallas Theological Seminary prohibits the possession and use of firearms and other similar weapons on or in its property. This prohibition includes any devices that might reasonably be mistaken for a firearm or similar weapon and applies to the Dallas, Houston, and Washington, DC locations and all DTS-owned or leased classrooms, offices, and/or library spaces used by DTS for educational purposes.

Some states, including the state of Texas, allow a license holder to carry a concealed handgun on property or into buildings owned or leased by an institution of higher education. However, as a private institution, the seminary is allowed to, and has opted out of this provision. Firearms are prohibited in any DTS-owned building or site where DTS classes are held or services provided, and are prohibited in DTS vehicles only. In states

where it is legal, license holders may keep firearms in their vehicles while parked on campus or at an extension site. Exceptions to this policy must be authorized in advance and in writing by the administration. A confidential request for exception is available by sending an email to the DTS Chief of Police at [jbloom@dts.edu](mailto:jbloom@dts.edu).

DTS also strictly prohibits the declaration, display, or inadvertent disclosure of a firearm by a license holder. The open carry of a firearm on the premises, on any public or private driveway, street, walkway or parking area of any institution of higher education is prohibited by Texas and other states' laws. Violations of the DTS Weapons Policy is a serious offense and will be referred to both internal administrative and external police authorities.

### 3.4 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.

### 3.5 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 Life professional staff requests a conference within the Student Life 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.

## 3.6 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.

### 3.6.1 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 rule-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.

### 3.6.2 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.

### 3.6.3 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.

### 3.6.4 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.

### 3.6.5 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.
- 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.

### 3.6.6 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.

## 3.7 STUDENT COUNCIL AND OTHER STUDENT ORGANIZATIONS

The student life 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 life office.

### 3.7.1 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 life, 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.

### 3.7.2 STUDENT ORGANIZATIONS

Student organizations must be approved through the Student-Faculty Committee, which will recommend acceptance or rejection to the dean of students. 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.

## 3.8 STUDENT PUBLICATIONS

### 3.8.1 *KERYGMA* ("PROCLAMATION")

*Kerygma* is the official Dallas Theological 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.

### 3.8.2 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.

## 3.9 STUDENT FITNESS

The seminary encourages regular physical activity as a means of attaining one's best level of wellness, and is pleased to offer our students, faculty, and staff and their spouses the Tom Landry Fitness Center at a discounted rate as a means to further attain that wellness.

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 the 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 the Baylor Tom Landry Fitness Center must complete an annual liability waiver form, available at the front desk of Baylor.

## 3.10 STUDENTS WITH DISABILITIES

### 3.10.1 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. Requests for auxiliary aids should be made at least one month prior to the beginning of the semester. Dallas Theological Seminary does its best to honor these requests but cannot guarantee that they will be met. 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.

Students are responsible to work with individual professors at the beginning and throughout the semester. If additional time beyond the end of the semester will be needed, the student must file a Credits Committee petition requesting an extension. This must be filed before the semester ends. Dallas Theological Seminary is unable to grant retroactive accommodations once the semester is completed.

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.

### 3.10.2 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 1.30. If a student wishes to file a discrimination complaint, he or she may file a complaint with the Office of Civil Rights ([ed.gov/about/offices/list/ocr/index.html](http://ed.gov/about/offices/list/ocr/index.html)).

## 3.11 INTERNATIONAL STUDENT POLICIES

### 3.11.1 ARRIVING AND DEPARTING THE UNITED STATES

Students arriving on an F or J visa may enter the US no more than 30 days prior to the start date listed on their I-20/DS2019. At completion of their studies, a student on a J visa has 30 days to leave the country while a student on an F visa has 60 days to depart or apply for Optional Practical Training (OPT).

### 3.11.2 DEGREE/PROGRAM COMPLETION

I-20/DS2019's are granted for the average length of time it takes to complete the degree as listed in the Catalog (MA students) or Handbook (PhD students.) For F-1 and J-1 students, the primary purpose of coming to the U.S. is to study. As such, these students should plan to complete their degree by the program end date listed on their immigration document (students should see the Director of International Student Services for assistance with degree completion planning.) Extensions may be granted on a case-by-case basis but are not guaranteed. An extension may only be filed the semester in which it expires and no later than one month before the expiration date.

### 3.11.3 TRAVEL SIGNATURES

If a student plans to travel outside the US, he or she must have a valid travel signature no older than six months. Students should make an appointment with the international office at least two weeks prior to the travel date.

### 3.11.4 MARRYING AN AMERICAN

Marrying an American makes a student ineligible to apply for or receive an international scholarship.

If a student is the recipient of a full international scholarship, the change in status on marrying an American will void the international scholarship (this includes tuition, insurance and living expenses, if applicable.) Instead the student must apply for scholarships as a domestic student.

Please note that J-1 students are required to maintain very specific health insurance requirements. The DTS student insurance meets these requirements, however, most other third-party insurances do not. If a student fails to maintain the required health insurance, he or she will be out of status and DTS would then be required by law to terminate his or her Student and Exchange Visitor Information System (SEVIS) record.

International students who marry an American may choose to apply for a green card through their US citizen spouse. DTS recommends consulting with a qualified immigration attorney for more information.

Once a student has submitted a permanent residency application and received a receipt notice from USCIS (US Customs and Immigration Services) stating that his or her application is pending, the student has two options:

- 1) The student may choose to continue to maintain his or her F or J status until the green card application is approved. (RECOMMENDED)
- 2) The student may choose to act like a permanent resident, meaning the student can take less than 12 hours, etc. but he or she will lose his or her F or J status (students should schedule an appointment with the International Student Services Office before making a decision.) The student may also apply for work authorization while his or her case is pending so that he or she may work off campus.

International students receive academic advising through the International Student Services Office, however, once a student's permanent residency becomes official, the student will no longer be advised by that office but will then receive academic advising through the Advising Center.

### 3.11.5 MAINTAINING VISA STATUS

While at DTS (or during OPT) students are expected to maintain their visa status. A few key points for students to remember are:

- Students should maintain an unexpired passport (minimum 6 months remaining)
- Students should have an unexpired I-20/DS2019
- Students should maintain a full course of study (12 hours for MA, 6 hours for PhD)
- Students may not be employed off-campus; any on-campus employment must be restricted to 20 hours
- Students on J visas must maintain required levels of health insurance for J-1 and all dependents
- Students should notify the International Student Service's Office within ten days of any changes to address or biographical information

Please note that Dallas Theological Seminary does not assist in filing reinstatements for students who are out of status.

### 3.11.6 ORIENTATION

Every new incoming international student is required to attend new student orientation, which occurs the week prior to the first day of class. Spouses are also required to attend. Childcare is provided.

### 3.11.7 CONTINUING ORIENTATION

Each spring, the International Student Services Office holds a required continuing orientation for all international students (students who attended new international student orientation during the same school year are exempt.)

### 3.11.8 TUBERCULOSIS TESTING

International students must provide official written medical proof of freedom from tuberculosis through either a negative skin or blood test or results of a chest X-ray that was given in the United States within the last year.

Out-of-country students must undergo testing for freedom from tuberculosis on arrival in the United

States during orientation week. Tuberculosis testing done in countries other than the United States will not be accepted. International transfer applicants must provide official written medical proof of freedom from tuberculosis through either a negative skin or blood test or chest X-ray that was given inside the United States within the last year.

DTS recommends that all prospective students have adequate immunizations for diphtheria; rubeola, rubella, mumps; tetanus and poliomyelitis (more information is available through Texas Department of Health's Recommended Adult Immunization Schedule).

### 3.11.9 FINANCIAL AID FOR INTERNATIONAL STUDENTS

International student scholarship applications are due by January 31 to be considered for scholarship the following school year. Applications are only accepted once per year and scholarship awards are given for both the upcoming fall and spring semesters. Continuing students are only eligible to apply after completion of a full school year.

### 3.11.10 HOUSING FOR INTERNATIONAL STUDENTS

International students who reside in a country outside of the U.S. and have not resided in the U.S. within the last five years, and who will arrive in the U.S. no more than 30 days prior to the beginning of their first semester (winter, spring, summer, or fall) will receive priority status as applicants on the appropriate waiting list for available apartments at DTS. This priority status will only be granted to international students who fit the above criteria and who are beginning their first DTS degree. International students who have already received a degree from DTS or who are returning from a Leave of Absence will not receive this priority status. International students living in the U.S. are not given priority status and will be placed on the appropriate waiting list according to the date the application is received in the Housing Office. If Housing is unable to accommodate an international student with an apartment and, if the student comes to the U.S. and finds housing off-campus, the student is no longer classified as a priority and will

be placed on the appropriate waiting list according to the date that their application was received in the Housing Office.

International students must have their visas or have received notification that they have been approved to receive a visa in order to be assigned an apartment. The Housing Office is unable to hold apartments for international students without visas. Since apartments are booked quickly, in order to be considered for an apartment assignment, international students must communicate their visa status to the Housing Office by November 1st (for winter/spring entry) or May 15th (for summer/fall entry). An international student who has not received his or her visa by these dates may need to look for off-campus housing as all vacant apartments may likely be assigned immediately after these dates.

## 3.12 MISCELLANEOUS

### 3.12.1 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.

### 3.12.2 MAIL SERVICES

Mail Services offers shipping and mailing services on the Dallas campus. On-campus students should check with the Leasing and Relocation Services office regarding their proper mailing address.

### 3.12.3 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.

### 3.12.4 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.

### 3.12.5 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.

### 3.12.6 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.



### 3.12.7 USE OF COPY MACHINES

The media center in the library has equipment for self-service duplication 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.

### 3.12.8 NOTARY SERVICES

Notary services are available by appointment through the Student Life office.

### 3.12.9 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.

### 3.12.10 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.

### 3.12.11 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.

### 3.12.12 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.

### 3.12.13 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 3.7.1). Failure to comply fully with this policy may subject the student to the disciplinary procedures outlined in this handbook.

#### 3.12.14 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.

#### 3.12.15 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 [dts.edu](http://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 [dts.edu/alerts](http://dts.edu/alerts). Additionally students may sign up to receive emergency text alert on their mobile phones.

Notification of extension campuses closings can be received by signing up to for emergency test alerts on the student's mobile phone.



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