

&RXUVH 0DWHULDOV

2QFH \RX KDYH UHJLVWHUHG IRU D FRXUVH \RX ZLOO UHFH
6\ VWHP /06 \RXU KXE IRU DOO QHFHVVDU\ WRROV IRU FRPSOH
available at the [RTS Distance Education](#) ZHEVLWH 5HTXLUHG WH[WV PD\ EH RUGH
Bookstore at [ZZZ PLQG DQG KH DUW FRP](#)

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7KH LQGLYLGXDO FRXUVH V\OOD EXV FRQWDLQV WKH VSHFL
FDUHIXOO\ DV LW FRQWDLQV HVVHQWLDO LQIRUPDWLRQ WR RORR
UHVSQRVLEOH IRU NQRZLQJ ZKDW LV UHTXLUHG IRU \RXU FRXU

Mentor Reports

\$OO VWXG HQWV HQUROO HG DW 576 * OREDO (GXFDWLRQ PXV
PHQWRU\ V QDPH DQG FRQWDFW LQIRUPDWLRQ WR WKH 5HJLVWU
GHJUHH ZRUN RU FKDQJH PHQWRUV DW WKH EHJLQQLQJ RI D Q
VHOHFWLRQ RI D PHQWRU

<RX PXVW VXEPLW D FRPSOHWHG OHQWRU 5HSRUW)RUP DW
OHQWRU 5HSRUW)RUP LV LQFOXGHG LQ WKH WHH Q RUPV 5HSRUW RQ RI
UHTXLUHPHQW WKDW FRQVWLWXWHV \YH SHUFHQW RI \RXU WR

Course Application Paper

,I \RX DUH HQUROO HG DW DQ 576 5HVLGHQWLDO FDP SXV DQ
VXEPLW D ZRUG &RXUVH \$SSOLFDWLRQ 3DSHU DW WKH FRQF
7KLV SDSHU LV D FRXUVH UHTXLUHPHQW FRQVWLWXWLQJ \YH S

Submitting Course Work

\$OO UHTXLUHG FRXUVH ZRUN PXVW EH VXEPLW WHG ZLWK LQ
\$OO RWKHU ZRUN PXVW EH XSORDGHG ZLWK LQ \RXU FRXUVH <F
DFFRUGLQJ WR WKH VFKHG XOH SURYLGHG LQ WKH /06 <RX ZLO
PLVVLQJ DVVLJQPHQW 7KH 'HYHORS LQJ DQG (YDOXDWLQJ VW)
\RXU EHQHÀW DV \RX SUHSDUH IRU FRXUVH H[DPV 7KHVH TXHV

All work must be submitted either as a Microsoft Word document or Adobe PDF ÀOH DQG LQF
your name, the date and the name of the course DFK DVVLJQPHQW LQFOXGLQJ PXOW
EH VXEPLW WHG DV D VLQJOH ÀOH <RX ZLOO UHFHLYH DQ HPDL
FRXUVH

\$OO FRXUVH ZRUN PXVW EH VXEPLW WHG E\ PLGQLJKW RI WK
SHUPLW WHG ([WHQVLRQV PXVW EH DUUDQJHG ZLWK WKH FDP S

* 5\$, 1 *

\$IWHU \RX KDYH ÀQLVKHG DQ DVVLJQPHQW WKDW QHHGV W
DVVLJQPHQW WR EH JUDGHG E\ WKH 7\$ RU 3URIHVVRU RI \RXU F
UHFHLYH DQ HPDLO QRWLÀFDWLRQ WKDW \RXU JUDGH KDV EHH
JUDGH FRQÀUPDWLRQ ZKHQ \RX KDYH ÀQLVKHG WKH FRXUVH DG
ZLWK XQSDLG DFFRXQW EDODQFHV ZLOO QRW UHFHLYH JUDGHV

A		
A-	94-96	
B+	91-93	
B		
B-		
C+		
C		
C-		
D+		
D		
D-		
F	0-69	
,	, Q F R P S O H W H	
W	Withdraw	
S	Satisfactory	
3	3 D V V L Q J	

(; \$06

As a Distance Education student, you are responsible for knowing the testing requirements of your FRXUVH DSSRLQWLQJ D SURFWRU DQG UHTXHVWLQJ \RXU RZQ RXWOLQHG LQ WKLV VHFWRU

6HOHFWLQJ D 3URFWRU

%HIRUH WDNLQJ DQ H[DP \RX PXVW VHOHFW D SURFWRU \$ H[FHSW D UHODWLYH RU FXUUHQW 576 VWXGHQW 3URFWRUV DQ administering the exam, making sure you comply with time limits and other parameters, and for submitting a FRPSOHWHG 3URFWRU)RUP XVLQJ WKH 2QOLQH 3URFWRU)RUP DQG KDYH DOO FRQWDFW LQIRUPDWLRQ LQFOXGLQJ WKH SURFWU UHTXHVW DQ H[DP

Requesting and Taking the Exam

)ROORZ WKH WLPHWDEOH RXWOLQHG LQ \RXU FRXUVH V\OO PXVW EH FRPSOHWHG EHIRUH WKH FRXUVH HQG GDWH

Exams taken in Canvas are built in to the online classroom, and when you are ready to take your H[DP VLPSO\ FOLFN WKH OLQN WR WKH DSSURSULDWH H[WKH H[DP 3OHDVH QRWH WKDW RQFH \RX FOLFN RQ WKH ZLOO EH UHTXHVWLQJ. THIS PROMIS CAN NOT BE UNDONE ,W LV LPSRUWDQW QRW EHJLQ DQ H[DP XQWLO \RXU SURFWRU LV SUHVHQW I

<RX PD\ WDNH WKH H[DP DW D ORFDWLRQ WKDW LV FRQYHQ
WZR WR WKUHH KRXUV WR FRPSOHWH 5HDG DOO LQVWUXFWLRQ
UXOHV RQ WKH XVH RI DQ\ UHIHUUHQFH PDWHULDOV VXFK DV D
DUHD ZLWK \RX DQG VXSHUYLVLQJ WKH DGPLQLVWUDWLRQ RI W
WKH SURFWRU %H VXUH WR VDYH \RXU ZRUN DV \RX SURFHG

Submitting the Exam

)RU H[DPV WDNHQ LQ WKH ORRGOH RQOLQH FODVVURRP 7R
LQ WUDQVPLVLRQ \RXU SURFWRU VKRXOG PDNH D KDUG FRS\
UHPLQG \RXU SURFWRU WKDW \RXU H[DP ZLOO EH YRLG ZLWKR
2QFH WKH H[DP KDV EHHQ VXFFHVVIXOO\ XSORDGHG WR WK
WKH H[DP PXVW EH GHVWUR\HG E\ WKH SURFWRU 6WXGHQWV I
DQVZHUV

Exams taken in the Canvas classroom will be automatically submitted for grading upon completion of
WKH H[DP

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\$W WKH FRPSOHWLRQ RI HDFK FRXUVH SOHDVH FRPSOHWH
DQG REVHUYDWLRQV DUH HVVHQWLDO LQ DVXUULQJ WKH HVFRQW

678'(17 &203/,\$,176

,I \RX KDYH D FRPSODLQW DERXW D JUDGH RU RWKHU LVVX
6HUYLEFHV ZLWK D GHWDLOHG GHVFULSWLRQ RI \RXU FRPSODLQ
FODULÀFDWLRQ DQG ZLOO WKHQ ORFNDW RHW3URSLWLRQDQ
GHWHUPLQDWLRQ WKHQ ZLOO EH PDGH LQ FRQMXQFWLRQ ZLW
GHFLVLRQ ZLOO EH PDGH DV WR KRZ WR EHVW UHPHG\ WKH VLV

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678'(17 & 21'8&7

6WXGHQWV DUH H[SHFWHG WR FRQGXFV WKHPVHOYHV DW D
FRQGXFV VKRXOG JXLGH WKH VWXGHQW·V ZRUGV DQG DFWLRQV
HGYLURQPHQW ZRUGV FDQ LQFOXGH WH[WLQJ HPDLOV VRFLDO
behavior, expected of all Christians, is especially required of those who are preparing themselves to become
PLQLVWHUV RI WKH :RUG RU VHUYDQWV LQ WKH FKXUFK & ODVV
VKRXOG EH UHVSHFWIXO RI SURIHVVURUV DWWHQG DOO FODVV

6WXGHQW FRQGXFV LV XQGHU WKH VXSHUYLVLRQ RI WKH \$
to dismiss any student whose conduct is found to be unsatisfactory on the basis of spiritual or moral principle
IRXQG LQ WKH 6FULSWXUHV ,I GHVLUHG WKH VWXGHQW FDQ D

3/\$*, \$5, 60

5HVHDUFK SDSHUV UHTXLUH ERUURZLQJ RWKHU SHRSOH·V I
borrowing must be acknowledged properly so that your ideas are clearly distinguished from ideas that you
ERUURZHG ,I WKH VRXUFH LV QRW DFNQRZOHGJHG SURSHUO\
RQ ZKDW FRQVWLWXWHV SODJLDULVP VHH .DWH / 7XUDELDQ \$
'LVVHUSDWLRQV UHY E\ :D\QH & %RRWK HWF WK HG & KLF
VHFWLRQ

3ODJLDULVP LQFOXGHV ZRUG IRU ZRUG FRS\LQJ OLIWLQJ V
RI WKRXJKW HWF ² DOO ZLWKRXW DFNQRZOHGJPHQW RI VRXUFH
ZKHQ PRUH LV WDNHQ IURP WKDW VRXUFH WKDQ LQGLFDWHG

3ODJLDULVP ZKHWKHU LQWHQWLRQ \$ODO SROD XLOLQVHPQFADLRQD
\$FDGHPLF 'HDQ IRU UHVROXWLRQ & RQVHTXHQFHV PD\ LQFOXGH

- * Repeat the assignment and receive a maximum of a D on the assignment
- * Receive an F on the assignment
- * Receive an F in the course
- * Expulsion from the seminary

678'(17 \$33(\$/6

An appeals process exists to resolve any behavioral or academic problem that cannot otherwise be
VHWWOHG LQ D %LEOLFDO PDQQHU DQG KD VVXWRFHMDL WQ HMDU WQ
VKRXOG RQO\ EH XVHG DIWHU DOO RWKHU PHDQV KDYH EHHQ H
WR D FODVV RU D JUDGH WKH VWXGHQW VKRXOG & RQVHTXHQFHV
EHKDYLRUDO RU FRPPXQLW\ LVVXHV WKH VWXGHQW VKRXOG A
be resolved by the above means, the following appeals process exists:

7KH VWXGHQW VKRXOG VXEPLW D ZULWWHQ DSSHDO WR WK
LVVXH WKH \$FDGHPLF 'HDQ PD\ UHTXHVV LQSXW IURP WKH
GHFLVLRQ
,I WKH VWXGHQW LV QRW VDWLVAHG ZLWK WKH GHFLVLRQ F
VXEHTXHQW ZULWWHQ DSSHDO WR WKH FDPSXV
RU PD\ QRW JUDQW WKH UHTXHVV ,I JUDQWHG WKH FDPSX
PD\ FRQVLVW RI WUXVWHHV IDFXOW\ VWDII DQG RU LQVW
LV DXWKRULJHG WR PHHW ZLWK DQ\ RU DOO FRQFHUQHGH SD
GHFLVLRQ FRQFHUQLQJ WKH FDVH

7KH GHFLVLRQ RI WKH 3UHVVLGHQW RU WKH DG KRF FRPPLW
([HFXWLYH &RPPLWWHH RI WKH %RDUG WR DIÀUP WKH DSSH

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7KH VHPLQDU\ H[SHFWV DOO PHPEHUV RI LWV FRPPXQLW\ W
SULQFLSOHV WR WKHLU UHODWLRQV KLSV ,W ZLOO QRW WROHU
IDFXOW\ VWDII DQG VWXGHQWV WR UHIUDLQ IURP DQ\ DFWLRQ

Any such harassment is contrary to and prohibited by seminary policy and will be considered grounds for
GLVFLSOLQDU\ DFWLRQ ,W VKRXOG EH QRWHG WKDW IRU DFDQ
VH[XDO LQIRUPDWLRQ PD\ RFFXU SDUWLFXODUO\ LQ D FRXQVH
IRU WKH IRUPDWLRQ RI D FRPSHWHQW FRXQVHORU RU SDVWRU

8QZHOFRPH VH[XDO DGYDQFHV UHTXHQWVYIRU VUHQDORLD\$F
RI D VH[XDO QDWXUH LV H[SUHVVO\ SURKLELWHG ([DPSOHV RI
RU VH[XDOO\ VXJJHVWLYH FRPPHQWV RII FRORU ODQJXDJH RU
FRQGXFW LQDSSURSULDWHO\ UHODWLQJ WR DQ LQGLYLGXDO·V

The seminary must have the cooperation of all faculty, staff and students in order to implement its sex
KDUDVVPHQW SROLF\ ,W LV WKH LQGLYLGXDO·V UHVSRQVLELOI
FRQVWLWXWH VH[XDO KDUDVVPHQW (YHQ LI WKH\ EHOLHYH W
FDPSXV 'HDQ RI 6WXGHQWV RU 3UHVVLGHQW 7KH VHPLQDU\ ZLOO
FRUUHFWLYH DFWLRQ LV QHFHVVDU\ DQG DSSURSULDWH 7KH V
UHSRUWLQJ FRQGXFW ZKLFK LV EHOLHYHG E\ WKH UHSRUWLQJ

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576 PDLQWDLQV WKH VHFXULW\ DQG FRQÀGHQWLDOLW\ RI V
NHSW LQ ORFNHG URRPV DQG LQ ORFNHG ÀOH FDELQHWV ,Q DQ
VHHNLQJ VWXGHQWV LV GLJLWDOO\ 'EDFNHG XSµ DW DQ RII VLV

6LQFH 576 GRHV QRW DFFHSW 7LWOH ,9 VWXGHQW ORDQ PR
5LJKWV DQG 3ULYDF\ \$FW)(53\$ +RZHYHU 576· FRQÀGHQWLDOL
RTS policies are as follows:

\$ VWXGHQW PD\ LQVSHFW DQG UHYLHZ KLV KHU DFDGHPLF
PDGH WR WKH 5HJLVWUDU·V RIÀFH 7KH 5HJLVWUDU ZLOO PDNH
WLPD DQG SODFH ZKHUH WKH UHFRUGV PD\ EH LQVSHFWHG 7KH
UHYLHZ

,I D VWXGHQW EHOLHYHV KLV KHU DFDGHPLF ÀOH DQG RU V
UHTXHV WR DPHQG WKH ÀOH DQG RU WUDQVFULSW 7KH VWXG
RI WKH UHFRUG WKDW WKH VWXGHQW ZLVKHV WR FKDQJH DQG
QRW WR DPHQG WKH VWXGHQW PD\ XVH WKH DSSHDO SURFHVV

576 ZLOO QRW GLVFORVH ZLWKRXW WKH VWXGHQW·V FRQV
VWXGHQW·V DFDGHPLF ÀOH RU WUDQVFULSW H[FHSWLQJ OHJLV

Directory information includes, but is not limited to, name, address, telephone number, email, date and
SODFH RI ELUWK VSRXVH·V QDPH KRPH VWDWH SUHYLRXV VFH
grade level, dates of attendance, photo and photo of spouse, degree program, enrollment type (full-time, part
WLPD DQG GHJUHHV ZLWK GDWH RI JUDGXDWLRQ