



STUDY TRUTH.
WALK FORWARD
IN LOVE.

2024-2025 STUDENT HANDBOOK

Table of Contents

1 Academic Information	1
1.1 Student Account Security	1
1.2 Address and Contact Information	1
1.3 Registration and Dropping or Changing Courses	2
1.3.1 Summer and Winter Term Courses	4
1.3.2 Independent Study Courses	4
1.3.3 Special Topics Courses.....	5
1.3.4 Irregular Credit Hour Course Registration.....	6
1.3.5 Audits	6
1.3.6 Student Sit-Ins	7
1.3.7 Spouse Sit-Ins.....	7
1.3.8 Tuition-Free Classes.....	7
1.3.9 Campus Use Fee.....	8
1.3.10 Limited Enrollment	8
1.4 Certification of Student Status	8
1.5 Academic Workload	9
1.6 Student Statuses	10
1.7 Declaration of Ministry Concentrations	11
1.8 Academic Advising	11
1.9 Advanced Standing	11
1.10 Transfer of Credits	13
1.11 Withdrawal and Leave of Absence	14
1.11.1 Withdrawal	14
1.11.2 Leave of Absence	15
1.11.3 Readmission Following Withdrawal or Leave of Absence Exceeding One Year	15
1.11.4 Readmission Following Military Service Leave of Absence	16
1.12 Degree Program Time Limits	17
1.13 Class Attendance	18
1.13.1 Electronic Etiquette	18

1.13.2 Remote Video Participation	19
1.13.3 Class Visitors.....	19
1.13.4 Overlapping Classes	19
1.13.2 Missing Hybrid Sessions	19
1.14 Grading System	20
1.14.1 Grade Point System	20
1.14.2 Repeating a Course.....	20
1.14.3 Grade Reports.....	21
1.14.4 Student Graders	21
1.14.5 Appeal of Grades.....	21
1.15 Academic Probation and Dismissal	21
1.15.1 Students Entering on Probation.....	22
1.15.2 Low Cumulative Grade Point Average	22
1.15.3 Low Term Grade Point Average	22
1.15.4 Failed Courses	22
1.15.5 Academic Dismissal	22
1.16 Academic Integrity	23
1.16.1 Plagiarism.....	23
1.16.2 Cheating.....	24
1.16.3 Student Exam Policy	24
1.17 Veterans Affairs and Title IV Educational Benefits	24
1.17.1 Satisfactory Progress	24
1.17.2 Measure for Satisfactory Academic Progress.....	24
1.17.3 Qualitative Measure for Satisfactory Academic Progress.....	25
1.17.4 Satisfactory Academic Progress Probation	25
1.17.5 Unsatisfactory Progress	25
1.17.6 Appeal of Probationary Status (Academic Plan).....	26
1.17.7 Reinstatement of Financial Aid.....	26
1.17.8 Requirements for using VA Benefits at Dallas Theological Seminary	27
1.18 Examinations	27
1.18.1 Final Exams	27
1.18.2 Late Exams and Quizzes	28
1.19 Course Extensions	28

1.20 Library and Help Desk Services	29
1.20.1 Loans and Renewals	29
1.20.2 Media and IT Help Desk Services.....	29
1.21 Course Papers.....	30
1.22 Master’s Thesis and Doctoral Applied Research Project or Dissertation	30
1.22.1 Registering for a Master’s Thesis.....	30
1.22.2 Administrative Regulations for Master’s Thesis.....	30
1.22.3 Writing a Master’s Thesis	31
1.22.4 Writing a DMin or DEdMin Applied Research Project	32
1.22.5 Writing a Doctor of Education Dissertation.....	33
1.22.6 Writing a Doctor of Philosophy Dissertation	33
1.23 Graduation.....	34
1.23.1 Graduation Application	34
1.23.2 Graduation Requirements.....	35
1.23.3 Commencement and Degree Conferral	35
1.23.4 Graduation Denial Review Process	35
1.24 Reclassification to Another Degree Program	36
1.25 Student Records	37
1.25.1 Student Record Procedures.....	37
1.25.2 Family Educational Rights and Privacy Act Of 1974 (FERPA)	37
1.25.3 Legal Name Change	41
1.25.4 Student Privacy for Online and Distance Education	42
1.26 Appeal and Complaint Procedure	42
1.26.1 Appeal Procedure	42
1.26.2 Extenuating Circumstances	43
1.26.3 Student Complaint Procedure.....	43
1.27 Faculty Accessibility to Students	45
2 Business Information	47
2.1 Bursar Office Services	47
2.2 Academic Financial Policies	47
2.2.1 General Fee.....	47
2.2.2 Technology Fee	48
2.2.3 Spiritual Formation Fee.....	48

2.2.4 New Student Assessment/Orientation Fee	48
2.2.5 Campus Use Fee	48
2.2.6 Audit and Sit-In Fee	48
2.2.7 Student Account Information	49
2.2.8 Payment	49
2.2.9 Refunds.....	51
2.2.10 Return to Title IV Calculation.....	52
2.3 Course Drops and Withdrawals	53
2.4 Student Financial Aid	53
2.5 Student Health Insurance.....	53
2.6 Housing Information.....	54
2.6.1 Seminary-Owned Apartments	54
2.6.2 Residence Hall Policies and Fees	55
2.6.3 Housing in the Dallas Area.....	55
2.7 Catastrophic Event Policies.....	56
3 Student Life	58
3.1 Personal Conduct	58
3.1.1 Student Agreement on Admission.....	58
3.1.2 Local Church Involvement.....	58
3.1.3 Community Covenant.....	59
3.1.4 Marriage and Divorce.....	60
3.1.5 Appearance of Students.....	60
3.1.6 Right to Privacy	61
3.1.7 Alcohol- and Drug-Free Workplace.....	62
3.1.8 Workplace Violence Prevention.....	63
3.1.9 Sexual Abuse and Discrimination Policy	64
3.1.10 Non-Discrimination Policy.....	68
3.1.11 Personal Issues Probation	68
3.1.12 Counseling Services	68
3.2 Chapel Policies.....	69
3.2.1 Chapel Services	69
3.2.2 Chapel Requirements	70
3.2.5 World Evangelization Conference	70

3.2.6 Commencement Chapel and Ceremony	71
3.3 Campus Police and Vehicle Regulations	71
3.3.1 Campus Security.....	71
3.3.2 Parking Permits	71
3.3.3 Parking Regulations.....	71
3.3.4 Weapons	72
3.4 Health Care Policy	72
3.5 Confidentiality Policy.....	73
3.6 Responsibility for Student Conduct and Discipline	74
3.6.1 Areas of Responsibility	74
3.6.2 Investigative Procedure	74
3.6.3 Disposition Procedure	74
3.6.4 Student Affairs Committee Procedures	75
3.6.5 Penalty Options for Discipline Cases.....	75
3.6.6 Appeal Procedures.....	75
3.7 Student Council and Other Student Organizations	76
3.7.1 Student Council	76
3.7.2 Student Organizations	76
3.8 Disability Services	77
3.8.1 Policy on Reasonable Accommodations	77
3.8.2 Procedures for Resolution of Issues of Accommodation	77
3.8.3 Guidelines for Service and Emotional Support Animals	78
3.9 International Student Policies Applicable to F-1 Visa Holders	83
3.9.1 International Arrivals.....	83
3.9.2 New International Student Orientation.....	83
3.9.3 Maintaining Visa Status	83
3.9.4 Degree Completion for International Students.....	84
3.9.5 Reduced Course Load and Course Drops for International Students.....	84
3.9.6 Leave of Absence, Withdrawal, or Leaving the United States.....	85
3.9.7 Curricular Practical Training and Optional Practical Training	85
3.9.8 Reclassifications for International Students	85
3.9.9 Change of Visa Status	86
3.9.10 Travel Signatures for International Students.....	86

3.9.11 International Student Scholarships	86
3.9.12 Tuberculosis Testing for International Students.....	86
3.9.13 Financial Aid for International Students	87
3.9.14 Housing for International Students (Dallas Campus).....	87
3.9.15 Other Visa and Status Types, Including Asylees and DACA	88
3.10 Miscellaneous.....	88
3.10.1 Mail Services	88
3.10.2 <i>Bibliotheca Sacra</i>	88
3.10.3 Student-Produced Visuals	88
3.10.4 Student Reproduction of Classroom Material	88
3.10.5 Use of Copy Machines	89
3.10.6 Student Fundraising Projects.....	89
3.10.7 Use of Seminary Name and Address.....	89
3.10.8 Use of Seminary Directories	90
3.10.9 Student Information Surveys.....	90
3.10.10 Student Complaints Involving Seminary Faculty, Administrators, Staff, or Board Members	90
3.10.11 Student Participation in Institutional Decision-Making.....	91
3.10.12 Cancellation of School	91
Appendix 1 - Mission of Dallas Theological Seminary	92
Appendix 2 – Doctrinal Statement of Dallas Theological Seminary	95
Appendix 3 – Core Values of Dallas Theological Seminary.....	104
Appendix 4 – Student Appeals, Complaints, and Feedback.....	106
Academic and Financial Requests and Appeals.....	106
Appeal for Tuition Refund	106
Appeal for Fee Refund	106
Appeal for Course Extension.....	107
Appeal to Take Required Course by Independent Study	107
Appeal Satisfactory Academic Progress	107
Appeal Final Course Grade	108
Appeal of Academic Probation or Dismissal	108
Appeal of Conduct Dismissal.....	108
Appeal of Graduation Denial.....	109

Reports and Complaints	110
General Student Complaint	110
Report Violence, Abuse, or Harassment (Title IX).....	110
Report Ethics Violation (Whistleblower).....	110
Complaints Regarding Disability Accommodation.....	110
Complaint to Outside Entities	111
Student Employee Feedback	111
Employee Suggestion Box	111
Appendix 5 - Mental Health Emergency Protocol.....	112

1 Academic Information

1.1 Student Account Security

Dallas Theological Seminary (DTS) students access online resources using their yourname@dallasseminary.edu account. Students should create a unique, secure password for this account and not share it with anyone. DTS staff will never ask for this password.

All official communication from DTS will be sent to the yourname@dallasseminary.edu email address, and students are expected to check it regularly. Students can forward emails from this account to a personal email, but this is at their own risk.

All seminary requests, including registration and records, must be made from this email address. It should not be used to send sensitive information or content that contradicts Christian values.

Upon graduation, DTS ends the student's Microsoft 365 license, which includes email access. Students will get a warning and thirty-day grace period after graduation (i.e., around the end of May). This warning is also performed one time for students graduating in the summer term. After this, the contact email reverts to the external email on file.

Graduates can still use their DTS email as a login for alumni and placement resources, but it will no longer send or receive emails. If a graduate re-enrolls, their username will be reactivated.

1.2 Address and Contact Information

All prospective students are required to report a permanent address as part of the application process. All incoming and current students are required to report both a permanent address and a current term address (if different from permanent address) at the time of registration. Students may also submit a change of address (permanent or current term address) at any time.

The United States government requires international students (F-1 visa holders) to keep their address up to date in SEVIS (Student and Exchange Visitor Information System). Therefore, international students must notify the International Student Development Office if their email or geographical address changes within ten days of the change to maintain their visa status.

Moving from one apartment to another in the same building on the Dallas campus requires an address change.

1.3 Registration and Dropping or Changing Courses

DTS attempts to make the registration process as efficient as possible for students. Registration priority is given to students closest to program completion. Late registration may result in a student being waitlisted, the cancellation of the course, or a late registration fee. Official registration must be completed before students may attend class. Nondegree students are expected to meet the prerequisite or corequisite requirements for the course(s) in which they intend to register.

While in a doctoral leveling program, students will be unable to register for doctoral level courses until leveling is complete.

Prior to the payment deadline, students may make schedule changes at no charge. Courses cannot be added after the first week of classes without the approval of the Registrar's Office.

Students who do not pay in full or make appropriate payment arrangements by the payment deadline will be dropped from all courses and may lose their place in class. All course drops are processed through the DTS Student Portal. Students will not automatically be dropped for nonattendance. A late payment fee is charged to students who submit payment after the deadline.

For course refund policies and a schedule of late fees, see the Financial Information section of the current DTS catalog.

Students are responsible for resolving registration holds prior to the open registration period. Holds may be viewed on the DTS Student Portal.

International students on an F-1 visa should consult the International Student Policies section of this handbook for additional information specific to international students.

It is the student's responsibility to ensure they are registered for the correct courses, have resolved holds on their accounts, and have submitted payment for courses by the relevant deadlines.

Masters, EDD, and PhD Registration and Payment Deadlines

Deadlines	Summer	Fall	Winter	Spring
Registration Starts	March 1	June 1	October 1	October 1
Early Registration Deadline	April 1	July 1	November 1	November 1
Payment Deadline	Friday, 2 weeks before term	Friday, 3 weeks before term	Friday, 3 weeks before term	Friday, 6 weeks before term
Last Day to Add	1st day of class	Sunday of 2nd week	1st day of class	Sunday of 2nd week

DMin and DEdMin Registration and Payment Deadlines

Deadlines	Winter	Summer
Registration Starts	July 15	February 15
Early Registration Deadline	September 15	March 15
Payment Deadline	Last Friday in September	Last Friday in March
Last Day to Add	September 15	March 15

Course Withdrawals and Refund Policy

If the Course is Dropped	Grade Recorded on Transcript	Refund for Course
0 – 10% of meeting dates (first day of one-week intensives)	Course not listed on transcript	100% refund of tuition and fees
11 – 20% of meeting dates (second day of one-week intensives)	Course recorded as “W” on transcript	75% refund of tuition only
21 – 40% of meeting dates (third day of one-week intensive)	Course recorded as “W” on transcript	50% refund of tuition only
40+% of meeting dates (After third day of one-week intensive)	Course recorded as “W” on transcript	0% refund
On or after Monday of the 14th week of the term.	Withdrawal not permitted; student receives grade that will be earned by the end of the term.	0% refund

1.3.1 Summer and Winter Term Courses

The summer term for master’s, EdD, and PhD courses begins in May (the week following completion of the spring term) and lasts for fifteen weeks. Classes may start at various times within this term but are still considered part of the summer term.

Winter term master’s level courses are offered during the two weeks between Christmas break and the beginning of the spring term.

DMin and DEdMin terms are six months in duration with a one-week residency for most courses. Summer semester runs from April 15 through October 15. Winter semester runs from October 15 through April 15.

1.3.2 Independent Study Courses

Independent study courses usually entail research in a particular department with the guidance of a professor. A limit of two independent study courses can be taken for elective credit if students have special interests or circumstances and if

the professor approves the course on the form available on the DTS Student Portal. The Student Appeals Committee may consider exceptions to these limitations on a case-by-case basis and only in extenuating circumstances.

Registration must be completed before the end of the first week of the term. Independent study courses may not be added after the first week of the term without the approval of the Registrar's Office.

The following general requirements apply to master's-level independent study courses:

- One credit hour: 20 hours of reading and research, and a 2,500-word paper.
- Two credit hours: 40 hours of reading and research, and a 5,000-word paper.
- Three credit hours: 60 hours of reading and research, and a 7,500-word paper.
- Four credit hours: 80 hours of reading and research, and a 10,000-word paper.

These standards are a minimum and are subject to adaptation in individual cases by the supervising professor.

Guidelines for DMin and DEdMin independent studies for can be found on the DM/DE7901 independent study registration form.

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 term on one of the campuses, online, or by remote video (RV). Students are expected to use preliminary course schedules provided by the Registrar's Office to plan for courses offered during a particular term.

Independent study courses must conform to the course extension rules stated under the course extensions section of this handbook. Exceptions to this policy may be made for extenuating circumstances as evaluated by the Registrar's Office.

1.3.3 Special Topics Courses

Students may earn academic credit for work done through several ministry enhancement programs, special conferences, or seminars at local churches. These special learning opportunities may be credited toward a concentration or toward free electives under the umbrella of the special topics course included under the department listing of courses in the catalog. Students can find information on the various ministry enhancement programs through 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.

GCCS students may take a maximum of three credit hours by special topics; STM and MBTS students may take a maximum of six credit hours; MA students may take a maximum of twelve credit hours; ThM students may take a maximum of eighteen credit hours; and doctoral students may take a maximum of six credit hours. The Student Appeals Committee may consider exceptions to these limitations on a case-by-case basis and only in extenuating circumstances.

The seminary will reimburse the ministry organization up to half of the tuition paid for the special topics course. Students are 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 credit hours that are assigned to a course offered during a given term. In exceptional cases, students may be given approval by the Registrar's Office to reduce the credit hours for a course. For example, a two-credit-hour course could be reduced to one hour credit; a three-credit hour course could be reduced to two credit hours; or a three-credit hour course could be reduced to one-credit hour.

Students can seek such special approval only if (1) the reduced credit hours would otherwise be extraneous credit hours not needed to satisfy degree program requirements and (2) the professor agrees to the reduction. The professor has the option of requiring students to do all course requirements even when less credit is granted.

Likewise, a two-credit hour course may be taken for three credit hours with approval by the Registrar's Office. However, a three-credit hour course cannot be increased.

1.3.5 Audits

Students who wish to attend master's level course meetings, but not complete coursework or receive credit, may register to audit a course. 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. Audited courses will be recorded on students' transcripts but do not impact grade point average.

Audits are disallowed in (1) all core Bible courses (BE5101-109), Theology courses (ST5101-106), and PM5101; (2) courses required to fulfill students' degree plans; (3) courses students may later want to take for credit; and (4) courses in which the professor or department disallows audits.

An audit course may be changed to a credit course retroactively through the fifth week of the term with professor approval. After the fifth week of term, it cannot be changed. The Student Appeals Committee may consider exceptions to the policy on a case-by-case basis and only in extenuating circumstances.

A credit course cannot be changed from credit to audit at the point students would receive no refund (see the withdrawing from a course section of this handbook). For the schedule of audit fees consult the financial information section of the seminary catalog.

Audits are not allowed for doctoral courses.

1.3.6 Student Sit-Ins

Students who have previously completed a course for credit with a passing grade at DTS may sit in on that course again, subject to space. They must follow the sit-in registration procedure in the DTS Student Portal and pay a sit-in fee. Registration begins the first day of the fall and spring terms and the first day of the course for summer term and winter term courses.

1.3.7 Spouse Sit-Ins

Spouses of currently enrolled students may sit in on any class their spouse is registered for if space is available in the classroom. Students must notify the course instructor and confirm availability with the Registrar's Office. There is no fee for spouses to sit in.

Spouses will not receive DTS accounts such as email or video conferencing access.

Spouse sit-ins are subject to class availability. No permanent record is kept of spouse sit-ins nor will a transcript be issued.

1.3.8 Tuition-Free Classes

Students currently enrolled in the ThM program may take up to five courses beyond the 120 credit hours required for the degree for a modest fee. This excludes independent study courses and doctoral courses. Students may register for a maximum of one tuition-free course per term. Tuition-free registration is subject to availability and begins the first day of the fall and spring terms and the

first day of the course for summer and winter terms. These courses may be taken for credit or audit but cannot be used toward degree program requirements at DTS. Classes taken in previous terms 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 section in this handbook).

1.3.9 Campus Use Fee

Students not currently enrolled in classes at DTS may utilize campus and library services by paying the campus-use fee for the term. Doctoral students who have paid the tuition for their dissertation are exempt from the campus-use fee.

1.3.10 Limited Enrollment

Students may be required by Student Life or Enrollment Services staff to enroll in a limited number of credit hours per term or limit registration to specific courses in the current or upcoming terms. This may be due to students' financial commitments outside of school, personal responsibilities, or academic performance at DTS. The specific length of time for students' limited enrollment will be reviewed at the end of each term by Student Life and/or Enrollment Services staff.

1.4 Certification of Student Status

Master's-level students satisfactorily pursuing a degree program at a minimum enrollment of nine credit hours per term will be certified as full-time students. Master's-level students enrolled in at least five (but less than nine) credit hours per term are considered half-time. During the summer term, six credit hours is considered full-time, and during the winter term, any number of credit hours is full-time. This standard may vary if the agency requesting certification specifies another standard.

PhD and EdD students are full-time if enrolled in six or more credits each fall and spring term. PhD and EdD students can be full-time for one term during comprehensive exams and half-time for another term. If they are writing their dissertation, PhD and EdD students are full-time for up to two years after being registered for their dissertation.

DMin and DEdMin students are considered full-time if enrolled in six credit hours or more per academic year. DMin and DEdMin students are half-time for a year while working on their applied research project.

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

	Half-time	Full-Time
Fall and Spring Masters	5	9
Summer Masters	3	6
PhD	3	6
Edd	3	6
DMin and DEdMin	3	6

1.5 Academic Workload

Master’s-level work is designed to be more rigorous than coursework completed at the undergraduate level. DTS defines one “credit hour” as 50 minutes of instruction and 2–3 hours of homework per week. For a three-hour course, there are approximately 35 hours (2100 minutes) of instruction and 80–85 hours of homework.

	1 credit hour	2 credit hours	3 credit hours
Instructional Time (hours)	11.66	23.3	35
Homework Time (hours)	28	56	84

These are example ranges for different assignment types:

Type	Amount	Example
Reading, Light (biography, light application)	1 min / page	200 page = 3.5 hours
Reading, Heavy (dense theology, commentary)	4 min / page	300 page = 20 hours
Writing, Reflection	10 min / page	5 pages = 1 hour
Writing, Research	1 hour / page	10 pages = 10 hours
Presentation	1 hour / 1 minute	15 minutes = 15 hours
Activities, Field Work	Varies	Evangelism = 2 hours

The amount of work required for classes may vary based on the material and content of each course. The nature of the course content will necessarily impact this guideline to some degree, but faculty endeavor to balance the amount of reading, writing, and other types of assignments within this guideline.

The workload expectation for doctoral courses is typically double the master’s standard.

Students are invited to comment on the appropriateness of course workloads in each term's course evaluations.

1.6 Student Statuses

Students are classified in the following ways by the Registrar's Office:

Pre-Matriculation

- Prospect – Students who have been identified that might apply to DTS.
- Applicant – Students who have submitted applications but have not been formally accepted.
- Accepted – Students have applied and been accepted to DTS but have not yet begun classes.

Post-Matriculation

- Active/Registered – Students who have matriculated and are now active and attending courses.
- Leave of Absence – Students who, for various reasons, are still enrolled at DTS but not currently attending classes.
 - Official – Students who have requested and been approved for a Leave of Absence.
 - Unofficial – Students who did not request nor were approved for a Leave of Absence.
- Pending Graduate – Students whose graduating term is within one academic year. Students will only remain Pending Graduate if they are on track to graduate.
 - Active – Students who are graduating and still in coursework.
 - Pending Graduate LOA – Students are graduating within one calendar year and on track with coursework but need to take at least one semester off.
 - Finished Coursework – Students who have finished coursework but whose graduation term is still in the future.

Unique Doctoral Statuses

- Comprehensive Exams – Doctoral students who are finished with coursework and are now either preparing for or taking oral and written comprehensive exams.
- All But Dissertation – Doctoral students who are actively registered for their dissertation or dissertation continuation. Doctoral students also must be admitted to candidacy before being eligible for this status,

1.7 Declaration of Ministry Concentrations

ThM students must select a concentration by the halfway point of their program (60 credit hours) and prior to beginning their INT5130 ThM Ministry Formation Internship. MACE students also must declare a ministry concentration during their studies.

When students declare a ministry concentration, they will be assigned a faculty advisor in the corresponding department. ThM students may pursue two concentrations as long as they complete at least nine unique credit hours for each concentration. Contact the Advising Center for clarification of concentration requirements.

1.8 Academic Advising

The Advising Center is available to counsel master's level students 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 terms (see the DTS Student Portal). Students in Houston, DC, and Atlanta have local advisors. Students at all other extension sites, online students, and students in Dallas are served by advisors based in Dallas. Academic Advisor information to schedule a meeting is found on the DTS Student Portal.

DMin, DEdMin, and EdD students will be assigned a program advisor who will schedule an advising meeting with students at least twice a year. However, the program advisor is available to students as needed throughout the year. PhD students will work closely with the PhD Studies Office and the faculty coordinator for their concentration following admission to the program.

1.9 Advanced Standing

Two types of master's level 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 students' master's level degree programs. Students might qualify for substitution of a required course if they (1) have undergraduate credit for a similar course (in exceptional cases non-credit, self-study courses or extensive experience may qualify), and (2) submit a completed course substitution form, signed by the professor of the course and the department chair, to the Registrar's Office. This form can be obtained online on the DTS website.

To substitute a course, students must demonstrate to the professor (normally by either a written or oral examination) they have proficiency in the course material. Substitution of a course does not give credit for the course nor reduce students' curricular requirements, but it does allow students to substitute elective credit hours in the same department unless the department chair specifies otherwise.

Incoming master's level 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 Missiology and Intercultural Ministries. A maximum of forty credit hours of advanced standing may be credited toward the ThM degree; twenty-six credit hours toward the MA in Chaplaincy and Ministry Care, MA in Jewish Studies, and MA in Counseling; twenty-two credit hours toward the MA degrees in Apologetics and Evangelism, Bible Translation, Christian Education, Christian Leadership, Media Arts and Worship, Counseling Ministries, and Intercultural Studies; twenty credit hours toward the MA degrees in Christian Studies; and nine credit hours toward the Master of Biblical and Theological Studies degree.

Advanced standing is not granted for the Graduate Certificate of Christian Studies, the Master of Sacred Theology program, or courses that are electives in students' programs.

Master's Degree	Maximum Advanced Standing Hours
ThM	40
MAC, MAJS, MACP	26
MAAE, MABT, MACE, MACL, MAIS, MAMW, MACO	22
MACS	20
MBTS	9
STM, GCCS	0

Incoming doctoral students may apply for course-by-course advanced standing for necessary leveling work.

The DMin and DEdMin programs do not allow reduction of hours, but substitutions are made for the following circumstances.

- DEdMin – DE7302 History and Philosophy of Christian Education if taken at the master's level.
- DMin/DEdMin - ID7201 Biblical Languages and Tools if fifteen hours of biblical languages taken at the master's level.

Students who have received the maximum number of credit hours in advanced standing allowable toward their degree may still substitute additional courses.

Course-by-course advanced standing is available only within one calendar year (365 days) of initial matriculation in the student's first semester as a student (the first date of the initial fall, spring, or summer term; not a specific class start date). A course-by-course advanced standing exam request form is available online.

If students reclassify to another degree, the advanced standing and/or transfer credits policies in the new degree are applicable and may result in the removal of credits from a student's transcript. If students withdraw from DTS, all advanced standing credit is deleted from their transcripts.

1.10 Transfer of Credits

Transfer of some credit is allowed toward the professional ministry degrees and general academic programs from accredited graduate theological schools and other related programs. Master's level course credits with a minimum grade of C earned are accepted to the extent that the courses are comparable to the seminary's stated requirements. A minimum course grade of B- is required for transfer credit to doctoral programs. Students may receive up to the number of transfer hours listed in the following chart. No more than half of the credits earned toward a completed graduate degree at another institution may be transferred to a DTS degree program. Additionally, no more than half of students' transfer hours may comprise credits earned more than ten years ago (whether toward a completed or noncompleted degree). Transfer credit is always at the discretion of the Registrar's Office, in consultation with other departments.

MAC students pursuing licensure may have stricter transfer-credit guidelines as required by a particular state licensing agency.

No more than 30 hours of coursework from institutions outside of DTS and Dallas International University (DIU) will be transferred toward the MABT. Some provision will be made for students to transfer work from the Jerusalem University College to the MABT program. Entering students with missions experience in Bible translation may be eligible for advanced standing.

EdD, DMin, and DEdMin students may transfer no more than twelve hours. The PhD program will allow limited transfer credit on a case by case basis (see the PhD Office for more information).

Degree	Maximum Transfer Credit Hours
ThM	80
MACP	50
MAJS	48
MAC	41 (15 in CC)
MAAE, MACE, MACL, MACS, MAIS, MAMW, MACO	40
MABT	30
EdD, DMin, DEdMin	12
MBTS	12
STM	10
GCCS	3

An official transcript from the institution attended showing satisfactory course completion is required. Nondegree students—except for those enrolled in the GCCS program—cannot transfer in credit hours. Transferability of credits earned at DTS is at the discretion of the receiving institution. Please see the DTS website for more information, including eligibility requirements.

Students may use earned DTS credits more than ten years old toward a master’s degree. However, all previous credits earned at DTS must align with the current requirements set forth in the catalog upon a student’s reentry. Students will need to take any specific leveling work identified upon reentry due to changes in courses or the curriculum.

For doctoral students, previous DTS doctoral credit will need to be assessed by the specific program director and committee to ensure the previous course material is deemed as current in their concentration/field.

1.11 Withdrawal and Leave of Absence

1.11.1 Withdrawal

Students who choose to withdraw from the seminary must submit proper notification to the Registrar’s Office. Consult the Financial Policies section of this handbook for financial penalties for withdrawal.

Withdrawal will result in the termination of seminary medical insurance effective on the withdrawal date.

International students on an F-1 visa should consult the International Student

Policies of this handbook for additional information specific to international students.

1.11.2 Leave of Absence

A leave of absence is a temporary break from seminary studies for a period not to exceed one year from the end of the 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 for most students can be submitted through the DTS Student Portal.

Students who have taken a leave of absence for a period of one year are expected to resume coursework and will not be eligible for another leave of absence unless they have completed at least five weeks of a new term. Students who are not able to do so will be withdrawn.

A leave of absence does apply to doctoral students working on their dissertation or applied research project.

A leave of absence will result in the termination of seminary medical insurance effective on the leave of absence date.

International students on an F-1 visa should consult the International Student Policies of this handbook for additional information specific to international students.

1.11.3 Readmission Following Withdrawal or Leave of Absence Exceeding One Year

Readmission after a withdrawal or a leave of absence exceeding one year requires reapplication through the Admissions Office (and in some cases is subject to the approval of the Dean of Students or the appropriate doctoral studies committee). Students readmitted are subject to the program requirements of the catalog under which they reenter.

Once students are accepted for readmission, previously earned DTS credit will be evaluated considering current program requirements. A revised time limit and a specific degree completion plan will be provided to the returning students. Returning students must plan to complete the degree at an aggressive pace as they work closely with an academic advisor each term.

1.11.4 Readmission Following Military Service Leave of Absence

Service members (or an appropriate representative of the armed forces or official of the Department of Defense) must provide the Advising Center (and the appropriate doctoral studies office for doctoral students) of DTS with written notice of military service as far in advance as is reasonably possible. At the time of notification of military service, service members do not need to indicate whether they intend to return to DTS. If service members are unable to provide advance notice, they may submit, at the time of readmission, an attestation of the military service that necessitated withdrawal from enrollment.

Regarding readmission, service members must give oral or written notice of their intent to return to DTS to the Advising Center (and the appropriate doctoral studies office for doctoral students) within three years after the completion of the military service that necessitated withdrawal from enrollment. If service members were injured during the performance of military service, they must notify DTS within two years after the end of the recovery period if there is intent to reenroll. Although service members who fail to apply for readmission according to the above guidelines do not automatically forfeit eligibility for readmission, they will become subject to both the seminary's standard leave of absence policy and readmission requirements set forth by the admissions committee.

After receiving service members' notice of intent to reenroll (provided in accordance with the above guidelines), DTS will promptly readmit the students for the next available term of enrollment or a later term if students so request (up to one calendar year after the first available term of study). For their first year back from military service, readmitted service members will be assessed the tuition and fee rates from the first academic year during which military service interrupted enrollment unless the veterans' education benefits or other benefits will pay the higher tuition and fee charges, in which case DTS will assess the charges for the actual term(s) of study.

Readmitted service members will be subject to the same catalog requirements as were in force at the time of withdrawal for military service and will retain the same academic status as they had at the time of withdrawal for military service.

Additionally, the period of military service will not count against the students' maximum time to complete a program of study. If the master's-level program is no longer available, master's level students will be able to choose an alternative program at the same (i.e., master's) level. If the doctoral program is no longer available, doctoral students will be accommodated in a different doctoral program, subject to the specific entrance requirements of the alternative program. For doctoral students whose previous dissertation or applied research project topic can no longer be supported by their originally assigned committee will be assigned a new dissertation or applied research project topic and/or committee, as necessary.

The cumulative length of all previous absences from the school for military service may not exceed five years. Only the time that service members spend performing service is counted.

Military service is defined as service, whether voluntary or involuntary, in the armed forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than thirty consecutive days. This does not include National Guard service under state authority.

Service members are defined as individuals who are members of, apply to be members of, perform, have performed, apply to perform, or have an obligation to perform, service in the uniformed services.

An appropriate officer is defined as a warrant, commissioned, or noncommissioned officer authorized to give such notice by the military service concerned.

1.12 Degree Program Time Limits

Students should plan to complete a reasonable number of courses and credit hours each year to finish their programs within the stated time limit for each program. The time limit for completion is as follows: six years for the DMin, DEdMin, MBTS and STM; seven years for EdD and the MA degrees; eight years for the ThM and PhD. The GCCS does not have a time limit completion. Leaves of absence do not extend the time limit for program completion. The time limit is calculated from the date of initial matriculation.

The following criteria are necessary for evaluation of an extension to be considered:

- The reason for the request of additional time must meet the criteria for extenuating circumstances as stated in this handbook (see 1.26.2).
- A detailed and aggressive plan developed in consultation with the Advising Center (or the doctoral program advisor for doctoral students) which includes completion of remaining courses within a reasonable time.
- A request is made to and approved by the Student Appeals Committee.

Students who fail to complete a program within the time allotted for the degree may request a program extension. An extension is not automatic. The maximum time allowed for completion of any program is ten years from time of matriculation. If an extension is granted, students must follow the approved plan on file with their academic advisor (or doctoral program advisor) and approved by the Student Appeals Committee.

Failure to follow this plan may result in dismissal and/or additional requirements set forth by Enrollment Services.

1.13 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 face-to-face, hybrid, and online contexts. Absences should be taken only for important and necessary reasons.

- Traditional fall and spring courses (courses meeting once or twice a week for the entire semester): A maximum of two weeks of the course can be missed without penalty.
- Summer and winter intensives: A maximum of one day of a one-week intensive course can be considered an excused absence.
- Hybrid courses: A maximum of one half-day of a hybrid course can be considered an excused absence. See 1.13.2 for details on additional absences. (For a hybrid course to count toward a degree's real-time requirements, a student cannot miss any live course sessions.)
- Online-Recorded courses: Some online courses are primarily asynchronous but may also include some required synchronous meeting times. Please check the course syllabus for the maximum number of synchronous sessions that can be considered excused absences.
- Online-Live courses: Some online courses meet synchronously through video conferencing on a regular basis (weekly). Like a traditional class, a maximum of two weeks of the course can be considered excused absences.
- DMin and DEdMin residency weeks are intensive and short. Students must make every effort to attend every day all day. Please make travel arrangements to allow attendance for the entire week.

For absences beyond those listed above, the professor may reduce the final course grade by up to fifteen percent or award a failing grade (F) if a student does not attend any face-to-face sessions.

The course professor has the right to dismiss any disruptive student during any class.

1.13.1 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, either in-person or through video conferencing. Unless permitted by the professor, students should turn off all electronic devices during tests and quizzes.

1.13.2 Remote Video Participation

Students joining in person classes by remote video should conduct themselves just as if they were physically present in the classroom. The expectation is for the student's camera to always be on, the student's microphone to be muted unless speaking, and the student to be seated and fully focused on the class (not walking, not driving, not exercising, not distracted, etc.). Faculty members may report students not following these remote video guidelines to the Dean of Students.

1.13.3 Class Visitors

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

1.13.4 Overlapping Classes

The DTS Student Portal does not allow students to register for classes that have overlapping meeting times. If students desire to take a hybrid class that overlaps with one session of traditional weekly class, students should first seek permission from the professor of the weekly class and then send a request, including the professor's written/email approval, to registrar@dts.edu to register for the overlapping hybrid. The student's absence will function according to the weekly professor's attendance requirements, including any grade penalties, and the professor is not obligated to provide recordings or alternative arrangements. Students may not register for two overlapping hybrid courses.

1.13.2 Missing Hybrid Sessions

A maximum of one half-day of a hybrid course can be considered an excused absence. The professor is not obligated to provide recordings or alternative arrangements for the missed class time. If more than one-half day is missed, students should send a request to drop the course to registrar@dts.edu. Students will receive a grade of "W" and will need to retake the course. The student's tuition (not fees) will be refunded, but this may impact scholarships and loans.

Students who is not able to attend a hybrid class due to extenuating circumstances (as defined in 1.26.2) may submit a Student Appeal to continue in an alternative section of the course.

1.14 Grading System

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; no credit given

AS	Advanced Standing	SB	Substitute course (formerly VL)
AU	Audit	TR	Transfer
CR	Credit	VL	Validation (now SB)
I	Incomplete (course extended)	W	Withdrew
IP	In Progress	WA	Withdrew from audit
NC	No credit	WV	Waived course
NR	Not received		

1.14.1 Grade Point System

Grade points are determined based on credit hours attempted according to the following scale:

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

1.14.2 Repeating a Course

If students fail a required course, they must repeat it until a passing grade is received (however, see the Academic Probation and Dismissal section of this handbook for details). 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 concentration/ major requirements.

When students retake a course, either to rectify a failure or to improve a grade,

both grades will be included in the cumulative grade point average (GPA).

1.14.3 Grade Reports

Students can view term grades online on the DTS Student Portal after grades are entered each term.

1.14.4 Student Graders

Peer evaluation is a common procedure in higher education, and DTS 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 students dissatisfied with the grade issued by a grader should first contact the course professor for an explanation.

1.14.5 Appeal of Grades

If students feel their final term grade in a given course is not equitable, they should discuss the grade with the course professor. If students are not satisfied, they may then contact the department chair, who will attempt to resolve the issue. In the event students are still not satisfied, they may appeal to the Academic Dean by filing a written statement of the particulars. The Academic Dean will confer with the professor involved and the department chair to seek a satisfactory resolution to the problem. If the problem cannot be solved in this manner, the Academic Dean may decide on the matter or may refer it to the Academic Affairs Committee for a ruling. All grade changes must be made within one year after the course for which the grade in question was given. See Appendix 4 of this handbook for additional information.

1.15 Academic Probation and Dismissal

Academic probation occurs in the scenarios outlined in this section. Students who are placed on academic probation are required to:

1. Meet with their assigned academic advisor or doctoral advisor to review degree progress and select the appropriate course(s) for the upcoming term.
2. Submit at least one assignment or their semester assignment plan to the Writing Center for review in the first month of the term.

Students who continue on academic probation may also be required to meet with the Registrar.

1.15.1 Students Entering on Probation

Students admitted from unaccredited colleges or with a low grade point average are placed on academic probation for the first twelve credit hours earned. If satisfactory progress is maintained for those twelve credit 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 may be dismissed for academic cause at the end of their first year, regardless of the number of credit hours completed. Academic probation will be recorded on the official transcript.

1.15.2 Low Cumulative Grade Point Average

Students whose cumulative grade point average (GPA) falls below a 2.0 (2.5 for STM) are placed on academic probation. Students will remain on probation as long as their GPA is between 1.5 and 2.0 (2.5 for STM). Academic probation will be recorded on the official transcript. Students who continue on probation for more than three consecutive fall or spring terms, or whose GPA falls below 1.5, may be dismissed for academic cause at the discretion of the Registrar. Summer and winter term courses are not considered terms for this purpose.

1.15.3 Low Term Grade Point Average

Students whose term grade point average (GPA) falls below 2.0 (2.5 for STM) will be placed on academic probation by the Registrar. Academic probation will be recorded on the official transcript. If the term GPA falls below 2.0 (2.5 for STM) a fourth time, whether or not in consecutive terms, the student may be dismissed for academic cause at the discretion of the Registrar.

1.15.4 Failed Courses

Students who fail a course in any term will be contacted in writing concerning their performance. Students who fail the same course a second time will be automatically placed on academic probation. Academic probation will be recorded on the official transcript. Students who fail the same course a third time may be dismissed for academic cause at the discretion of the Registrar.

Students who fail five or more courses at any time during their seminary studies will be placed on academic probation. Students who fail ten or more courses may be dismissed for academic cause at the discretion of the Registrar.

1.15.5 Academic Dismissal

Academic dismissals may occur when students have either failed to meet the GPA requirement, failed the same course three times, or failed ten or more courses while at the seminary. Students who have been dismissed may qualify for

readmission as a degree or nondegree seeking student upon satisfactory review by the Admissions Committee in consultation with Student Life and Enrollment Services. If readmitted, students must raise their GPA to satisfactory levels within one year.

Students requesting an appeal to their academic probation or dismissal should submit their request through the student appeals link on the DTS Student Portal. The Registrar will make the decision based on the extenuating circumstances and the published seminary policies.

If the request for appeal to their academic probation or dismissal is denied by the Registrar, students can appeal the decision in writing to the Student Appeals Committee.

If students are not satisfied with the response of the Student Appeals Committee, students may submit an appeal to the decision in writing to the Vice President for Enrollment Services.

1.16 Academic Integrity

Plagiarism or cheating usually involves an attempt to appear to have more knowledge or skill than one possesses, and as such constitutes academic dishonesty. DTS, 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.

1.16.1 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), or using text written by a generation system as one's own (e.g., entering a prompt into an artificial intelligence tool and using the output in a paper without a professor's permission or direction, and without citation). Students should review the Turabian supplement provided by the library for the latest information on citations (including citing artificial intelligence software) – see <https://library.dts.edu>.

In any 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.

1.16.2 Cheating

Cheating involves dishonest or deceptive attempts to gain credit for academic work using notes, aids, computer tools, or the help of other students in ways expressly prohibited 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.

1.16.3 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 integrity and honor expectations may be reported to the Dean of Students as determined by the professor.

1.17 Veterans Affairs and Title IV Educational Benefits

1.17.1 Satisfactory Progress

Federal law requires that institutions of higher education monitor the academic progress of students who receive federal financial aid. To remain eligible for federal aid, students must comply with DTS's standards for satisfactory academic progress. All students receiving federal aid will be evaluated annually at the end of the summer term.

Students receiving VA or Title IV educational benefits must maintain a certain minimum cumulative grade point average and must satisfactorily complete a minimum number of credit 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.

1.17.2 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 for STM students who must maintain a cumulative GPA of 2.5). Doctoral students must maintain a

minimum cumulative GPA of 2.7 on a 4.0 scale.

1.17.3 Qualitative Measure for Satisfactory Academic Progress

To meet satisfactory academic progress, students must complete the following number of credit hours per academic year.

Degree	Minimum Credit Hours/Year for SAP
ThM	15
MAC	13
MAJS, MACP, STM	12
MAAE, MABT, MACE, MACS, MACL, MAIS, MAMW, MACO	10
MBTS	6
PhD, EdD, DMin, DEdMin	6

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 satisfactory progress status.

1.17.4 Satisfactory Academic Progress Probation

If first-time students in any program fail to meet one or more of the satisfactory academic progress minimum requirements, they 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, students must meet the stated minimum grade requirement and complete enough work to meet the cumulative amount of work for that academic year as defined in the Quantitative Measure for Satisfactory Academic Progress section of this handbook.

1.17.5 Unsatisfactory Progress

If students on probation fail to achieve the minimum grade requirement or the cumulative hour requirement at the end of the first probationary period, their status will be reported to the Veterans Affairs regional office (VARO), or other appropriate federal agencies or financial institutions. If this occurs, students will be ineligible to receive financial aid the following academic year.

1.17.6 Appeal of Probationary Status (Academic Plan)

If students on probation fail to achieve either requirement (minimum grade or cumulative hour) by the end of the first probationary period, they will have the opportunity to appeal their ineligibility by providing information on extenuating circumstances. 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 students and were completely beyond his or her control. Examples of situations that will not be considered extenuating include general busyness, employment demands, minor illnesses, responsibilities from optional ministries, or a change in graduation date.

Students requesting an appeal to their satisfactory academic progress status should submit their request through the student appeals link on the DTS Student Portal. The request will be evaluated by the Director of Financial Aid in consultation with the Registrar.

Students must include reasons why the minimum academic requirements were not met and why aid should not be terminated. Students must meet with an academic advisor to file an academic plan that will lead to meeting the minimum satisfactory academic progress requirements in the future. This plan along with a letter for extenuating circumstances must be submitted to the Director of Financial Aid and approved by the financial aid committee. The progress will be reviewed at the end of the payment period; if students do not meet the terms of the plan, eligibility will cease, and all remaining aid will be cancelled.

Students will be notified of the decision within two weeks of receiving the appeal. Information that may be considered in determining if students are still maintaining satisfactory academic progress includes extenuating circumstances as listed in the previous paragraph.

If the request for appeal to their satisfactory academic progress status is denied by the Director of Financial Aid or the Registrar, students can appeal the decision in writing to the Student Appeals Committee. If the request for appeal to their satisfactory academic progress status is denied by the Student Appeals Committee, students can appeal the decision in writing to the Vice President for Enrollment Services.

1.17.7 Reinstatement of Financial Aid

If students are determined to maintain satisfactory academic progress, their eligibility for financial aid will be reinstated. Students will receive notification from the Director of Financial Aid in writing. To reestablish satisfactory academic progress once students have been terminated from financial aid, they must meet

all the above requirements.

1.17.8 Requirements for using VA Benefits at Dallas Theological Seminary

To utilize VA benefits at DTS, the following items must be submitted to the school certifying official prior to the first day of the entering term:

- A copy of the VA certificate of eligibility
- A copy of the DD-214
- An official copy of military transcripts, sent directly from the military to admissions@dts.edu

DTS will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to the delayed disbursement of funding from VA under chapter 31 or 33 (up to 90 days after the certification of tuition and fees), provided that the individual has provided a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes).

1.18 Examinations

1.18.1 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 term 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 coursework must be completed by graduates and commencement participants by the date specified for the term of graduation.

Graduating students unable to complete all remaining coursework by the necessary date must apply for an extension through a petition to the Student Appeals Committee. Such petitions will be evaluated based on the criteria for the extension of coursework as listed in the Course Extensions section of this handbook. Even if such a petition is granted, it may require postponement of the term of graduation.

1.18.2 Late Exams and Quizzes

All examinations and quizzes must be completed as scheduled. Appropriate exceptions are made for 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 term. 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 may be extended beyond the end of the final exam week, for extenuating circumstances, by submitting an appeal to the Student Appeals Committee. If there are conflicts in the final examination schedule or other unresolvable conflicts in the students' schedule, they 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 students to take the exam earlier than the examination week, then the department chair must approve the request to do so.

1.19 Course Extensions

Students are required to complete all coursework (including Ministry Formation Internships) during the term in which courses are taken. It may be necessary for some students to reduce the number of courses taken each term to accomplish this goal.

Students needing an extension of thirty days or less due to extenuating circumstances may contact their professor for permission, and if given permission, fill out the course extension petition on the DTS Student Portal. Students needing an extension of more than thirty days due to extenuating circumstances must also seek their professor's permission, but the student must also receive permission from the Student Appeals Committee by filling out the course extension petition on the DTS Student Portal. The petition must be submitted before the last week of the term. Students must read the Extenuating Circumstances Criteria section of this handbook prior to submitting the petition and must specify how their circumstances fit the criteria.

Additional time to complete coursework, if approved, will normally not exceed the amount of time lost because of extenuating circumstances. All extension work is to be submitted directly to the course professor. All coursework must be completed within one year of the last regular day of the term in which the course was originally taken.

Because course extensions are approved only for extenuating circumstances, grade penalties will not normally be assessed.

If the request for a course extension is denied by the Student Appeals Committee, students can appeal the decision in writing to the Vice President for Enrollment Services.

Students with extended work not completed from the fall term may not register for the winter term without permission of the Registrar's Office. Students with extended work not completed from the spring term will not be able to register for summer term without permission of the Registrar's Office.

Normally students may not register for a course that has a prerequisite course if the prerequisite course is under extension. If an exception is granted to allow registration in a course that has an uncompleted prerequisite course, students must complete all required work in the prerequisite course before the first day of the new course. If students fail the prerequisite course, the Registrar's Office will drop them from the new course requiring the prerequisite course.

Because of the intensive nature of winter term or summer term master's level classes, work in these courses must be submitted by the last day of the term. Course extension requests for winter term or summer term classes must be submitted to the Student Appeals Committee before the last day of the class.

1.20 Library and Help Desk Services

The DTS library system provides access to an extensive array of print and digital resources. Library staff with theological and library degrees are available to help with research and study needs. New students are automatically registered to use the library two weeks before their first term. See <https://library.dts.edu/newstudents> for information about services, the library calendar, databases, database tutorials, policies, etc. See <https://library.dts.edu/contact> for contact information.

1.20.1 Loans and Renewals

The library allows registered users to borrow materials. Borrowing requires proof of identity such as a driver's license or DTS ID card. Items must be properly recorded against the borrower's account before they can be removed from the building. All borrowed items must be returned to the library on or before the date due. Borrowers with overdue materials are subject to fines.

1.20.2 Media and IT Help Desk Services

The Media and IT Help Desk assist with all media and IT issues including login/authentication issues and problems with software DTS uses for online education (Canvas), course registration (Anthology), video conferencing and document sharing (Microsoft Teams), and other Microsoft Office products. Contact library staff for assistance with database software. See the DTS Student Portal for additional information.

1.21 Course Papers

Course papers must as a rule conform 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 the DTS Supplement to Turabian (available on the DTS Library website). Faculty may require a different style and format as needed for assignments.

1.22 Master's Thesis and Doctoral Applied Research Project or Dissertation

1.22.1 Registering for a Master's Thesis

Students interested in registering for a master's thesis must have an approved topic by the end of the registration period for the term in which students wish to begin their 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 students are requesting to do the thesis. The deadline for submission of the form to the department for approval is April 1 if students are beginning the thesis in the summer or fall, and November 1 if students are beginning the thesis in the spring.

If students are unable to complete the thesis in the allotted time, they will be registered for a maximum of one thesis continuation for a two-hour thesis and a maximum of two thesis continuations for a three-hour thesis. A final grade will be assessed by the thesis advisor at the end of the continuation period regardless of thesis completion.

If students wish to drop a thesis, the tuition refund will follow the schedule listed in the Student Financial Aid section of this handbook.

1.22.2 Administrative Regulations for Master's Thesis

Students registering for a master's thesis have three consecutive 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 consecutive terms will be registered for a one-hour thesis continuation course for each term until the thesis has been completed. Students who are 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 the Writing A Master's Thesis

section of this handbook.

Students may attempt to accelerate their thesis plan (i.e., register 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.

A filing fee will be charged to the students' account when the final and approved draft is submitted.

Because the thesis is the property of students, it is expected they will, on publication, indicate the original copy of the material was submitted to DTS as a master's thesis and students will also indicate whether the material originally submitted has been revised.

1.22.3 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 the DTS Student Portal. The sample illustrates the proper format and arrangement of material.

Students should submit a copy of each portion of the thesis to both readers on the dates specified by the readers. While these deadlines may vary depending on the readers and the desired completion of the thesis, the following dates are recommended:

- Syllabus Before the initial term of registration for the thesis.
- First Draft Submitted by September 15 to complete for fall term
 Submitted by January 15 to complete for spring term
 Submitted by May 15 to complete for summer term
- Final Draft Submitted by November 15 to complete for fall term
 Submitted by April 1 to complete for spring term
 Submitted by July 15 to complete for summer term

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

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

Students will submit a PDF version of their thesis, along with a separate grade sheet, and separate TREN form to the department administrative assistant.

All forms are available on their DTS Student Portal page. If students wish to create hardcopies, please consult the library for a list of vendors.

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

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. Students must indicate how many words are in the thesis by submitting a computer word count with the final draft of the thesis.

1.22.4 Writing a DMin or DEdMin Applied Research Project

An applied research project proposal will be prepared in DM/DE7102 Applied Research Development seminar within the first third of the student's program. Research will build on the proposal to form the applied research project. The applied research project must consist of approximately 30,000-75,000 words. A Turabian template is available on the DTS library website. The template illustrates the proper format and arrangement of material.

Students should submit a copy of each portion of the dissertation to both readers on the dates specified below.

- | | |
|---------------------------------|---|
| • Proposal graduation | Submitted January 1 for a December graduation
Submitted June 1 for a May graduation |
| • Draft of Chapters 1 & 2 | Submitted by April 1 for December graduation
Submitted September 1 for a May graduation |
| • First Draft all Five Chapters | Submitted by June 15 for December graduation
Submitted by November 15 for May graduation |
| • Final Edited Draft | Submitted by September 1 for December graduation
Submitted March 1 for May graduation |

These deadlines will allow for interaction between readers and the student when

reviewing each draft. If an applied research project is not completed by the end of the term, students will be registered for a one-hour dissertation continuation course. Please see the DMin and DEdMin Applied Research Project Manual available in the department for more specific information.

1.22.5 Writing a Doctor of Education Dissertation

The EdD dissertation process has three main parts – the Prospectus, the Proposal, and the Defense. The first phase is the development of the Prospectus. This is a 20 or 30-page paper summarizing the research topic, previous literature and research instrument being used. The Prospectus is developed during ED7240.

The second part is the Proposal. The Proposal consists of chapters 1 through 3 of the dissertation. Students will work in cooperation with their dissertation chair and committee to prepare their proposal. Once the chair determines the proposal is ready, a meeting is convened with the student and the dissertation committee where the student defends the proposal for research. If defended successfully, the student may then commence with the research plan for the dissertation. The Proposal is developed during ED7250-1.

The third part of the dissertation is the Defense. After successfully defending the proposal, the student conducts the planned research and writes chapters four and five of the dissertation in cooperation with the dissertation committee. When the dissertation chair determines the student is ready to defend the dissertation, a meeting is convened with the student and dissertation committee where the student defends the research process, findings and conclusions. The Defense is conducted at the end of ED7250-3

The student's dissertation chair will help determine the appropriate length of the dissertation. The EdD program uses the APA Formatting and Style Guide for dissertations. Specific details for developing the EdD dissertation may be obtained in the EdD office.

1.22.6 Writing a Doctor of Philosophy Dissertation

Dissertation topic proposals take place in three phases during PhD coursework. At Phase 1, students submit a dissertation topic. At Phase 2, students submit a dissertation title, précis, and statement of original contribution. At Phase 3, students submit a dissertation title, clear thesis statement, précis, statement of original contribution, and a written evaluation of previous relevant studies. Phase 1, 2, and 3 must be approved by a student's department of concentration and the PhD Studies Committee.

Once students have completed their PhD coursework, passed all comprehensive exams, are accepted into candidacy, and have an approved dissertation committee,

then they will be registered for their dissertation course to begin dissertation writing. Dissertation submissions include syllabus, first chapters, first draft, oral defense, preliminary final draft, and original final draft.

Before accepting a dissertation for the PhD degree, a student's dissertation committee must be satisfied that (1) it is sound methodologically, (2) its argument is coherent throughout, (3) it critically evaluates previously published works on the subject, (4) it is clearly and effectively written, and (5) it represents a significant contribution to learning. Its contribution may be the discovery of new knowledge, the connection of previously unrelated facts, the development of an original point of view, or the revision of older views.

1.23 Graduation

1.23.1 Graduation Application

Students should regularly review their expected graduation date in the DTS Student Portal and confirm plans with an academic advisor or the doctoral advisor. In the term when students plan to graduate, they must complete a graduation application and turn in all materials no later than the dates below (with supporting materials due one month later).

- Fall Graduation – October 1
- Spring Graduation – March 1
- Summer Graduation – June 1 (or February 1 if participating in Spring Commencement)
- Fall Reference(s) Due – November 1
- Spring Reference(s) Due – April 1

A graduation application remains valid for one academic year. After which, the student must submit a new graduation application. For example: a fall graduation application is valid through the summer term of the current academic year.

Graduation candidates must do the following:

1. Meet the academic requirements listed in the following section.
2. Show 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 grace alone through faith alone in Christ alone; the physical return of Christ; and the inerrancy and authority of Scripture.
3. Demonstrate evidence of exemplary Christian character to the satisfaction of the faculty.

4. Provide a pastoral reference which includes a written statement of church involvement and attendance during the student's time in seminary.
5. Provide a personal reference from someone who has known the student for more than one year and can answer questions regarding the student's character.
6. Pay a graduation fee.

1.23.2 Graduation Requirements

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 point average of 3.0 and a minimum grade of B- in all courses is required 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 courses taken at the seminary are included in the cumulative grade point average. This is the basis for any honor awards students might receive.

1.23.3 Commencement and Degree Conferral

The commencement ceremony is held each May. Students who complete their degree requirements in fall term will receive degree conferral in January, and they may participate in the commencement ceremony the following May. Students who satisfactorily complete their coursework in the spring term will receive degree conferral in May.

Students who satisfactorily complete their coursework in the summer term 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.

Doctoral students must complete all work (including defense) prior to participating in the commencement ceremony.

Students in GCCS and the Post Graduate Certificate programs are not eligible for participation in commencement.

1.23.4 Graduation Denial Review Process

Students whose graduation has been denied may appeal 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 a member of the Academic Affairs Office, 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 Affairs Office 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 Affairs Office. 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.

1.24 Reclassification to Another Degree Program

Students whose ministry goals change while at DTS may apply to reclassify into another degree program. They should first consult the current edition of the DTS catalog to confirm the goals and admissions policies concerning the desired degree program and then complete an application for reclassification through the DTS Student Portal. There is a nonrefundable application fee to change degree programs. Master's-level students who are on academic probation or whose cumulative GPA is below 2.0 may not be eligible for reclassification to another degree. In such cases, students may need to meet additional requirements set forth by the Admissions Committee in consultation with Enrollment Services or Student Life before they can make a final decision on the reclassification request.

The application asks about the current ministry goals and the reason for the change. The admissions committee will review the application and determine whether to reclassify the applicant. After this approval, international students must ask the International Student Development Office to issue a new I-20 for the new degree program, usually requiring a degree completion plan and the redocumentation of financial support. See the International Student Policies section of the handbook for more information.

The criteria for reclassifying into a degree program are the same as those for admission into that program as new students. Therefore, reclassifying should not be viewed as a way to obtain a DTS degree to enter a ministry for which the degree is not intended. Specifically, the MBTS and MACS are not designed to prepare students for pastoral, teaching, or other vocational ministries.

Students with full-time ministry goals will not be reclassified into the MBTS 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 considering reclassification because of 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.

International students on an F-1 visa should consult the International Student Policies

section of this handbook for additional information specific to international students.

1.25 Student Records

1.25.1 Student Record Procedures

Privacy is maintained with respect to student records. By ten years after the student's last enrollment at the seminary, all student files are discarded except those supporting transcripts and disciplinary action that remains unresolved. Unless a student gives written permission, access to these records is limited to seminary faculty and administrative staff on a need-to-know basis. Students may grant their consent for authorized individuals to obtain selected information on their record from the DTS Student Portal. Transcripts may not 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 they not be released.

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 review his or her academic records, a student must email the Registrar's Office (registrar@dts.edu). Copies of student records may not be made by students unless not doing so would otherwise prohibit students from their right to inspect and review their student records.

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 institutional information including graduation rates. This information is available on the National Center for Education Statistics website at <https://nces.ed.gov/collegenavigator/>.

1.25.2 Family Educational Rights and Privacy Act Of 1974 (FERPA)

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 <https://studentprivacy.ed.gov/file-a-complaint>.

Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include the following:

- The right to inspect and review the student’s education records within 45 days after the day DTS receives a request for access. The student should submit to the Registrar’s Office a written request that identifies the record(s) the student wishes to inspect. The Registrar’s Office will make arrangements for access and notify the student. If the Registrar’s Office does not maintain the records, the Registrar’s Office shall advise the student of the correct official to whom the request should be addressed.
- Copies of student records may not be made by students unless not doing so would otherwise prohibit students from their right to inspect and review their student records.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by DTS in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of DTS who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her

professional responsibilities for DTS.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by DTS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

Directory Information

DTS considers the following as directory information:

- Student's name
- Mailing address
- Email address
- Telephone number(s)
- Date and place of birth
- Photographs
- Dates of enrollment
- Major field of study
- Enrollment status (e.g., full-time or part-time)
- Classification
- Degrees earned
- Awards and honors received
- Participation in officially recognized activities
- The most recent previous educational agency or institution attended

Disclosure of Personally Identifiable Information (PII)

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within DTS whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school

has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1) (i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

(§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

1.25.3 Legal Name Change

DTS 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 on 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 a student is unable to visit the Registrar's Office in person, a name change request with supporting documentation can be mailed to the Registrar at Office of the Registrar, DTS, 3909 Swiss Avenue, Dallas, TX 75204. Students at the

Atlanta, Washington DC, and Houston campuses may submit their supporting documents to an official representative at the site.

In addition to the documentation identified above, students must include their ID number, dates of attendance at DTS, 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 DTS.

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.

1.25.4 Student Privacy for Online and Distance Education

An online course is a course in which the entirety of instruction occurs via Canvas, whether synchronously or asynchronously. A distance education course is a course in which the majority of instruction occurs when students and instructors are not in the same place.

DTS is committed to protecting student privacy, regardless of the modality of the course in which a student is enrolled. Student privacy in online and distance education courses is protected using secure usernames and passwords and the seminary's use of secure technologies and multi-factor identification to access those technologies. DTS personnel are required to follow FERPA guidelines for sharing student educational record information with faculty, staff, parents, or others outside of the seminary. All personnel have the additional responsibility to keep their Microsoft 365 account information secure by not sharing username and password information with anyone.

1.26 Appeal and Complaint Procedure

1.26.1 Appeal Procedure

Certain criteria for appealing decisions made by a professor or committee have been presented throughout this handbook. These include appeals to tuition and fee refund (see 2.2.9 Refunds), course extensions (see 1.19 Course Extensions), satisfactory academic process (see 1.17 Veterans Affairs and Title IV Educational Benefits), final course grades (see 1.14 Grading System), academic probation or dismissal (see 1.15 Academic Probation and Dismissal), and conduct dismissal (see 3.6 Responsibility for Student Conduct and Discipline).

In all other situations for which a formal appeal process is not specified in this student handbook, an appeal should first be directed to the Student Appeals Committee. Appeals will be reviewed, and a written response provided to students within two weeks of the receipt of the appeal. If students are not satisfied with the decision given by the Student Appeals Committee, students may appeal to the appropriate vice president. The appropriate vice president will confer with the individuals involved and seek a satisfactory resolution of the problem. Appeals will normally be resolved in less than six months.

1.26.2 Extenuating Circumstances

The Student Appeals 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 general busyness, failure to register or drop a course, employment demands, wedding planning, selling and moving a home, minor illnesses, responsibilities from optional ministries, or a change in graduation date.

1.26.3 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 students 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

Students may file a petition with the Student Appeals 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 through the DTS Student Portal.

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 the Student Life section of this handbook. A written appeal to the decision of the Dean of Students must be made to the student affairs

committee. An appeal of any action by the Student Affairs Committee must be made in writing to Vice President for Education, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204.

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 (see the Student Records section of this hand- book) 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 Academic Dean who serves as the coordinator of matters related to institutional accreditation. If students are 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. 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.

Additionally, the DTS website includes information about ethics violations (<https://dts.edu/about/policies-procedures/whistleblower-protection-policy/>) and general complaints (<https://dts.edu/contact/complaint-resources/>).

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 the Student 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), <https://gnpec.georgia.gov/student-resources/complaints-against-institution>.

The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at <https://studentcomplaints.northcarolina.edu/form>. For more information contact: North Carolina Post-Secondary Education Complaints

(223 S. West Street, Suite 1800 Raleigh, NC 27603; 919-962-4550). To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit The State Attorney General's web page at: <http://www.ncdoj.gov/complaint>. North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Español (919) 716-0058. If you choose to mail a complaint, please use the following address: Consumer Protection Division Attorney General's Office Mail Service Center 9001 Raleigh, NC 27699-9001.

Virginia students who have followed complaint and appeal procedures as outlined in the student 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.

Distance education students located in a SARA (State Authorization Reciprocity Agreement) state should follow complaint and appeal procedures as outlined in the Student Handbook. If a complaint is still not resolved after exhausting the seminary's procedures, students in a SARA state may file a complaint with the Texas State Portal Entity for complaints resulting from Distance Education courses, activities, and operations, as outlined in the SARA student complaint process (<https://nc-sara.org/student-complaints>).

Veterans and other eligible persons may report a grievance to the Virginia State Approving Agency (SAA), the approving authority of education and training programs for Virginia. The Virginia State Approving Agency investigates complaints of beneficiaries receiving VA Education Benefits. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the Virginia State Approving Agency office via email at saa@dvs.virginia.gov.

DTS students are not subject to unfair action or treatment because of the initiation of a complaint.

1.27 Faculty Accessibility to Students

Faculty hold weekly office hours for the purpose of meeting with and mentoring students. Full-time faculty members on the Dallas campus are expected to be on campus a minimum of twenty hours per week, spread over at least three days (Monday through Friday) and should maintain at least four hours a week in office hours over two days for student appointments. Administrative faculty are to be on campus five days a week, Monday through Friday, during normal business hours. Faculty based in Houston, Washington, DC, or Atlanta will follow the protocol established by that campus dean.

Three-quarter-time faculty members on the Dallas campus are to be on campus at

least fourteen hours a week, over at least two days, and are to maintain at least three hours a week in office hours. Halftime faculty are to be on campus as assigned by their department chair and are to maintain at least two hours a week in office hours. Adjunct faculty need not maintain a given number of office hours on campus but should make themselves available for online meetings with students in their classes as their office hours.

2 Business Information

2.1 Bursar Office Services

The Bursar Office is located on the DTS Dallas Campus. It is found on the second floor of the Horner Administration Building. Type of payments the Bursar Office will except, checks or cash. All credit card payments can only be made online. The Bursar Office is open Monday through Friday, from 10:00 a.m.–12:00 p.m. and 1 p.m.–4:00 p.m. For contacting the Bursar Office, email stuacct@dts.edu or call 214-887-5020.

The Bursar Office can answer questions related to a student's DTS student account, such as balance on the student account as well as Nelnet payment plans (third-party tuition plans) and outside scholarship.

2.2 Academic Financial Policies

No student or graduate can register for classes, receive a diploma or transcript, or be recommended for placement until all outstanding balances with the seminary and/or the NelNet Campus Commerce (payment plan) are current or paid in full. Student accounts that are delinquent will be sent several delinquent notices by email or 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.

Term fees (the general fee and technology fee) become nonrefundable after the first week of a term. The fees are a fixed amount for fall and spring terms according to rates published in the most current edition of the DTS catalog.

The fees for winter and summer terms are based on the number of credit hours in which students are enrolled for the term. Tuition, fees, and refunds are subject to change without notice.

2.2.1 General Fee

A general fee is charged each term to all students. This fee covers students' subscription to *Bibliotheca Sacra*, the library usage fee, student council allotment, laboratory fees, vehicle sticker, and other administrative costs.

Fees are listed in the most current edition of the DTS catalog. Tuition, fees, and refunds are subject to change.

2.2.2 Technology Fee

A technology fee is charged each term 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.

Fees are listed in the most current edition of the DTS catalog. Tuition, fees, and refunds are subject to change.

2.2.3 Spiritual Formation Fee

Students enrolled in spiritual formation are assessed a spiritual formation fee for each of four terms of enrollment in SF5100 and for each of two terms of enrollment in SF5110. Should students take spiritual formation as an elective credit, the spiritual formation fee is waived.

Fees are listed in the most current edition of the DTS catalog. Tuition, fees, and refunds are subject to change.

2.2.4 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.

Fees are listed in the most current edition of the DTS catalog. Tuition, fees, and refunds are subject to change.

2.2.5 Campus Use Fee

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

Fees are listed in the most current edition of the DTS catalog. Tuition, fees, and refunds are subject to change.

2.2.6 Audit and Sit-In Fee

Students who choose to partake in a class as a sit-in or audit have until the end of the first week of the term 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.

Fees are listed in the most current edition of the DTS catalog. Tuition, fees, and refunds are subject to change.

2.2.7 Student Account Information

Registering for classes (or adding credit hours), creates charges on a student's account. When students drop classes (or credit hours), this credits their student account. When credits, payments, scholarships, or loans, etc. are subtracted from their total charges, it equals the net amount owed on the DTS student account.

For example:

- Initial registered credit hours (charges) minus dropped credit hours minus
- Payments, scholarships, direct loans equal balance due on DTS student account

Student account statements can be found on the DTS Student Portal. 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 on the DTS Student Portal. 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.

2.2.8 Payment

Each term has a payment deadline. The deadlines will be announced throughout the academic year. The approximate payment deadlines are as follows (subject to change):

Masters/EdD/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 term 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 term after the appropriate payment deadline, payment is due by Friday of the same week students registered. Some exceptions may apply if approved by the Bursar Office. Payment submission completes the registration process for a given term.

Student account payments are made online through the DTS Student Portal, by mail, or in person at the Bursar Office. The following payment options are available:

- Cash: Payment excepted Monday–Friday 8am to 3pm. (do not mail cash).
- Paper check: Paper checks are accepted by the DTS Bursar or by mail. Please mail your check with your DTS ID# noted on the check to ATTN: Bursar, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204
- Electronic Check: Electronic payments from the student’s checking or savings account are accepted through the DTS Student Portal. Make a one-time payment (not a payment plan) through NelNet. 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 credit/debit card payments are accepted through NelNet as a one-time payment (a nonrefundable 2.75% service fee applies— subject to change). We cannot accept credit/debit card information at the Bursar Office or over the phone.
- Payment from international funds: NelNet now excepts Western Union Payment (WUBS). Your payment will post to your Student Account in three to seven business days.
- Wire transfer: For extreme payment circumstances, DTS will accept a wire transfer from your international bank account. Please contact the Bursar Office to obtain the necessary information. Please allow two to three weeks for this process to complete and for the funds to post to your DTS student account.
- NelNet Campus Commerce Payment Plan provides the following plans for master and doctoral students: three month (summer enrollment); four or five month (Fall/Spring enrollment). Winter terms for master’s programs and the PhD and EdD need to be included in either a fall plan or a spring plan. More information on the plans can be found on the DTS Student Portal. For DMin and DEdMin students, there is a six month payment plan available. Students at all campuses are eligible to use NelNet. This option allows students to spread educational expenses over the academic months in equal, interest free monthly installments. An enrollment fee applies each term and is payable to NelNet. Students can use this program to pay tuition and fees. The first monthly payment for the fall is due August 5. The first monthly payment for the spring is due January 5. The first monthly payment for the summer is due May 15. Accounts are considered

past due after the NelNet payment due date. NelNet will assess a late fee. If a student is delinquent on his or her NelNet 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 the student has supporters such as churches, friends, family, etc., that want to contribute to the student's DTS education, they may complete and submit the form located at <https://dts.edu/advancement-donations/giving-to-a-specific-student/>. Note: DTS recognizes how important monetary gifts are to students, and stresses 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 the student's third-party support was not posted to the student's account prior to a payment deadline, please email stuacct@dts.edu with the name of the student's third-party support, address, and the amount the student will be receiving. The amount the student is receiving will be considered for the term's payment deadline.
- **Non-DTS scholarships:** The student may receive a scholarship from an outside source. The scholarship can be given online at dts.edu/financialaid. If the student's scholarship was not posted to the student's account prior to a payment deadline, please email stuacct@dts.edu with a copy of the student's award letter prior to the payment deadline. The amount the student is receiving will be considered for the term's payment deadline.
- **Other tuition assistance:** The student may have other tuition assistance available to you from your employer, military, veterans, 529 plans, etc. Please contact the Bursar Office at stuacct@dts.edu or 214-887-5020 to discuss or to submit the necessary paperwork so DTS may submit the information on the student's behalf.
- **Direct Loan program:** Currently the only Title IV funds DTS awards are Direct Loan program unsubsidized loans. Students may contact the Financial Aid Office for information at financialaid@dts.edu or 214-887-5087. More information can be found on the DTS Student Portal.

2.2.9 Refunds

Tuition refunds are granted according to the course drops and withdrawal schedules (see the Course Drops and Withdrawals section of this handbook). Term fees will be refunded only if students withdraw from all classes by the first week of term.

When credit hours are dropped within the refund period, 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 be applied on one of the following ways:

- Remain on the account to be used for a future term,
- Adjust NelNet payment plan to reduce monthly payments. If a NelNet payment plan is not paid off in its entirety, the payment plan will be adjusted accordingly prior to any refund being issued.
- Be returned to third-party support, to the Department of Education through the direct loan program, or other tuition assistance,
- Be given to the student, if no restrictions apply, in the form of direct deposit or a paper check.

DTS strongly encourages all students to enroll in direct deposit on the DTS Student Portal. Refunds will be issued to students within fourteen days of the refund request.

Reading Week (during the Evangelical Theological Society annual meeting the week before Thanksgiving week) in the fall term and the World Evangelization Conference (WEC) and Spring Break in the spring term are not counted as part of the calculations for refund.

Students requesting an exception to the published seminary tuition refund policies should submit their request through the student appeals link on the DTS Student Portal. The Registrar will decide based on the presented extenuating circumstances and the published refund tables in consultation with the Bursar Office.

If the request for an exception to the published seminary tuition refund policies is denied by the Registrar, students can appeal the decision in writing to the Student Appeals Committee. If the request for an exception to the published seminary tuition refund policies is denied by the Student Appeals Committee, students can appeal the decision in writing to the Vice President for Enrollment Services.

2.2.10 Return to Title IV Calculation

A Direct Loan is awarded to students under the assumption they will attend for the entire enrollment period or term. When students who have received a direct loan and withdrawn from all classes for the term before completing sixty percent of the term, they have not “earned” all of their 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 students 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 DTS student account

based on the normal seminary refund policy. In this case, students are responsible for paying the balance to DTS.

2.3 Course Drops and Withdrawals

When students drop 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 course (see the tables in the Withdrawing from a Course section of this handbook). Term fees are nonrefundable after the first week of the term. Fees may be waived only with approval of the Student Appeals Committee. Students who withdraw from all classes prior to the beginning of a term in which the classes are scheduled will receive a 100 percent refund of tuition and fees paid for that term.

Online courses are typically fifteen-week courses. Students should be aware that hybrid courses (with a combination of real-time and online elements) may be considered fifteen-week courses regardless of when the real-time meetings take place in the term. Consult the Withdrawing From A Course section of this handbook for the refund schedule for your particular class.

International students on an F-1 visa should consult the International Student Policies section of this handbook for additional information specific to international students.

2.4 Student Financial Aid

Tuition scholarship aid is available for part-time and full-time students in good standing with the seminary. Need-based scholarship applications for domestic students have the following due dates:

- Fall Term: Due May 1
- Winter Term: Due September 15
- Spring Term: Due October 1
- Summer Term: Due March 15

International students on an F-1 visa should consult the International Student Policies section of this handbook for additional information specific to international students, including due dates.

Limited emergency financial aid is available to students lacking resources to meet emergency needs during the academic year. Students are encouraged to discuss their needs with the Director of Financial Aid or email financialaid@dts.edu.

2.5 Student Health Insurance

DTS strongly encourages students to obtain health insurance due to the high cost of medical care.

If students do not elect to have health insurance coverage while enrolled in seminary, they understand and agree any medical bill or liability is not the responsibility of DTS and is a personal cost.

All international students on F-1 visas are required to carry health insurance and should consult the International Student Policies section of this handbook for additional information specific to international students. Although not mandatory, we highly encourage procuring health insurance for dependent F-2 visa holders.

DTS has chosen Academic HealthPlans to provide student insurance for students who wish to purchase health insurance through the seminary. This coverage may be purchased by all students taking six or more credit hours and all PhD and EdD students taking three or more credit hours, whether in-person or online. To find information about cost, coverage, benefits, deductibles, and claims, please visit Academic HealthPlans at <https://dts.myahpcare.com/>. Unless they withdraw from classes due to an injury or sickness and the absence is an approved medical leave, students must actively attend classes for at least the first 31 days after the date for which coverage is purchased.

We encourage students to explore all their options and choose the best health insurance plan for their situation. The following list are the general categories of coverage to consider as well:

- Parent's insurance plan (for students age 26 and younger, regardless of student or marital status).
- Health insurance through one's employer (through the student or the student's spouse)
- Federal Health Insurance Marketplace (<https://healthcare.gov/>), Medicare, or Medicaid
- Other insurance carriers (such as Blue Cross, Aetna, and United Healthcare).
- Healthcare cost sharing plans (such as Medi-Share)

Students may also be able to find an individual broker or consultant who can help them choose the best plan available for individuals or families.

2.6 Housing Information

2.6.1 Seminary-Owned Apartments

The seminary offers on-campus apartments for married couples, with or without children, in Swindoll Tower, and single or married students without children in Washington Apartments. Accepted students may apply for campus housing through the housing department office or online through their DTS Student Portal. To maximize your opportunity to acquire on-campus housing, newly admitted

students should apply immediately on receipt of notification of his or her acceptance as a student.

If the seminary can offer the student an apartment, an acceptance response by the tenant must be submitted by the deadline on the apartment offer. Once an offer is accepted, DTS housing will set up a resident portal for the student, and a nonrefundable holding fee must be paid within one week. This fee will serve as half of the apartment security deposit when the student signs his or her lease.

2.6.2 Residence Hall Policies and Fees

Washington Apartments, DTS's on-campus apartments for singles and married couples without children, is a gated community that offers 89 one- and two-bedroom apartments. In all units, bedrooms contain a full private bathroom and closet. Each unit features a shared living room and full kitchen area and is equipped with all major appliances. It is possible for up to four adults to share an apartment in Washington. However, care should be taken when choosing to live with more than two people per unit, as the bedrooms are not large and are more comfortable with one person each.

Swindoll Tower, DTS's on-campus apartments for singles and married couples with children, is a gated community that offers 159 one- and two-bedroom apartments. Units feature a full kitchen equipped with all major appliances, a living area with built-in bookshelves, as well as linen and coat closets. Most importantly, one-bedroom units in Swindoll Tower also contain a separate study room.

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 Swindoll Tower and Washington Apartments, along with housing policies and procedures are available in the housing office and on our website at <https://dts.edu/housing>.

2.6.3 Housing in the Dallas Area

The DTS housing office maintains current off-campus housing information on housing in the Dallas area for DTS students, faculty, staff, and alumni. These offerings vary year-to-year and are dependent upon outside parties to notify the housing office of their vacancies or requests to house DTS students.

DTS housing can also assist with referrals to off-campus guest accommodations.

2.7 Catastrophic Event Policies

DTS has clear and well-documented policies and practices for addressing catastrophic events. DTS recognizes the need to prepare for unexpected events such as natural and man-made disasters and the outbreak of a pandemic illness. DTS also recognizes the need to return the seminary back to its normal operations once these events are over. Our contingency plan, immediate response, and recovery plan will work in conjunction with local, state, and federal agencies and experts when their input and assistance is available.

DTS operations team oversees the daily operations of the main Dallas campus and coordinates with each of the administrative leaders at the extension sites. When an event that has the potential to overwhelm the resources of the operations department, the vice president of operations is responsible to coordinate communication with the president and executive committee. DTS provides a comprehensive contingency plan for catastrophic events which involves the following components:

Standing Committees

Health and safety committee: to track potential threats from communicable diseases. When a threat is identified, meetings are scheduled and the co-chairs of this committee are responsible for raising the issue to the executive committee for a coordinated response.

Ad Hoc Committee

The president is responsible for establishing an ad-hoc committee to deal with any identified threats to the seminary or any of its constituencies that are not already addressed by another department or committee, or address concerns that are too extensive for existing departments' resources.

Alert System

“Crisis Manager” application: DTS utilizes an emergency preparedness application for students, faculty, and staff that have voluntarily signed up with their personal mobile devices. Detailed instructions on how to respond to an emergency (i.e., fire, tornado, bomb threat, etc.) on any of our campuses are provided in a convenient mobile format.

“Omnilert” system: DTS provides staff, faculty, and students a voluntary text and voice alert system that sends out SMS and voice messages related to campus closings, emergencies, inclement weather updates, and potential threats.

Email updates: DTS heavily utilizes standard text and email notification systems to alert faculty, staff, and students to ongoing threats.

DTS acknowledges the importance of protecting students from the harmful effects

of catastrophic events to the seminary. The leadership of DTS, therefore, prioritizes students and staff in the disaster recovery plan, particularly with respect to the following:

Tuition/Fee Reimbursement

Every effort will be made to fulfill course obligations and teach out plans as warranted. Any tuition/fees associated with courses not able to be taught due to closure or catastrophic event will be reimbursed to the students.

Protection of Student Records

All student records (including student transcripts) are stored off campus in secured file servers. In the event of closure or catastrophic event, students and graduates will be informed on how to access their student records. The maintenance and dissemination of student records is in accordance with all federal, state, and local laws and directives.

Transfer Students to and from Another Seminary

In the event courses can no longer be offered at a particular campus and once all online/distance education options are exhausted, DTS will ensure students may complete their graduation requirements at other institutions and receive their degrees. The seminary will help facilitate all student transfers as necessary.

DTS will follow the state and federal laws, regulations, policies and/or processes in place to deal with the unanticipated closure of the institution and/or its extension sites and will make every reasonable effort to assure that students receive the services for which they have paid or reasonable financial compensation for those not received. Such laws, regulations policies and/or processes may include tuition assurance funds, surety bonds, teach-out provisions, or other practices deemed sufficient by DTS to protect its students.

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 DTS: “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 (Hebrews 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 Corinthians 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 (Ephesians 4:11–13).

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

To apply for graduation, the seminary will require a statement from the local church(es) the student has regularly attended while in seminary. The statement should indicate (1) a minimum six months of active participation, (2) physical in-person attendance, and (3) contribution to the edification of the local church. This statement will be used by the faculty for consideration for graduation.

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 Dallas Theological Seminary mission is to “glorify God by equipping godly servant-leaders for the proclamation of his word and the building up of the body of Christ worldwide.”

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 seek 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 celibacy in singleness or fidelity in Christian marriage as a sacred union between one man and one woman. The standards of conduct outlined in the Dallas Theological Seminary Marriage and Human Sexuality Policy are incorporated herein by this reference (<https://dts.edu/policies>).
- We commit ourselves to maintaining a nonprescriptive drug-free, alcohol-free, and tobacco-free environment for all seminary facilities, events, and activities, knowing that the administration must approve any exception for the liturgical or medicinal use of alcohol on campus.
- We commit ourselves to carefully exercise Christian freedom concerning 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 outlined in the Dallas Theological Seminary Alcohol Policy are incorporated herein by this reference (<https://dts.edu/policies>).
- We commit ourselves to building and living in a community that encourages responsible care and stewardship of the human body and soul

while personally reflecting Christian modesty, maturity, discretion, and respect. (See the Appearance of Students section of this handbook for current campus conduct and appearance guidelines.)

- Within our theological convictions and mission, we commit not to discriminate based on race, color, sex, age, national and ethnic origin, or disability and take active measures against discriminatory harassment and sexual harassment, including any 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 (<https://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 faith community. When breaches of these commitments occur, we encourage the practice of repentance, confession, pardon, correction, and redemptive discipline when necessary.

3.1.4 Marriage and Divorce

DTS, believing the Scriptures teach marriage should be a lifelong relationship, does not condone divorce as a desirable way of solving marital differences. Therefore, the seminary seeks to encourage marital faithfulness and stability and provide counseling as needed through counseling services.

If separation or divorce becomes probable in a student’s life, that student is to notify the Dean of Students immediately. Suppose the situation does not change after every effort has been made to bring reconciliation and separation, or divorce occurs. In that case, the student is usually required to take a leave of absence from the seminary for at least twelve calendar months. This leave of absence is not for disciplinary purposes but rather an opportunity for the student to work on personal issues involved in the separation or divorce. If the required leave of absence expires without a precise determination of the marital relationship, the student will be required to withdraw from the seminary. This withdrawal does not necessarily preclude the student from future applications 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 Appearance of Students

With the diversity of backgrounds represented in the DTS community, the question of appropriate dress is occasionally raised. We commit ourselves to building and living in a 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.

Overly casual attire (such as gym shorts, workout clothing, flip flops, baseball caps, etc.) and unrepaired clothing (such as ripped jeans) is inappropriate in the classroom or administrative buildings. Shoes must be always worn in the classroom or administrative buildings. Apparel displaying vulgarity or vulgar graphics is considered inappropriate. Appropriate “business casual” dress shorts (not gym shorts, cut-offs, or workout clothing) may be worn at the professor’s discretion and based on the appropriateness of the situation.

Uniform work shorts are granted for Facilities and Plant Operations (FPO) employees while working on campus. All FPO dress guidelines must be followed.

Students are encouraged to consider the following principles as we together live in a 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. Our community should reflect a spirit of personal and community discipline.
- Discretion—A person’s function and the occasion are important determiners of the appropriateness of dress/appearance.
- 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. As such, we are called to be considerate of others, even putting another’s interests above our own and preceding 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 DTS 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 the Responsibility for Student Conduct and Discipline section of this handbook).

The Seminary reserves the right to inspect all belongings of students and employees on its premises including, but not limited to, packages, briefcases,

backpacks, purses, handbags, gym bags and personal vehicles.

3.1.7 Alcohol- and Drug-Free Workplace

It is the policy of DTS to maintain an alcohol- and drug-free work environment that is safe and productive for students, employees, and others having business with the Seminary. DTS maintains the following policies regarding an alcohol and drug-free workplace:

- The unlawful possession, use, or distribution of a controlled substance or illegal drugs is prohibited on Seminary property or as part of any Seminary activity. A “controlled substance” for the purposes of this Policy has the meaning assigned by 21 U.S.C. 802 and includes all substances listed on Schedules I through V as they may be revised from time to time (21 CFR 1308). This includes but is not limited to, marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). For the purposes of this Policy alcohol is also considered a controlled substance. The term “illegal drugs” includes legal drugs obtained by a prescription issued to someone other than the employee possessing the same.
- Employees or students found to be in violation of the drug-free workplace policy are subject to appropriate action, including dismissal.
- DTS also prohibits reporting to work or performing services for the Seminary under the influence of alcohol or consuming alcohol while on duty or during work hours.
- 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 Employee Success for investigation purposes.
- 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 because of such abuse problem. Even though voluntary assistance has been sought, the employee or student becomes subject to disciplinary action if the abuse problem continues. In addition to individual and/or group counseling for drug and/or substance abuse, counseling services, in cooperation with the Student Life office, will schedule wellness seminars as needed to address issues in this area which they believe would be pertinent to Seminary students, faculty and staff.
- “Covered employees” in this policy means and includes: (1) all managers and supervisors; and (2) all employees who drive a DTS provided vehicle. Such covered employees may be tested for controlled substances, illegal drugs, and alcohol after a work-related accident which (1) requires medical attention or (2) which, in the opinion of a supervisor or other Seminary official, involves the risk or possibility of physical injury to the employee, to fellow workers, or to any other persons.

- A refusal by an employee to submit to a post-accident test for controlled substances, illegal drugs, or alcohol shall be grounds for termination. Any employee who is seriously injured and cannot provide a specimen at the time of the accident shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances, illegal drugs, or alcohol in his/her system.

DTS will fully cooperate with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illicit drugs and alcohol on campus.

Information regarding federal, state, or local health, law enforcement, or drug rehabilitation programs is available from the human resources office.

3.1.8 Workplace Violence Prevention

DTS is committed to providing a safe, violence-free workplace for our employees. The Seminary discourages employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking or any other hostile, aggressive and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at Seminary-sponsored functions.

All DTS employees bear the responsibility of keeping the Seminary's work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform his or her supervisor or the Human Resources department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation or discipline because of reporting a threat in good faith under this guideline.

All reported acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination and legal prosecution.

The Seminary reserves the right to inspect all belongings of employees on its premises including, but not limited to, packages, briefcases, backpacks, purses, handbags, gym bags and personal vehicles. In addition, DTS may inspect the contents of lockers, storage areas, file cabinets, desks and workstations at any time and may remove all Seminary property and other items that are in violation of Seminary rules and policies.

3.1.9 Sexual Abuse and Discrimination Policy

Within DTS’s Sexual and Harassment Policy, the term “sex” is to be interpreted in accordance with the Dallas Theological Seminary Statement on Marriage and Human Sexuality (see <https://dts.edu/policies>).

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 does not discriminate based on race, color, sex, age, national and ethnic origin, or disability.

Dallas Theological Seminary is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees; as such, Dallas Theological Seminary will take active measures against discriminatory harassment and sexual harassment, including any violence or misconduct.

If an individual 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 report the crime to the public law enforcement agency and the Dallas Theological Seminary campus police
- To receive basic information about services designed to assist him or her
- 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 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.

- 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 be informed of the outcome of any disciplinary proceeding held

Reporting Discrimination and Harassment

Any student, staff or faculty member who has encountered discrimination, discriminatory harassment, or sexual harassment, including any violence or sexual misconduct, is urged to report the matter.

The individual may notify our Title IX Coordinator (Karen McDonald, Executive Director of Employee Success) 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. Students, staff, or faculty who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any 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

Dallas Theological Seminary 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.

Dallas Theological Seminary 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 an 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 documented proceedings, including written findings of fact, transcripts, or audio recordings.

Dallas Theological Seminary Will Provide Remedies as Necessary

Suppose an investigation reveals that sexual harassment/ sexual violence created a hostile environment. In that case, Dallas Theological Seminary must take prompt, effective, reasonably calculated steps 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. Still, they may also have treatments to help students get their 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.

Dallas Theological Seminary Will Provide Interim Measures as Necessary

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

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 a limited number of free counseling sessions, the ability to change classes, and other services.

Dallas Theological Seminary Prohibits Retaliation

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

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

Confidential Support Services

Under Title IX guidelines the seminary uses both responsible employees and confidential employees to report Title IX violations. A responsible employee is a seminary employee who is required to report violations to the Title IX coordinator. All faculty members, department heads, apartment managers, the Dean of Students, members of the Student Life staff, and the seminary chaplain are responsible employees.

A confidential employee is an employee who remains confidential and will only report a violation with the victim's permission. All licensed professional counselors and staff members in the counseling services department are confidential employees. This allows victims to make informed decisions about who to contact.

Even if the individual does not specifically ask for confidentiality, Dallas Theological Seminary will only disclose information to those 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.

See <https://www.dts.edu/about/policies-procedures/title-ix/> for campus resources.

3.1.10 Non-Discrimination Policy

DTS admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The seminary's "Toward a Biblical Theology of Unity, Diversity, and Community" statement can be found at <https://www.dts.edu/policies>.

3.1.11 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 important 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 students may be evaluated further. This status may include special conditions. In consultation with the director of counseling services, the Dean of Students ends the probation period. The Dean of Students will notify students of removal from PIP status.

For entering students, if PIP is not concluded by the end of the first term, the Dean of Students may ask students to withdraw voluntarily or may require withdrawal through one of the approved procedures outlined in this handbook. For other students, if PIP is not concluded within six months, the Dean of Students may then ask students to withdraw voluntarily or require students to withdraw through one of the procedures outlined in this handbook.

3.1.12 Counseling Services

DTS firmly believes that addressing student wellness is an intricate part of a student's preparation for their chosen field of ministry. The Counseling Services department provides counseling and assessment at a minimal cost to seminary students and their family members. The first three sessions are free and \$35 per session for subsequent meetings. These fees are subject to change; however, counseling clients will be notified of any changes via informed consent prior to beginning services. If fees change after one has begun services, clients would be notified according to ethical standards on disclosure. Students accessing counseling and assessment services will be billed through their student account, Please note Counseling Services may be notified if a student has a delinquent student account which may interrupt the rendering of services. There is no limitation on the number of sessions students may access; however, if the clinical staff recognizes that Counseling Services is no longer benefiting the student, the student may be terminated or referred to resources outside the seminary.

Counseling services consists of a team of licensed professionals who hold the necessary credential(s) from state licensing boards to render the necessary level of care. These clinicians are bound by the ethical standards of their respective state and can only counsel students who reside within the state of their clinician's license. The clinicians also are held to the ethical standards of the American Counseling Association. Pastoral care is also available at no cost through a pastoral counselor who may work alongside our team of clinicians to address any spiritual care or concerns students may have.

For disciplinary purposes, some students may be referred to counseling services by the Dean of Students' office. When these events do arise, the Director of Counseling Services may provide limited information related to students' attendance and participation in counseling; however, no intricate details would be provided regarding the content discussed in counseling. DTS Counseling Services is committed to students' right to privacy.

In some cases, a clinician may need to share information with other student life personnel to best assist students in navigating obstacles while attending seminary. In these cases, the clinician would require a signed release of information authorizing counseling services to share any knowledge of your participation in counseling services. To schedule an appointment or to access more information on counseling services at each of our sites can be found on the DTS Student Portal.

3.2 Chapel Policies

3.2.1 Chapel Services

DTS chapel services are essential to seminary life. These times afford our community the privilege of focusing on the triune God, rehearsing our mission, and embodying our core institutional values as we make disciples of Jesus Christ.

To ensure that all DTS family members can participate in chapel, all campus activities on the Dallas campus stop. Departments close and classes pause to allow the community to unite around this unique time of biblical instruction, corporate worship, and Christian fellowship.

During the fall and spring terms, chapel is held every Tuesday and Wednesday from 11:00 to 11:50 a.m. in Chafer Chapel, located in the Bailey Student Center. Special chapels will occasionally be held on Fridays from 11:00 to 11:50 a.m. During the summer terms, chapel is held every Wednesday from 11:30 a.m. to 12:00 p.m. in Chafer Chapel.

Occasional on-site chapel services are held on the Houston, Washington DC, and Atlanta campuses. Their respective schedules can be found on the DTS Student

Portal along with the Dallas campus schedule.

Students enrolled in the DTS en Español or Chinese Studies programs can equally join online and have the option of choosing subtitles in their native language when viewing.

In addition to the regular chapel services in the spring, we ask students to attend all plenary sessions of the World Evangelism Conference. Students on the Houston Campus may choose to attend the WEC activities in Houston instead to meet their WEC requirements. The World Evangelism Conference (WEC) is usually held in the month of March. The schedule for WEC is posted every spring.

3.2.2 Chapel Requirements

As best possible, students, staff, and faculty are expected to attend chapel on the Dallas campus or occasional chapel services on the Houston and Washington, DC, campuses. When attending in person is impossible, DTS provides a chapel live stream (<https://www.dts.edu/live/>) and collection of recordings (<https://voice.dts.edu>) so all may participate.

Although DTS does not define the number of chapels students must attend or watch, we believe a level of active chapel engagement is vital to spiritual formation and ministry preparation.

3.2.5 World Evangelization Conference

The World Evangelization Conference (WEC) is a week-long conference in March aimed at providing students of DTS the opportunity to see what God is doing worldwide and how they can participate in His global mission. We hope that all students become more committed to supporting God's global mission in addition to gaining practical skills, tools and experiences for living missionally near and far.

Spouses, families, and friends are welcome to participate in all WEC events. The WEC Kids program is great for children 4 years old to 6th grade to learn more about God's heart for the world.

During WEC week, all classes are cancelled so that students can attend the entire conference. All Dallas campus students are encouraged to attend in person as many sessions as possible. Students not in Dallas are encouraged to watch the keynote addresses live (<https://www.dts.edu/live/>) or watch the later recordings (<https://voice.dts.edu>).

Students on the Houston Campus may choose to attend the WEC activities in

Houston instead of Dallas.

There is no charge for the conference.

3.2.6 Commencement Chapel and Ceremony

The faculty believe the commencement events are a vital part of the academic calendar. All non-graduating students are encouraged to attend the commencement chapel and the commencement ceremony to show support for the graduates.

3.3 Campus Police and Vehicle Regulations

3.3.1 Campus Security

Dallas campus police officers are on duty seven days a week, twenty-four hours a day. Dallas campus police can be reached by calling 214-887-5590 or by calling extension 5590 from any campus phone. In Houston, students can reach campus security by calling 713-545-8602. Washington, DC students can reach Burke Community Church's security by calling 703-770-3833.

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 always locked.

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 <https://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. To register for a parking permit, please go to the DTS Student Portal.

3.3.3 Parking Regulations

Commuter students may park only in lots designated for commuter use. Students

who live in campus housing are required to park only in the lots reserved for residents. 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.

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, term, or a year; (2) has completed all academic work, including thesis or dissertation, but has not yet received the diploma; or (3) lives in campus housing.

3.3.4 Weapons

DTS 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 Atlanta, Dallas, Houston, and Washington DC locations as well as 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 in 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.

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

DTS adheres to the health and safety guidelines set forth by the Health Departments of the State of Texas, the City of Dallas, and the U.S. Centers for Disease Control as they relate to communicable diseases. Communicable diseases prevalent in the United States and Canada include influenza, Covid-19, 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 immediate 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 and 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 any restriction of campus activities on the infected individual based on all relevant information available. For communicable diseases not casually transmitted, the seminary's Health Education Committee shall make any determinations concerning restricting the individual's campus activities. All incidents referred to the Health Education Committee are handled on a case-by-case basis with the strictest confidence.

Some communicable diseases are not spread by casual contact. Due to the method of acquiring such diseases, the seminary standards may require disciplinary action for some individuals. Regardless of whether 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 regarding any disclosures made to them by any student of the school (see the Abuse and Discrimination Policy section of this handbook). However, it may become necessary to set aside confidentiality when one or both of the following occurs:

- 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
- The Student Life professional staff requests a conference within the Student Life office on a particular matter that pertains to issues 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 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 usually will come from the Dean of Students or the Student Affairs Committee. The faculty typically delegates the responsibility for implementing 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 typically will handle all student discipline cases. The Dean of Students 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 of Students and will be the appellate body for decisions made by the Dean of Students, which students can appeal. It may also discuss and initiate policy-or rule-changes for faculty decisions. The committee will report on its activity to the faculty as needed.

Students will not be advanced to graduation while under any unresolved disciplinary action at the seminary.

3.6.2 Investigative Procedure

All potential disciplinary cases are referred initially to the Dean of Students. Under the Dean of Student'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 handle any case personally
- 2 The Dean of Students may refer cases to be heard by the Student Affairs Committee. In such cases follow the following procedures.

3.6.4 Student Affairs Committee Procedures

- 1 The student shall receive a written statement of the charges against the student and notice of a hearing.
- 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 on 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 when 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 will incur further review.
- Disciplinary probation: a specified time for the student to be evaluated further. This action may also include special conditions for the student to meet. Probation for more than three terms during a student's enrollment will typically be cause for suspension.
- Required leave of absence: a specified time during which the student shall be granted a leave of absence with responsibility for fulfilling conditions set 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 when 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 pointed out on the transcript but are removed if the issue is resolved.

In each penalty option 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 an 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 will be followed.

If students are not satisfied with the response of the Student Affairs Committee, students may submit an appeal to the decision in writing to the Vice President for Education. 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 Council

The purpose of DTS student council is to:

- Coordinate and promote student-led activities
- Foster interaction between administration, faculty, and the student body
- Provide oversight and financial accountability to the various student groups on campus
- Promote and encourage spiritual life and fellowship on campus
- Address areas of concern for student life on campus
- Assist the on-going fundraising efforts of the seminary
- Represent students in areas of academic concern

Student council elections are held every spring term, please contact a student council representative or the Student Life Office for more information.

3.7.2 Student Organizations

Student organizations must be approved through the student council, which will recommend acceptance or rejection to the Dean of Students. A proposed organization must file a constitution, names of student group representatives, 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 occasional, informal meetings may do so, but they will not be eligible to receive funds through the student council and will not be able to use campus facilities for their event(s).

3.8 Disability Services

3.8.1 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 as amended, 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 at least two weeks prior to beginning classes, students with a disability must submit written requests for modifications or auxiliary aids to the coordinator of disability services. Documentation of disability may be required to receive appropriate modifications. Requests for auxiliary aid should be made at least one month prior to the beginning of the term. DTS 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 students with maximal assistance.

Students are responsible for working with individual professors at the beginning and throughout the term. If additional time beyond the end of the term is needed, students must file a Student Appeals Committee petition requesting an extension. This must be filed before the term ends. DTS is unable to grant retroactive accommodations once the term is completed. Disability accommodations do not guarantee approval of appeals by the Student Appeals Committee.

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. Accommodation that is reasonable in one course might not be reasonable in another course. In some instances, leniency with absences and/or extensions for due dates and deadlines might be a reasonable accommodation. At other times, these may be unreasonable accommodations because strict adherence to policies governing attendance, due dates, and deadlines is essential to the structure of a course. For example, these policies may need to be in place when the student is evaluated for work completed in class, for work completed as part of a group, or because mastery of one unit must be demonstrated before moving on to the next one.

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.

3.8.2 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 Coordinator of Disability Services in writing at disability@dts.edu, and by following the procedures noted in Appeal and Complaint Procedure section of this handbook. If a student wishes to file a discrimination complaint, he or she may file a complaint with the office of Civil Rights (<https://ed.gov/about/offices/list/ocr/index.html>).

3.8.3 Guidelines for Service and Emotional Support Animals

DTS strives to ensure an individual who uses a service animal or emotional support animal will be able to receive the benefit of the tasks this animal provides or the therapeutic support it offers in accordance with the requirements of federal, state, and local law.

Definitions

- **Service animal:** Service animal means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or task the service animal performs must directly relate to the individual's disability. A service animal is a working animal, not a pet. Examples of tasks performed by service animal tasks include (but are not limited to) guiding a person with blindness, alerting people who are deaf, pulling a wheelchair, calming a person with post-traumatic stress syndrome, etc.
- **Emotional support animal:** Emotional support animal means an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy seminary housing. An emotional support animal provides emotional support that alleviates one or more identified symptoms or effects of a person's documented disability. Such animals generally have no formal training and are not limited to canines. Unlike service animals, these animals do not assist a person with activities of daily living, nor do they must always accompany the owner. An alternate name for emotional support animal is comfort animal. An emotional support animal is not considered a service animal according to the Americans with Disabilities Act and, as such, is not covered by federal laws protecting the use of service animals.
- **Pet:** Pet means an animal kept for ordinary companionship. Pets are not service or emotional support animals. The only approved pets for Dallas campus housing facilities are fish in small fish tanks or small caged birds.

Access for Service Animal in Seminary Housing and in Classrooms on Campus

DTS allows a service animal (and "service animal in training" under the supervision of an approved trainer with prior written permission) in seminary offices, buildings, classrooms, housing, meetings, dining areas, lawns, and

activities and events when accompanied by an individual with a disability who indicates the service animal provides a service directly related to his or her disability. A specific service animal may not remain on campus should it pose a substantial and direct threat to health or safety or when the animal constitutes a change to core educational objectives or substantial adjustments to a class or degree requirement.

Emotional Support Animal in Seminary Housing Only

An emotional support animal is only permitted in Dallas campus housing facilities.

Application for an emotional support animal must be made to the housing office. An emotional support animal must not enter any seminary housing facility until all the appropriate paperwork has been submitted and written approval is received from the housing office.

Some animals may not serve as an emotional support animal due to safety and/or public health risks. The following list (while not exhaustive) provides examples of restricted emotional support animals: amphibians; ferrets; hedgehogs; insects; reptiles; rodents; spiders; sugar gliders; non-household birds (e.g. farm poultry, waterfowl, game birds, or raptors); animals with tusks, horns, or hooves; dirty or foul-smelling animals.

An emotional support animal is not allowed in seminary classrooms, offices (including the housing office), administrative buildings, library facilities, chapel, student gathering areas (including common spaces in the housing facilities), or the lawns of the Dallas main campus.

Eligibility for Emotional Support Animals in Seminary Housing

To determine eligibility, the housing office requires documentation from an appropriate healthcare or mental health professional. This documentation will be used to determine the link between the emotional support animal and the documented disability.

Responsibilities of the Owner of a Service Animal or Emotional Support Animal

- The owner is responsible for any damage or injury caused by his/her animal and must take appropriate precautions to prevent property damage and/or injury to others.
- The animal must be under the owner's control. The animal should be on a leash when not providing a needed service.
- The animal must not at any time exhibit dangerous or aggressive behavior (as defined by the State of Texas and City of Dallas—see the end of this

document).

- To the extent possible, the animal should be unobtrusive to other individuals in the learning, living, and working environments. The animal must not block aisles, passageways, or fire exits.
- To the extent possible, the owner should ensure the animal does not sniff people, dining tables, or the personal belongings of others.
- The owner is responsible for the cost of care, arrangements, and the well-being of the animal including vaccinations (as required by city, county, and state law); licensing; microchipping (required for all dogs in the city of Dallas per city ordinance); and keeping the animal free from fleas, ticks, or other pests that may cause infestation. The owner must provide copies of proof of microchipping, all vaccinations records, and rabies records to the Coordinator of Disability Services and/or the housing office (as applicable).
- The owner is responsible for cleaning up after the animal. In the event the owner is not physically able to clean up after the animal, the owner must hire another individual who can meet this requirement. The owner is responsible for any costs incurred by the seminary to clean up after the animal. If the animal relieves itself in a public area within the housing facilities, the owner must notify the apartment manager immediately. The cost of cleaning and disinfecting the area shall appear on the owner's rent account. Please dispose of any animal solid waste by bagging it and placing it in an outside trash receptacle. The approved areas for an animal to relieve itself are the following: grass area on the west side of St. Joseph Street adjacent to Washington Hall; grass area on the south side of Swiss Avenue adjacent to Swindoll Tower; grass area on the northwest corner of Haskell Avenue and Swiss Avenue (east beyond the Mitchell Ministry Center).
- The owner is responsible for any cost associated with pest control or pest mitigation within Dallas housing facilities resulting from the animal.
- The owner must remove the animal from Dallas campus housing facilities when the owner is away from campus for an extended period. The animal cannot be left unattended overnight at any time. If the owner must be away, the owner must either take the animal with him/her or plan for the animal to be cared for off campus. "Animal sitting" by anyone who is not the owner is not permitted.
- The owner must keep all animal food in a sealable plastic container or in the owner's refrigerator (if not canned food).

Conflicting Disabilities

Individuals on the seminary campus may have allergic reactions to animals that are substantial enough to qualify as a disability. In such cases, the seminary will

consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible.

Removal of Service or Emotional Support Animal

A service or emotional support animal may be removed from the seminary for the following reasons:

- The animal is aggressive, exhibits excessive barking, excessive jumping on people, or when an owner does not or cannot take effective control of the animal. If the animal repeatedly displays aggressive or uncontrollable behavior, the owner may no longer have the animal to serve or assist. The animal may regain service and/or access to the appropriate seminary facilities only if the owner can demonstrate she or he has taken successful steps to mitigate the behavior. Or the student may apply for a different animal. Application for a replacement animal requires completing of all steps of the application process.
- The animal is not housebroken.
- The animal presents a substantial and direct threat to the health and/or safety of other individuals on campus. Poor health of the animal, transmittable disease, a substantial lack of cleanliness, or the animal's presence in a sensitive area, such as mechanical or industrial areas, may pose a direct threat.
- The animal causes substantial physical damage to the property of others. The owner agrees that any damage or stains to the exterior or interior of the housing premises, grounds, flooring, walls, trim, finish, tiles, carpeting, etc. caused by the animal are the full financial responsibility of the owner. The owner agrees to pay all costs involved in resorting the property to its original condition or for replacement if necessary.

Removal procedures are as follows:

- First incident: The owner will receive a written warning from the apartment manager if the incident occurs in Dallas campus housing facilities. The owner will receive written warning from the Dean of Students if the incident occurs in any classroom, administrative building, library facility, chapel, general student gathering areas, or campus lawns.
- Second incident: The owner will receive a written warning from the director of housing if the incident occurs in Dallas campus housing facilities. The owner will meet with the Dean of Students if the incident occurred in any classroom, administrative building, library facility, chapel, general student gathering areas, or campus lawns.
- Third and final incident: The director of housing will notify the owner in writing that the animal must be removed from housing within five

calendar days if the incident occurred in Dallas campus housing facilities. The Dean of Students will notify the owner in writing that the animal cannot enter any classroom, administrative building, library facility, chapel, general student gathering areas, or campus lawns.

If the incident is deemed serious enough by the Dean of Students, the removal procedures may be accelerated to the final notice.

State of Texas and City of Dallas Pet Laws

Required Microchipping

All dogs and cats in the city of Dallas must be microchipped. The information on the microchip including owner name, address, and contact information must be kept current within 30 days of a change. This is a one-time cost for the owner. The owner can obtain a microchip from his/her veterinarian, or microchips are available for \$15 at Dallas Animal Services.

Aggressive Dogs

It is a criminal offense to allow an unsecured dog to make an unprovoked bite causing bodily injury to a person, domestic animal, or livestock.

Section 822.041. of the State Code defines a dangerous dog as a dog that

- makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or
- commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

Section 7-5.12. of the City of Dallas Code defines aggressive dog as a dog that on at least one occasion, while not legally restrained, killed or injured a legally restrained domestic animal or livestock.

If the dog is deemed dangerous or aggressive by the standards set by the City of Dallas or the State of Texas, the dog must be removed from campus and may not return to campus.

3.9 International Student Policies Applicable to F-1 Visa Holders

3.9.1 International Arrivals

Students arriving on an F-1 visa may enter the United States no more than thirty days prior to the start date listed on their I-20.

Students coming to study in the United States during summer or winter terms need to obtain an I-20 and pay the SEVIS I-901 fee each time they come to take a class. Their visa and passport must be valid during this time.

3.9.2 New International Student Orientation

New F-1 students are required to complete the new international student orientation before beginning their studies in the United States (fall or spring terms only). Orientation takes place the week prior to the start of classes.

Every fall and spring term, continuing F-1 students are required to check in. Information for check in will be provided by the International Student Development Office.

3.9.3 Maintaining Visa Status

While on a DTS-sponsored visa (F-1 or F-2), students and dependents are required to maintain their visa status. A few key points for students to remember are:

- Students should maintain an unexpired passport (minimum six months remaining).
- Students must have an unexpired I-20.
- Students must maintain a full course of study (nine credit hours for masters-level, six credit hours for PhD and EdD). Students may take at most one online class each semester to fulfill their full-time course requirements. Almost all hybrid classes are considered online for the purpose of maintaining a full course of study.
- Students may not be employed off-campus except for an approved internship (Curricular Practical Training or Optional Practical Training). While a student, any employment must be restricted to twenty hours or less during the fall and spring terms. During official school breaks, students may work more than twenty hours per week. The official school breaks are Reading Week (during the Evangelical Theological Society annual meeting the week before Thanksgiving week), Thanksgiving week, Christmas break, winter term, Spring Break, and summer term. Any students facing severe economic hardship should reach out to their

International Student Advisor to discuss options.

- Students on F-1 visas must maintain required levels of health insurance for themselves (see International Student Services in the International Student Development Office).
- Students should notify their International Student Advisor within ten days of any changes to address, biographical information, or the birth of a child.

Please note DTS does not assist in filing reinstatements for students who are out of status.

3.9.4 Degree Completion for International Students

An I-20 is granted for the length of time it takes to complete the degree by taking a full course of study each fall and spring term (masters) or according to the PhD handbook's plan for completing a PhD or the EdD handbook's plan for completing an EdD.

For F-1 students, the primary purpose of coming to the United States is to study. Students must plan to complete their degree by the program end date listed on their I-20. Students should work closely with academic advisors (or doctoral program coordinators) regarding their degree completion plan to ensure they can maintain their status as a full-time student.

Extensions to end of program dates may be requested and are reviewed on a case-by-case basis but are not guaranteed. Students may file an extension during the term in which their I-20 expires and no later than a month before the program end date. Extensions may not be granted due to poor planning. PhD and EdD students must demonstrate satisfactory progress as well as an educational or medical necessity for an extension. Proof of funding is required for extensions of a year and may be required for any extension. Students asking for an extension must submit a completion plan approved by their academic advisor that ensures they can maintain a full course load every fall and spring term by taking classes in person. Students should contact the International Student Development Office for more information.

Upon completion of program, the United States government provides F-1 visa holders, and their dependents, a sixty-day grace period in which to transfer to another school, begin Optional Practical Training (OPT), leave the country after their program end date, or obtain another visa status. See the International Student Development Office for additional information.

3.9.5 Reduced Course Load and Course Drops for International Students

Those studying on a student visa (F-1) must maintain a full course of study every

fall and spring term (see Maintaining Visa Status). Students may request a reduced course load if they meet one of these criteria: (1) temporary medical conditions documented by a physician; or (2) the final term of program completion. A reduced course load request should be made to the International Student Development Office before the term begins.

Once students have completed the international check-in at the start of the term, students may not drop a class without first consulting the International Student Development Office, and in any event, may not fall below a full course of study.

3.9.6 Leave of Absence, Withdrawal, or Leaving the United States

Students needing to take a leave of absence must contact the International Student Development Office to discuss their situation and file appropriate forms.

Students intending to resume studies outside of the United States should notify the International Student Development Office so they can update SEVIS and DTS records.

Students withdrawing from DTS (either to leave the United States or to transfer to another school), must notify the International Student Development Office.

3.9.7 Curricular Practical Training and Optional Practical Training

Curricular Practical Training (CPT) is a government-granted opportunity for F-1 students to gain practical training (paid or unpaid) related to their area of study. CPT is the government's name for a student's apprenticeship, internship, or practicum. Students must receive approval (a new I-20) from their international student advisor before beginning their CPT. International students should consult the International Student Development web page for additional information.

Optional Practical Training (OPT) is a government-granted opportunity for F-1 students to gain practical training in their field of study, usually upon completion of their degree. International students should consult the International Student Development web page for additional information.

Completing CPT and OPT may not gain MAC international students the required hours needed to obtain licensure in Texas. Students need to know the requirements of their own country and region.

3.9.8 Reclassifications for International Students

International students considering a change from one degree program to another should meet with their academic advisor to craft a completion plan for the degree

into which they wish to reclassify. Students will submit this plan along with proof of funding to the International Student Development Office. Students cannot be fully admitted into a new degree until they have successfully proved funding.

3.9.9 Change of Visa Status

Sometimes international students wish to change from one visa type to another (change of status). Students may do this either by applying for a new visa status while staying in the United States or by traveling outside of the United States to obtain the new visa. Since the details depend on the type of visa and other complex factors, students should work closely with an immigration attorney.

While students await the adjudication of their change of status, they should maintain their current visa status and follow the directions of an immigration attorney.

Upon approval, students need to provide a copy of the new visa status to the International Student Development Office.

3.9.10 Travel Signatures for International Students

If students or their dependent plans to travel outside the United States, they must have a valid travel signature from a Designated School Official (DSO). A travel signature is good for one year to return to the United States. Students should notify the International Student Development Office at least seven to ten business days prior to travel to obtain the signature.

3.9.11 International Student Scholarships

International student scholarships are only for F-1 or F-2 visa holders sponsored by DTS. Students who change to another immigrant or nonimmigrant status would no longer be eligible for international scholarships.

3.9.12 Tuberculosis Testing for International Students

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

Out-of-country and any international transfer student whose test is older than 365 days from the start of classes must undergo testing for freedom from tuberculosis upon arrival in the United States prior to the first day of the student's initial term. 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 blood test or chest

X-ray that was given inside the United States within the last year. A student cannot attend class until this is submitted.

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).

3.9.13 Financial Aid for International Students

International student (non-US citizen, non-US permanent resident) scholarship applications open January 1 and are due by January 31 for the following school year. Applications are accepted only once per year, and scholarship awards are given for both the upcoming fall and spring terms.

Students holding other visa statuses will apply for the general scholarship. See the Student Financial Aid section of this handbook for more information.

3.9.14 Housing for International Students (Dallas Campus)

International students who reside in a country outside of the United States, have not resided in the United States within the last five years, and who will arrive in the United States no more than thirty days prior to the beginning of their first term (fall or spring) 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 United States for more than two years 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 the student comes to the United States 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 by their local consulate to be assigned an apartment. The Housing office is unable to hold apartments for international students without visas. Since apartments are booked quickly (to be considered for an apartment assignment), international students must communicate their visa status to the Housing office by November 1 (for winter/spring entry) or May 15 (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.

3.9.15 Other Visa and Status Types, Including Asylees and DACA

Asylees – and those holding other visas – need to provide appropriate paperwork to show they maintain lawful presence in the United States that allows them to study. Continual study is dependent upon continued valid nonimmigrant status, which will need to be verified when the current status expires. Such students may apply for the general scholarship. Studying and working at DTS is dependent upon current, existing government regulations.

Generally (exceptions below), students holding other visa types may study without limitation in any degree program if they can fulfill the internship requirements of the program; they may also apply for general needs-based scholarships.

Students holding F-2 visas may only study part-time. They must show proof of a valid, unexpired status. Students should reach out to the International Student Development Office for additional information.

Students with a B1/B2 status may study only incidentally.

3.10 Miscellaneous

3.10.1 Mail Services

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

3.10.2 *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.

3.10.3 Student-Produced Visuals

Visual materials 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.

3.10.4 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.

3.10.5 Use of Copy Machines

The library has equipment for self-service duplication of print, video, and audio materials. Digital copies are free, but paper copies require payment.

The following rules apply to the duplicating of materials:

- 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” during use (workbooks, exercises, standardized tests, etc.) is prohibited. Also any copying must not substitute for the purchase of books, publishers’ reprints, or periodicals.
- 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.
- Study graphs and other outline helps cannot be duplicated.
- 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.

3.10.6 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.

3.10.7 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 marketing and communications office.

3.10.8 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.

3.10.9 Student Information Surveys

To ensure the accuracy, appropriateness, and integrity of survey research, all surveys conducted within the seminary that involve the collection of student information must receive prior approval from the Academic Dean, the Dean of Students, and the Director of Institutional Research and Effectiveness. This is necessary to maintain the quality of data collection, protect the privacy of participants, minimize survey fatigue, and promote the overall research objectives of the seminary.

3.10.10 Student Complaints Involving Seminary Faculty, Administrators, Staff, or Board Members

If students has a complaint regarding the boards, executive committee, faculty, staff, graders, or individuals in those bodies, it must be handled according to 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, students should first approach the person(s) involved with a view toward explanation or reconciliation.

In the case that students do 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 submitted 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 students 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 for seeing 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 it will forward the complaint to the student affairs committee. Failure to comply fully with this policy may subject students to the disciplinary procedures outlined in this handbook.

3.10.11 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, educational assessment, information technology, institutional effectiveness, missions, spiritual life board, and student affairs.

3.10.12 Cancellation of School

Occasionally, inclement weather makes road conditions dangerous for travel. During such times DTS uses a texting alert system to notify students who have signed up for the service. A banner will also be added to the DTS website to notify visitors, students, and staff of any campus closing or delayed opening.

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 <https://dts.edu/alerts>.

Appendix 1 - Mission of Dallas Theological Seminary

Mission Statement

Dallas Theological Seminary's mission as a professional, graduate-level school is to glorify God by equipping godly servant-leaders for the proclamation of His Word and the building up of the body of Christ worldwide.

Expanded Statement of Purpose

The following expanded statement of purpose articulates the practical outworking of the seminary's mission to equip godly servant-leaders and provides elaboration or qualification related to elements of the seminary's mission statement.

- Dallas Theological Seminary is a professional, graduate-level theological seminary that seeks to provide training at the master's and doctoral levels to prepare its students for a variety of Christian ministries.
 - As a professional, graduate-level theological institution of higher learning, DTS seeks to provide training for specific Christian ministries and to encourage the pursuit of Christian scholarship at the highest levels of research befitting the mission of a theological seminary.
 - While the doctrinal commitment of the seminary is intentionally evangelical, DTS seeks to provide a contribution to a broader constituency through community, theological and ecclesiastical involvement, and dialogue.
 - The seminary seeks to maintain an appropriate balance between the training it provides for effective vocational ministries and the academic rigors necessary to graduate those who will research, write, and teach at the highest levels of theological education. As both a professional and graduate-level educational institution, the seminary is committed to providing the appropriate support services, departments, resources, and facilities to accomplish the mission of the institution.
- To equip men and women for ministry as godly servant-leaders, Dallas Theological Seminary encourages the development of godly character in each of its students.

- The seminary is committed to the preparation of students who are deeply committed to Jesus Christ and are marked by biblical and theological knowledge and maturing spirituality, along with the skills necessary for their future ministries.
- Students are encouraged to grow spiritually in their personal relationship with God, to function responsibly within the Christian community, and to engage with and witness to the world from a life of faith and integrity.
- DTS is committed to helping leaders develop a biblical philosophy of servant-hearted leadership as defined by Jesus Christ and as modeled by Him and the other godly individuals depicted in the Scriptures. Such leadership results from the gracious working of God through a person's experience, training, spiritual gifting, natural talents, and the enablement of God's Spirit.
- Dallas Theological Seminary is committed to its founding ideal that the central subject of study is the entire Bible.
 - DTS stands unequivocally committed to the Bible as God's inerrant, infallible, and authoritative written revelation. Members of the school's boards and faculty annually subscribe to the seminary's doctrinal statement, which is purposefully complete and detailed, thus helping safeguard the school's unwavering theological stance since its founding.
 - The seminary's commitment to the Scriptures leads to a framework of doctrine in which the great fundamentals of the Christian faith are affirmed and expounded. The doctrines of evangelical orthodoxy are taught in the framework of premillennial, dispensational theology, derived from a consistent grammatical-historical interpretation of the Bible. These truths include such essentials as the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by grace alone through faith alone in Christ alone, and the physical return of Christ.
 - The goal of all biblical and theological instruction is to glorify God through a transformed life that is manifested by a wholehearted love for God and a servant-hearted love for others.
- To prepare godly servant-leaders who reflect the heart of God, Dallas Theological Seminary is committed to a worldwide vision of Christian ministry.

- DTS is committed to fulfilling the mandate of Jesus to make disciples of all nations. The seminary community is enriched and has its vision for ministry expanded by the presence of students from a wide variety of countries and ethnic backgrounds.
- DTS embraces a wide context of ministries. Training for vocational ministry is the primary purpose for which the seminary was founded and now exists. A secondary purpose is to provide theological training for those who choose to remain in their professions but who desire to be trained for leadership and a more effective ministry in the church.
- DTS is firmly committed to promoting the missionary endeavor throughout the world. This commitment is demonstrated in a variety of ways that provide both exposure and experience for students in the diverse nature of missions and the unique opportunities for vocational service in missions around the world.

Appendix 2 – Doctrinal Statement of Dallas Theological Seminary

Essential Doctrinal Commitments (for Seminary students and staff)

While our faculty and board annually affirm their agreement with the full doctrinal statement (below), students need only agree with these seven Christian essentials:

- the Trinity
- the full deity and humanity of Christ
- the spiritual lostness of the human race
- the substitutionary atonement and bodily resurrection of Christ
- salvation by grace alone through faith alone in Christ alone
- the physical return of Christ
- the authority and inerrancy of Scripture.

Doctrinal Statement of Dallas Theological Seminary

Introduction

According to the seminary constitution, each faculty member is required to be “in agreement with the form of doctrine as set forth in the doctrinal statement.” Each member of the faculty is required to affirm his or her agreement with the doctrinal statement annually.

What follows is the 2022 update to the doctrinal statement.

Article I—The Scriptures

We believe that “all Scripture is given by inspiration of God,” by which we understand the whole Bible is inspired in the sense that holy men of God “were moved by the Holy Spirit” to write the very words of Scripture. We believe that this divine inspiration extends equally and fully to all parts of the writings—historical, poetical, doctrinal, and prophetic—as appeared in the original manuscripts. We believe that the whole Bible in the originals is therefore without error. We believe that all the Scriptures center about the Lord Jesus Christ in His person and work in His first and second coming, and hence that no portion, even of the Old Testament, is properly read or understood until it leads to Him. We also believe that all the Scriptures were designed for our practical instruction. (Mark 12:26, 36; Luke 24:27, 44; John 5:39; 16:13; Acts 1:16; 17:2–3; 18:28; 26:22–23; 28:23; Rom. 15:4; 1 Cor. 2:13; 10:11; 2 Tim. 3:16; 2 Pet. 1:21)

Article II—The Godhead

We believe that God is the all-powerful Creator and Sustainer of all things visible and invisible, who eternally exists in three Persons—the Father, the Son, and the Holy Spirit; and that these three are one God, having precisely the same nature, attributes, and perfections, and are worthy of precisely the same homage, confidence, and obedience. (Matt. 28:18–19; Mark 12:29; John 1:14; Acts 5:3–4; 2 Cor. 13:14; Heb. 1:1–3; Rev. 1:4–6)

Article III—Angels, Fallen and Unfallen

We believe that God created an innumerable company of sinless spiritual beings known as angels; that one, “Lucifer, son of the morning”—the highest in rank—sinned through pride, thereby becoming Satan; that a great company of the angels followed him in his moral fall, some of whom became demons and are active as his agents and associates in the prosecution of his unholy purposes, while others who fell are “reserved in everlasting chains under darkness for the judgment of the great day.” (Isa. 14:12–17; Ezek. 28:11–19; 1 Tim. 3:6; 2 Pet. 2:4; Jude 6)

We believe that Satan is the originator of sin and that under the permission of God, he, through subtlety, led our first parents into transgression, thereby accomplishing their moral fall and subjecting them and their posterity to his own power; that he is the enemy of God and the people of God, opposing and exalting himself above all that is called God or that is worshiped; and that he who in the beginning said, “I will be like the most High,” in his warfare appears as an angel of light, even counterfeiting the works of God by fostering religious movements and systems of doctrine, which systems in every case are characterized by a denial of the efficacy of the blood of Christ and of salvation by grace alone. (Gen. 3:1–19; Rom. 5:12–14; 2 Cor. 4:3–4; 11:13–15; Eph. 6:10–12; 2 Thess. 2:4; 1 Tim. 4:1–3)

We believe that Satan was judged at the Cross, though not then executed, and that he, a usurper, now rules as the “god of this world”; that, at the second coming of Christ, Satan will be bound and cast into the abyss for a thousand years; and after the thousand years he will be loosed for a short season and then “cast into the lake of fire and brimstone,” where he “shall be tormented day and night for ever and ever.” (Col. 2:15; Rev. 20:1–3, 10)

We believe that a great company of angels kept their holy estate and are before the throne of God, from where they are sent forth as ministering spirits to minister for them who shall be heirs of salvation. (Luke 15:10; Eph. 1:21; Heb. 1:14; Rev. 7:12)

We believe that humanity was made lower than the angels; and that, in His incarnation, Christ took for a little time this lower place, that He might lift the believer to His own sphere above the angels. (Heb. 2:6–10)

Article IV—Humanity, Created and Fallen

We believe that humanity was created in the image and after the likeness of God. God created them male (man) and female (woman). Men and women are sexually different but have equal personal dignity. Some men and women are called to remain single; some are called to marriage, which is a “one flesh” union between one man and one woman intended to end only upon a spouse’s death. This union allows for procreation as well as furtherance of the moral, spiritual, and public good. Therefore, sexual acts outside of biblical marriage are prohibited by Scripture.

All humanity—male and female, whether married or single—are fallen beings. Through sin, and as a consequence of that sin, all humanity lost their spiritual life, becoming dead in trespasses and sins, and became subject to the power of the devil. We also believe that this spiritual death, or total depravity of human nature, has been transmitted to the entire human race, the Man Christ Jesus alone being excepted; and that as a result every child of Adam is born into the world with a nature that not only possesses no spark of divine life, but also is essentially and unchangeably bad apart from divine grace. (Gen. 1:26–28; 2:18–24; 3:7–8; Exod. 20:14; Lev. 18:7–23; 20:10–21; Deut. 5:18; Matt. 5:27–28; 15:19; 19:4–9; Mark 10:5–9; Rom. 1:26–32; 8:8; 1 Cor. 6:9–13; 1 Cor 7:6–8; Gal. 5:19; Eph. 4:17–19; 5:25–27, 31–33; Col. 3:5; 1 Thess. 4:3; Heb. 13:4; 21:2)

Article V—The Dispensations

We believe that the dispensations are stewardships by which God administers His purpose on the earth through human beings under varying responsibilities. We believe that the changes in the dispensational dealings of God with people depend on changed conditions or situations in which they are successively found with relation to God, and that these changes are the result of human failures and the judgments of God. We believe that different administrative responsibilities of this character are manifest in the biblical record, that they span the entire history of humanity, and that each ends in failure under the respective test and in an ensuing judgment from God. We believe that three of these dispensations or rules of life are the subject of extended revelation in the Scriptures—namely, the dispensation of the Mosaic Law, the present dispensation of grace, and the future dispensation of the millennial kingdom. We believe that these are distinct and are not to be intermingled or confused, as they are chronologically successive.

We believe that the dispensations are not ways of salvation nor different methods of administering the “Covenant of Grace.” They are not in themselves dependent on covenant relationships but are ways of life and responsibility that test the submission of people to God’s revealed will during a particular time. We believe that if people trust in their own efforts to gain the favor of God or salvation under any dispensational test, because of inherent sin their failure to satisfy fully the just requirements of God is inevitable and their condemnation sure.

We believe that according to the “eternal purpose” of God, salvation in the divine reckoning is always by grace through faith and rests upon the basis of the shed blood of

Christ. We believe that God has always been gracious, regardless of the ruling dispensation, but that people have not at all times been under an administration or stewardship of grace as is true in the present dispensation. (1 Cor. 9:17; Eph. 2:8; 3:2; 3:9, 11; Col. 1:25; 1 Tim. 1:4)

We believe that it has always been true that “without faith it is impossible to please” God, and that the principle of faith was prevalent in the lives of all the Old Testament saints. However, we believe that it was historically impossible that they should have had as the conscious object of their faith the incarnate, crucified Son, the Lamb of God, and that it is evident that they did not comprehend as we do that the sacrifices depicted the person and work of Christ. We believe also that they did not understand the redemptive significance of the prophecies or types concerning the sufferings of Christ; therefore, we believe that their faith toward God was manifested in other ways as is shown by the long record in Hebrews 11:1–40. We believe further that their faith thus manifested was counted to them for righteousness. (John 1:29; Rom. 4:3 with Gen. 15:6; Rom. 4:5–8; 1 Pet. 1:10–12; Heb. 11:6–7)

Article VI—The First Advent

We believe that, as provided and purposed by God and as preannounced in the prophecies of the Scriptures, the eternal Son of God came into this world that He might manifest God to humanity, fulfill prophecy, and become the redeemer of a lost world. To this end He was born of the virgin and received a human body and a sinless human nature.

We believe that the Son retained all the attributes of deity in His incarnation and that the distinction between the human and divine natures was in no way annulled by the union. (Luke 1:30–35; 2:40 John 1:1–2, 18; 3:16; Phil. 2:5–8; Heb. 4:15)

We believe that in fulfillment of prophecy Jesus came first to Israel as her Messiah-King and that, being rejected by that nation, He, according to the eternal counsels of God, gave His life as a ransom for all. (John 1:11; Acts 2:22–24; 1 Tim. 2:6; Heb 2:9; 1 John 2:2)

We believe that, in infinite love for the lost, Jesus voluntarily accepted His Father’s will and became the divinely provided sacrificial Lamb and took away the sin of the world, bearing the holy judgments against sin that the righteousness of God must impose. His death was therefore substitutionary in the most absolute sense—the just for the unjust—and by His death He became the Savior of the lost. (John 1:29; Rom. 3:25–26; 2 Cor. 5:14; Heb. 10:5–14; 1 Pet. 3:18)

We believe that, according to the Scriptures, the Lord Jesus Christ rose from the dead in the same body, though glorified, in which He had lived and died, and that His resurrection body is the pattern of the body that ultimately will be given to all believers. (John 20:20; Phil. 3:20–21)

We believe that, on departing from the earth, Jesus was accepted by His Father and that His acceptance is a final assurance to believers that His redeeming work was perfectly

accomplished. (Heb. 1:3)

We believe that Jesus became Head over all things to the church, which is His body, and in this ministry He continually intercedes and advocates for the saved. (Eph. 1:22–23; Heb. 7:25; 1 John 2:1)

Article VII—Salvation Only Through Christ

We believe that, owing to universal death through sin, no one can enter the kingdom of God unless born again; and that no degree of reformation however great, no attainments in morality however high, no culture however attractive, no baptism or other ordinance however administered, can help the sinner to take even one step toward heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word, is absolutely essential to salvation, and only those thus saved are children of God. We believe, also, that our redemption has been accomplished solely by the blood of our Lord Jesus Christ, who was made to be sin and was made a curse for us, dying in our place; and that no repentance, no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church, nor all the churches that have existed since the days of the apostles can add in the very least degree to the value of the blood or to the merit of the finished work wrought for us by Him who united in His person true and proper deity with perfect and sinless humanity. (Lev. 17:11; Isa. 64:6; Matt. 26:28; John 3:7–18; Rom. 5:6–9; 2 Cor. 5:21; Gal. 3:13; 6:15; Eph. 1:7; Phil. 3:4–9; Titus 3:5; James 1:18; 1 Pet. 1:18–19, 23)

We believe that the new birth of the believer comes only through faith in Christ and that repentance is a vital part of believing and is in no way, in itself, a separate and independent condition of salvation; nor are any other acts, such as confession, baptism, prayer, or faithful service, to be added to believing as a condition of salvation. (John 1:12; 3:16, 18, 36; 5:24; 6:29; Acts 13:39; 16:31; Rom. 1:16–17; 3:22, 26; 4:5; 10:4; Gal. 3:22)

Article VIII—The Extent of Salvation

We believe that when an unregenerate person exercises the faith in Christ that is illustrated and described as such in the New Testament, that person passes immediately out of spiritual death into spiritual life, and from the old creation into the new being justified from all things, accepted before the Father as Christ His Son is accepted, loved as Christ is loved, having their place and portion linked to Him and one with Him forever. Though saved individuals may have occasion to grow in the realization of their blessings and to know a fuller measure of divine power through yielding their lives more fully to God, they are, as soon as they are saved, in possession of every spiritual blessing and absolutely complete in Christ, and are therefore in no way required by God to seek a “second blessing” or “second work of grace.” (John 5:24; 17:23; Acts 13:39; Rom. 5:1; 1 Cor. 3:21–23; Eph. 1:3; Col. 2:10; 1 John 4:17; 5:11–12)

Article IX—Sanctification

We believe that sanctification, which is a setting-apart for God, is threefold: It is already complete for every saved person because the position of each toward God is the same as Christ's position. Since believers are in Christ, they are set apart for God in the measure in which Christ is set apart for God. We believe, however, that they retain their sin nature, which cannot be eradicated in this life. Therefore, while the standing of believers in Christ is perfect, their present state is no more perfect than their experience in daily life. There is, therefore, a progressive sanctification wherein Christians are to "grow in grace" and to "be changed" by the unhindered power of the Spirit. We believe also that the children of God will yet be fully sanctified in their state as they are now sanctified in their standing in Christ when they shall see their Lord and shall be "like Him." (John 17:17; 2 Cor. 3:18; 7:1; Eph. 4:24; 5:25–27; 1 Thess. 5:23; Heb. 10:10, 14; 12:10)

Article X—Eternal Security

We believe that because of the eternal purpose of God toward the objects of His love, because of His freedom to exercise grace toward the meritless on the ground of the propitiatory blood of Christ, because of the very nature of the divine gift of eternal life, because of the present and unending intercession and advocacy of Christ in heaven, because of the immutability of the unchangeable covenants of God, and because of the regenerating, abiding presence of the Holy Spirit in the hearts of all who are saved, all true believers everywhere, once saved, shall be kept saved forever. We believe, however, that God is a holy and righteous Father, because He cannot overlook the sin of His children. Thus, He will, when they persistently sin, chasten them and correct them in infinite love; but having undertaken to save them and keep them forever, apart from all human merit, He who cannot fail will in the end present every one of them faultless before the presence of His glory and conformed to the image of His Son. (John 5:24; 10:28; 13:1; 14:16–17; 17:11; Rom. 8:29; 1 Cor. 6:19; Heb. 7:25; 12:4–11; 1 John 2:1–2; 5:13; Jude 24)

Article XI—Assurance

We believe it is the privilege, not only of some, but of all who are born again by the Spirit through faith in Christ as revealed in the Scriptures, to be assured of their salvation from the very day they take Christ to be their Savior and that this assurance is not founded on any fancied discovery of their own worthiness or fitness, but wholly upon the testimony of God in His written Word, prompting within His children filial love, gratitude, and obedience. (Luke 10:20; 22:32; 2 Cor. 5:1, 6–8; 2 Tim. 1:12; Heb. 10:22; 1 John 5:13)

Article XII—The Holy Spirit

We believe that the Holy Spirit, the Third Person of the blessed Trinity, though omnipresent from all eternity, took up residence in the world in a special sense on the day of Pentecost according to the divine promise, dwells in every believer, and by His

baptism unites all to Christ in one body, and that He, as the Indwelling One, is the source of all power and all acceptable worship and service. We believe that the Spirit never departs from the church, nor from the feeblest of the saints, but is ever present to testify of Christ, seeking to occupy believers with Christ and not with themselves nor with their experiences. We believe that His presence in the world in this special sense will cease when Christ comes to receive His own at the completion of the church. (John 14:16–17; 16:7–15; 1 Cor. 6:19; Eph. 2:22; 2 Thess. 2:7)

We believe that, in this age, certain well-defined ministries are committed to the Holy Spirit, and that it is the duty of all Christians to understand them and to be adjusted to them in their own life and experience. These ministries are the restraining of evil in the world to the measure of the divine will; the convicting of the world respecting sin, righteousness, and judgment; the regenerating of all believers; the indwelling and anointing of all who are saved, thereby sealing them for the day of redemption; the baptizing into the one body of Christ of all who are saved; and the continued filling for power, teaching, and service of those among the saved who are yielded to Him and who are subject to His will. (John 3:6; 16:7–11; Rom. 8:9; 1 Cor. 12:13; Eph. 4:30; 5:18; 2 Thess. 2:7; 1 John 2:20–27)

Article XIII—The Church, A Unity of Believers

We believe that all who are united to the risen and ascended Son of God are members of the church, which is the body and bride of Christ, began at Pentecost, and is distinct from Israel. The church's members are constituted as such regardless of membership or nonmembership in the organized churches of earth. We believe that by the same Spirit all believers in this age, whether Jews or Gentiles, are baptized into, and thus become, one body that is Christ's. And having become members one of another, they are under solemn duty to keep the unity of the Spirit in the bond of peace, rising above all sectarian differences, and loving one another with a pure heart fervently. (Matt. 16:16–18; Acts 2:42–47; Rom. 12:5; 1 Cor. 12:12–27; Eph. 1:20–23; 4:3–10; Col. 3:14–15)

Article XIV—The Sacraments or Ordinances

We believe that water baptism and the Lord's Supper are the sacraments/ordinances of the church, and that they are a scriptural means of testimony for the church in this age. (Matt. 28:19; Luke 22:19–20; Acts 10:47–48; 16:32–33; 18:7–8; 1 Cor. 11:26)

Article XV—The Christian Walk

We believe that all believers are called with a holy calling to walk not after the flesh but after the Spirit and so to live in the power of the indwelling Spirit, that we will not fulfill the lust of the flesh. But the flesh with its fallen, Adamic nature, which in this life is never eradicated, being with us to the end of our earthly pilgrimage, needs to be kept by the Spirit constantly in subjection to Christ, or it will surely manifest its presence in our lives to the dishonor of our Lord. (Rom. 6:11–13; 8:2, 5–14; Gal. 5:16–23; Eph. 4:22–24; Col. 2:1–10; 1 Pet. 1:14–16; 1 John 1:4–7; 3:5–9)

Article XVI—The Christian Service

We believe that divine, enabling gifts for service are bestowed by the Spirit upon all who are saved. While there is a diversity of gifts, each believer is energized by the same Spirit, and each is called to divinely appointed service as the Spirit may will. In the apostolic church there were certain gifted people—apostles, prophets, evangelists, pastors, and teachers—who were appointed by God for the perfecting of the saints for their work of the ministry. We believe also that today some are especially called of God to be evangelists, pastors, and teachers, and that it is to the fulfilling of His will and to His eternal glory that these shall be sustained and encouraged in their service for God. (Rom. 12:6; 1 Cor. 12:4–11; Eph. 4:11)

We believe that wholly apart from salvation benefits, which are bestowed equally upon all who believe, rewards are promised according to the faithfulness of each believer's service to the Lord, and that these rewards will be bestowed at the judgment seat of Christ after He comes to receive His own to Himself. (1 Cor. 3:9–15; 9:18–27; 2 Cor. 5:10)

We believe that some miraculous manifestations of the Holy Spirit were unique to the apostolic period for the provision of new revelation and the establishment of the authority of the apostles and prophets. Such abilities and confirmatory signs, wonders, and miracles, which centered on individual apostles and prophets, ceased with the passing of these foundational offices and the closing of the era of authoritative New Testament revelation. Even at that time, prophesying and speaking in tongues as signs and sources of revelation were never the common or necessary mark of the baptism nor of the filling of the Spirit. While God may perform miracles in every age as He wills, the ultimate promise of deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection. (Acts 4:8, 31; Rom. 8:18–25; 1 Cor. 12:28, 30; 13:8; 14:22; 2 Cor. 12:12; Eph 2:20; Heb. 2:3–4; Rev. 21:3–4)

Article XVII—The Great Commission

We believe that it is the explicit message of our Lord Jesus Christ to those whom He has saved that they are sent forth by Him into the world even as He was sent forth by His Father into the world. We believe that, after salvation, Christians are divinely reckoned to be related to this world as strangers and pilgrims, ambassadors and witnesses, and that their primary purpose in life should be to make Christ known to the whole world. (Matt. 28:18–19; John 17:18; Acts 1:8; 2 Cor. 5:18–20; 1 Pet. 1:17; 2:11)

Article XVIII—The Blessed Hope

We believe that, according to the Word of God, the next great event in the fulfillment of prophecy will be the coming of the Lord in the air to receive to Himself into heaven both His own who are alive and remain until His coming and also all who have fallen asleep in Jesus. This event is the blessed hope described in Scripture, and for this we should be

constantly looking. (John 14:1–3; 1 Cor. 15:51–52; Phil. 3:20; 1 Thess. 4:13–18; Titus 2:11–14)

Article XIX—The Tribulation

We believe that the translation of the church will be followed by the fulfillment of Israel's seventieth week, during which the church, the body of Christ, will be in heaven. The whole period of Israel's seventieth week will be a time of judgment on the whole earth, at the end of which the times of the Gentiles will be brought to a close. The latter half of this period will be the time of Jacob's trouble, which our Lord called the great tribulation. We believe that universal righteousness will not be realized prior to the second coming of Christ, but that the world is day by day ripening for judgment and that the age will end with a fearful apostasy. (Jer. 30:7; Dan. 9:27; Matt. 24:15–21; Rev. 6:1–19:21)

Article XX—The Second Coming of Christ

We believe that the period of great tribulation on the earth will climax in the return of the Lord Jesus Christ. He will return to the earth as He went—in person on the clouds of heaven—and with power and great glory. He will thus introduce the millennial age; bind Satan and place him in the abyss; lift the curse that now rests on the whole creation; restore Israel to her own land and give her the realization of God's covenant promises; and bring the whole world to the knowledge of God. (Deut. 30:1–10; Isa. 11:9; Ezek. 37:21–28; Matt. 24:15–25:46; Acts 15:16–17; Rom. 8:19–23; 11:25–27; 1 Tim. 4:1–3; 2 Tim. 3:1–5; Rev. 20:1–3)

Article XXI—The Eternal State

We believe that at death the spirits and souls of those who have trusted in the Lord Jesus Christ for salvation pass immediately into His presence. There they remain in conscious bliss until the resurrection of the glorified body given when Christ comes for His own, whereupon soul and body reunited shall be associated with Him forever in glory. But after their deaths the spirits and souls of unbelievers remain conscious of condemnation and in misery until the final judgment of the great white throne at the close of the millennium, when soul and body reunited shall be cast into the lake of fire, not to be annihilated, but to be punished with everlasting destruction from the presence of the Lord and from the glory of His power. (Luke 16:19–26; 23:42–43; 2 Cor. 5:8; Phil. 1:23; 2 Thess. 1:7–9; Jude 6–7; Rev. 20:11–15)

Appendix 3 – Core Values of Dallas Theological Seminary

The core values of Dallas Theological Seminary reflect our mission as a seminary and embody our pursuit of teaching truth and loving well.



Trust in God's Word

- Divine revelation
- Anchor of academic and community life
- Identity-shaping
- Hope-inducing
- Worldview creating

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work
(2 Timothy 3:16)



Depend on the Lord

- God never changes
- People provided by God for the DTS mission
- Prayer for increasing reliance on Him
- Source of spiritual growth and ministry strength

Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight (Proverbs 3:5-6).



Love Others Above Ourselves

- Love is a disciple's hallmark
- Manifests in respect and honor for all image-bearers
- Unity in Jesus Christ and variety in His body and the world
- Relationship building as part of God's good work for us

My command is this: Love each other as I have loved you. Greater love has no one than this: to lay down one's life for one's friends (John 15:12-13).



Pursue Excellence in Everything

- The Triune God is worthy of our best for His glory
- Resources directed toward the good of others and DTS
- Community coordination for God's work at DTS
- Service to God over personal gain

Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving (Colossians 3:23-24).



Serve Our Students Everywhere

- Students are the heart of the DTS mission
- Seeking the best learning environment
- Truth and charity characterizing seminary dialogue
- Employees sacrificially meeting student needs

Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others (Philippians 2:3-4)



Strengthen the Church Worldwide

- Global disciple-making
- Mutual learning and serving alongside the global church
- Resources and opportunities for encouragement
- Anticipating every nation, tribe, people, and language worshipping God

May God be gracious to us and bless us and make his face shine on us—so that your ways may be known on earth, your salvation among all nations. May the peoples praise you, God; may all the peoples praise you (Psalm 67:1-3).

Appendix 4 – Student Appeals, Complaints, and Feedback

This appendix includes all the avenues DTS provides to receive feedback, petitions, complaints, or reports.

Academic and Financial Requests and Appeals

Appeal for Tuition Refund

Also see 2.2.9 Refunds

Students requesting an exception to the published seminary tuition refund policies should submit their request through the student appeals link on the DTS Student Portal. The Registrar will decide based on the presented extenuating circumstances and the published refund tables in consultation with the Bursar Office.

If the request for an exception to the published seminary tuition refund policies is denied by the Registrar, students can appeal the decision in writing to the Student Appeals Committee. If the request for an exception to the published seminary tuition refund policies is denied by the Student Appeals Committee, students can appeal the decision in writing to the Vice President for Enrollment Services.

Appeal for Fee Refund

Also see 2.2.9 Refunds

Students requesting an exception to the published seminary fee refund policies should submit their request through the student appeals link on the DTS Student Portal. The Registrar will decide based on the presented extenuating circumstances and the published refund tables in consultation with the Bursar Office.

If the request for an exception to the published seminary tuition fee policies is denied by the Registrar, students can appeal the decision in writing to the Student Appeals Committee. If the request for an exception to the published seminary fee refund policies is denied by the Student Appeals Committee, students can appeal the decision in writing to the Vice President for Enrollment Services.

Appeal for Course Extension

Also see 1.19 Course Extensions

Students needing an extension of 30 days or less due to extenuating circumstances (see 1.26.2) may contact their professor for permission, and if given permission, fill out the course extension petition on the DTS Student Portal. Students needing an extension of more than 30 days must seek their professor's permission, but students must also receive permission from the Student Appeals Committee by filling out the course extension petition on the DTS Student Portal. The petition must be submitted before the last week of the term. Students must read the Extenuating Circumstances Criteria section of this handbook prior to submitting the petition and must specify how their circumstances fit the criteria.

If the request for a course extension is denied by the Registrar, students can appeal the decision in writing to the Student Appeals Committee. If the request for a course extension is denied by the Student Appeals Committee, students can appeal the decision in writing to the Vice President for Enrollment Services.

Appeal to Take Required Course by Independent Study

Also see 1.3.2 Independent Study Courses

Students requesting to take a required course by independent study should submit their request through the student appeals link on the DTS Student Portal. The request will be evaluated by the Registrar's Office.

If the request to take a required course by independent study is denied by the Registrar, students can appeal the decision in writing to the Student Appeals Committee. If the request to take a required course by independent study is denied by the Student Appeals Committee, students can appeal the decision in writing to the Vice President for Enrollment Services.

Appeal Satisfactory Academic Progress

Also see 1.17.6 Appeal of Probationary Status (Academic Plan)

Students requesting an appeal to their satisfactory academic progress status should submit their request through the student appeals link on the DTS Student Portal. The request will be evaluated by the Director of Financial Aid in consultation with the Registrar.

If the request for appeal to their satisfactory academic progress status is denied by the Director of Financial Aid or the Registrar, students can appeal the decision in writing to the Student Appeals Committee. If the request for appeal to their satisfactory academic progress status is denied by the Student Appeals

Committee, students can appeal the decision in writing to the Vice President for Enrollment Services.

Appeal Final Course Grade

Also see 1.14 Grading System

Students requesting an appeal to their final course grade are encouraged to first discuss the final grade with the professor of record for the course. If students are not satisfied with the response from the professor of record, students are then encouraged to discuss the final grade with the department chair of the professor of record.

If students are not satisfied with the response of the department chair, students may submit an appeal in writing to the Academic Dean. The Academic Dean will reach out to the professor of record and the department chair to discuss the final grade. If no resolution is reached, the Academic Dean will make the decision.

If students are not satisfied with the decision of the Academic Dean, students may request their appeal be submitted to the academic affairs committee.

Appeal of Academic Probation or Dismissal

Also see 1.15 Academic Probation and Dismissal

Students requesting an appeal to their academic probation or dismissal should submit their request through the student appeals link on the DTS Student Portal. The Registrar will make the decision based on the extenuating circumstances and the published seminary policies.

If the request for appeal to their academic probation or dismissal is denied by the Registrar, students can appeal the decision in writing to the Student Appeals Committee.

If students are not satisfied with the response of the Student Appeals Committee, students may submit an appeal to the decision in writing to the Vice President for Enrollment Services.

Appeal of Conduct Dismissal

Also see 3.6 Responsibility for Student Conduct and Discipline

Students who are dismissed by the Dean of Students for a disciplinary issue may make a written appeal of the decision to the student affairs committee. If students are not satisfied with the response of the student affairs committee, students may submit an appeal to the decision in writing to the vice president for education.

Appeal of Graduation Denial

Also see 1.23.4 Graduation Denial Review Process

Students whose graduation has been denied may appeal 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 a member of the Academic Affairs office, 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 Affairs office 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 Affairs office. 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.

Decision Rights on Appeals

Registrar and Student Affairs Committee

- Tuition Refund
- Fee Refund
- Course Extension
- Required Course as Independent Study
- Satisfactory Academic Progress
- Academic Probation or Dismissal

Academic Dean and Academic Affairs Committee

- Final Course Grade
- Graduation Denial

Dean of Students and Student Affairs Committee

- Conduct Dismissal

Reports and Complaints

General Student Complaint

Also see 1.26.3 Student Complaint Procedure

Complaints not addressed by the student handbook should be sent through the seminary's general student complaint form found at <https://dts.edu/contact/complaint-resources/>. Completed forms will be reviewed and forwarded to the appropriate department for follow-up. An email response from the vice president of the appropriate department or his or her designee will be sent to students within a reasonable time of the submission.

Report Violence, Abuse, or Harassment (Title IX)

Also see 3.1.9 Sexual Abuse and Discrimination Policy

Any student, staff, faculty member, or guest who believes he or she has been the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of violence or sexual misconduct perpetrated by an employee, other student, or third party related to Dallas Theological Seminary that occurred on-or-off-campus at a seminary activity or program is urged to report the incident to (1) to law enforcement and (2) to the seminary's Title IX coordinator Karen McDonald (Director of Employee Success) at kmcdonald@dts.edu.

Report Ethics Violation (Whistleblower)

Also see 1.26.3 Student Complaint Procedure

Any student, staff, faculty member, or guest can report activities that may involve criminal, unethical, or otherwise inappropriate behavior by seminary employees in violation of DTS's policies at <https://dts.edu/contact/report-an-ethics-violation/>. This report is run by an outside organization and all reports are secure and anonymous.

Complaints Regarding Disability Accommodation

Also see 3.8 Disability Services

Students who wish to appeal the decision made for their request for accommodation may do so by notifying the Disability Services office at disability@dts.edu.

Complaint to Outside Entities

Also see 1.26.3 Student Complaint Procedure

Students may submit a complaint beyond the seminary to the appropriate oversight bodies. This includes the Department of Education for the handling of student records, the Association of Theological Schools for violations of ATS accreditation standards, 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 Academic Dean who serves as the coordinator of matters related to institutional accreditation.

Student Employee Feedback

Employee Suggestion Box

Students who are also seminary employees can make suggestions that will be sent to the appropriate vice president at <https://employees.dts.edu>.

Appendix 5 - Mental Health Emergency Protocol

The following policy is applicable in the case of a mental health emergency experienced by a student, staff person, or faculty member. Examples of a mental health emergency include:

- Verbal threats of self-harm
- Thinking of wanting to die or kill oneself
- Extreme feelings of hopelessness
- Excessive anxiety, depression
- Erratic and reckless behaviors
- Hearing voices or seeing things that are not there
- Verbal threats or desire to harm others
- Verbalizing or making a cry for immediate help

When a perceived or actual mental health emergency occurs, always do the following:

Dallas

1. Call campus police at (214) 887-5590
2. Campus police will determine the need for contacting other emergency services (911)

Houston

1. Call 911 for emergency services
2. You may also call on-site-security at (713) 545-8602

Washington DC

1. Call 911 for emergency services
2. After calling 911, notify: Mark Jetsen (703) 250-3960 OR Rodney Orr (703) 691-2131

Fort Worth

1. Call Christ Chapel on-site-security at (817) 308-4686
2. On-site-security will determine the need for contacting other emergency services (911)

Atlanta and All Other Locations

1. Call 911 for emergency services

Remain calm throughout the process. When dialing 911 directly, the 911 operator will likely ask you to stay on the scene with the person until emergency personnel arrive.

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Additional information on doctoral programs is included in the Doctor of Philosophy (PhD) Handbook, the Doctor of Education (EdD) Handbook, and the Doctor of Ministry/Doctor of Educational Ministry (DMin/DEdMin) Handbook. This Student Handbook also has useful and required information for PhD, EdD, DMin, and DEdMin students who are in the residency portion of their program.

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DTS reserves the right to utilize video footage and still photographs of student-related events and activities for seminary publication and continuing education purposes. This includes, but is not limited to, media from classroom environments, graduation ceremonies, and chapel services. If a student is uncomfortable with their image being used, the student is encouraged to approach any DTS staff or faculty member to discuss potential security risks or other concerns. All such media will be stored and utilized under the auspices of the Vice President for Communications and appropriate departments within the seminary.

DTS may add to, modify, or withdraw any provision in this handbook. The provisions of this handbook are subject to change. DTS's president, the faculty, the appropriate vice president, or the student council executive committee through the appropriate vice president may initiate proposals for changes. All provisions stated herein have been approved and/or reviewed by the seminary's executive committee.



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