



PNEUMA THEOLOGICAL SEMINARY

STUDENT HANDBOOK

Conduct, Policy, & Procedures

Evangelical • Multi-Denominational • Multiethnic • Multinational

Theology • Counseling • Education • Ministry

Founded in 2010

Table of Contents

Table of Contents.....	2
1. Overview of Pnuema Theological Seminary (PTS).....	4
1.1 Empowering Students for Diverse Ministries.....	4
1.2 Our Commitment to Education.....	4
1.2.1 OUR PURPOSE.....	4
1.2.2 PROFESSIONAL COMPETENCE.....	4
1.2.3 ACADEMIC EXCELLENCE.....	4
1.2.4 DENOMINATION AFFILIATION.....	4
1.2.5 NON-DISCRIMINATORY POLICY.....	5
1.2.6 TENETS OF BELIEF.....	5
1.3 Core Values.....	6
1.3.1 Integrity.....	6
1.3.2 Excellence.....	6
1.3.2 Community.....	6
2. Enrollment & Student Status.....	7
2.1 Eligibility and Admission.....	7
2.2 Continuing Enrollment.....	7
2.3 Attendance and Participation.....	7
2.4 Background Checks.....	7
2.5 Withdrawal and Cancellation.....	7
3. Community & Service Expectations.....	7
3.1 Christ-Centered Environment.....	7
3.2 Faculty, Staff, and Volunteer Service.....	7
3.3 Student Participation.....	7
4. Code of Conduct.....	8
4.1 General Expectations.....	8
4.2 Leadership Unity & Communication.....	8
4.3 Faculty & Staff Expectations.....	9
4.4 Student Expectations.....	9
4.5 Academic Integrity.....	9
4.6 Biblical Foundation for Correction.....	9
4.7 Conduct Standards & Consequences.....	9
4.7.1 Gossip and Divisive Communication.....	9
4.7.2 Slander.....	10
4.7.3 Inappropriate Language or Content.....	10
4.7.4 Promotion of a Conflicting Worldview.....	10
4.7.5 Public Displays of Affection and Boundaries.....	10
4.7.6 Failure to Complete Academic Work.....	10
4.7.7 Disrespect Toward Faculty, Staff, or Students.....	10
4.7.8 Bullying and Harassment.....	10

4.7.9 Physical Aggression.....	10
4.7.10 Threats and Safety Violations.....	10
4.8 Our Standard and the Heart Behind Our Expectations.....	10
4.9 Dress Code Policy.....	11
5. Attendance and Absence/Tardy Policy & Procedure.....	11
5.1 Planned Absences or Tardiness.....	11
5.2 Unplanned Absences or Tardiness.....	11
5.3 Attendance Requirements.....	11
5.4 Implementation.....	12
6. Injuries, Accidents, & Incidents.....	12
6.1 Immediate Notification.....	12
6.2 Communication with Emergency Contacts.....	12
6.3 Documentation.....	12
6.4 Follow-Up Actions.....	12
6.5 Confidentiality and Privacy.....	12
6.6 Implementation.....	12
7. Visitors & Campus Access Policy.....	12
7.1 General Visitor Guidelines.....	12
7.2 Tours and Prospective Students.....	13
7.3 Enforcement and Compliance.....	13
7.4 Implementation.....	13
8. Student Sponsorship & Scholarship Policy.....	13
8.1 General Principles.....	13
8.2 Criteria for Consideration.....	13
8.3 Requests for Sponsorship or Scholarship.....	13
8.4 Compliance and Transparency.....	14
8.5 Implementation.....	14
9. Social Media Policy.....	14
9.1 Social Media Guidelines.....	14
9.2 Violations.....	14
10. Withdrawal, Termination, & Discipline Policy.....	14
10.1 Academic and Conduct Review.....	14
10.2 During Enrollment.....	14
10.3 Reporting and Enforcement Procedures.....	15
10.4 Communication, Restoration, & Support.....	15
11. Conclusion.....	15

1. Overview of Pneuema Theological Seminary (PTS)

1.1 Empowering Students for Diverse Ministries

Pneuema Theological Seminary (PTS) is a 501(c)(3) non-profit organization that encompasses Schools of Theology, Counseling, Education, and Ministry. As an evangelical, multi-denominational, multiethnic, and multinational community, our mission is to prepare both men and women for the diverse ministries of Christ and His Church.

Guided by the authority of Scripture, PTS fulfills its commitment to ministry through undergraduate, graduate, and post-graduate education, as well as professional development and spiritual growth. In all our endeavors, including instruction, nurture, worship, service, research, and publication, we strive for excellence in the service of Jesus Christ. With the guidance and power of the Holy Spirit, our aim is to bring glory to the Father.

1.2 Our Commitment to Education

1.2.1 OUR PURPOSE

Pneuema Theological Seminary, embracing Schools of Theology, Counseling, Education and Ministry is an evangelical, multi-denominational multiethnic and multinational community dedicated to the preparation of men and women for the manifold ministries of Christ and His Church.

Under the authority of Scripture, it seeks to fulfill its commitment to ministry through undergraduate, graduate and post graduate education, professional development and spiritual growth. In all its activities, including instruction, nurture, worship, service, research and publication, Pneuema Theological Seminary strives for excellence in the service of Jesus Christ, under the guidance and power of the Holy Spirit, to the glory of the Father.

1.2.2 PROFESSIONAL COMPETENCE

Pneuema Theological Seminary is committed to academically and professionally qualified faculty whose actions and progressions is dependent upon potential and acknowledged competence in teaching and professional practices.

1.2.3 ACADEMIC EXCELLENCE

The Board of Directors and Faculty of Pneuema Theological Seminary are pledged to serve the entire church of Jesus Christ in its various expressions whether congregational, denominational or multi-denominational structure, Pneuema Theological Seminary encourages its students to work within existing church organizations.

1.2.4 DENOMINATION AFFILIATION

PTS is not affiliated with any denomination and encourages students to serve within congregational, denominational, and multi-denominational church structures. As an evangelical, multi-denominational community, PTS emphasizes the central truths held in common by orthodox Christians while recognizing that legitimate denominational differences exist.

Examples of areas in which Christians and denominations may differ include:

- Church government and authority.
- Time and mode of baptism.
- Security of the believer.
- Timing and interpretation of future events.
- Views concerning the baptism or work of the Holy Spirit.
- Sinless perfection.
- Spiritual gifts, including differing understandings of tongues, healing, miracles, and related gifts.

These differences may be addressed in appropriate academic settings. When differing views are discussed, students are expected to engage respectfully, distinguish established Seminary doctrine from denominational viewpoints, and support academic claims with appropriate biblical and scholarly sources.

1.2.5 NON-DISCRIMINATORY POLICY

Pneuma Theological Seminary does not discriminate against students on the basis of race, color, sexual orientation and national or ethnic origin.

1.2.6 TENETS OF BELIEF

Pneuma Theological Seminary is committed to the authority, inspiration, and inerrancy of the Holy Scriptures. We believe the Bible—Old and New Testaments—is fully inspired by God, without error in the original manuscripts, and centered on the person and work of Jesus Christ.

1. **BIBLE:** We believe in the Scripture of the Old and New Testaments as the inspired of God and inerrant in the various matters of which they speak. We have been created, together with the law and properties with which they have been endowed, and that God in His sovereign rule of the universe, works out his purpose through the laws of nature and by miraculous power.
2. **TRINITY:** We believe in one God eternally existing in three persons of the Godhead; Father, Son, and Holy Spirit. These three persons have the same nature, attributes and perfections.
3. **CREATION AND FALL:** We believe that the universe with all that is in it was created in the beginning by the Word of God; that man's body was made by a creative act of God; that the first man Adam, fell from his original state of innocence, became corrupt in nature, and came under the condemnation and the sentence of death; and because of the unity of the race in Adam, its natural head, all men have come under the same consequence of sin.
4. **CHRIST:** We believe that Jesus Christ was conceived by the Holy Spirit, and is truly God, born of the Virgin Mary, and is true man who shed his blood for the sins of all men as a substitutionary sacrifice; that he arose in the very body, though glorified in which He had been crucified; that He ascended into heaven and is seated at the right hand of God; and that he now appears in the presence of God on behalf of His people.
5. **UNIVERSE:** We believe that the Lord, by the Word of His power upholds all things that have been created, together, with the laws and properties with which they have been endowed, and that God in His sovereign rule of the universe, works out His purpose through the laws of nature and by miraculous power.

6. **HOLY SPIRIT:** We believe that the Holy Spirit is a Divine person; that He inspired men to write the Scriptures; that He convicts the world of sin, of righteousness, and of judgment and He regenerates those who believe, places them into the body of Christ, and dwells in them; that as Christ's representatives on earth He calls out a people from the Jews and Gentiles and makes of them "one new man"; and that He calls out men to God's service.
7. **SALVATION:** We believe that through faith in the crucified and risen Christ, man is justified, regenerated and given the position of a child in the family of God; and there is but one way of salvation that is, through faith in Christ, and that those who have been born of the Spirit of God never perish.
8. **CHURCH:** We believe that the church is the company of all those who have been born of the Spirit of God and baptized into the body of Christ by that Spirit; that this church is the body of Christ, and temple of the Holy Spirit; and the Bride of Christ; and during this dispensation all regenerated Jews and Gentiles are united in one church in Christ and someday Christ will present this church to Himself without blemish.
9. **LOCAL CHURCH:** We believe that the local church is an autonomous body of baptized believers, united together upon profession of faith having two officers (Pastors and Deacons) and observing two ordinances (Baptism and the Lord Supper). The local church is to purify, edify, and occupy itself with Prayer and Fellowship, and to endeavor to reach men and women for Christ, at home and abroad.
10. **SATAN:** We believe that the fallen angel known as Satan was originally perfect in his way; that he fell and drew with him a large number of angels; that he together with his angels and demons, is active in opposition to God and His work that Satan and his emissaries were defeated at the cross of Christ; that they will be bound for a thousand years at the return of Christ to the earth; and that ultimately they will be cast into the lake of fire where they will be punished eternally.
11. **FUTURE THINGS:** We believe in the personal pre-millennial return of our Lord Jesus Christ; and the resurrection of all those who have fallen asleep in Him; that He will reign over Israel and the Gentile nations on the earth during the millennium, after which the wicked dead along with Satan and his emissaries, will be cast into the lake of fire where they will be punished forever.

1.3 Core Values

1.3.1 Integrity

We uphold transparency and honesty in all operations, fostering trust within our community.

1.3.2 Excellence

We strive for the highest quality in Christian education and services, ensuring that our students receive exceptional training.

1.3.2 Community

We value inclusivity and strive to create a supportive environment for all students and staff.

2. Enrollment & Student Status

2.1 Eligibility and Admission

Applicants seeking admission to PTS must complete the required application and submit all requested documentation. Incomplete applications may not be processed.

The Seminary administration will review applications according to established admissions requirements. PTS reserves the right to deny admission when an applicant does not meet institutional, academic, conduct, or documentation requirements.

2.2 Continuing Enrollment

Continuing students are expected to remain in good standing by meeting academic, financial, attendance, conduct, and administrative requirements. Continued enrollment is subject to satisfactory progress and compliance with Seminary policies.

PTS may review a student's status when academic performance, conduct, attendance, financial obligations, or other circumstances materially affect the student's ability to continue.

2.3 Attendance and Participation

Students are expected to participate consistently in assigned classes, remote sessions, academic activities, ministry experiences, and other required components of their program.

2.4 Background Checks

PTS may require background checks for students, faculty, staff, volunteers, or ministry-placement participants when appropriate to the responsibilities of a role or the requirements of a ministry setting.

2.5 Withdrawal and Cancellation

Students who wish to withdraw from a course or program must follow the Seminary's established withdrawal procedures. Financial obligations, transcript status, refunds, and academic consequences will be handled according to the applicable PTS policy.

3. Community & Service Expectations

3.1 Christ-Centered Environment

PTS seeks to cultivate a Christ-centered environment dedicated to biblical truth, educational excellence, spiritual maturity, and ministry preparation. Members of the Seminary community are expected to reflect Christlike character in person and through online communication.

3.2 Faculty, Staff, and Volunteer Service

Faculty, staff, administrators, and volunteers serve an important role in the educational and ministry mission of PTS. Those serving the Seminary are expected to be dependable, prepared, respectful, professional, and faithful to assigned responsibilities.

Service should be approached with an attitude of stewardship: not simply asking what can be received from the Seminary, but also what can be contributed to its mission and to the educational success of students.

3.3 Student Participation

Students are expected to arrive prepared, participate actively, complete assigned work, communicate appropriately with instructors, and contribute to a respectful learning environment.

Students in remote courses are responsible for maintaining reliable access to required technology, monitoring Seminary communications, attending scheduled online sessions, and completing work by stated deadlines.

4. Code of Conduct

Participation in PTS classes, programs, ministry activities, and institutional events carries responsibilities. The standards below are not intended to be exhaustive, but they establish the baseline conduct expected of every member of the Seminary community.

4.1 General Expectations

- Attend required meetings, classes, orientations, and institutional activities.
- Read and respond promptly to official Seminary communications.
- Be present where you have committed to be and communicate promptly when absence or tardiness occurs.
- Treat students, faculty, staff, administrators, volunteers, visitors, and others with respect and kindness.
- Refrain from lying, stealing, plagiarism, cheating, falsification, or other forms of academic dishonesty.
- Refrain from possession or use of illegal drugs or unlawful substances in connection with Seminary activities.
- Refrain from inappropriate, objectifying, sexualized, threatening, abusive, or harassing conversations or conduct.
- Refrain from sexual misconduct or conduct inconsistent with the Seminary's biblical standards.
- Refrain from slander, gossip, intimidation, bullying, and divisive or malicious communication.
- Refrain from tobacco products, vaping/e-cigarettes, and alcoholic beverages during Seminary activities or on Seminary-controlled property where prohibited by policy.
- Respect Seminary property, facilities, technology, course materials, and intellectual property.
- Follow reasonable directions from faculty, staff, administrators, and authorized Seminary personnel.
- Report significant safety, conduct, academic-integrity, or policy concerns through appropriate Seminary channels.

4.2 Leadership Unity & Communication

PTS leadership is expected to foster unity, respect, teamwork, and constructive communication. Those serving in leadership roles represent the Seminary and are responsible for setting a professional and Christ-honoring tone.

- Leadership concerns should be addressed through appropriate administrative channels rather than through gossip, public disparagement, or divisive communication.
- Constructive questions, concerns, and suggestions are welcome when communicated respectfully and through the proper channel.
- Communication that intentionally undermines Seminary unity, spreads false information, or creates division may result in corrective or disciplinary action.
- The goal is to work together toward solutions, institutional health, student success, and the honor of Christ.

4.3 Faculty & Staff Expectations

- Prepare adequately for assigned instructional or administrative responsibilities.
- Communicate with students professionally and respectfully.
- Maintain appropriate boundaries and confidentiality.
- Apply academic and conduct standards consistently and fairly.
- Model integrity, punctuality, Christian character, and responsible stewardship.
- Follow Seminary policies and directives and use appropriate channels when concerns arise.

4.4 Student Expectations

- Attend class on time and remain engaged throughout the instructional period.
- Listen carefully and participate appropriately.
- Complete assignments according to stated requirements and deadlines.
- Address instructors, staff, and fellow students with respect and courtesy.
- Remain focused on the instructional environment and avoid disruptive behavior.
- Use phones, computers, and other devices only as permitted for the course or activity.
- Maintain appropriate online conduct in virtual classrooms, discussion boards, email, and other Seminary platforms.
- Take responsibility for academic progress and communicate promptly when assistance is needed.

4.5 Academic Integrity

PTS expects honesty and integrity in every academic endeavor. Plagiarism is the use of another person's words, ideas, structure, images, or creative work without proper acknowledgment. Cheating includes dishonest or deceptive conduct intended to gain an unfair academic advantage.

Unauthorized assistance, unauthorized notes or electronic devices, falsifying information, submitting another person's work, or representing AI-generated or other externally produced material as one's own when prohibited by the instructor may constitute academic dishonesty.

All submitted work must comply with the instructor's requirements regarding collaboration, citation, research, and the use of technology or artificial intelligence.

Suspected academic misconduct will be reviewed fairly. Consequences may include a zero on an assignment, failure of an assessment or course, academic probation, suspension, dismissal, or other appropriate action depending on the severity and frequency of the violation.

4.6 Biblical Foundation for Correction

PTS seeks correction that is truthful, respectful, restorative, and consistent with Scripture. Matthew 18:12–20 and Ephesians 4:15–16 provide a framework that emphasizes pursuing restoration, addressing concerns directly and appropriately, involving responsible leadership when necessary, speaking the truth in love, and seeking the spiritual maturity and edification of the community.

The goal of correction is not merely compliance. It is to encourage repentance, growth, responsibility, self-control, integrity, and Christlike character.

4.7 Conduct Standards & Consequences

4.7.1 Gossip and Divisive Communication

Gossip and communication that spreads rumors, exposes private matters, creates division, or damages another person's reputation are prohibited. Correction may begin with a warning and may escalate to removal from a role, suspension, or dismissal depending on severity and repetition.

4.7.2 Slander

False, malicious, or intentionally damaging statements about another person are serious violations and may result in immediate disciplinary action, including removal from a leadership or ministry role or dismissal from the Seminary.

4.7.3 Inappropriate Language or Content

Students and adults are expected to use Christ-honoring speech. Obscene, crude, threatening, abusive, or degrading language or content may result in correction, suspension, removal from a role, or dismissal.

4.7.4 Promotion of a Conflicting Worldview

Instruction and official Seminary activities must remain consistent with the biblical and doctrinal framework of PTS. Academic discussion of differing viewpoints may occur when educationally appropriate, but intentional promotion of teaching that directly contradicts established Seminary doctrine in an assigned institutional role may result in corrective action.

4.7.5 Public Displays of Affection and Boundaries

Romantic or physical conduct that is inappropriate for the educational or ministry setting is prohibited. Members of the Seminary community are expected to maintain appropriate personal and professional boundaries.

4.7.6 Failure to Complete Academic Work

Students are expected to complete assignments and fulfill course requirements. Repeated failure may result in academic warning, probation, failure of the course, or removal from the program.

4.7.7 Disrespect Toward Faculty, Staff, or Students

Students are expected to respond to faculty, staff, and fellow students with respect. Concerns may be expressed, but they must be communicated appropriately and without intimidation, hostility, or contempt.

4.7.8 Bullying and Harassment

Verbal, emotional, relational, digital, or physical behavior intended to harm, intimidate, isolate, humiliate, or repeatedly mistreat another person is prohibited. Consequences may range from correction to suspension or dismissal.

4.7.9 Physical Aggression

Hitting, pushing, kicking, threats of violence, or other physical aggression is not acceptable. Serious or repeated aggression may result in immediate removal from an activity, suspension, or dismissal.

4.7.10 Threats and Safety Violations

Threats, intimidation, weapons violations, or conduct that creates a significant safety concern may result in immediate removal from the Seminary activity or program and referral to appropriate authorities when required.

4.8 Our Standard and the Heart Behind Our Expectations

- Our desire is restoration before removal whenever repentance and genuine change are present. However, repeated or serious behavior, particularly when accompanied by refusal to receive correction, may require appropriate consequences to protect the unity, safety, academic integrity, and biblical character of the Seminary.
- Every student is learning and developing. Correction should teach, restore, and encourage growth in wisdom, responsibility, self-control, and Christlike character.
- Our goal is not simply well-behaved students or compliant participants. Our goal is people who are growing in character and learning to honor God in the way they speak, act, treat others, pursue truth, and respond to authority.

- Ephesians 4:29–32 gives a picture of the community we seek to build: words that build up rather than tear down, bitterness replaced by kindness, slander replaced by grace, and conduct shaped by forgiveness received through Christ.
- Our standard is Christ. Our authority is God's Word. Our goal for discipline is repentance, restoration, accountability, and Christlike character.

4.9 Dress Code Policy

The PTS dress code promotes a respectful, modest, professional, and academically focused environment. Students, faculty, staff, and volunteers are expected to dress appropriately for the educational or ministry setting in which they are participating.

- Clothing should be modest, clean, neat, and appropriate for a Christian educational environment.
- Clothing should not display profanity, sexually explicit material, hateful or degrading messages, or content that promotes illegal or immoral activity.
- Dress should be appropriate to the activity. Specialized courses or ministry settings may require specific footwear or protective clothing.
- Undergarments should not be exposed.
- Clothing should not be excessively revealing, including exposed midriff or inappropriate exposure of the chest or undergarments.
- Pajamas, costumes, or similarly casual attire are not appropriate unless specifically authorized for an event or activity.
- Appropriate footwear must be worn unless an activity specifically requires otherwise.

Seminary personnel may address dress-code concerns privately and respectfully. Repeated or serious non-compliance may result in corrective or disciplinary action.

5. Attendance and Absence/Tardy Policy & Procedure

Consistent attendance is essential to academic progress, ministry preparation, and effective participation in the Seminary community.

5.1 Planned Absences or Tardiness

Students who know they will be absent or late must complete the Absent or Tardy form as early as possible. Faculty and staff should likewise communicate planned absences through the appropriate administrative channel and also complete the Absent or Tardy form as early as possible.

5.2 Unplanned Absences or Tardiness

When an unexpected illness, emergency, or other circumstance causes an absence or delay, the student or employee should complete the Absent or Tardy form as early as possible.

5.3 Attendance Requirements

Unless a program or course specifies a different standard, students are expected to maintain at least 70% attendance in required courses and instructional activities. Individual courses may establish stricter requirements.

Illness or emergency circumstances will be considered when determining appropriate academic or administrative action, but students remain responsible for communicating promptly and completing approved make-up work.

Attendance will be monitored. Failure to meet attendance requirements may result in academic review, loss of participation credit, failure of a course, probation, or other action consistent with the applicable program policy.

5.4 Implementation

Students, faculty, staff, and volunteers are responsible for following the attendance procedures applicable to their role. Seminary leadership is responsible for administering the policy consistently and addressing repeated attendance concerns.

6. Injuries, Accidents, & Incidents

PTS maintains procedures for responding to injuries, accidents, safety concerns, and other incidents in order to promote prompt and effective response and to protect the safety and well-being of the Seminary community.

6.1 Immediate Notification

Any injury, accident, safety concern, or significant incident should be reported immediately to the appropriate PTS administrator, instructor, supervisor, or designated emergency contact. PTS administrator, instructor, supervisor, or designated emergency contact will complete an incident report.

6.2 Communication with Emergency Contacts

When an incident involves a student and notification is necessary, PTS will communicate with the student's designated emergency contact according to institutional procedures and applicable privacy requirements.

6.3 Documentation

An incident report should be completed as soon as practicable and, when possible, on the same day. Reports should include the date and time, location, persons involved, description of the incident, immediate actions taken, witnesses, and recommended follow-up.

6.4 Follow-Up Actions

PTS leadership will review incident reports to determine whether additional safety measures, activity modifications, counseling or pastoral support, academic accommodations, or other follow-up is appropriate.

6.5 Confidentiality and Privacy

Incident reports and related information will be handled with appropriate confidentiality and privacy, consistent with institutional policy and applicable law.

6.6 Implementation

PTS will provide appropriate information and resources concerning emergency response and incident reporting. All members of the Seminary community are expected to cooperate with safety procedures.

7. Visitors & Campus Access Policy

This policy establishes guidelines for visitors to PTS facilities and instructional environments in order to protect safety, privacy, academic continuity, and institutional integrity.

7.1 General Visitor Guidelines

- Visitors must follow sign-in, identification, guest-pass, or other access procedures established by PTS.
- Visitors may not enter restricted areas or classrooms without authorization.
- Visitors must comply with Seminary conduct, safety, and confidentiality requirements.
- Class auditing or observation requires prior approval from the appropriate academic administrator or instructor.

- Visitors may be asked to leave when their conduct is disruptive, inappropriate, or inconsistent with Seminary policies.

7.2 Tours and Prospective Students

Prospective students may participate in scheduled tours, information sessions, or approved class observations. Tours should be arranged in advance through the appropriate Seminary office so that visits do not disrupt instructional activities.

PTS may require an application, identification, or other screening information before granting access to certain areas or activities.

7.3 Enforcement and Compliance

PTS personnel may monitor compliance with visitor and campus-access procedures. Unauthorized or disruptive visitors may be denied access or asked to leave.

7.4 Implementation

Current visitor procedures and contact information will be made available through the appropriate Seminary office or official communication channels.

8. Student Sponsorship & Scholarship Policy

PTS may, when resources permit, consider student sponsorships, scholarships, ministry assistance, or other forms of educational support. Such assistance is intended to advance the Seminary's mission and may be considered on a case-by-case basis.

8.1 General Principles

- Assistance is not automatic and is subject to available resources.
- Requests are reviewed individually according to established Seminary criteria.
- Approved assistance may be limited to a defined academic period and may require annual or term-by-term renewal.
- Students receiving assistance remain responsible for complying with all academic, conduct, attendance, and administrative requirements.
- Failure to meet stated conditions may result in modification or termination of assistance.

8.2 Criteria for Consideration

- Demonstrated educational or ministry need.
- Alignment with the mission and Christian purpose of PTS.
- Academic progress and responsible participation.
- Good standing with the Seminary.
- Availability of institutional, donor, or ministry resources.

8.3 Requests for Sponsorship or Scholarship

Requests should be submitted through the official Seminary process and should include the information required by the application. Requests may be reviewed by the appropriate administrative or scholarship committee.

8.4 Compliance and Transparency

Approved assistance should be documented in writing with applicable terms and conditions. Confidential information will be handled appropriately, while non-confidential institutional requirements will be communicated to the student.

8.5 Implementation

The Seminary will provide guidance concerning available assistance programs and application procedures when such programs are offered.

9. Social Media Policy

Social media and digital communication are extensions of the Seminary community. Students, faculty, staff, administrators, and volunteers are expected to communicate online in ways that reflect Christian character, respect, professionalism, and the standards of PTS.

9.1 Social Media Guidelines

- Engage others respectfully and avoid harassment, threats, slander, bullying, or degrading speech.
- Keep discussions relevant when using official Seminary groups, pages, or platforms.
- Do not disclose confidential student, faculty, staff, counseling, academic, financial, or institutional information.
- Do not post photographs, recordings, documents, or identifying information about others without appropriate permission.
- Do not use Seminary branding, logos, or official accounts in a way that implies institutional endorsement without authorization.
- Do not use Seminary social media channels for unauthorized solicitation or commercial promotion.
- Respect copyright and intellectual property when sharing articles, images, videos, course materials, or other content.
- Academic and doctrinal disagreements should be handled respectfully and through appropriate institutional channels.

9.2 Violations

Violations may result in a warning, removal of content, restriction of access to an official platform, loss of a leadership or administrative role, suspension, dismissal, or other appropriate action depending on the nature and severity of the violation.

10. Withdrawal, Termination, & Discipline Policy

This policy establishes general procedures for withdrawal, disciplinary action, suspension, and dismissal. Its purpose is to maintain a safe, respectful, productive, academically honest, and Christ-centered educational environment.

10.1 Academic and Conduct Review

PTS may conduct periodic or as-needed reviews of a student's academic progress, attendance, conduct, financial standing, and compliance with Seminary policies.

10.2 During Enrollment

- Failure to follow PTS policies or official instructions may result in corrective action.

- Academic or conduct violations may result in a warning, probation, loss of privileges, failure of a course, suspension, removal from a program, or dismissal.
- Financial obligations remain governed by the applicable tuition and enrollment policies.
- Withdrawal must be completed through the official Seminary process.
- Serious conduct involving threats, violence, harassment, sexual misconduct, illegal activity, or significant academic dishonesty may result in immediate action.

10.3 Reporting and Enforcement Procedures

Allegations of misconduct should be reported promptly to the appropriate PTS administrator. The Seminary will review allegations fairly and may gather information from relevant persons and records.

When a violation is substantiated, the Seminary may impose consequences appropriate to the seriousness, frequency, circumstances, and impact of the conduct.

When an appeal process is available, the student must submit the appeal within the time and manner specified by the applicable PTS policy. The designated reviewing authority's decision is final unless a higher level of review is expressly provided.

10.4 Communication, Restoration, & Support

When appropriate, PTS seeks restoration and growth rather than punishment alone. Students may be given an opportunity to understand the concern, respond to allegations, receive guidance, and demonstrate corrective action. Confidentiality will be maintained to the extent appropriate.

Nothing in this section limits the Seminary's ability to take immediate action when necessary to protect safety, academic integrity, institutional property, or the rights of members of the Seminary community.

11. Conclusion

Pneuma Theological Seminary exists to equip men and women for faithful service to Christ and His Church through biblical, theological, counseling, educational, and ministry preparation. The standards in this manual are intended to support that mission by establishing an environment marked by truth, integrity, respect, accountability, academic excellence, and Christian character.

Every student, faculty member, staff member, administrator, and volunteer contributes to the strength and reputation of PTS. Our conduct should reflect the Lord we serve, our commitment to Scripture, and our responsibility to one another.

Questions concerning this manual should be directed through the appropriate Pneuma Theological Seminary administrative or academic channel.

Document Control

Institution: Pneuma Theological Seminary (PTS)

Document: Conduct, Policy, & Procedures Manual

Revision Date: August 2026

Status: Institutional Manual