



**STUDENT HANDBOOK**  
**2017-2018**

**REFORMED THEOLOGICAL SEMINARY**  
**NEW YORK CITY**

## **STUDENT HANDBOOK**

### **For Students at Reformed Theological Seminary, New York City**

#### **PREFACE**

This handbook provides a reference for certain policies and procedures that affect RTS NYC students. All students will be issued a copy of this handbook. It is their duty to familiarize themselves with the policies and procedures that pertain to them and insure adherence to them.

#### **INTRODUCTION – Student Handbook Disclaimer**

We have prepared this Student Handbook to familiarize you with some of our general procedures and to help answer some questions you may have about RTS NYC. After reading the handbook, please keep it for future reference.

Nothing contained in this Student Handbook is intended to be, nor shall it be deemed to be, a contract between RTS and any student. All policies, practices and procedures of the Seminary, whether or not described in this manual, may be changed, modified, or discontinued without prior notice and with retroactive effect.

#### **ACKNOWLEDGMENT OF STUDENT HANDBOOK**

I acknowledge receipt of a copy of the RTS NYC Student Handbook. I understand that the Seminary has the unilateral right, at any time and for any reason, to make changes in all policies, instructions and procedures, with or without notice, and with retroactive effect.

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SIGNATURE

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PRINT NAME

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DATE

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**Forms located at the end of this handbook:**

- Graduation Application
- Request for Extension
- Withdrawal Form
- Student Complaint & Appeal

## WELCOME TO RTS NEW YORK CITY

RTS New York City is the result of a strategic partnership between Redeemer City to City (CTC) and Reformed Theological Seminary (RTS) to provide theological education and practical ministry training in New York City. The seminary program seeks to prepare ministry leaders in the city for the city, with RTS providing a 66-credit-hour Master of Arts (Biblical Studies) complemented by a subsequent year of practical training called the City Ministry Year (CMY) provided by CTC.

The goal of the seminary program is to prepare leaders called to serve the church and other ministries in NYC or other major cities of the world. These leaders include aspiring church planters, pastors, ministry leaders and marketplace leaders. We believe if someone is preparing to minister in an urban environment, it is best that they get their foundational theological education within that environment, so they can process what they are learning in the midst of life and ministry in the city.

Feel free to contact the appropriate person when you have a question, a suggestion, or a need. We are here to assist you. At RTS NYC, we desire to be a place where close, cordial relationships can be developed between students, faculty, and staff in the Spirit and love of Christ.

Please be patient during your first few weeks and months of your degree work. While the workload is substantial and challenging, you will be able to master the assignments with diligence, hard work, and fervent prayer. Refuse to let temporary discouragements tell you otherwise. Remember, we do everything in the presence of the Lord and for his glory.

We want your life at RTS NYC to be characterized by four commitments:

- 1) a commitment to the truth of the Scriptures and their application to all of life;
- 2) a commitment to thorough academic work offered to the Lord as your immediate vocation;
- 3) a commitment toward genuine loving relationships with God and one another, reflecting the self-sacrificing love of our Savior for us; and
- 4) a commitment to minister to the larger community and to the church as God provides the opportunity.

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The Rev. M. Steve Wallace, Executive Director

## REFORMED THEOLOGICAL SEMINARY, INTRODUCTION

### ***RTS Purpose Statement***

The purpose of RTS is to serve the church in all branches of evangelical Christianity, especially the Presbyterian and Reformed family, by preparing its leaders, with a priority on pastors, and including missionaries, educators, counselors, and others through a program of theological education on the graduate level, based upon the authority of the inerrant Word of God, the sixty-six books of the Bible, and committed to the Reformed faith as set forth in the *Westminster Confession of Faith* and the *Larger and Shorter Catechisms* as accepted by the Presbyterian Church in the United States of America as its standard of doctrine at its first General Assembly in 1789. This program shall be characterized by biblical fidelity, confessional integrity, and academic excellence, and committed to the promotion of the spiritual growth of the students. The breadth of this ministry will include multiple campuses and extensions as led by the Lord.

### ***RTS Vision Statement***

Reformed Theological Seminary exists to glorify the Triune God and to serve His Church by providing excellent, globally accessible graduate theological education and pastoral training in the Reformed tradition, and by equipping its students for servant leadership that is marked by “A mind for truth. A heart for God.”

**RTS New York City** participates in and applies the institutional purpose of RTS by forming generations of Christian leaders marked by a spirit of *semper reformanda*, which means “Always Reforming.” These kinds of leaders are nurtured in the Word of God and empowered by the Spirit of Christ to reform the church and transform the world. In this way, we hope to contribute to the Church’s role in making Christ’s invisible kingdom visible “... on earth, as it is in heaven.”

### ***Accreditation***

Reformed Theological Seminary is accredited by the Commission on Accrediting of The Association of Theological Schools to award the following degrees: Master of Divinity, Master of Arts, Master of Arts (Biblical Studies), Master of Arts (Religion), Master of Arts (Theological Studies), Master of Arts in Counseling, Master of Arts in Marriage and Family Therapy and Counseling, and Doctor of Ministry.

**RTS New York City** is approved to offer the Master of Arts (Biblical Studies). The RTS MABS is accredited by The Association of Theological Schools-Commission on Accrediting (ATS) and by the Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC). RTS also has permission from ATS, SACS-COC, and the New York State Board of Regents to operate at two approved sites in NYC and to deliver up to 49% of the MABS residually in NYC.

**The Association of Theological Schools in the United States and Canada:**

**The Commission on Accrediting**

10 Summit Park Drive, Pittsburgh, PA 15275-1103

Telephone: 412.788.6505

[www.ats.edu](http://www.ats.edu)

**Southern Association of Colleges and Schools:  
Commission on Colleges**

1866 Southern Lane, Decatur, GA 30033-4097  
Telephone: 404.679.4500,  
[www.sacscoc.org](http://www.sacscoc.org)

**The State Education Department  
The University of the State of New York  
Office of Higher Education**

Albany, New York 12234  
Telephone: 518-486-3633

***History RTS***

The turbulent 1960s had an impact not only on American politics but also on American churches. After a season of intense prayer during a meeting in a Memphis hotel room, five concerned pastors, led by Dr. Sam Patterson, gave birth to the idea of starting a new seminary committed to the authority of the Scriptures. Reformed Theological Seminary first opened its doors in Jackson, Mississippi, in the fall of 1966 with 14 eager seminary students. Times have changed and the vision has grown. Today, with its strong history and expanding presence, RTS is one of the largest, thriving, cutting-edge seminaries in North America with more than 2500 students across its multiple locations: Atlanta, Charlotte, Dallas, Houston, Jackson, Memphis, New York City, Orlando, Washington D.C., and Global.

Over the past 50 years, RTS has educated more than 7,000 ministers, teachers, missionaries and counselors who have taken the Gospel of Jesus Christ to more than 55 countries through more than 46 denominations, reaching millions of men, women and children with that good news.

For the complete RTS story, see *The First Forty Years*, by church historian, librarian, and faculty member John Muether.

***History of RTS NYC***

The RTS New York City story began with an exploratory meeting, requested by Tim Keller, in June 2009, at the PCA General Assembly in Orlando, FL. The meeting included Tim Keller, at that time Sr. Pastor of Redeemer NYC and representatives of RTS, including Ric Cannada and Steve Wallace, at that time the Chancellor/CEO of RTS and COO of RTS. Tim discussed the vision of Redeemer to plant multiple churches in NYC and the need of a seminary to partner with Redeemer City to City to prepare the needed pipeline of future leaders with the necessary theological and practical preparation for the urban environment of New York City. Tim's vision included his desire to be involved with the instruction and training of such a program. In the months following, Chancellor Cannada sought for and received approval from the Board of RTS to pursue an extension campus in New York City in partnership with Redeemer City to City.

For leadership, Dr. Mark Reynolds was tasked to head up the partnership on the Redeemer City to City side, and the Rev. Steve Wallace was tasked on the RTS side. Mark and Steve drafted Memorandums of Understanding between the organizations and explored various models for delivering a seminary degree and practical ministry training in NYC. RTS was responsible for obtaining all necessary approvals with accreditors and state agencies. Mark and Steve's co-laboring efforts began in 2011 and continued with the start-up of the program spring of 2015 and until now with the first RTS NYC graduation and kick-off of the CMY fall of 2017.

## **SPIRITUAL LIFE**

### ***Community Commitments***

As you begin—or continue—your seminary career, we invite you to join us in committing to:

- 1) The truth of Scriptures in its full expression and in the breadth of its application to all of life (2 Tim. 3:16-17).
- 2) Sharing of this with each other in hard work and personal service (1 Thess. 2:8).
- 3) A significant and thorough application to academic work offered to the Lord as our immediate vocation (2 Tim. 2:15-16).
- 4) A genuine and supportive friendship with each other, reflecting the self-sacrificing love of our Savior for us (1 John 3:11, 16-18).

### ***Personal Commitments***

The Apostle Paul wrote Timothy: “Watch your life and doctrine closely...” (1 Tim. 4:16a). Your personal walk with the Lord merits your first and continuing concern. If your studies (even of Scripture and theology) overtake your personal devotion and formation in relational accountability, you can become dry and bitter. Be on guard against this, and cultivate specific disciplines during this time that will bear much fruit under the later (and greater) demands of ministry in the kingdom! John Frame’s, *Studying Theology as a Servant of Jesus*, contains valuable advice on this subject.

### ***The Lord’s Day***

The Lord’s Day is set aside for your worship with a local congregation and for your rest. You are urged to participate actively in a local church. This will be a valuable and indispensable element in your seminary experience. Some congregations accept students into affiliate membership; others will urge you to transfer your membership to that congregation. Either way, you will find great value in associating with a particular congregation throughout your seminary days. Take some time the first few months to determine where you will attend, and then commit yourself to faithfully attend and serve.

Lord’s Day Observance also means that you should search your conscience regarding studying on the Lord’s Day. Please do not call faculty or staff at their homes concerning academic or other seminary related matters on the Lord’s Day. For a list of area churches that students, faculty and staff attend, please contact the Director of Student Services.

### ***Personal & Corporate Prayer***

Opportunities for prayer—some organized, some spontaneous and individual—occur regularly. We vigorously encourage you to take advantage of them and to institute such practices regularly with your seminary classmates and faculty.

### ***Study as a Spiritual Activity***

Studying and preparing for class is your primary responsibility before God during your seminary days. Preparation for ministry is a consecrated activity. Commit yourself to preparing thoroughly and approaching your study as a devotional service of worship.

## **STUDENT SERVICES**

### ***Financial Aid***

Need-based scholarships are available for the RTS NYC MABS program for students accepted and enrolled into an upcoming cohort. More information regarding how to apply and who qualifies is available each spring during enrollment season. Additional things to keep in mind regarding financial aid:

- RTS does not participate in the Federal student loan program.
- We desire that students avoid building school loan debt.

The Scholarship Committee reviews each request for financial aid depending upon allocation of available resources. Funding comes primarily through the generosity of churches and friends of the seminary. It is customary for students to graduate without incurring indebtedness for their seminary education. RTS is distinct in this important aspect of preparing students for successful ministry. There will be no additional student charges associated with verification of student identity.

### ***RTS Wireless Network Usage Policy***

Use of RTS wireless networking services implies consent to RTS Wireless Network Usage Policy as follows:

- 1) Wireless network access is provided for use by members of the RTS community and is intended to support and enhance the educational experience.
- 2) Providing a safe and secure technological environment in a community setting requires cooperation from all members of the community.
- 3) Wireless network access may, on occasion, be taken offline without notice for testing, troubleshooting, expansion, etc.
- 4) Intellectual labor and creativity are highly valued by the seminary community. Therefore, because electronic information is so easily reproduced, respect for the work of others is especially critical as it relates to the use of technology. Any violation of original works such as plagiarism, unauthorized access, and copyright violations may be grounds for disciplinary action and/or loss of access privileges.
- 5) Volumes, libraries, directories, programs, files or data that does not belong to an individual should not be copied without prior authorization and is not allowed without such permission.
- 6) The Internet is a valuable resource for academic research, but may also serve as a source of content that is incongruent with the values of the seminary. To help preserve the integrity of Internet access, RTS' Wireless server maintains logs that record usage by computer. Inappropriate use may be subject to disciplinary action and/or loss of access privileges. In the event that sites of questionable content need to be viewed for the purposes of academic research, permission must be secured from the department head and forwarded to the IT Department.
- 7) Community technological resources may not be modified in any way by anyone outside RTS IT Department. Costs incurred to restore/replace equipment that has been altered or damaged will be assessed to those responsible.
- 8) Intentional harm or damage to RTS owned technological resources by knowingly spreading virus infected files, malware, spyware, adware, etc., or any use of these resources for inappropriate conduct may result in disciplinary action and/or loss of privileges, and/or

assessment of costs to repair/replace such resources.

- 9) RTS Information Technology Department is not responsible for support of any hardware or software not owned by RTS.

### ***Insurance***

Reformed Theological Seminary requires all students who are taking 12 or more hours in a given semester to demonstrate proof of health insurance in order to complete their registration.

In order to help students in their search for a viable insurance option, we have provided several links to resources on our website. However, we encourage you to explore all your options and choose wisely. While we accept all of the options listed on the link that follows, it does not mean that RTS endorses any of them: [Health Insurance Options for RTS Students](#).

### ***Students with Special Needs***

The Dean of Students handles the coordination of needed accommodation for students with disabilities and special needs. This includes students with physical disabilities, learning disabilities and nonnative English speakers. If you need assistance, please contact the seminary at the beginning of the semester. We will do all we can to accommodate your special needs when we know about them in advance.

### ***Student Images***

Students consent to and understand their image may be used in promotional and/or academic materials as needed by the institution. These materials include, but are not limited to, printed publications, electronic platforms, and social media. With the exception of images created for inclusion within the Student Directory, students may request their image not be used by submitting a written request to the Director of Student Services prior to the image's production.

### ***Career Advisement***

All students entering their final year of seminary may meet with the Dean of Students for career advisement. Faculty advisors are also available for consultation. Contact the Academic Dean or Executive Director to schedule an appointment.

### ***RTS New York City Facilities***

The campus of RTS NYC is MTA/Subway accessible. The New York City Subway (MTA) system provides the best access to both locations. There are subway stops near each location where classes are held in Manhattan [Redeemer Westside, 150 W 83<sup>rd</sup>; and Redeemer offices, 1166 Ave of Americas (16<sup>th</sup> floor)]. There are public parking garages near each location for those that drive.

The building is open for scheduled classes. For entry to 1166 Ave of Americas, building security requires that students and staff have an entry card to access the building. Entry cards will be provided during the student orientation process. For entry to 150 W 83<sup>rd</sup>, a picture ID will be required.

## **ACADEMIC LIFE**

### ***Academic Advising & Concerns***

You should plan your curriculum in close consultation with the catalog, your academic advisor, and/or the Academic Dean.

If you should have a problem involving only a class, first consult with that professor. If it is, or becomes, a wider matter, speak with your campus's Registrar or Academic Dean.

The catalog is designed to acquaint you with various program requirements and rewards. Become very familiar with its contents. You should plan your curriculum in close consultation with the catalog, and the Dean of Students.

### ***Registration***

All class registration is completed online via [Self Service](#) or via the Registrar.

### ***Drop/Add Policy***

Students may drop/add courses via Self Service until the online drop or add deadline. After the online deadline, you may be able to drop a class through the Registrar if you are taking a weekend or modular course (see distinctions below). After the term begins, there is a fee for each course dropped or added. Thus, it is recommended that you finalize your schedule before the first day of the term. See the most recent Schedule of Fees online for the current drop/add fee. If a student drops a course prior to the drop deadline (through the first five weeks of a regular semester schedule or Distance course, the second weekend of a weekend course, the second day of a week-long intensive, or the equivalent in other formats), the course is erased from the student's permanent record and the tuition is refunded. If a student withdraws from a course after the drop deadline, the grade "W" will be entered on the student's permanent record and the tuition is not refunded. The Dean of Students should be consulted whenever a student considers withdrawing from a course and a Withdrawal form, found on page 26 must be submitted.

Changing your registration from credit to audit (or audit to credit) is the same as dropping or adding a course. Therefore, the above drop/add policy applies in these situations.

### ***Class Attendance***

Your attendance at class sessions is expected. You will find different methods of presentation from different faculty members. Your task will be to adapt to various methods of presentation in order to learn well. Part of this process involves learning to learn. Decide what kind of notes you need for each class in order to comprehend the material. Recording class sessions is permitted with each professor's prior approval and is to be used solely for personal study and spiritual edification and is not to be distributed privately or publicly in any manner. The video recording of RTS courses by students is prohibited. Please remember that lectures and syllabi are the intellectual property of the professors. Distribution may be considered piracy.

### ***Tests & Examinations***

Tests and examinations, other than final examinations, are developed and administered according to each professor's requirements. Most professors indicate their testing schedule at the beginning of each semester. This does not preclude unscheduled examinations. Ask your professor what the policy is and the kind of response expected on examinations and then be prepared to respond accordingly.

### ***Style***

All research papers are to follow the guidelines found in *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students* by Kate L. Turabian. Instruction on the process of writing a research paper will be provided by the Academic Dean at the orientation seminar.

### ***Plagiarism***

Research papers require borrowing other people's ideas and words. However, the source of such borrowing must be acknowledged properly so that your ideas are clearly distinguished from ideas that you borrowed. If the source is not acknowledged properly, your work is plagiarism.

For an excellent summary on what constitutes plagiarism, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertation* (rev. by Wayne C. Booth, etc.; 7th ed.; Chicago: University of Chicago Press, 2007), pp. 77-80 (section 7.9).

Plagiarism includes word-for-word copying, lifting terms, restatement of someone's argument or line of thought, etc.—all without acknowledgment of source. Plagiarism also includes giving a source partial credit when more is taken from that source than indicated.

Plagiarism, whether intentional or unintentional, is very serious. All plagiarism cases are referred to the Academic Dean for resolution. Consequences may include some of the following:

- 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

### ***Extension of Time for Papers or Other Academic Work***

Deadlines for papers or other academic work must be observed. You may request an extension of time by consulting with your professor and/or the Academic Dean. Requests must be submitted using the form found on page 26 and approved by the professor of the class and the Academic Dean. Students who request extensions should expect a reduction in their grades on work handed in late. Having all work completed on time is seen as an important part of training for ministry.

You must familiarize yourself with the process and time limits for requesting extensions. If you have any questions, please speak with the Academic Dean. International students and/or students with disabilities that affect completion of assignments or tests please contact both faculty and the Academic Dean at the beginning of the semester in order to receive appropriate assistance.

### ***Extended Absences and Withdrawal***

RTS NYC does not have a Leave of Absence policy. Students who do not intend on registering for courses as scheduled must inform the Registrar in writing. Students are considered inactive after a one year absence from coursework and will be institutionally withdrawn from the seminary. A student planning to withdraw from the seminary should report this in writing to the Registrar using the Withdrawal Form. For readmission, the student is required to submit reapplication materials before reenrollment. These inactive periods may be included in the degree time limits.

### ***Grades***

Grades are posted online via Self Service approximately eight weeks after the last exam of any semester. Students with unpaid account balances will not receive grades or transcripts until all obligations to the seminary are fulfilled.

A	(97-100)	4.00	
A-	(94-96)	3.66	
B+	(91-93)	3.33	
B	(88-90)	3.00	
B-	(86-87)	2.66	
C+	(83-85)	2.33	
C	(80-82)	2.00	
C-	(78-79)	1.66	
D+	(75-77)	1.33	I (incomplete)
D	(72-74)	1.00	W (withdraw)
D-	(70-71)	0.66	S (satisfactory)
F	(0-69)	0.00	P (passing)

### ***Study Habits***

It is estimated that an average student at RTS will spend two hours in concentrated study for each hour of class time. This ideal is held in tension with the realities of life. Students who aim for this ratio tend to see the benefits at the end of the semester.

### ***Library***

RTS NYC students have two types of library resources available to you: borrowing privileges at local university and theological libraries, and the services of the RTS library system.

### ***ATLA Information***

ATLA Religion Index and other online databases allow students to search for periodical articles and dissertations by several different search keys (author, title, subject, keyword, etc).

To access ATLA, and other online resources, proceed to the [RTS Libraries](#) website. You will use your Self Service/Canvas credentials to log in.

### ***Interlibrary Loan (Non-RTS Libraries)***

Books and articles not found in any RTS library can be sought through Interlibrary loan. This process generally takes longer than borrowing from other RTS campuses, so students need to initiate the process early enough in the semester to allow for the process. The library may reserve the right to pass along fees associated with ILL; any copies received through ILL will be charged to the student at **10 cents per page**. Books requested from a non-RTS library may take as long as 1-3 weeks to arrive.

### ***Spouses Taking Classes***

Spouses of full-time students may audit any course offered by the Seminary without charge provided he or she secures the permission of the professor and there is available seating. Details of specific course schedules are located online at [www.rts.edu](http://www.rts.edu). Not only may these courses provide opportunity for your spiritual growth, but also, they can help you become better acquainted with professors and others of the Seminary family. RTS graduates may audit (for free) any course they have previously taken and received credit for.

### ***Student Records***

RTS maintains the security and confidentiality of student educational records. All student records are kept in locked rooms and in locked file cabinets. In addition, all transcribed information for current degree seeking students is digitally “backed up” at an off -site location.

Since RTS does not accept Title IV student loan monies, RTS is not bound by the Family Educational Rights and Privacy Act (FERPA). However, RTS’ confidentiality policies are generally consistent with FERPA. RTS policies are as follows:

A student may inspect and review his/her academic file and transcript after a written request has been made to the Registrar’s office. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The Registrar will be present during this inspection and review.

If a student believes his/her academic file and/or transcript are inaccurate or misleading, the student may request to amend the file and/or transcript. The student should write the Registrar, clearly identifying the portion of the record that the student wishes to change and specifying what is inaccurate or misleading. If RTS decides not to amend, the student may use the appeal process outlined elsewhere in this Handbook.

RTS will not disclose, without the student’s consent, personally identifiable information found in the student’s academic file or transcript, excepting legitimate educational interests and directory information.

Directory information includes, but is not limited to, name, address, telephone number, email, date and place of birth, spouse’s name, home state, previous schools attended, denomination and presbytery affiliation, grade level, dates of attendance, photo and photo of spouse, degree program, enrollment type (full-time, part-time), and degrees with date of graduation.

### ***Accreditation Standards***

Reformed Theological Seminary maintains a goal to comply fully with the standards of accreditation of The Association of Theological Schools (ATS) in the United States and Canada and the Commission of Colleges of Southern Association of Colleges and Schools (SACS).

Students who believe that RTS has violated ATS and/or SACS standards in any way should submit their complaint in writing to their respective campus Academic Dean. The Dean will consult with the Chief Academic Officer, who serves as the coordinator of matters related to institutional accreditation. The complaint will be reviewed and a written response provided to the student in a timely fashion related to the receipt of the complaint.

At this point, if the student is not satisfied with the written response from RTS, the student may file a complaint directly with ATS and/or SACS.

## **CONDUCT**

### ***Guidelines***

Students are expected to conduct themselves at all times as mature believers. Exemplary Christian conduct should control our words and our actions, both public and private. In today's technological environment our words can include texting, emails, social networking and blogging, in addition to our speech. Godly behavior, expected of all Christians, is especially required of those who are preparing themselves to become ministers of the Word or servants in the church. Classroom manners should also reflect this maturity. Students should be respectful of professors, attend all class periods, and hand in assignments on time. Classroom etiquette also includes silencing cell phones, refraining from communicating with your neighbor during lectures, and using electronic devices only for class-related activities. (Students should consult course syllabi for class-specific policies on the use of computers in the classroom.)

Student conduct is under the supervision of the Academic Dean. The seminary reserves the right to dismiss any student whose conduct is found to be unsatisfactory on the basis of spiritual or moral principles found in the Scriptures. If desired, the student can appeal the dismissal according to the stated policy.

### ***Student Appeals***

An appeals process exists to resolve any behavioral or academic problem that cannot otherwise be settled in a Biblical manner and assures fairness to all parties concerned. This process is rarely needed and should only be used after all other means have been exhausted. For example, in academic matters that pertain to a class or a grade, the student should first work directly with the professor and/or Director of Student Services. Concerning behavioral or community issues, the student should first consult with the Academic Dean.

If the matter cannot be resolved by the above means, the following appeals process exists:

- 1) The student should submit a written appeal using the form found on page 28 to the Academic Dean regarding the issue. Depending on the issue, the Academic Dean may request input from the Faculty. The Academic Dean will render a written decision.
- 2) If the student is not satisfied with the decision of the Academic Dean, then the student may submit a subsequent written appeal to the campus Executive Director requesting a hearing. The campus Executive Director may or may not grant the request. If granted, the campus Executive Director will appoint an ad hoc committee that may consist of trustees, faculty, staff, and/or institutional officers to hear the case. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.
- 3) The decision of the Executive Director or the ad hoc committee is considered final, subject only to review by the Executive Committee of the Board to affirm the appeals process was properly observed.

### ***Sexual Harassment Policy***

The seminary expects all members of its community to apply sanctified common sense and Biblical principles to their relationships. It will not tolerate offensive or inappropriate sexual behavior and requires all faculty, staff and students to refrain from any action or conduct which could be viewed as sexual harassment. Any such harassment is contrary to and prohibited by seminary policy and will be considered grounds for disciplinary action. It should be noted that for academic purposes, some appropriate teaching and discussion of sexual information may occur, particularly in a counseling program; however, these discussions are necessary for the formation of a competent counselor or pastor and therefore do not constitute sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct of a sexual nature is expressly prohibited. Examples of prohibited conduct include but are not limited to lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; verbal, graphic or physical conduct inappropriately relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, computer images or cartoons.

The seminary must have the cooperation of all faculty, staff and students in order to implement its sexual harassment policy. It is the individual's responsibility to report immediately any incident which they believe to constitute sexual harassment. Even if they believe the act is isolated or infrequent, they should report it to the Academic Dean. The seminary will promptly investigate the situation and take whatever corrective action is necessary and appropriate. The seminary prohibits any retaliatory action against persons reporting conduct which is believed by the reporting individual to be in violation of this policy.

## DEGREE PROGRAM

### **Master of Arts (Biblical Studies) - Core Curriculum**

<b>Integration Studies</b>		<b>1 Hour</b>
CE750	Orientation Seminar	1 Hour
<b>Church History</b>		<b>6 Hours</b>
HT502	History of Christianity I	3 Hours
HT504	History of Christianity II	3 Hours
<b>Biblical Studies</b>		<b>24 Hours</b>
OT508	Genesis - Joshua	3 Hours
OT510	Judges - Esther	2 Hours
OT512	Poets	2 Hours
OT516	Isaiah - Malachi	3 Hours
NT508	Gospels	3 Hours
NT516	Acts - Romans	2 Hours
NT520	Pauline Epistles	3 Hours
NT522	Hebrews - Revelation	3 Hours
ON504	Advanced Biblical Exegesis	3 Hours
<b>Systematic Theology</b>		<b>13 Hours</b>
ST502	Introduction to Pastoral and Theological Studies	3 Hours
ST515	ST: Scripture, Theology Proper & Anthropology	3 Hours
ST517	ST: Christology, Soteriology, Eschatology	3 Hours
ST519	ST: Ecclesiology and Sacraments	2 Hours
ST530	Apologetics	2 Hours
<b>Language Sequence</b>		<b>8 Hours</b>
	Greek I / Hebrew I	3 Hours
	Greek II / Hebrew II	3 Hours
	Greek Exegesis / Hebrew Exegesis	2 Hours

"Free" Electives\* **14 Hours**

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Total Hours **66 Hours**

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MABS students are also required to pass the English Bible exam.

\* The following courses are expected for the Redeemer City Ministry Program:

- Second Language Sequence
  - Greek I / Hebrew I
  - Greek II / Hebrew II
  - Greek Exegesis / Hebrew Exegesis
- Two of the following courses:
  - Contemporary Issues in Theology - 3 Hours
  - Pastoral and Social Ethics - 3 Hours
  - History of Philosophy & Christian Thought - 3 Hours

## **2017/2018 ACADEMIC CALENDAR**

### **2017 Summer Semester**

April 1 ..... Registration Online Opens  
July 4 ..... Independence Day/RTS Closed

### **2017 Fall Semester**

June 15 ..... Registration Online Opens  
August 28 ..... Classes begin  
September 4 ..... Labor Day/RTS Closed  
November 23-24 ..... Thanksgiving/RTS Closed  
December 11-14 ..... Examination period

*\*\*Weekend classes have their own schedules. Please check your course syllabus.*

### **2018 Winter Semester**

November 1 ..... Registration Online Opens  
January 30 ..... Winter session ends

### **2018 Spring Semester**

December 1 ..... Registration Online Opens  
December 31 ..... Graduation Applications Due  
April 30 ..... Good Friday/RTS Closed

*See RTS web page for the most up to date calendars ([www.rts.edu](http://www.rts.edu))*

## **RTS DIRECTORY**

Seminary: [www.rts.edu](http://www.rts.edu)

### **Atlanta**

1580 Terrell Mill Rd SE  
Marietta, GA 30067  
770-952-8884 or 888-995-8665  
Fax: 770-952-8686 Web: [www.rts.edu/atlanta](http://www.rts.edu/atlanta)

### **Dallas**

1202 Dragon St. Ste. 104  
Dallas, TX 75207  
214-295-8599  
Fax: 601-923-1654 Web: [www.rts.edu/dallas](http://www.rts.edu/dallas)

### **Houston**

8300 Katy Freeway  
Houston, TX 77024  
832-377-1675 Fax: 407-366-9425  
Web: [www.rts.edu/houston](http://www.rts.edu/houston)

### **Memphis**

4055 Poplar Ave.  
Memphis, TN 38111  
901-507-4490  
Fax: 901-327-1204 Web: [www.rts.edu/memphis](http://www.rts.edu/memphis)

### **New York City**

1166 Avenue of Americas 16<sup>th</sup> Floor  
New York, NY 10036  
800-227-2013  
Web: [www.rts.edu/newyork](http://www.rts.edu/newyork)

### **Charlotte**

2101 Carmel Rd.  
Charlotte, NC 28226  
704-366-5066 or 800-755-2429  
Fax: 704-366-9295 Web: [www.rts.edu/charlotte](http://www.rts.edu/charlotte)

### **Global and Distance Education**

2101 Carmel Rd.  
Charlotte, NC 28226  
704-366-4853 or 800-277-2013  
Fax: 704-366-9295 Web: [www.rts.edu/global](http://www.rts.edu/global)

### **Jackson**

5422 Clinton Blvd.  
Jackson, MS 39209  
601-923-1600 or 800-543-2703  
Fax: 601-923-1654 Web: [www.rts.edu/jackson](http://www.rts.edu/jackson)

### **Orlando**

1231 Reformation Dr.  
Oviedo, FL 32765  
407-366-9493 or 800-752-4382  
Fax: 407-366-9425 Web: [www.rts.edu/orlando](http://www.rts.edu/orlando)

### **Washington, D.C.**

1651 Old Meadow Rd., Suite 300  
McLean, VA 22102  
703-448-3393 Fax: 703-738-7389  
Web: [www.rts.edu/washington](http://www.rts.edu/washington)

# Application for Graduation

Reformed Theological Seminary

New York City

## Commencement Service:

Date and time: Normally, the first Friday in September

Location: Normally, Redeemer Westside Congregation - 150 W 83<sup>rd</sup> (fifth floor)

**PLEASE PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA:**

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**First (Please Print)**

**Middle**

**Last**

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**Mailing Address (Please Print)**

**City**

**State**

**Zip**

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**Email Address: (Please Print)**

**Do you plan to participate in the Commencement service** Yes \_\_\_\_\_ No \_\_\_\_\_

**If YES, please provide the following information:**

1. **Height:** \_\_\_\_\_ ft. \_\_\_\_\_ inches;
2. **Head size** (circumference): \_\_\_\_\_ inches;
3. **Coat Size:** \_\_\_\_\_
4. **How many family & friends do you anticipate attending commencement:** \_\_\_\_\_

**Your previous graduate and post-graduate degree(s) will be printed with your full name in the commencement program. Please list previous graduate and post-graduate degree(s) (B.A., B.S., J.D., etc.) and the Institution where received:**

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**If different, please list your post-graduation address:**

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*As soon as possible, please complete and save this form as PDF and return as attachment in email to, Alice Hathaway: [ahathaway@rts.edu](mailto:ahathaway@rts.edu) . Please title document as: Graduation Application-NYC-(your last name).*

*The standard graduation fee of \$200 (diploma and gown etc.) will be charged to your student account.*

**For office Use only:**

\_\_\_ Coursework Complete    \_\_\_ English Bible Exam    \_\_\_ Student Billing account paid

\_\_\_ Final (passing) GPA    \_\_\_ Cleared to Receive Diploma

**EXTENSION REQUEST FORM**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Course Title and Number: \_\_\_\_\_

Term/Year: \_\_\_\_\_

All requests for extensions must have a good and sufficient reason (see Extension Policy below). A request for an extension should be made before the end of the semester. The professor and the academic dean must both grant permission for an extension. The professor should submit an “I” grade for the student. The extension should not exceed six weeks after the original course deadline.

Please give a statement explaining your reasons for an extension:

Current course deadline: \_\_\_\_\_

Date to be completed: \_\_\_\_\_

Please check one:

\_\_\_\_\_ With Grade Penalty

\_\_\_\_\_ Without Grade Penalty

\_\_\_\_\_  
Professor’s Signature

\_\_\_\_\_  
Academic Dean’s Signature

**EXTENSION POLICY**

Only for significant emergencies or unforeseen circumstances are extensions granted. (i.e. include illness and medical emergency of student, serious illness, or death in the family.)

**WITHDRAWAL FORM**

I wish to withdraw from the following course due to extenuating circumstances (please see attached explanation of circumstances). It has been approved by the Academic Dean, Registrar, and course instructor. I fully understand that this withdrawal is after the drop/add date and no tuition will be refunded. A grade of “W” will be issued on my transcript.

Name of Student: \_\_\_\_\_

Course Name: \_\_\_\_\_

Professor’s Name: \_\_\_\_\_

Last day of attendance: \_\_\_\_\_

Is this part of a withdrawal from the seminary? \_\_\_\_Yes \_\_\_\_No

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar’s Signature

\_\_\_\_\_  
Date

## STUDENT COMPLAINT & APPEALS FORM

Student's Name (Optional): \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Course Title and Number (if Applicable): \_\_\_\_\_

Term/Year: \_\_\_\_\_

Please attach a description of the nature of your complaint and submit, along with this form, to the Registrar.

### COMPLAINT & APPEALS POLICY

An appeals process exists to resolve any behavioral or academic problem that cannot otherwise be settled in a Biblical manner and assures fairness to all parties concerned. This process is rarely needed and should only be used after all other means have been exhausted. For example, in academic matters that pertain to a class or a grade, the student should first work directly with the professor and/or Registrar.

Concerning behavioral or community issues, the student should first consult with the Dean of Students. If the matter cannot be resolved by the above means, the following appeals process exists:

1. The student should submit a written appeal to the Academic Dean regarding the issue. Depending on the issue, the Academic Dean may request input from the Faculty. The Academic Dean will render a written decision.
2. If the student is not satisfied with the decision of the Academic Dean, then the student may submit a subsequent written appeal to the campus President requesting a hearing. The campus President may or may not grant the request. If granted, the campus President will appoint an ad hoc committee that may consist of trustees, faculty, staff, and/or institutional officers to hear the case. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.
3. The decision of the President or the ad hoc committee is considered final, subject only to review by the Executive Committee of the Board to affirm the appeals process was properly observed.