
Student Handbook



PHOENIX SEMINARY

2023 - 2024

From the Vice President of Academic Affairs

Studying at Phoenix Seminary is always life-changing! Theological education challenges each student's academic and spiritual worlds. Your faculty is committed not only to preparing you for a lifetime of scholarly pursuit, but also to a process of personal and professional formation that will prepare you for ministry in the Church.

Phoenix Seminary does not simply offer courses and grant degrees. Our goal is to graduate students who exhibit "Scholarship with a Shepherd's Heart." This motto is the passion of the faculty and staff of this learning community. As such you will experience:

- Close association with expert faculty as they pour themselves into your Seminary journey
- An increasing desire to prepare theologically, whether you plan to be a pastor, a professor, a missionary, a counselor, a para-church worker, or an educated lay servant of your church
- Profound mentoring relationships
- Relationships with fellow students that will have lifelong impact
- Coursework that is scholarly in tone and foundational for ministry practice

All of these areas of learning and relationship are designed not just to increase your knowledge, but also to transform your heart, your character, and your life. Graduate education has its pressures. The faculty and others on the Seminary staff understand this firsthand from their own seminary experiences. Therefore, we make ourselves available to help you navigate life as a seminarian. This Handbook will point you to resources to help accomplish these goals.

May God bless your seminary experience for His Glory,

David Hogg, Ph. D.
Vice President of Academic Affairs
Phoenix Seminary

Table of Contents

About Phoenix Seminary.....	7
Our Mission Statement.....	7
Our Philosophy.....	7
Our Statement of Faith.....	7
Our Distinctives.....	8
We BALANCE Academics with Practice.....	8
We MENTOR our Students.....	8
We PARTNER with Local Churches.....	8
Aspirations for Students.....	8
In the area of BIBLICAL UNDERSTANDING.....	8
In the area of CHARACTER DEVELOPMENT.....	9
In the area of MINISTRY SKILLS.....	9
Student Life.....	10
Consultation and Mediation.....	10
Students with Disabilities.....	10
Responding to Distressed Students.....	10
Diversity.....	12
We Encourage Diversity.....	12
Denominational and Theological Diversity.....	12
Ordination, Gender and Vocational Ministry.....	12
Women at Phoenix Seminary.....	13
Seminary Spouses.....	13
Campus Policies.....	14
Alcohol and Tobacco-Free.....	14
Classroom Usage.....	14
No Firearms on Campus.....	14
No Soliciting.....	14
Pets and Service Animals on Campus.....	14
Posters and Notices.....	15
Lost and Found.....	15
Wheelchairs and Other Power-Driven Mobility Devices.....	15
Campus Safety.....	16

Report Suspicious Persons or Activity.....	16
Criminal Activity	16
Protect Your Belongings.....	16
Campus Crime Statistics/Clery Act Reporting.....	16
Student Right-to-Know and Campus Security Act	16
Timely Warning Policy.....	17
Sex Offenders.....	17
Campus Crime Alerts/Timely Warnings include:	17
Emergency and Safety Information	17
Fire Response, Evacuation, and Emergency Exits	18
Medical Emergencies	18
Library Services	19
Hours.....	19
Research.....	19
Class Textbook Reserves	19
Patron Responsibilities.....	19
Further Information	19
Beginning Your Studies	20
Before You Begin: Pre-Seminary Suggested Reading	20
New Student Orientation.....	20
Student Email Policy.....	20
Classroom Policies.....	22
Classroom Assistance.....	22
Student-Professor Interaction	22
Tutoring.....	22
Assistive Technology	22
Course Assignments.....	22
Electronic Submission of Course Assignments	22
Disclosure of Personal Information	23
Alumni Tuition Waiver	23
Excelling in the Classroom	24
Student Internet Policy	24
Courteous Use of Technology.....	24

Student Involvement in Assessment.....	25
Visitor Policy.....	25
Student Directory.....	25
Flourishing as a Seminary Student.....	26
Getting Organized.....	26
Hitting the Books.....	26
Attending Class	27
Student Grievance Procedures	28
Arizona Student Complaint Policy.....	28
Distant Education Complaint Process.....	30
Student Complaints to the Association of Theological Schools.....	31
Student Conduct	31
Appendix I: Student Conduct	33
Standards of Conduct.....	33
Statement of Unity and Respect.....	33
Why We Use Gender Inclusive Language	34
Church Attendance	34
Drug-Free Campus	34
Separation and Divorce.....	35
Academic Honesty	36
Sexual Harassment.....	36
Sexual Responsibility.....	37
Arrests / Convictions / Punitive Military Discharges.....	38
Additional Areas of Student Conduct	38
Conduct Bearing on Fitness for Ministry	38
Appeal of any Action by the Faculty Regarding Fitness for Ministry.....	39
Considerations for Counseling Students.....	39
Student Disciplinary Policy.....	40
Tuition Refund, Forfeiture of Credit Policy.....	40
Appeal of a Decision	40
Appendix II: Students with Disabilities	41
Overview	41
Specific Accommodations Available	41

Considerations for Counseling Students.....	42
Disability Accommodation Procedures.....	42
For Students Already Approved for an Accommodation.....	43
Appendix III: Students Recalled to Active Duty as Members of the National Guard or Reserve	44
Involuntary Activation.....	44
Voluntary Activation in Time of War (Declared or Undeclared).....	44
Appendix IV: Family Educational Rights and Privacy Act	46
Directory Information	47
Appendix V: Phoenix Seminary Statement of Faith	48
Appendix VI: Phoenix Seminary Statement on Marriage, Gender and Sexuality	49
Appendix VII: Phoenix Seminary Statement on Racism.....	50
Appendix VIII: Phoenix Seminary Statement on Diversity	51
Appendix IX: A Statement on Sanctity of Life	52

About Phoenix Seminary

Our Mission Statement

Phoenix Seminary trains men and women for Christ-centered ministry for the building up of healthy churches in Phoenix and the world.

Our Philosophy

“Scholarship with a Shepherd’s Heart”

Our Statement of Faith

1. Concerning God: We believe there is one God, Who eternally exists in three persons—Father, Son, and Holy Spirit.
2. Concerning the Bible: We believe the 66 books of the Old and New Testament are the authoritative Word of God based on an inspired text without error in the autographs.¹
3. Concerning the Person and Work of the Lord Jesus Christ: We believe in the full deity and humanity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He intercedes for us, and in His personal return in power and glory.
4. Concerning the Human Condition: We believe all human beings are lost and sinful by nature. Consequently, salvation can only be accomplished by God’s grace through regeneration and justification by the Holy Spirit. Salvation cannot be earned. It is a gift from God, received only by faith in Jesus Christ.
5. Concerning the Present Work of the Holy Spirit: We believe the indwelling Holy Spirit works the regeneration, sanctification and preservation of the Christian. His ministry is to glorify Jesus Christ and empower the believer for godly living and service.
6. Concerning the Spiritual Unity of Believers: We believe the Church is the body of Christ of which He is the head.
7. Concerning the Future: We believe in the bodily resurrection of the saved unto eternal life and the lost to eternal condemnation.

This Statement of Faith does not fully encompass the extent of our doctrinal beliefs. The Bible itself, as the inspired, inerrant and infallible Word of God, speaks with final authority concerning truth, morality and the proper conduct of mankind, and is the sole and final source of all that we believe. For purposes of Phoenix Seminary's doctrine, practice, policy and discipline, the Board of Directors, as advised by the faculty, is the Seminary's final interpretive authority on the Bible's meaning and application.

¹ “Autograph” is a theological term referring to the original Hebrew, Aramaic and Greek manuscripts of Scripture. About Phoenix Seminary This Statement of Faith does not fully encompass the extent of our doctrinal beliefs. The Bible itself, as the inspired, inerrant and infallible Word of God, speaks with final authority concerning truth, morality and the proper conduct of mankind, and is the sole and final source of all that we believe. For purposes of Phoenix Seminary's doctrine, practice, policy and discipline, the Board of Directors, as advised by the faculty, is the Seminary's final interpretive authority on the Bible's meaning and application.

Our Distinctives

We BALANCE Academics with Practice

Phoenix Seminary's resident and adjunct faculty members are recognized for both academic expertise and significant ministry involvement. In addition to being scholars, they are real people, doing real ministry—bringing substantial experience to the classroom. Their goal is to teach students to think biblically and independently so they may constructively apply biblical truth to vital areas of ministry in today's culture. Phoenix Seminary students undertake a systematic study of Scripture and historic biblical theology. The coursework is theologically rich and relevant to hands-on ministry. Students learn current theological viewpoints and positions on contemporary issues both in and outside the church. Internships and ministry exposure offer practical ways to develop God-given gifts and ministry skills in diverse settings.

We MENTOR our Students

Our students receive regular mentoring from mature believers within the Phoenix area who assist in the development of godly character and ministry skills. In this context, mentoring is discipleship that is holistic, intensive and personalized. Mentoring is holistic because it concerns every aspect of life—what happens outside the classroom is as important as what happens inside the classroom. Mentoring is intensive because it is the diligent and active pursuit of positive growth in every student. Mentoring is personalized because the focus is on each student's unique needs, strengths and goals. Phoenix Seminary is committed to preparing men and women to be leaders with integrity—leaders who recognize their calling to live exemplary lives for His glory—leaders who know that such a calling requires purity and godly character. These characteristics are nurtured in an environment of mentoring.

We PARTNER with Local Churches

Phoenix Seminary is committed to partnering with local churches, ministries and counseling agencies throughout the Southwest in training and equipping students for effective ministry. Qualified local pastors and counselors are utilized as adjunct professors and many pastors, counselors and church leaders are involved in the mentoring and internship programs. Together, Phoenix Seminary and the local church offer students an unparalleled opportunity to apply the timeless truth of God's Word to practical, relevant ministry.

Aspirations for Students

In the same way Jesus summarized the qualities of His disciples in the Beatitudes (Matthew 6:5–12), we have summarized the characteristics we seek and pray our Lord will engender in our students. No matter what their calling may be, we desire that our Phoenix Seminary students make a lifelong commitment to these attributes of professional and spiritual growth.

In the area of BIBLICAL UNDERSTANDING

1. Demonstrate increasing love, respect, and submission to the Word of God.

2. Accurately interpret Scripture.
3. Articulate a system of sound biblical doctrine.
4. Apply biblical truth to life.

In the area of CHARACTER DEVELOPMENT

1. Exhibit growing love and accountability to God and the Body of Christ.
2. Show Christ-like character and personal integrity.
3. Evidence strong moral and ethical standards in both personal and professional relationships and duties.
4. Demonstrate mental and emotional health.

In the area of MINISTRY SKILLS

1. Demonstrate an ability to lead by developing and implementing a philosophy, vision, and strategy for ministry.
2. Communicate Scripture to believers and evangelize non-believers in relevant ways.
3. Exhibit an ability to shepherd, disciple and equip God's people to serve Christ.
4. Evidence a commitment to reduce marginalization and injustice of people groups by bridging cultural, socio-economic, ethnic, racial and gender boundaries.

Student Life

Consultation and Mediation

The Vice President of Academic Affairs Office routinely consults with faculty, staff, students, and community members on a wide range of issues. Breaking down barriers to student progress is a concern of all faculty members of the Seminary, and seeking assistance brings to bear the concerned support of people who are interested in your spiritual and educational success.

Sometimes it helps to have an objective third party bring students together to talk in a safe environment to resolve a conflict. The process guides students toward resolution placing primary emphasis on the students coming to their own solution. This process is great for roommate disputes and communication and relationship problems.

Students with Disabilities

Phoenix Seminary recognizes the gifts and calling to ministry of all students, including students with disabilities. The Seminary strives to honor and address the needs and concerns of its students with disabilities through this statement of program guidelines. The Seminary does not discriminate against applicants/students on the basis of an applicant/student's disability(ies) as set forth in these Guidelines and as otherwise provided by law.

Phoenix Seminary is a privately funded, nonprofit, religious organization that is committed to providing reasonable accommodations within the limitations of Seminary resources. These Guidelines do not create contractual or other legally enforceable rights, nor waive Phoenix Seminary's rights or status under law.

An accommodation for a disability is designed to help the student function effectively in areas in which his or her disability might otherwise impair academic performance, without fundamentally altering the nature of the student's classes. To receive disability consideration, a student must request accommodation and provide documentation supporting the nature and limitations of a disability. Accommodations cannot be granted unless the student provides documentation that reasonably supports the requested accommodation.

To apply for an accommodation for a disability and to read the Seminary's Students with Disabilities policy, please see Appendix II in this publication or contact the Assistant Registrar.

Responding to Distressed Students

Any member of the Phoenix Seminary community may become aware of a student in distress. Students may come to the attention of faculty or staff through classroom interaction and assignments, reports from mentors or noticeable shifts in behavior. Being aware of distress signals, intervention methods and helpful resources can help you in aiding a student in distress.

Occasionally the Vice President of Academic Affairs Office is asked to look into the welfare of a student by a parent, friend, colleague or instructor. We encourage any member of the Seminary community

who is concerned about a student's behavior, health, or welfare to contact the Vice President of Academic Affairs Office so that they may make the proper inquiries and refer the student to appropriate resources.

The Vice President of Academic Affairs Office is available to students, faculty, staff, family and parents for consultation and referral. If you are concerned about a student and suspect he or she may be in distress, encourage the student to seek help. Please advise them that the Vice President of Academic Affairs Office is available to assist them if they feel they have no place to turn. You may also think it wise to make the Vice President of Academic Affairs Office aware of a student in distress. Your caring could make a real difference in helping those in crisis find hope and healing.

Diversity

We Encourage Diversity

Diversity is not just a 21st-century buzzword. It is an acknowledgment that our culture is of many national origins, languages, races, colors, religions, and cultures. Marginalization of minorities within our society, both in the civil sphere and the religious, has a long history in our nation and ameliorating such marginalization is one primary task of education in general and Christian education in particular.

Since our evangelistic task is to take the Gospel to “the peoples” of the earth, Phoenix Seminary acknowledges the importance of a biblical theology of “people, tribe and tongue.” This means reaching people-groups in our own culture and the nations of the world. Crossing ethnic, economic, social and racial boundaries to accomplish quality theological education for ministry is an intentional act, one that Phoenix Seminary is proud to endorse.

To this end, Phoenix Seminary actively subscribes to a policy of equal education opportunities for all people regardless of race, national origin, sex, age, marital status, or disability. This policy in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Our subscription to this policy in no way compromises our freedom to engage in our educational mission in accordance with our religious, ecclesiastical and theological purposes. Yet we clearly desire to serve Christ-honoring students of all backgrounds in an ever-expanding and diverse student body, which enriches us theologically, spiritually, and pastorally.

If you believe you are being discriminated against, please contact the Vice President of Academic Affairs Office so that they will be able to address your concerns constructively for both the benefit of the student and the integrity of the mission of Phoenix Seminary.

Denominational and Theological Diversity

We are an inter-denominational seminary serving primarily the evangelical community. This means that students from many backgrounds and denominational affiliations are on campus for study and personal preparation for ministry. Diversity of denominations and backgrounds means diversity of opinions on many theological and doctrinal matters. One of the strengths of an inter-denominational seminary is that we can debate, respect, and enjoy the type of theological diversity that can exist under the authority of the inspired Scriptures. Should any student feel that one’s denominational distinctives are being treated dismissively in an unfair way by faculty or other students, the Vice President of Academic Affairs Office is ready to help generate conversations with the appropriate parties to create a respectful and supportive environment of theological learning for all students.

Ordination, Gender and Vocational Ministry

Phoenix Seminary grants equal access to its academic programs to men and women from a variety of churches, assemblies, and denominations for the purpose of preparation for ministry. However, the Seminary does not ordain its graduates for any ministry vocation. The authority to ordain belongs to churches and denominations. Female applicants to the Seminary should understand that some

churches and denominations do not ordain or hire women for pastoral ministry positions. If you are a female applicant who senses a call to pastoral ministry, the Vice President of Academic Affairs Office is available to help you discover which denominations are open to female ordination and which are not. You can also contact the Vice President of Academic Affairs Office to discuss any matters of vocation and calling. Please know that our graduates serve in many roles (lay and ordained) in churches, para-church ministries, education, government and non-governmental agencies and the marketplace.

Women at Phoenix Seminary

Phoenix Seminary is committed to equipping women to make an extraordinary impact for the kingdom of God in ministry and vocation. Women enroll in Phoenix Seminary to obtain a theological foundation for a wide range of ministry opportunities. In addition, many women find at Phoenix Seminary the equipping and encouragement they need to begin a new season of service to the Lord. Using their unique life experiences, giftedness and seminary training, these women are supported as they develop new ministries, partner with established ministries, or serve the Lord through their vocation.

Our hope is that each female seminarian will strive toward full potential in Christian service through our educational programs and workshops, personal mentoring and practical counsel designed to prepare women for a lifetime of ministry.

Seminary Spouses

Phoenix Seminary also serves the spouses of seminarians. Sometimes student spouses feel detached from the seminary process in which their spouse is involved. Others are in a ministering partnership at a church or para-church ministry. Still others are professionals engaged in their own working world who would appreciate a connection to the seminary world their spouses are in. What all have in common are some major family dynamics of seminary life: a spouse engaged in much study, the costs of graduate school, ongoing ministry commitments, and limited quality time to nurture your first ministry: your marriage.

We want to help you grow toward spiritual maturity and help you build relationships with your spouse and other seminarians. If you are the spouse of a seminarian, we want to help prepare you to serve alongside your spouse in ministry.

Campus Policies

Alcohol and Tobacco-Free

Campus Seminary facilities are smoke-free. No alcoholic beverages will be served at Seminary-sponsored events.

Classroom Usage

Classrooms are for classes only and are not available for study or personal use. Students are expected to treat the Seminary facilities with respect and as good stewards, in accordance with these guidelines:

1. Some classes promote a group snack time during breaks. Students must remove all food after class and clean up any crumbs, paper products, etc.
2. Food and beverages may be enjoyed carefully in the classrooms. Foods with noisy packaging, foods with strong odors or those likely to cause a mess are not permitted.
3. To avoid spills, all beverages should have a hard, secure lid. Should a spill happen, soak up the liquid as much as possible and immediately notify the Receptionist at 602.429.4945 or receptionist@ps.edu.
4. Be considerate: avoid causing any distraction to your professor or your fellow students by the way you eat or drink during class time.

No Firearms on Campus

Student possession of firearms in campus buildings is prohibited. Students with firearms will not be allowed to attend class or participate in scheduled school activities. All students and employees are encouraged to report any violation of the above regulation to the Facilities Manager (602.318.4268). The one exception to this policy is a student who is a sworn law enforcement officer, active or retired, who is authorized by a government law enforcement agency to carry a firearm on their person or in their personal vehicle.

No Soliciting

No soliciting is permitted on campus. Violations should be reported to the Facilities Manager (602.318.4268).

Pets and Service Animals on Campus

The policy of Phoenix Seminary is that no pets are allowed on campus. However, service assistance animals for those with disabilities are not considered pets and are welcome in campus buildings during normal Campus Facilities hours of operation. The Americans with Disabilities Act has defined service animals "as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA." [ADA 2010 Revised Requirements]. Service animals must be harnessed,

leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents him from using these devices. Individuals who cannot use such devices must maintain control of the animal through voice, signal or other effective controls.

Posters and Notices

All items posted on campus by students must be approved in advance by the Facilities Manager (602.318.4268) and may be displayed only in designated areas.

Lost and Found

If you have misplaced something at the Seminary, check with the Receptionist to find out if your item is in Lost and Found.

Wheelchairs and Other Power-Driven Mobility Devices

People with mobility, circulatory, or respiratory disabilities use a variety of devices for mobility. Some use walkers, canes, crutches, or braces while others use manually operated or powered wheelchairs, all of which are primarily designed for use by people with disabilities. The buildings housing Phoenix Seminary are accessible to mobility devices and such devices intended for use indoors are welcome in all classrooms and other spaces.

Campus Safety

We are blessed with a first-rate campus in a busy part of the city. Like all areas of any town or city, ours is not immune to crime or the need for safety awareness. While there are no acute crime problems in and around our campus, we encourage all students to be attentive to their safety and the safety of other students and employees who work in our building.

Report Suspicious Persons or Activity

It is sometimes difficult to determine who does or does not belong on campus. There are situations where a person's actions or comments may raise suspicions. We depend on students, faculty and staff to notify security immediately if an individual or situation seems out of place or suspicious. The security guard phone number is 480.797.3526. If not available, contact the Facilities Manager (602.318.4268). It is better for police to be alerted than for a crime to occur. Sometimes offenders can be caught in the act because of quick-thinking community members like you.

Criminal Activity

Report any 911 calls you make or any criminal activity you observe on our campus to the Facilities Manager (602.318.4268), the campus security guard (480.797.3526), or the Human Resources Manager at (602.429.4948).

Protect Your Belongings

The Seminary strives to provide a safe, secure learning environment. However, Phoenix Seminary is not responsible for the loss of any personal property (including but not limited to cell phones, wallets, purses, backpacks, and laptops) brought onto the campus or left in the parking lots. Please secure your possessions or always keep them with you.

Campus Crime Statistics/Clery Act Reporting

Phoenix Seminary makes every effort to maintain a secure campus. All campus security records compiled and maintained by Phoenix Seminary shall be considered law enforcement records and are governed by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Security Act of 1990). Each Fall, as required by the Higher Education Amendment of 1990, Phoenix Seminary publishes a Campus Crime and Security Report. This updated report is available on www.ps.edu, and on bulletin boards in student and employee lounges. For more information, contact the Human Resources Manager.

Student Right-to-Know and Campus Security Act

The Student Right-to-Know and Campus Security Act requires colleges and universities receiving federal funds to notify community members as to who is considered a campus security authority. For the purposes of meeting the requirements set forth in the act, Phoenix Seminary campus security authority includes the Human Resources Manager. All campus security authorities are required to report criminal occurrences to the Scottsdale Police Department.

Campus security authorities will document all crimes reported to them using the Crime Incident Report Form. It is the responsibility of the Human Resources Manager to investigate reports of criminal activity on campus.

Timely Warning Policy

A Campus Crime Alert / Timely Warning is issued to heighten safety awareness and to provide students, faculty and staff with timely notification of crimes that are considered to represent a serious or continuing threat to the campus community. The alert will provide pertinent information related to the crime and suspect and will also seek information that may lead to arrest and conviction of offender(s).

The Interim Director of Enrollment is responsible for preparing and issuing Alerts / Timely Warnings and will make the decision as to whether to issue an Alert / Timely Warning on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for Alerts / Timely Warnings may also come from other law enforcement agencies or other officers. Alerts / Timely Warnings are issued to the campus community as soon as pertinent information about the crime is available. Alerts / Timely Warnings are delivered by email and posted on bulletin boards on campus.

Sex Offenders

Information on Registered Sex Offenders can be obtained at www.azdps.gov/services/sexoffender.

Campus Crime Alerts/Timely Warnings include:

- A description of the incident and type of crime, including location, date and time of occurrence
- A physical description of the suspect, including gender and race
- Composite drawing of the suspect, if available
- Apparent connection to previous incidents, if applicable
- Race of the victim (only if there was an apparent bias motive)
- Sex of the victim (if relevant)
- Injury sustained by the victim
- Date and time the campus alert was released
- A notice to the campus community to exercise caution

Emergency and Safety Information

Emergencies, accidents and injuries can happen at any time and place. The best defense is to be prepared mentally and physically. Each of us must take a proactive approach and although not every incident can be covered here, the following procedures can help prepare you should an incident occur:

- Stay alert to your surroundings.
- Know the locations of the exits and fire extinguishers.
- Trust your instincts. If something or someone makes you uneasy, get out or get away.
- Don't fumble in your pocket or purse for keys; have them in hand before reaching your vehicle.
- Lock your vehicle whenever you enter or exit it.

- Avoid walking alone, especially at night. Stay in well-traveled, well-lit areas. Ask a Seminary staff member or a trusted student to escort you.

If an incident takes place between 8:30am–4:30pm Monday through Friday, report it to the Receptionist. If it takes place outside of those hours and days, please report it to your professor or another staff member. Regardless of these reporting recommendations, it is always appropriate for you to immediately call campus security or 911 if you believe your safety or the safety of others is at risk.

Fire Response, Evacuation, and Emergency Exits

In case of fire, immediately vacate the area and call 911. Evacuate the building and alert the Receptionist or your professor. Evacuation maps are posted throughout the campus along with illuminated Exit signage and fire extinguishers.

Medical Emergencies

In case of a medical emergency immediately call 911. If you need assistance in getting to emergency medical care from the seminary please let someone on the Seminary staff know.

Library Services

Hours

The library is open Monday – Saturday. See the library [website](#) for current hours.

Research

While all new students taking SF500 Life of the Mind and the Love of God will be taught how to use the library catalog system effectively, the library staff is available to help students use and navigate the library's systems and databases.

Class Textbook Reserves

Required class texts are kept on reserve throughout the semester behind the circulation desk and are available for students to check out and read in the library.

Patron Responsibilities

Resources kept beyond the due date are subject to a fine of 25 cents per day (excluding Sundays and holidays).

If a book is lost or damaged, borrowers will pay replacement costs plus a \$25 processing fee (\$35 for TLCA) for each item unless they are able to secure volumes in similar or better condition.

Resources can be recalled if they are used by another patron. If a student receives a recall notice for an item they have checked out they must return that item by the date indicated in the notification.

Renewals for books can be requested by visiting: <https://ps.edu/ps-students/book-renewal/> or by calling or emailing the library at 602-429-4974 or library@ps.edu.

Further Information

Please visit the library webpages at [website](#) for more information about the library collection, services, and policies.

Beginning Your Studies

Before You Begin: Pre-Seminary Suggested Reading

The faculty has compiled a list of suggested reading for prospective students and approved applicants to help better prepare them for their Seminary studies. If your previous studies did not include courses in philosophy, Western civilization, or worldviews, we highly recommend that you read these books before beginning your studies at Phoenix Seminary. Few students will read every suggested resource, so it is best to prioritize books related to any areas for which you do not feel your undergraduate work has adequately prepared you. These texts will be invaluable in your later studies. All titles may be checked out from the Phoenix Seminary Library or purchased through Phoenix Seminary's Amazon.com Portal.

Philosophical Foundations for a Christian Worldview by J. P. Moreland and William Lane Craig. IVP Academic, 2017. ISBN: 978-0830851874.

Philosophy Made Slightly Less Difficult: A Beginner's Guide to Life's Big Questions by Garrett J. Deweese and J. P. Moreland. ReadHowYouWant, 2022. ISBN: 978-0369365774.

Christianity and Western Thought, Vol. 1: From the Ancient World to the Age of Enlightenment by Colin Brown. Apollos, 2005. ISBN: 978-1844745586.

Making Sense of Your World: A Biblical Worldview by W. Gary Phillips and William E. Brown. Sheffield Publishing Company, 2008. ISBN: 978-1879215511.

How to Read a Book (Revised Edition) by Mortimer J. Adler and Charles Van Doren. Touchstone, 1972. ISBN: 978-0671212094.

New Student Orientation

Prior to each Fall and Spring semester, the Seminary conducts a New Student Orientation to welcome incoming students to the Seminary community. The purpose of this orientation is to familiarize new students with the faculty, with their peers and with the information and procedures necessary for a smooth transition into the Seminary experience. First-year students are required to attend this orientation.

Student Email Policy

Phoenix Seminary provides its students with an email associated with the @ps.edu domain. This email address provides Phoenix Seminary and the students with an official channel of communication. As a result, Phoenix Seminary expects that communications received to a student's @ps.edu email will be read in a timely fashion.

By using their @ps.edu emails, students consent to the following policies, as well as Microsoft's Terms of Use. If a student would like to opt out of receiving a student email, they must email

onlinesupport@ps.edu before the start of their first semester. The below Phoenix Seminary policy is not exhaustive, and policies can be added or modified without explicit notification to students.

1. **Directory Information:** A student's @ps.edu email is considered directory information and will appear in student directories.
2. **Use:** A student should only use their @ps.edu email only for official school, research, or administrative related communications.
3. **Access:** Phoenix Seminary reserves the right to deny a student access to their @ps.edu email at any time for any reason.
4. **Redirecting of E-mail:** If students wish to have e-mail redirected from their official @ps.edu address to another email address (e.g., @gmail.com, @hotmail.com, or an address on a server), they may do so, but at their own risk. Phoenix Seminary is not responsible for the handling of e-mail by outside vendors. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his or her @ps.edu account.
5. **Impersonation:** It is a violation of institutional policy for any user to impersonate any institutional office, faculty, staff member, or other student. In addition, users are not allowed to communicate, insinuate, or behave in such a way that may be reasonably construed as acting as an official representative of Phoenix Seminary in any capacity. Although Phoenix Seminary provides students with an email associated with the @ps.edu domain, this should not be taken as an indication that the user of the student email is an official representative of Phoenix Seminary.
6. **Privacy:** Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters. Phoenix Seminary reserves the right to access any students' @ps.edu email at any time without prior notification. This access can include, but is not limited to, viewing messages sent and received to a student's @ps.edu email. Users should not assume that email is private nor confidential.
7. **Individual Responsibility:** Each user is responsible for what he/she sends using their @ps.edu email account. Phoenix Seminary is not responsible for messages received or sent by a student using their @ps.edu email account.
8. **Prohibited Uses of Email:** Users of @ps.edu emails are prohibited from using their emails in ways deemed to not be in alignment with the rest of the Student Handbook. This includes, but is not limited to, using @ps.edu email to break any local, state, or federal law, facilitate spam, or sign up for subscriptions and websites that do not reflect a Christian lifestyle.

Classroom Policies

Classroom Assistance

Students who are having difficulty in the classroom setting are not receiving the full value of their Seminary education. The Assistant Registrar is available to assist you in solving common problems associated with learning difficulties among students. Note that this is not a discussion of learning disabilities as clinically defined. Accommodation of disabilities, physical or educational, is handled on a case-by-case basis during the admissions process. While the Seminary is not equipped to handle all types of learning difficulties in the classroom, it can assist with the most common (see Appendix II).

Student-Professor Interaction

Many, if not most, classroom difficulties can be handled in the classroom itself. Informing a professor of adjustments to make to the classroom presentations can go a long way to solving such difficulties. The faculty members at Phoenix Seminary are always interested in ways they can make the learning process more effective for all students.

Tutoring

The Writing Center at Phoenix Seminary provides free tutoring for students needing assistance in writing papers. For other types of tutoring, many informal tutoring relationships are formed by students themselves to meet this need. Students should discuss the need for tutoring with their course professor, who may have tutoring resources available to them. This is a common request in language courses. Often study groups develop within the student body that can be a productive resource.

Assistive Technology

Assistive and adaptive technology can be as simple as eyeglasses or as complex as voice recognition software. Students who must use assistive / adaptive technology should consult with the professor about the use of such technology in the classroom. Students should also make sure the professors of their courses understand the nature of the technology and how they can help make it more effective for you.

Course Assignments

All course papers shall be typewritten and formatted according to the proper stylebook, unless otherwise designated by the instructor. Please consult Phoenix Seminary's "An Introduction to SBL Format" located on the Writing Center webpage: <https://ps.edu/writing-center/>. Students are responsible for writing every part of their papers including footnotes, endnotes, and bibliography. It is acceptable to hire someone to check, proof and edit what you have written.

Electronic Submission of Course Assignments

Unless alternative instructions are given in the course syllabus or in class, it is permissible to upload course assignments directly to the course webpage via the assignment submission link or via email attachment (typically doc., .docx or .pdf files) sent directly to the course instructor or teaching assistant. If an emailed acknowledgment of receipt is not issued to the student, it is the student's

responsibility to follow up with instructor or teaching assistant to confirm receipt of any academic work or correspondence that the student submits electronically. Because the electronic submission of work does not guarantee receipt of such submissions, students are strongly urged to retain electronic and/or hard copies of all academic work submitted via any method in case the work is accidentally lost or destroyed. Additionally, if the student does electronically submit an assignment, they must retain proof of electronic submission with the date of submission (i.e., a copy from your email "Sent Items"). Copies of both the assignment and the proof of electronic submission should be retained at least until the student receives a final semester Grade Report through the Student Portal.

Disclosure of Personal Information

Students are exposed in the classroom, mentoring, internships, and other Phoenix Seminary training to sensitive material on subjects such as domestic violence, child maltreatment, sexual abuse, substance abuse and severe psychopathology. Ministry, counseling, and one-on-one discipleship entails being able to address these topics biblically and professionally and to navigate the complex personal emotions and thoughts these situations evoke. Students must be able to study these topics and discuss them in educational settings. Students must also be prepared to seek professional counseling should these issues evoke reactions that faculty or staff conclude will impede their ability to provide competent services to others. Students participate in experiential, process, counseling skills, personal growth, and supervision groups as well as in one-on-one exercises. These exercises require the practice and demonstration of various skills including the evaluation and critique of other students' personal characteristics. Students practice essential ministry and counseling skills in the presence of other students and faculty and are exposed to feedback in group settings from other students and faculty concerning their skills and abilities. Students are expected to reflect on and comment on their own personal histories (culture, faith tradition, ethnicity, life choices, etc.) as it relates to their ability to work with or biases their attitudes toward, individuals of differing or similar cultures, faiths, ethnicity, gender, orientation, life choices and so forth.

Alumni Tuition Waiver

The Alumni Tuition Waiver exists to encourage continuing education for our degree graduates. All Phoenix Seminary Alumni may register for one course per semester (except TH514, online NT512 online NT513, online OT512, online OT513, and DMin courses) as non-credit, non-transcripted Alumni Enrichment courses with no charge for tuition. DMin Alumni may also register for one DMin Alumni Enrichment course each year with no charge for tuition. Alumni who have outstanding financial obligations to the Seminary will not be permitted to register for Alumni Enrichment courses.

Excelling in the Classroom

Student Internet Policy

Phoenix Seminary provides students with internet access in classrooms, the Student Lounge and the Library using wired ports or a wireless network. Student internet access is provided as a convenience and the Seminary does not guarantee compatibility of operation of this system. By using the Seminary's network, students agree to comply with all of the provisions of the current Student Internet Policy.

- Students must have their own computer to utilize the network.
- Phoenix Seminary does not provide technical support for students.
- Phoenix Seminary accepts no responsibility regarding the ability of students to access the network.
- Printing services are not provided.
- Students may not connect to the Seminary's administrative network.
- Sending or downloading of any video or audio is prohibited.
- Students should not use the network for commercial work or for the broadcast of non-Seminary information.
- Phoenix Seminary may discontinue this service at any time.

By using the Seminary's network, students acknowledge that security errors and hacking are an inherent risk associated with any internet service. For that reason, by using the network students knowingly assume such risk and further agree to hold the Seminary harmless for any claim or loss arising out of or related to, any such instance of hacking or other unauthorized use or access into the student's computer. The Seminary does not guarantee the privacy of any information on this network. Communications will be monitored or restricted as the Seminary deems necessary.

Phoenix Seminary accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while students are using the network. Any damage done to the student's computer from viruses, identity theft, spyware, plug-ins, or other internet-associated programs is the sole responsibility of the student; and the student indemnifies and holds harmless the Seminary from any such damages.

Network communications are filtered, but offensive material may evade efforts to block it. Students are asked to refrain from displaying materials on their computers that may be interpreted as intimidating, hostile, offensive or inappropriate. Transmission, reception or display of any material of communications in violation of any U.S. or state regulation is prohibited, including unauthorized duplication of copyrighted material, access or dissemination of threatening or obscene material or of material protected as trade secrets. The Seminary may provide data available to law enforcement if requested.

Courteous Use of Technology

Phoenix Seminary considers a student's character to be evidenced in part by their respect for their classmates, professors, and their valuable time in class. Be courteous to others in your use of technology. Laptops and tablets are welcome in class to take notes and to access readings we're

discussing. Using them for anything else (social networking, accessing non-course related websites, checking email) is discourteous and distracting to others. Phones must be silenced in class and stowed. That includes turning off the vibrate function. If an emergency situation exists out of which you feel you must use your phone you should quietly step out of class to do so.

Student Involvement in Assessment

Because we are committed to integrity and Christian stewardship, Phoenix Seminary engages in systematic evaluation of its effectiveness in producing graduates who possess the knowledge, skills and character indicated in our Handbook, Web site and other publications. This ensures that published student learning outcomes are being met, protecting students from false claims about their educational experience. It is also foundational to the Seminary's credibility with those who call, employ and commission our alumni for Christian service. To facilitate on-going evaluation of our institutional effectiveness, students are asked to complete surveys and other assessment tools. These assist the faculty, administration, and Board in evaluating program, curriculum and course design, effectiveness and content, but have no impact on students' grades or academic standing. Periodically, in connection with evaluation by our accrediting agencies, students are also asked to complete additional assessment instruments.

Visitor Policy

Phoenix Seminary welcomes visitors and encourages our current students to bring guests to class. However, in light of security concerns and in accordance with the Statement of Unity and Respect, the following guidelines must be observed:

1. All visits should be arranged in advance through the Enrollment Department (enrollment@ps.edu) so they can be cleared with the course professor.
2. All visitors (any person who is not a current student) must be escorted by a current student, alumnus, faculty member or staff member. The Enrollment Department will email the professor and Library Circulation Desk to alert them to any expected visitors.
3. Visitors are permitted to attend a maximum of two class sessions (or the equivalent) in a course.
4. Unescorted visitors who are not on the 'Expected Visitors' list emailed by the Enrollment Department will not be granted entrance to the Seminary facility.
5. Visitors should not participate in the class discussion unless invited to do so by the Professor.
6. Visitors are welcome to observe and listen but must be respectful of the fact that class time with the professor is limited and priority needs to be given to credit students.

Student Directory

Directory Information which students have not requested withheld is displayed in the student directory. To update or to place a hold on Directory Information, contact the Registrar. Directory Information is for student-use only and may not be released to any third party or used for non-Seminary purposes.

Flourishing as a Seminary Student

Seminary is an excited and rewarding experience, but it can also be a daunting endeavor, no matter what season of life a student finds themselves. Here is a list of best practices that will help you be successful in the Seminary environment.

Getting Organized

1. Organize your class and study schedule. Mark all due dates on your calendar. Adjust some dates if you have two papers due at the same time.
2. Make a list of all assignments and post them above your desk. These are the priority items for the semester. Check projects off as you complete them.
3. Schedule your reading. Don't save it for the last week. Ask your professor if the reading is for familiarity or precision. Will you be examined on the material you have read?
4. If you are taking a language, plan to devote considerable study time to that subject.
5. Since you have enrolled in an intensive academic program, make your studies a priority.
6. Study hard during the week. Rise early and study late. But take Saturday afternoon and Sunday to spend time with friends and family. Be balanced. Include a program of physical exercise. This will help with tension and keep your mind alert.
7. Look for informal opportunities to get to know your teachers better (lunch, school activities).

Hitting the Books

1. Schedule to allow blocks of time for papers.
2. Establish study priorities. Complete assigned work first! If an assignment is due tomorrow, complete it before beginning other projects or reading.
3. Don't separate your studies from your devotional and spiritual life. Do your studies devotionally, with God's help, by the power of the Holy Spirit.
4. Read and study with an open mind. Don't be afraid to consider new ideas. Be open, not resistant, to a new concept or truth. Be teachable.
5. When you are reading, know what you are looking for. Study with purpose. Have clear objectives.
6. Take study breaks. After an hour of study, get up and clear your mind. Talk to your friend or spouse. Make some tea. Then hit the books again!
7. Use a highlighter when you read. This will save you much time when you read the material again in review for an exam.
8. Use the library. Consult the journals, the reserve materials, and the library staff. Be a researcher. And be sure to document your research carefully with footnotes or endnotes.
9. Don't wait until finals week to begin preparing for exams. Spend an hour each week reviewing your class notes and material. Prepare summaries which can be used to study during finals week.

Attending Class

1. Be on time! Develop the habit of being punctual. It demonstrates to your professor and others that you are dependable and that you value their time.
2. Avoid interrupting the presentation of a concept or point. Ask your question when the professor pauses at a natural breaking point in the outline.
3. Be sure the question you ask will benefit the majority of the students in the class. If it is a matter of personal concern or special interest, see the professor after class.
4. Avoid asking a question in such a way that you pass judgment on the point that has just been made. Instead, ask for a clarification or elaboration on the point. Maintain a teachable spirit as you interact with controversial issues.
5. Don't expect the professor to be a walking commentary on the Bible. There are some issues he or she may not be prepared to address and even a few things the professor doesn't know (cf. Psalm 35:11b).
6. Initiate a personal relationship with your professor by speaking before or after class. Don't let the class conclude without giving the professor ample opportunity to get to know you.
7. Some professors invite their students to address them on a first name basis. Others are not as comfortable with this informality. What one professor prefers may not apply in another class. It is the best policy to address the professor as he introduces himself whether by his first name or with a title (Doctor, Professor)

Student Grievance Procedures

Phoenix Seminary makes it a priority to resolve student complaints and concerns in a prompt and fair manner. If a student has a complaint regarding a member of the faculty, board or administration, students are encouraged to make a reasonable effort to resolve issues before submitting an official complaint. The student may also file a written complaint detailing the issue and address it to the Vice President of Academic Affairs Office. The Vice President of Academic Affairs Office will acknowledge receipt of the grievance and establish a file within ten (10) business days. The Vice President of Academic Affairs Office may schedule a meeting with the student to help them resolve the grievance. In the event that the complaint involves the Vice President of Academic Affairs, the complaint should be submitted to the Seminary President.

Complaints are reviewed with relevant faculty and/or staff at Phoenix Seminary in order to respond appropriately to your concerns. If you have additional questions or concerns, contact the Vice President of Academic Affairs.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education.

Arizona Student Complaint Policy

Arizona Student Complaint Policy in accordance with State law, the Arizona State Board for Private Postsecondary Education ("Board") is responsible for investigating student complaints against educational institutions licensed by this Board. Pursuant to Arizona Administrative Code Rule R4-39-403, the complaint procedure is stated as follows:

1. If a student has a complaint against a licensed institution or program and has exhausted all available grievance procedures established by the institution, that student may file a written complaint with the Board. A complaint must be filed within three years of the student's last date of attendance.
2. The Board's staff shall investigate the student complaint and may refer the student complaint to the Board's Complaint Committee for initial consideration at a public Complaint Committee Meeting. The complainant and the institution would receive written notice of the date, time and place at which the complaint would be considered by the Complaint Committee.
3. After the initial investigation and consideration of the student complaint, the student complaint shall be placed on the agenda of the next available Public Board Meeting for final consideration by the Board. The complainant and the institution will receive written notice of the date, time and place at which the complaint will be considered by the Board. The complainant's failure to appear at the Board Meeting may result in dismissal of the complaint.
4. After a review of the student complaint, the Complaint Committee shall determine that the student complaint needs further investigation. Based upon the outcome of the investigation, the complaint may be re-heard by the Complaint Committee or referred to the Board. The Committee/Board shall determine that the student complaint does not demonstrate that a violation of statute or rule occurred and recommend to the Board that the complaint be

- dismissed. Or the Committee shall determine that the complaint demonstrates that a violation of statute or rule occurred and send a report of its findings and recommendation to the Board.
5. Upon receipt of the Complaint Committee's findings and recommendation, the Board shall affirm, reverse, adopt, modify, supplement, amend, or reject the report, in whole or in part, and determine there are reasonable grounds that the complaint demonstrates a violation of Board statutes and rules.
 6. If the Board determines there are reasonable grounds to believe that the complaint demonstrates a violation of Board statute or rules, the Board shall set the matter for hearing under Arizona Revised Statute Sections 41-1092 et seq.

For more information, please see <https://ppse.az.gov/student-complaint-procedure>.

The Arizona State Board for Private Postsecondary Education ("Board")
1740 W. Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: 602.542.5709 Fax: 602.542.1253 Website: <https://ppse.az.gov/>

Distant Education Complaint Process

Distance education students are asked to first contact their course instructors to resolve any complaints or concerns. If a problem is not resolved, students may submit an official written complaint detailing the issue to the Vice President of Academic Affairs, Dr. David Hogg, at dhogg@ps.edu or 602-429-4970. If we are unable to resolve your issue, or you have complaints against the seminary, you may file a complaint or grievance with: The Arizona State Board for Private Postsecondary Education ("Board") 1740 W. Adams, Suite 3008 Phoenix, AZ 85007 Phone: 602.542.5709 Fax: 602.542.1253 The Student Complaint Procedure can be found on the Arizona State Board for Private Postsecondary Education website here: <https://ppse.az.gov/student-complaint-procedure>. The Student Complaint Form can be found [here](#).

Distance education students, who have completed the internal grievance processes at the seminary and the Arizona State Board for Private Postsecondary Education, may appeal non-instructional complaints to AZ SARA Council. To file a complaint against an Arizona SARA Council-approved institution, you must meet the following requirements.

- File within two years of the incident about which the complaint is made.
- Complete the institutional complaint process prior to submission with the Council.
- The complaint must be a formal assertion in writing that the terms of SARA, or of laws, standards or regulations incorporated by SARA, are being violated by a person, institution, state, agency or other organization or entity operating under the terms of SARA.
- You are a student of an Arizona SARA Council-approved institution.
- You are not a student, but have a concern about any of the above.

For additional information on the complaint process, please visit AZ SARA complaint page: <https://azsara.arizona.edu/complaints>.



Student Complaints to the Association of Theological Schools

Phoenix Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS). Students who believe the Seminary has violated ATS standards, and wish to file a complaint, should submit their complaint in writing to the Vice President of Academic Affairs who serves as the coordinator of institutional accreditation. The Vice President of Academic Affairs Office will review the complaint and make a written response to the student within fifteen working days of the receipt of the complaint. The Vice President of Academic Affairs Office will forward all records related to the complaint to the ATS Board of Commissioners for their review and any subsequent actions they may wish take in response to the complaint. If the student is not satisfied with the response and still believes that the Seminary is out of compliance with the criteria, they 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.

Student Conduct

Phoenix Seminary is committed not only to the theological education of its students, but also to their personal and professional formation for ministry. Student conduct is therefore of concern to the Seminary faculty, especially when poor conduct compromises the learning environment of the Seminary or the personal preparation of the student for Christian vocation. As representatives of Jesus Christ, students are to demonstrate a lifestyle consistent with His character. Accordingly, students are to be men and women of high moral character whose conduct is consistent with the standards of Scripture.

Because compliance with high standards of conduct is fundamental to the religious mission and objectives of Phoenix Seminary, students who fail or refuse to comply with such standards are subject to discipline, up to and including where appropriate, dismissal from Phoenix Seminary.

While behaviors bearing upon moral conduct are diverse in nature, some of these behaviors merit particular emphasis. These areas are discussed in the appendix section of this publication. It is expected that students will familiarize themselves with the Student Conduct Policy in Appendix I. A student's failure to be aware of the contents of the Student Conduct Policy will not be accepted as a defense against adjudication under the Student Discipline Policy (included in the Student Conduct Policy) of Phoenix Seminary.

Subjects included in the Student Conduct Policy worthy of particular mention are:

- Academic honesty
- Fitness for ministry
- Arrests/Convictions
- Seminary responses to student separation or divorce
- Sexual harassment
- Church discipline or loss of church recommendation
- Drug and alcohol abuse
- Church attendance

- Sexual responsibility
- Domestic violence

Also included in the Student Conduct Policy is guidance for students in counseling programs of the Seminary with regard to their clinical placement. Such students should be familiar with this policy present in the Student Conduct Policy in Appendix I. Counseling students may be prohibited from proceeding to the supervised clinical practice required for completion of their degree program if a student's personal and professional conduct is not suitable for placement.

Appendix I: Student Conduct

Phoenix Seminary is committed not only to the theological education of its students, but also to their personal and professional formation for ministry. Student conduct is therefore of concern to the Seminary faculty, especially when poor conduct compromises the learning environment of the Seminary or the personal preparation of the student. As disciples of Jesus Christ, we strive to be obedient to Him. Our responses to our failure to do so should be repentance, taking responsibility for our decisions and actions, and reconciliation with others as required.

Because striving for obedience to Christ is fundamental to the religious mission and objectives of Phoenix Seminary, students who fail or refuse to comply with such standards may be subject to discipline. Some discipline may be a simple conversation and admonition, or it may mean dismissal when appropriate. There are many other approaches between these extremes.

Behaviors bearing upon moral conduct are diverse in nature; however, some of these behaviors merit particular emphasis because of their effects on a person and his or her relationships. These areas are discussed below under the following section: Standards of Conduct.

There are also aspects of student conduct that are not necessarily moral in nature. These are discussed below in the following section: Conduct Bearing on Fitness for Ministry.

Standards of Conduct

Statement of Unity and Respect

At Phoenix Seminary we desire to create an educational community which reflects the kind of community called for in Scripture. The New Testament is patently clear that: (1) love and unity among Christians are cardinal Christian virtues (Galatians 5:14–15; Colossians 3:14) and are the most powerful evidence of the veracity of the gospel (John 13:34–35; 17:21–23); and that (2) in the body of Christ there is absolute equality in value and dignity, regardless of gender, race or social status (Galatians 3:28; Colossians 3:11). In view of these two principles, all students at Phoenix Seminary are expected to treat others in the Phoenix Seminary community with respect and dignity. We desire to be particularly careful to treat women and ethnic minorities with dignity and respect as fellow bearers of the image of God. In keeping with the principles of Matthew 18, we strongly encourage students or employees who believe this statement of unity and respect is being violated to discuss their concerns with the individual they believe is violating the statement. However, if for any reason this is not possible or if discussion with the alleged violator fails to resolve the concern, the student or employee is asked to see the Vice President of Academic Affairs or the Human Resources Manager (as appropriate) and discuss the concerns with him or her. In addition to any appropriate disciplinary consequence imposed pursuant to the school disciplinary policies, a professor may dismiss any student from his or her classroom who is in violation of this policy and is not responding appropriately to input from the professor.

Why We Use Gender Inclusive Language

Out of respect for both men and women as created in the image of God we encourage students to use terms that refer to both men and women where consistent with the intended meaning. For example, it is more appropriate to say, “All people need to be saved,” or “Everyone needs to be saved” than to say, “All men need to be saved.” And where ordinary style and readability allow, it is appropriate to say, “Each student should bring his or her textbook to class” rather than, “Each student should bring his textbook to class.” This policy is not intended as a criticism of gender-specific language in the Bible, such as in verses that use “man” as a title for the human race (as in Gen. 1:27, “God created man in his own image”), or verses that refer to a representative individual as an example of a general case (as in Rev. 3:20, “If anyone hears my voice and opens the door, I will come in to him and eat with him, and he with me”).

Church Attendance

Students are expected to attend and participate in a worshiping and serving community of Christ. The New Testament indicates that connection to a local church body is the normative expression of being a disciple (Hebrews 10:25). For this reason, the Seminary attaches great importance to a student’s regular involvement with his or her family in a local assembly of Christians.

Drug-Free Campus

As required by federal regulations (Drug Free School and Community Act Amendments of 1989), Phoenix Seminary maintains policies for students and employees regarding a drug-free workplace. The policies for students include:

- The unlawful possession, use or distribution of a controlled substance is prohibited on Seminary property or as part of any Seminary activity.
- Students found to be in violation of the above will be subject to appropriate action, up to and including dismissal.
- Any student who becomes aware of a violation of this policy is encouraged to report it immediately to the Vice President of Academic Affairs so the matter can be investigated. (There is no penalty for failure to report, however it is in the best interests of the Seminary community and the person in violation that intervention take place.)

Alcohol and drug consumption causes changes in behavior ranging from impaired judgment and coordination to inhibiting a person’s ability to learn and use higher mental functions. Repeated use can lead to dependence and long-term use will cause permanent damage to the brain, liver and other vital organs. Use of illicit drugs and the abuse of alcohol present major health risks such as addiction, chronic illness and even death. Other risks associated with alcohol and drug use include impaired mental functioning, drunk driving, accidents, domestic violence, injuries, acquaintance rape and sexually transmitted diseases.

Students with a drug or alcohol abuse problem are encouraged to seek assistance through counseling, treatment, and rehabilitation programs. A student who voluntarily seeks assistance to correct a drug or alcohol abuse problem will not be subject to disciplinary action as a consequence of such abuse. This

applies whether the student has sought help on their own or as a response to disciplinary actions under the Student Discipline Policy. Even though voluntary assistance has been sought, the student becomes subject to further disciplinary action if the abuse continues.

Some drug and alcohol counseling, treatment and rehabilitation programs that are available to students include:

- National Council on Alcoholism 800.622.2255 or www.ncadd.org
- Calvary Addiction Recovery Center 602.279.1468 or www.calvarycenter.com
- St. Luke's Behavioral Health Center 602.251.8535 or www.stlukesbehavioralhealth.org
- Family Service Agency 602.264.9891 or www.fsaphoenix.org

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

Separation and Divorce

Phoenix Seminary is committed to Scripture's teaching on the nature of marriage. This teaching holds marriage to be a witness to the permanent bond between Christ and His Church. If a student is experiencing marital difficulties, he or she is strongly encouraged to see his or her mentor, a faculty member, or the Vice President of Academic Affairs for counsel so that help can be secured to resolve the difficulties.

A student is required to notify the Vice President of Academic Affairs Office and his or her mentor immediately in case of any of the following occurs:

1. The student or the student's spouse has filed for divorce.
2. The student or student's spouse has stated his or her intention to file for divorce.
3. The student and his/her spouse have separated.

The student may be required, following such reporting, to withdraw from the Seminary for 12 calendar months, except that the Vice President of Academic Affairs may, at his or her discretion, modify this requirement on a case-by-case basis. A withdrawal arising from separation or divorce is not for disciplinary purposes. Rather, it is intended to free the student to concentrate on reconciling with his or her spouse or to manage the spiritual and emotional damage of a divorce.

Any student who wishes to be considered for an exception to the withdrawal requirement must submit such request to the Vice President of Academic Affairs in writing. The request must include the following:

- A statement of commitment from the student to receive counseling appropriate to the situation.
- A statement of support from the student's counselor for the student to take classes.
- A statement of support from the student's pastor or congregational board of elders (or comparable overseeing body) for taking classes.

At the discretion of the Vice President of Academic Affairs, counseling may be required during the withdrawal and before return to the Seminary.

Academic Honesty

It is assumed that students at Phoenix Seminary will endeavor to practice the highest integrity in all matters pertaining to their Seminary education. Acts of cheating, including but not limited to, revealing exam questions to students testing late, bringing illicit notes to exams in any form, texting or messaging during exams, utilizing “term-paper mills,” or otherwise passing off work you have not personally completed as your own, is a violation of the trust placed in you by the faculty.

Of particular concern is plagiarism. Plagiarism is any “use or close imitation of the language or thoughts of another author and the representation of them as one’s own original work” (Webster’s Unabridged Dictionary, 2001). Much academic work is based upon the thoughts and ideas of others, so it is essential that proper credit (or citation) be provided so one’s original work and the sources used to inform one’s opinions can be assessed and evaluated. Examples of plagiarism include, but are not limited to, the following, when submitted as one’s own work or without appropriate attribution: (1) copying another’s work, (2) closely paralleling the ideas or language of someone else’s work and (3) cutting and pasting information from the Internet or other sources.

Students must give proper credit to the source of ideas as well as direct quotations. Fabricating, plagiarizing and other forms of academic dishonesty show a lack of professional respect and personal integrity. Academic dishonesty is an extremely serious offense and will be treated accordingly.

The handling of academic dishonesty is the responsibility of the individual instructor, who may take any of the following actions:

1. Forgive the offence.
2. Assign a failing grade to the test or assignment in which academic integrity has been compromised.
3. Assign a failing grade for the course.
4. Report the student to the Vice President of Academic Affairs to initiate student disciplinary proceedings.

If a student feels he/she has been unjustly accused of academic dishonesty or treated unfairly as a consequence of an alleged act of academic dishonesty, appeal to the Academic Administrative Committee by the student is permissible.

Sexual Harassment

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

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

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

If you, as a student, staff member, or faculty member, experience sexual harassment as described in any of the above categories, you are encouraged to report the incident(s) to Human Resources Manager or the Vice President of Academic Affairs for appropriate handling in accordance with applicable laws and Seminary policies.

Any student, staff member or faculty member who observes what they believe to be sexual harassment of another person as described in any of the above categories, is required to report the incident(s) to Human Resources Manager or the Vice President of Academic Affairs for appropriate handling in accordance with applicable laws and Seminary policies. Please remember that men and women may be victims of sexual harassment.

Sexual Responsibility

No area of moral responsibility is as universal and fundamental as the sexual. This is because sexuality is not only what we may do, it is also fundamental to who we are as persons. Consequently, sexual expression that pleases God is that which fulfills his intention at creation. The Seminary holds the position that this sexual expression is 1) faithfulness in marriage between a man and a woman or 2) chastity in singleness.

A student who is engaged in sexual relations outside of marriage is required to contact the Vice President of Academic Affairs to formulate a plan for growth and healing. It is our first desire to handle these matters pastorally rather than punitively. Failing to disclose unrepentant or ongoing sexual sin may bring disciplinary measures to bear (see Section II: Student Disciplinary Policy).

NOTE: Cohabitation with a person of the opposite sex may create the appearance of immoral conduct even when there is none present. Hence a student should use mature judgment in making his or her living arrangements in order to meet the biblical goal of being above reproach.

Use of pornography is a vexing and serious issue among both men and women. The social justice and ethical costs of pornography and the victimization inherent in its production, as well as its tendency toward personal bondage and marital disruption, make it imperative that Christians take safeguards to protect themselves and others from its use. A frank talk with the Vice President of Academic Affairs can help begin this discussion. The use of blocking software and accountability partners is critical to address this matter effectively. For some the compulsive use of pornography may be addressed by counseling therapy and / or a support group, either of which the Vice President of Academic Affairs may require.

Arrests / Convictions / Punitive Military Discharges

A student will be subject to the provisions of the Student Disciplinary Policy if he/she is convicted of or pleads no contest to any criminal offense. This includes all DUI convictions / pleas.

If a student is charged with a crime, the student must notify the Vice President of Academic Affairs of the details of the situation immediately. Copies of police and other legal documents issued to the student may be requested as the Seminary may choose to conduct its own investigation of the circumstances. Criminal charges may subject the student to the Student Disciplinary Policy regardless of the action of any pending or completed criminal proceedings.

A student who receives a punitive military discharge (Bad Conduct or Dishonorable Discharge) from any branch of the armed forces while an admitted student at the Seminary will also be subject to the Disciplinary Policy. Discharges characterized as Other than Honorable (OTH) will have their case reviewed by the Vice President of Academic Affairs to determine if it is appropriate to subject the student to the Disciplinary Policy.

Additional Areas of Student Conduct

A student who is experiencing any of the following issues must contact the Vice President of Academic Affairs to discuss the problem and to formulate a plan for growth and healing. Any of these behaviors or behaviors bearing on moral conduct that are ongoing and for which there is no stated repentance, may, at the discretion of the Vice President of Academic Affairs, subject the student to discipline and may be grounds for dismissal:

- Church discipline has been imposed on student.
- Student no longer has the recommendation of his or her church for continuance at Phoenix Seminary due to moral concerns.
- Student is a perpetrator of violence.
- Student engages in possession or use of any illegal substance or engages in abuse of prescription drugs or alcohol.

Conduct Bearing on Fitness for Ministry

Occasionally, a student may exhibit behaviors that are not necessarily moral misconduct but nevertheless compromise one or more of the following:

- The student's ability to successfully meet his or her educational goals.
- The Seminary's ability to provide a learning environment conducive to spiritual and professional preparation.
- The ability of the faculty or staff to effectively meet the student needs of the broader Seminary community.

These behaviors may be considered issues of overall fitness for ministry. Behaviors can come from a variety of causes including undiagnosed, untreated, or insufficiently treated mental illness. They include such things as erratic or oppositional behaviors related to personality, emotional liability, and

gross unsuitability for professional ministry life. It may also include interpersonal behaviors that are maladaptive and interfere regularly with basic life activities, relationships, and responsibilities.

When a faculty member, mentor or Seminary staff member has concerns about a student's inappropriate conduct, personal immaturity, or evidence of emotional or psychological unsuitability for Seminary studies or vocational ministry, he or she is encouraged to speak to the student directly about the student's behaviors. If further action is deemed necessary, the concerned party may contact the Vice President of Academic Affairs, indicating his or her specific concerns in writing. The Vice President of Academic Affairs will investigate the concerns by consulting the student, the student's professors, and the student's mentor.

When a student's personal and professional conduct is in question and after the faculty reviews the investigation by the Vice President of Academic Affairs, the faculty (or a subcommittee thereof appointed by the Vice President of Academic Affairs) will vote approving one of the following actions:

- No Action. Concern for the student's personal and professional conduct is unwarranted.
- Non-Punitive Probation. The student will be required to negotiate a plan to generate improvement. This may also require counseling by a qualified therapist (at the student's expense) to address the issues of concern. The student may continue Seminary coursework.
- Non-Punitive Suspension. The student may not register for coursework and will be withdrawn from classes. (The faculty may choose to allow the student to complete current courses.) The student may reapply following completion of a remediation plan the faculty may require, the completion of which is verified by the Vice President of Academic Affairs.
- Non-Punitive Dismissal. The student's relationship with the Seminary will be terminated. Reapplication will be considered after two years.

Determinations of student status under this policy are labeled "non-punitive" to differentiate them in the student's record from actions under Section II: Student Disciplinary Policy.

Appeal of any Action by the Faculty Regarding Fitness for Ministry

Action by the Faculty (or subcommittee thereof) may be appealed to the Student Disciplinary Committee. Any such appeal must be made in writing through the Vice President of Academic Affairs Office to the Student Disciplinary Committee. Such an appeal must be received by the Vice President of Academic Affairs Office within five calendar days of the date upon which the student is provided written notice of the Faculty's action. Unless the Student Disciplinary Committee, in its discretion, deems additional proceedings appropriate, the Student Disciplinary Committee's review will be limited to the record submitted. The decision of the Student Disciplinary Committee is final. Students are required to agree to these standards in both the Admission and Registration processes.

Considerations for Counseling Students

In addition to the Seminary's general policy concerning Student Conduct as well as the aforementioned "Conduct Bearing on Fitness for Ministry," students enrolled in programs with a counseling concentration (MAC, MDiv CF) are evaluated on an ongoing basis for clinical suitability. If, in the judgment of the Counseling Program Intervention Committee, a student's personal and

professional conduct is not suitable for clinical placement, the Committee may recommend or require remediation or the committee may prohibit a student from proceeding in his or her degree / diploma program.

Student Disciplinary Policy

The following actions may, without limitation, be imposed by the Faculty (or subcommittee thereof) after an investigation by the Vice President of Academic Affairs Office in response to a disciplinary violation. When the Vice President of Academic Affairs Office investigates a student's disciplinary violation, the faculty (or subcommittee thereof appointed by the Vice President of Academic Affairs) will review the investigation's findings and will vote approving one of the following actions:

- *Disciplinary Warning.* A written warning given to the student and placed in the student's file.
- *Disciplinary Probation.* A specified time period during which the student will be evaluated further. Probation for more than three semesters during the time of a student's enrollment will normally be cause for suspension.
- *Suspension.* A specified time period during which a student is not permitted to attend Seminary.
- *Dismissal.* The termination of a student's relationship with the Seminary. Reapplication will be reconsidered after two years following dismissal.

In addition, students who are under any unresolved disciplinary action at the Seminary will not advance to graduation.

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 such as probation and suspension are noted on the transcript but are removed when the issue is resolved as determined by **the Vice President of Academic Affairs**.

Tuition Refund, Forfeiture of Credit Policy

If a suspension or dismissal is imposed during a semester, refunds of tuition will follow the normal refund schedule. (1) If the date of the disciplinary decision is before the drop deadline, the class will be dropped; (2) If after the drop deadline, the student will be withdrawn from the course and the professor will assign a grade of WP (withdraw passing) or WF (withdraw failing).

Appeal of a Decision

Disciplinary action approved by the faculty (or subcommittee thereof) may be appealed to the Student Disciplinary Committee. Any such appeal must be made in writing to the Student Disciplinary Committee through the Vice President of Academic Affairs Office. Such an appeal must be received within five calendar days of the date upon which the student is provided written notice of the disciplinary decision. In such appeals, the preceding committee procedures shall be followed with the exception that the Vice President of Academic Affairs will remove himself or herself from the Committee. The decision of the Student Disciplinary Committee is final.

Appendix II: Students with Disabilities

Phoenix Seminary recognizes the gifts and calling to ministry of all students, including students with disabilities. The Seminary strives to honor and address the needs and concerns of its students with disabilities through this statement of program guidelines. The Seminary does not discriminate against applicants / students on the basis of an applicant / student's disability(ies) as set forth in these Guidelines and as otherwise provided by law.

Phoenix Seminary is a privately funded, nonprofit, religious organization that is committed to providing reasonable accommodations within the limitations of Seminary resources. These Guidelines do not create contractual or other legally enforceable rights, nor waive Phoenix Seminary's rights or status under law.

Overview

Phoenix Seminary strives to provide reasonable institutional accommodations, modifications, and adjustments to enable students and applicants with disabilities to participate in seminary academic programs as required by federal, state, and local law. The Assistant Registrar coordinates services for students with permanent and temporary disabilities, in accordance to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These national civil rights laws are designed to prohibit discrimination on the basis of disability.

Eligibility requires that the disability be current and substantially limit a major life activity (e.g., walking, hearing, seeing, and learning). Impairment alone does not qualify as a disability that is protected under the ADA because not all impairment is substantially limiting to a major life activity. The seminary is responsible for determining the appropriate academic accommodation, adjustments, or auxiliary aids. If a student disagrees with the Seminary's decision, the student may refer to the Seminary's grievance procedure for such disputes.

Student's disabilities can be understood as:

1. Physical or Medical Disability
2. Psychological Disability
3. Learning Disability

An accommodation for a disability is designed to help the student function effectively in areas in which his or her disability might otherwise impair academic performance, without fundamentally altering the nature of the student's classes. To receive disability consideration, a student must request accommodation and provide documentation supporting the nature and limitations of a disability. Accommodations cannot be granted unless the student provides documentation that reasonably supports the requested accommodation.

Specific Accommodations Available

Phoenix Seminary will strive to accommodate students and applicants with disabilities who are otherwise qualified graduate students. The Seminary will approve reasonable accommodations when

a student gives evidence of a specific disability through documentation submitted to the Assistant Registrar and where the accommodation does not cause the Seminary an undue hardship.

Considerations for Counseling Students

In assessing accommodations for study at the Seminary, students in counseling programs (MAC, MDiv CF, MAM CF) must be aware of the following policy as expressed in the Student Handbook section on Standards of Conduct: In addition to the Seminary's general policy concerning Student Conduct as well as the aforementioned Conduct Bearing on Fitness for Ministry, students enrolled in programs with a counseling concentration (MAC, MDiv CF, MAM CF) are evaluated on an ongoing basis for clinical suitability. If, in the judgment of the Counseling Program Intervention Committee, a student's Personal and Professional Conduct is not suitable for clinical placement, the Committee may recommend or require remediation, or the committee may prohibit a student from proceeding in his or her degree / diploma program.

Disability Accommodation Procedures

Phoenix Seminary seeks to provide the best possible opportunity for success for qualified students with disabilities without compromising the quality of instruction afforded the Seminary student body. The following procedures are to be followed in requesting accommodation for a person with a disability.

1. Prior to admission, an applicant who knows of a disability that may interfere with his/her ability to perform in the educational setting is responsible for informing the Seminary in writing through the Assistant Registrar of his or her disability and of the need for accommodation. This is normally done by completing the Request for Accommodation. Such disclosure should be done no later than three weeks before the first day of classes for any academic term (see number 4 below).
2. The applicant should arrange an interview with the Assistant Registrar and the Registrar to discuss how an anticipated accommodation will make possible successful completion of coursework. Faculty who may be asked to make an accommodation for a student may be asked to participate in such an interview.
3. Documentation required from a student to establish the exact nature of the disability must be from a professional source qualified to diagnose the disability. The documentation provided by, as appropriate, a healthcare provider as defined by the Americans with Disabilities Act, must indicate (a) the present status of the impairment (or impairments); (b) how the impairment substantially limits a major life activity (or activities); (c) the effect of the impairment on the student's performance in the educational setting; and (d) recommended reasonable accommodation(s) to be considered for the student.
4. Documentation of disability must be submitted to the Assistant Registrar no later than two weeks prior to the first day of classes for which the student is requesting accommodation, or as soon as practical after a student determines that his/her disability is impacting his/her ability to perform in the educational setting.
5. Upon review of the relevant documentation and the results of the interview, the Assistant Registrar will determine reasonable accommodation in each case. The student and appropriate faculty may be consulted during this process.

6. The Assistant Registrar will communicate to the relevant faculty member(s), the Registrar and the student the elements of accommodation for each particular class on an as-needed basis.
7. The student bears the responsibility for reminding their professor of their accommodation needs well in advance of due dates, exams, etc. that are affected by the accommodation.
8. Should the student feel that their accommodation is not being respected by a professor, the Assistant Registrar will act as an advocate for the student once the student notifies them of the need for communication with a faculty member.

For Students Already Approved for an Accommodation

1. Reporting a change in the status of a disability. A student already taking classes who has heretofore been afforded an accommodation by the Seminary must inform the Assistant Registrar of any change in the status of the disability for which accommodation has been provided.
2. Continuance of an accommodation in subsequent semesters. If a student has been approved for an accommodation in one academic year, the student must request a continuation of the accommodation in writing for a subsequent year if their disability is not permanent. The Assistant Registrar may require new supporting documentation no later than three weeks before the first day of classes in a new semester.

Appendix III: Students Recalled to Active Duty as Members of the National Guard or Reserve

This policy applies to any student enrolled in the Seminary at the time of a call to active duty and applies regardless of whether the activation is involuntarily or voluntary.

Involuntary Activation

- The student or a family member should notify the Assistant Registrar or the Registrar, as well as their Student Services Advisor, as soon as possible. The Seminary recognizes that the activation may make timely notification difficult and, in some cases, impossible.
- If the student cannot complete his or her coursework, all tuition for the incomplete work will be refunded to the student, including any fees which have not completely benefited the student.
- The student will be awarded a “W” grade for the withdrawal without regard to the point in the semester when activation occurs.
- A student may complete current coursework, i.e., finish a course or distance education course, as appropriate and feasible. If the student desires to complete his or her current coursework, the faculty will make a reasonable effort to enable the student to do so.
- A student will retain his or her student status for up to three years following the date of the first day of the semester of withdrawal from the Seminary for purposes of activation. Any registration for courses must be for studies during the next full semester following deactivation. The student will inform the Seminary of his/her intent to register for classes within 90 days of deactivation or honorable discharge.
- The student will be required to request readmission to the Seminary. If a student has taken coursework at another institution, up-to-date transcripts will be required.
- A change in marital status, counseling received, criminal charges or gross moral failure may, at the discretion of the Enrollment Manager, necessitate a reapplication for admission to the Seminary.

Voluntary Activation in Time of War (Declared or Undeclared)

- The student or a family member should notify the Assistant Registrar or the Registrar, as well as their Student Services Advisor, as soon as they submit their request for voluntary recall or activation.
- The student will not register for any courses during a semester in which they expect to be recalled or activated.
- If the student cannot complete his or her current coursework by the date on which they receive transit orders, all tuition for the incomplete work will be refunded to the student. Fees attendant to registration and course requirements will not be refunded.
- The student will be awarded a “W” grade for the withdrawal without regard to the point in the semester when activation occurs.
- A student may complete current coursework, i.e., finish a course or distance education course, as appropriate and feasible. If the student desires to complete his or her current coursework, the faculty will make a reasonable effort to enable the student to do so.

- A student will retain his or her student status for up to three years following the date of the first day of the semester of withdrawal from the Seminary for purposes of activation. Any registration for courses must be for studies during the next full semester following deactivation. The student will inform the Seminary of his/her intent to register for classes within 90 days of deactivation or honorable discharge.
- The student will be required to request readmission to the Seminary. If a student has taken coursework at another institution, up-to-date transcripts will be required.
- A change in marital status, counseling received, criminal charges or gross moral failure may, at the discretion of the Enrollment Manager, necessitate a reapplication for admission to the Seminary.

Appendix IV: Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), also known as the Buckley Amendment, is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. All employees of Phoenix Seminary are expected to comply with FERPA.

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

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time when the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.
2. The right to request the amendment of student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Seminary to amend a record should write the Seminary 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 Seminary decides not to amend the record as requested, the Seminary 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.
3. The right to provide written consent before the Seminary discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Seminary 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 the Seminary in an administrative, supervisory, academic, research or support staff position (including mentors and coaches in the Seminary's Mentoring Program); a person or company with whom the Seminary has contracted as its agent to provide a service instead of using Seminary employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Seminary. Upon request, the Seminary may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Transcripts are provided to Ottawa University for students who are enrolled in the cooperative MAC program.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

Phoenix Seminary has designated certain information in the education records of its students as “Directory Information” in accordance with the Family Educational Rights and Privacy Act (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students are required to complete a form in the Office of the Registrar each academic year to control release of information with respect to student records. Notification must be given prior to the second week of class in any Fall, Spring or Summer semester.

The following types of information will be released to those requesting it unless the student specifically requests to block the public disclosure of Directory Information (all or in part) by notifying the Office the Registrar in writing:

- Student’s Name
- Address(es)
- Phone Number(s)
- Email Address(es)
- Date and Place of Birth
- Dates of Attendance (Current and Past)
- Degrees, Honors and Awards Received
- Full or Part-time Enrollment Status
- Previously Attended Educational Institution(s)
- Program and Concentration
- Photograph(s)
- Denomination/Congregation

Questions concerning FERPA may be referred to the Registrar at 602.429.4946 or registrar@ps.edu.

Appendix V: Phoenix Seminary Statement of Faith

1. Concerning God: We believe there is one God, Who eternally exists in three persons—Father, Son, and Holy Spirit.
2. Concerning the Bible: We believe the 66 books of the Old and New Testament are the authoritative Word of God based on an inspired text without error in the autographs.²
3. Concerning the Person and Work of the Lord Jesus Christ: We believe in the full deity and humanity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He intercedes for us, and in His personal return in power and glory.
4. Concerning the Human Condition: We believe all human beings are lost and sinful by nature. Consequently, salvation can only be accomplished by God’s grace through regeneration and justification by the Holy Spirit. Salvation cannot be earned. It is a gift from God, received only by faith in Jesus Christ.
5. Concerning the Present Work of the Holy Spirit: We believe the indwelling Holy Spirit works the regeneration, sanctification and preservation of the Christian. His ministry is to glorify Jesus Christ and empower the believer for godly living and service.
6. Concerning the Spiritual Unity of Believers: We believe the Church is the body of Christ of which He is the head.
7. Concerning the Future: We believe in the bodily resurrection of the saved unto eternal life and the lost to eternal condemnation.

This Statement of Faith does not fully encompass the extent of our doctrinal beliefs. The Bible itself, as the inspired, inerrant and infallible Word of God, speaks with final authority concerning truth, morality and the proper conduct of mankind, and is the sole and final source of all that we believe. For purposes of Phoenix Seminary's doctrine, practice, policy and discipline, the Board of Directors, as advised by the faculty, is the Seminary's final interpretive authority on the Bible's meaning and application.

² “Autograph” is a theological term referring to the original Hebrew, Aramaic and Greek manuscripts of Scripture. About Phoenix Seminary This Statement of Faith does not fully encompass the extent of our doctrinal beliefs. The Bible itself, as the inspired, inerrant and infallible Word of God, speaks with final authority concerning truth, morality and the proper conduct of mankind, and is the sole and final source of all that we believe. For purposes of Phoenix Seminary's doctrine, practice, policy and discipline, the Board of Directors, as advised by the faculty, is the Seminary's final interpretive authority on the Bible's meaning and application.

Appendix VI: Phoenix Seminary Statement on Marriage, Gender and Sexuality

We believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrinal commitments of Phoenix Seminary.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary and genetically distinct genders as determined at birth together reflect the image and nature of God (Genesis 1:26-27).

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). Sexual expression that pleases God is that which fulfills his intention at creation. The Seminary holds the position that such sexual expression is: (1) faithfulness in marriage between a man and a woman, or (2) chastity in singleness.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, transsexual conduct, bestiality, incest and the use, sale and distribution of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Phoenix Seminary as an extension and manifestation of the Body of Christ, and to provide a biblical role model to the Phoenix Seminary family and the larger community, it is imperative that all persons employed by Phoenix Seminary in any capacity (faculty, administrative staff, student teaching assistants), or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11). Hence, as noted above, we believe every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrinal commitments of Phoenix Seminary.

Adopted by the Phoenix Seminary Board of Directors, February 13, 2015, as amended September 22, 2017.

Appendix VII: Phoenix Seminary Statement on Racism

At Phoenix Seminary we are grieved by the racism that still exists in our society, and we stand with those who call for its end.

As theological educators, we are committed to preparing ministers of Christ who can, with power and authority, stand up in the face of sin, preach the truth of Christ, call for repentance from sin, and proclaim forgiveness that is found only in Jesus, first for themselves and then for others.

The whole of Scripture speaks out against racism.

Image of God: Racism is unequivocally an affront to God, his good creation, and the gospel. Every single person shares the indelible mark of the image of God ([Gen 1:26-27](#)). With Paul we affirm our common ancestry: “And he made from one man every nation of mankind to live on all the face of the earth” ([Acts 17:26](#)). In Christ, God is making one new man ([Eph 2:15](#)). God has sought to bless all the families of the earth through his people, ultimately in the sending of his Son, and he desires his people to seek the welfare of the cities in which they find themselves ([Gen 12:2-3](#); [Jer 29:7](#)).

Unity: Scripture calls us to weep with those who weep ([Rom 12:15](#)). In solidarity with our black brothers and sisters in Christ, we seek to end racism wherever it exists. We must be “eager to maintain the unity of the Spirit in the bond of peace” ([Eph 4:3](#)). We also seek unity with our neighbors of color who do not know Christ but who desperately need the healing that only God can provide.

Justice: God hates oppression and partiality ([Exod 20](#); [Lev 19:15](#); [Jas 2:1](#)). God’s justice treats all people with equity. As believers in Christ, we too must treat everyone with dignity and honor and work for their good in all circumstances, as we seek “to do justice, to love kindness, and to walk humbly with God” ([Mic 6:8](#)).

Reconciliation with God: The crucified Savior died to ransom people from *every* tribe, tongue, and nation. Racism contradicts the Savior’s love for the world. In [Revelation 5:9](#) a new song is sung, which says, “Worthy are you to take the scroll and to open its seals, for you were slain, and by your blood you ransomed people for God from every tribe and language and people and nation.” Jesus’ blood *will* ransom people from everywhere. We long to see people of every ethnic group come to know the reconciling love of God in Christ.

Reconciliation with Others: In Scripture we see how God removed the divide between Jews and Gentiles, which teaches that any ethnic or racial barrier that stands between people can be broken through the power of the gospel. Paul told the church in Ephesus, “For he himself is our peace, who has made us both one and has broken down in his flesh the dividing wall of hostility” ([Eph 2:14](#)). The disease of racism can lie deep in the human heart. But God is a great physician who heals the human heart of sin, including every kind of prejudice. We glory in the God who saves and reconciles.

As a Seminary, entrusted with training pastors, missionaries, counselors, and other leaders, we must confront evil with the timeless truths of Scripture. In obedience to the two great commandments of our faith, to love God and our neighbor ([Matt 22:37-40](#)), racism must not exist in our Seminary or in our churches because it does not exist in the Creator and Savior.

Appendix VIII: Phoenix Seminary Statement on Diversity

Diversity is not just a twenty-first-century buzzword. It is an acknowledgment that American culture is of two genders and multiple origins, languages, races, colors, religions and cultures. Marginalization of female and minority voices has a long history in our nation, and ameliorating such marginalization is a primary task of education and Christian education in particular.

Part of the church's mission is to proclaim the gospel to peoples of the earth. Phoenix Seminary acknowledges the importance of a biblical theology of "every tribe and language and people and nation." This means reaching people-groups within our immediate culture and the varied cultures of the world. Crossing ethnic, gender, economic, social and racial boundaries to accomplish quality theological education is an intentional act of Phoenix Seminary.

To this end, Phoenix Seminary actively subscribes to a policy of equal education and employment opportunity for all people regardless of race, national origin, sex, age, marital status or disability. This policy is informed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Our subscription to this policy in no way compromises our freedom to engage in our educational mission in accordance with the religious and ecclesiastical purposes of this institution. We clearly desire to serve Christ-honoring students of all backgrounds in an ever-expanding and diverse student body, one whose diversity enriches us theologically, spiritually and pastorally.

Appendix IX: A Statement on Sanctity of Life

Life is a precious gift from God. God is the author of life (Acts 3:15), having created man from the dust and having created woman from the man's side (Gen 2:7, 22), and he is the sustainer of life (Heb 1:3). We affirm the sanctity of life from conception to natural death, because God is the one who makes alive and who appoints the time of death (Heb 9:27).

We believe that life starts at conception and so we strongly denounce abortion at any stage of a pregnancy for any reason except in the rare cases when the life of the mother is in imminent danger (Ps 51:5; Ps 139: 13; Jer 1:5). We also believe that God in his grace and mercy offers forgiveness to those who have had an abortion, for those who have encouraged abortions, and for those who have been involved in aborting children.

We likewise denounce the practice of euthanasia. God has numbered our days and we must trust that his plan is best, even when suffering is involved (Ps 139:16, Job 13:15).

In a culture which increasingly advocates death, Phoenix Seminary stands for life. We do not support any means or measures that promote either abortion or euthanasia, but advocate for the beauty and gift of life from conception to death.