REFORMED THEOLOGICAL SEMINARY
GLOBAL

STUDENT HANDBOOK

REFORMED THEOLOGICAL SEMINARY
GLOBAL

This Student Handbook has been designed to assist you in successfully navigating RTS Global Education, whether you are taking a single course or pursuing a certificate or degree program. In it you'll find valuable information, step-by-step instructions, study helps, and essential forms to guide you through every aspect of your online education opportunity from registration to graduation. Please use this resource as your first-stop reference manual. You are expected to be familiar with this information.

You will find the online learning process convenient, rewarding, yet challenging. The information contained in this handbook will help you assume your responsibilities with greater confidence as you progress through your course of study.

For further assistance, visit www.rts.edu/distance or contact RTS Global Education at 1-855-854-6920, or e-mail at the following addresses for general questions: distance.education@rts.edu; for Student Services questions: dess@rts.edu; for registration questions contact the Global Registrar.

TABLE OF CONTENTS

Introduction:
- RTS Purpose and Vision Statements
- Accreditation
- Registration
- Payment
- Dropping a Course
- Extensions
- Transcripts

Ethics Standards and Policies:
- Student Conduct
- Plagiarism
- Student Appeals
- Sexual Harassment
- Privacy of Student Records
- Accreditation Complaint
- Intellectual Property Rights and Fair Use Guidelines

Self-Service
- Online Student Portal

Student Services
- General Information
- Grading Scale
- Exams
- Course Evaluation
- Student Complaints

Faculty and Staff

Librarian

RTS Campus Directory

Mentor Agreement Form

Mentor Course Report Form

Transcript Request Form

© 2021 - Reformed Theological Seminary, Global Education

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 participates in and applies the institutional purpose of 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 of The Association of Theological Schools (ATS) and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC).

Reformed Theological Seminary is accredited by ATS 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, Marriage of Arts in Marriage and Family Therapy and Counseling, and Doctor of Ministry. The following degrees are currently in teach-out: Master of Arts (Christian Thought), Master of Theology, Doctor of Philosophy [Intercultural Studies].

The Association of Theological Schools in the United States and Canada:
The Commission and Accrediting
10 Summit Park Drive, Pittsburgh,
PA 15275-1103
Telephone: 412.788.6506, www.ats.edu

Southern Association of Colleges and Schools:
Commission on Colleges
1866 Southern Land, Decatur,
GA 30033-4097
Telephone: 404.679.4500, www.sacscoc.org

© 2021 - Reformed Theological Seminary, Global Education

Registration:

Enrollment for all courses begins in the office of the registrar. You may register at any time since all distance courses offered are asynchronously. You will follow the same registration process for each course you take.

To register, contact Global Registrar, Kelci Rose, or register online via Self-Service. The Registrar is your first point of contact for general information about RTS DE courses and programs, as well as specific information about registration, tuition costs, course sequencing, course format, processes, and degree requirements.

Payment:

Make tuition payments by check or credit card through the registrar's office, or pay online via Self-Service. Here is how you can pay:

1. Logon
2. Click the "Finances" tab.
3. Look on the left side of the web-page and find where it says "Make a Payment."
4. Enter the amount of money you would like to pay in the box that says, "Amount."
5. Follow the instructions to complete the transaction.

When paying with a credit card, please supply personal account numbers over the phone. Do not put credit card information in an e-mail. For unpaid balances, a 1% finance fee is added every 30 days. There will be no additional student charges associated with verification of student identity.

Registration Information:

When registration is complete, you will receive a number of documents via email, including, an important acknowledgment letter that contains the beginning and completion dates for the course you are taking and your student ID number, as well as your login for the Learning Management System (LMS). Keep this information readily accessible. If you misplace your ID number, please contact the Registrar for assistance. The Registrar will provide information on the materials required for each course.

Dropping a Course:

Students are permitted to drop courses for a period of five weeks following the first day of the enrollment. Courses may be dropped without academic penalty if done so by the drop date. No courses may be dropped after the deadlines.

Students who drop a course or terminate enrollment before the drop deadline (five weeks following the first day of enrollment) will receive a full refund of tuition and technology fees (less the non-refundable tuition deposit for new students). Those who withdraw from the seminary or from a course after the deadline will receive no refund of tuition or technology fees. Exceptions may be granted in extreme circumstances only through a written appeal to the Business Office or the Academic Dean.

© 2021 - Reformed Theological Seminary, Global Education

Withdrawal from a Course:

In case of extenuating circumstances, a student may withdraw from a course after the drop deadline has passed. Withdrawing from a course must be done within 8 weeks of the course start date and can be done without the approval of the Academic Dean by contacting the Registrar. Withdrawing from a course will result in a grade of W and no refund of course tuition or fees.

Any requests to withdraw from a course after the 8-week standard withdraw deadline must be submitted in writing to the Dean and are subject to approval. Late withdrawals will only be granted for causes deemed adequate. Students are not permitted to withdraw from a course, under any circumstances, once their respective course end date has passed.

Extensions:

If you cannot complete the course work within the allotted time, you may purchase a one-month extension for $100. You must request an extension before the completion date of the course. No more than one extension is permitted for any course and should be used only for emergency situations. Students are permitted one course extension per class.

Transcripts:

All transcript requests are handled by the Registrar. Transcripts must be requested in writing using the Transcript Request Form. The form can be found online or at the end of this handbook. There is a $10 fee per each official transcript requested.

© 2021 - Reformed Theological Seminary, Global Education

Self-Service

Self-Service (Online Student Portal):

Self-Service is an online portal that gives students access to student account and transcript information. It allows online registration and payments. If the student account balance is overdue, a STOP will be put on your account and you will not be able to view your transcript information nor register for courses.

Once logged into the system, you may be immediately prompted to change your password. Please input the password e-mailed to you as the "current password" and then type one you can more easily remember as your new password. If you are not prompted and want to change your password, please proceed to the "My Profile" tab on the menu.

© 2021 - Reformed Theological Seminary, Global Education

Student Services

General Information:

Student Services plays a unique role for the Distance Education student. This office serves as your primary resource for information and assistance in successfully fulfilling academic requirements. Your direct access to a Student Services Assistant is: dess@rts.edu or 1-855-854-6920.

Learning Management System:

All courses are found in the Learning Management System (LMS). Prior to registration, if the student does not yet have a login for Self-Service, he/she must do the following:

1. To create your account, please go to Self Service and click "Request Account."
2. You will need to input your 9-digit student number (without dashes), your first and last name, and your date of birth.
3. For more in-depth instructions, you can visit News and Events on RTS.edu .
4. If you have any issues requesting your account, please email sis.info@rts.edu.
5. This is a one-time thing and will not have to be done again.

Once registered for the course, students will receive course access via the start letter from the Registrar. Each of the courses has a distinct site within the LMS; you will be able to access only the course(s) for which you are registered.

Your course's site within the LMS contains all relevant course materials (minus books) and course assessments. You will find the course syllabus, course notes, course discussion forums, and course assessments, course lectures, and exams.

Basic Technical Requirements for Canvas:

Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements. For more information see *What are the basic computer specifications for Canvas?* and *Which browsers does Canvas support?*

1. **Screen Size**
   Canvas is best viewed at a minimum resolution of 800x600. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.
2. **Operating Systems**
   - Windows 7 and newer
   - Mac OSX 10.10 and newer
   - Linux - chromeOS
3. **Mobile Operating System Native App Support**
   As of January 5, 2019, Android apps require version 5.0 or later and iOS apps require version 12 or later. All Android and iOS both support the two most recent versions of their respective operating systems.

© 2021 - Reformed Theological Seminary, Global Education

4. **Computer Speed and Processor**
   - Use a computer 5 years old or newer when possible
   - 1GB of RAM
   - 2GHz processor
5. **Internet Speed**
   - Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
   - Minimum of 512kbps
6. **Screen Readers**
   - Macintosh: VoiceOver (latest version for Safari)
   - PC: JAWS (latest version for Firefox)
   - PC: NVDA (latest version for Firefox)
   - There is no screen reader support for Canvas in Chrome

Time Limit:

For all courses, students are given twelve weeks to complete the course, both for 2-credit and 3-credit courses, with all coursework due by the end date given in the Course Start Letter.

Proctors and Exam Procedures:

All exams must be taken in the presence of a proctor. The sections on Selecting a Proctor and Submitting the Exam detail the specific role of the proctor in administering an exam. Exam time limits are specified within the LMS. Have your proctor review the exam instructions with you before you begin the exam to see what reference materials you are permitted to use, if any. No helps may be used unless explicitly stated in the exam instructions.

RTS Faculty will address all course content questions and will be active in the Student-to-Professor Forum, as well as posted Topical Discussion Questions. Faculty will also be responsible for grading student research papers.

Teaching Assistants (TA's) work with the Professors in each online class. Their role is to:

1. Help the student address simple course questions/issues
2. Grade exams
3. Monitor the Student-to-Student Forum
4. Monitor the online course grade book.

Student Services will address more specific course questions (excluding content questions) and issues not covered by the Faculty or TA.

Course Textbooks:

Required and recommended course textbooks and other resources are found in the syllabus for each course. Students may see all Distance courses, with course syllabi, on the rts.edu/global website.

© 2021 - Reformed Theological Seminary, Global Education

Finding Help in Courses:

RTS provides personal contact with faculty and other students, primarily through discussion forums in the LMS. Students are encouraged to interact with the online professor regarding course content issues and with Student Services regarding any minor technical issues.

For other course issues, you may contact the course TA. Information for contacting the TA is available within your course's site on the LMS.

Online Discussion Forums:

Communication is critical in any learning situation, but it is especially critical in distance education. For this reason, there is a Student-to-Student Discussion Forum and a Student-to-Professor Discussion Forum for each course in the LMS. You are required to interact in both forums.

RTS Mobile App:

Course lectures are available for free via the RTS Mobile App.

Insurance:

There are at least two measures you can take to protect yourself from overwhelming financial problems: Medical Insurance and Life Insurance. These will protect you and your loved ones from the financial disaster that can come through catastrophic illness and/or the unexpected death of you or a family member. Although medical and life insurance is not required of RTS DE students, it is a wise precaution and highly encouraged.

Financial Aid:

Financial aid is awarded in the form of grants and partnerships with particular ministries. Application for financial aid must be made through your Director of Admissions.

Students with Special Needs:

Student Services handles the coordination of needed accommodation for students with disabilities and special needs. This includes students with physical disabilities, learning disabilities and non-native English speakers. If you need assistance, please contact RTS DE Student Services upon enrolling for a course. We will do all we can to accommodate your special needs when we know about them in advance.

Academic Advisement and Concerns:

For advisement on course selection and registration, students may contact your campus or Global Registrar For advisement on course issues, syllabi, time management and/or study skills, etc., students may contact Student Services at dess@rts.edu or 1-855-854-6920.

Late Policy:

All course work must be turned in by the student's official end date as listed in his/her start letter. If more time is needed to complete course work, an extension must be purchased from the Global Registrar, Kelci Rose at krose@rts.edu. Any work turned in after the course end date will receive a 0.

© 2021 - Reformed Theological Seminary, Global Education

Completing a Course:

When you have finished your course requirements, you must fill out the course completion form, found at the end of your course.

Course Materials:

Before officially registering for a course, it is wise to have the course materials in your possession so there is no delay in doing the course work. All course materials are found on the course syllabi.

Course Requirements:

The individual course syllabus contains the specific requirements for each class. Read the syllabus carefully as it contains essential information about objectives, assignments, testing and grading. You are responsible for knowing what is required for your course.

Mentor Reports:

All degree and certificate students enrolled at RTS Global Education must select a mentor. Make sure you submit your mentor's name and contact information to the Registrar, using the Mentor Agreement Form from here. It is preferable to keep the same mentor throughout your degree work, but, if/when necessary to make a change, please submit a new Mentor Agreement Form to the Registrar at the beginning of a new course.

If you are enrolled in an RTS Global degree or certificate program, you are required to submit a mentor report at the end of the course. The Mentor Course Report Form is included in the Forms section of this handbook. The Mentor Course Report Form is a course requirement that constitutes five percent of your total grade.

Course Application Paper:

If you are enrolled at an RTS residential campus and taking online courses, you must submit a 200-word Course Application Paper at the conclusion of each course, except for language courses. This paper is a course requirement constituting five percent of your total grade.

Submitting Course Work:

All required coursework must be submitted within the LMS. Exams will be taken in the LMS. You are responsible for submitting assignments on time, according to the schedule provided in the LMS. You will not receive e-mail or telephone reminders about missing assignments. Study questions at the end of each lesson are designed for your benefit as you prepare for course exams. These questions do not need to be turned in for grading.

All work must be submitted either as a Microsoft Word document or an Adobe PDF (unless otherwise specified) file and include your name, the date and the name of the course. Each assignment, including multi-page course papers, should be submitted as a single file.

All coursework must be submitted by midnight of the course end date. No late submissions are permitted. Extensions must be arranged with the campus Registrar prior to the end date of the course.

© 2021 - Reformed Theological Seminary, Global Education

Grading:

After you have finished an assignment that needs to be graded, please allow 1-2 weeks for that assignment to be graded by the TA or Professor of your course. After your work has been assessed, you will receive an email notification that your grade has been posted in the LMS.

RTS Grading Scale:

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
D	72-74	1.00
D-	70-71	0.66
F	0-69	0.00
I	Incomplete	
W	Withdraw	
S	Satisfactory	
P	Passing	

Exams:

As a Global student, you are responsible for knowing the testing requirements of your course and finding and securing a proctor.

Selecting a Proctor:

Before taking an exam, you must select a proctor. A proctor may be any responsible adult you choose, but may not be a relative or current RTS student. Proctors are responsible for sitting nearby while the student takes the exam and then, at the conclusion of the exam, completing the online proctor form, verifying date and time the student took the exam & confirming student kept within time lines and parameters for the exam.

Requesting and Taking the Exam:

Follow the timetable outlined in your course syllabus for scheduling exams. Remember that all work must be completed before the course end date.

Exams taken in Canvas are built in to the online classroom, and when you are ready to take your exam, simply click the link to the appropriate exam. You will be given instructions and

© 2021 - Reformed Theological Seminary, Global Education

the format of the exam. Please note that once you click on the "Take the Quiz" button, you will start the exam and will be required to finish it. THIS PROCESS CANNOT BE UNDONE. It is important that you do not begin an exam until your proctor is present and you are ready to take the exam.

You may take the exam at a location that is convenient for both you and your proctor. Most exams take two to three hours to complete. Read all instructions carefully to determine the time limit for your exam and the rules on the use of any reference materials such as a Bible. Your proctor is responsible for remaining in the test area with you and supervising the administration of the exam. You may only open the exam in the presence of the proctor. Be sure to save your work as you proceed through the exam.

Submitting the Exam:

Exams taken in the Canvas classroom will automatically be submitted for grading upon completion of the exam.

Course Evaluation Surveys:

At the completion of each course, please complete the Course Evaluation on the LMS. Your suggestions and observations are essential in assuring the continued high quality and value of RTS DE classes.

Course Completion Forms:

When you have completed your course, it is imperative that you fill out and submit a Course Completion Form so that the course is properly closed out for grading. This form is found in the last module/assignment for each course.

Student Complaints:

If you have a complaint about a grade or other issue while taking a course, you must e-mail Student Services with a detailed description of your complaint. Student Services may contact you for further clarification and will then look to get additional feedback from the TA and/or Professor, if needed. A determination then will be made, in conjunction with the TA and/or Professor, if the complaint is valid. If so, a decision will be made as to how best to remedy the situation.

Student Conduct:

Students are expected to conduct themselves at all times as mature believers. Exemplary Christian conduct should guide the student's words and actions, both public and private. In today's technological environment, words can include texting, emails, social networking and blogging, in addition to speech. Godly behavior, expected of all Christians, is especially required of those who are preparing 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.

Student conduct is under the supervision of the Academic Dean of RTS. 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 may appeal the dismissal according to the stated policy.

© 2021 - Reformed Theological Seminary, Global Education

Ethics Standards and Policies

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 constitutes plagiarism. For an excellent summary on what constitutes plagiarism, see Kate L. Turabian, A Manual for Writers of Research Papers, Theses, and Dissertations (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

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 be used only 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:

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.

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.

The decision of the President or the ad hoc committee is considered final, subject to review by the Executive Committee of the Board to affirm the appeals process was properly observed.

© 2021 - Reformed Theological Seminary, Global Education

Sexual Harassment:

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 are 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. 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 he/she believes to constitute sexual harassment. Even if he/she believes the act is isolated or infrequent, he/she should report it to the campus Dean of Students or President. 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.

Privacy of 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 transcript 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 is 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 above 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

© 2021 - Reformed Theological Seminary, Global Education

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 Complaint:

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.

Reformed Theological Seminary
Policy on Intellectual Property Rights
and Fair Use Guidelines

General Principles:

Reformed Theological Seminary's (RTS) primary purpose is to provide theological education for individuals engaging in Christian ministry. This includes the creation and dissemination of knowledge in works of the intellect, in whatever medium (tangible or otherwise) they may be embodied or expressed. This policy recognizes and acknowledges that intellectual property rights may arise in such works from time to time as a result of efforts by members of the RTS community. This policy addresses certain recurring issues of ownership with respect to such rights. Throughout this policy, the term "intellectual property rights" includes: copyrights, trademarks, rights of publicity or privacy, the law of ideas, moral rights, and all other neighboring rights of whatsoever kind.

In this policy RTS reaffirms its commitment to the joint ownership of intellectual property rights in works of the intellect by RTS and their individual creators, whether the creators work alone or with others, and whether they work privately or as members of the RTS community, be they faculty, staff, and/or students.

As in the past, RTS also may create or commission such works in its own behalf, whether as works-for-hire or otherwise; and RTS may acquire such works from, or develop them in company with, individual authors on mutually agreeable terms.

Recurring or Categorical Exceptions include:

Any databases and similar collections of information, which are obtained primarily on behalf of RTS rather than individuals, or which involve issues of privacy and are used to help facilitate operations or administration.

© 2021 - Reformed Theological Seminary, Global Education

Collaborative works by persons working as members of the RTS community, when numerous individual original contributions are indistinctly merged, as a practical matter, into a new and distinct work fixed in a tangible medium of expression, and the individual creators have not entered into an agreement with respect to joint authorship.

In each instance, the intellectual property rights arising from the creation of these administrative or academic works shall vest (as works-for-hire or the equivalent) in RTS, which may thereafter grant licenses or royalties or both to individual creators or contributors.

Particular Provisions Applicable to Courses Approved for Credit:

Every member of the Seminary's community at large (including students, faculty, staff, and administrators) shall enjoy a permanent, nonexclusive, worldwide, royalty free license to make all traditional, customary, or reasonable academic use of the immediate content of that course (the License).

The "immediate content" of a course includes both the ideas and the expression arising ex tempore as the course is actually taught and delivered to students in the classroom (or otherwise at an assigned time or place); and this is so even when a permanent record of the delivery of the course is simultaneously made, as in the case (for example) of a recording of a lecture. To this extent, "the immediate content" of the course is subject to the License.

But works which are created outside the classroom (or otherwise beyond the immediate temporal setting in which a course is taught or delivered) - works (for example) such as books, texts, articles, notes for lectures, outlines, photographs, videos, films, recording, audiovisual works, and the like - are not part of "the immediate content" of a course, even if they are created expressly for the purpose of being assigned or used (in whole or in part) in the actual teaching or delivery of a course. Rights in these works are not subject to the License created by this policy, though of course they remain subject to other more general legal or customary principles applicable to fair use, whether in the academy or elsewhere.

The License shall be presumed to spring into existence automatically, by virtue of a course's approval for credit by RTS with the consent of any individual rights holder; no additional formality shall be required. No royalty shall be payable for the License, sufficient consideration for which shall be deemed to reside in the mutual benefit realized by RTS and the consenting rights-holder, as well as by individual members of the seminary community.

The License shall include a particular right in students duly enrolled in a course to take class notes for their personal use; but notes in a course shall not be taken or disseminated for commercial purposes unless approved by the instructor. Approval to record a class lecture or lectures shall not be included automatically in the License but must be approved by the instructor.

The License also shall include a right in RTS to offer the course, or to develop and offer derivative courses of instruction, in both conventional and non-conventional

© 2021 - Reformed Theological Seminary, Global Education

settings (including courses intended for use in online projects), whether at RTS or elsewhere. The License shall continue to be available to RTS even if the faculty member is no longer employed at RTS.

Particular Provisions Applicable to Online:

Faculty may be requested to participate in and assist with the RTS Global Education Program and other programs of similar nature. If a faculty member does participate in such programs, a written agreement will be entered into by and between the faculty member and RTS in connection with any such projects so that the faculty member will receive reasonable compensation for the work done. The faculty member will receive no compensation related to such project or projects other than that set forth in the agreement between RTS and the faculty member.

The Statutory Text of the Fair Use Exception:

Everyone in the RTS community must strive their best to abide by the Copyright laws of the United States.

Section 107 of the Copyright Act reads as follows:

Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phono-records or by all other means specified by that section, or purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

- The purpose and character of the use, including whether such use is of a commercial nature or are for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantially of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

RTS Global Education Staff:

David R. John III –– Executive Director
Brittain Brewer – Director of Admissions
Todd Whiting –– Director of Instructional Design and IT
Donn DeHart –– Director of Course Development
Kelci Rose – Registrar/ Executive Assistant
Evan Frazier –– Instructional Designer/ Canvas Administrator
Jaime Miller –– Course Media Designer
Michael Farrell –– Librarian

© 2021 - Reformed Theological Seminary, Global Education

Faculty and Staff

RTS Global Education Faculty:

Distance Education professors at RTS are full-time residential or adjunct faculty members who have significant participation and oversight of our online courses and programs. Although these professors may not be the same as the course lecturing professor, they have Ph.D.'s in the subject area covered for each online course and provide a high level of teaching expertise and interaction and feedback to online students. If you have any questions about a specific DE course, please contact RTS Global & Distance Education at 704-366-4853 or you may e-mail the Global Registrar, Ms. Kelci Rose, at krose@rts.edu.

Dr. Michael Allen
Systematic and Historical Theology | Orlando
ST516: Ecclesiology and Sacraments

Dr. James Anderson
Theology and Philosophy | Charlotte
Church and the World | History of Philosophy and Christian Thought
Pastoral and Social Ethics | Apologetics | Christian Encounter with Islam

Dr. Richard Belcher, Jr.
Old Testament and Charlotte Academic Dean |Charlotte
Genesis-Joshua | Judges-Ester | Poets | Advance Biblical Exegesis

Dr. Robert J. Cara
Provost and Chief Academic Officer| Charlotte
Hugh and Sallie Reaves Professor of New Testament
Greek Exegesis | Acts and Romans | Pauline Epistles | Advanced Biblical Exegesis

Dr. J. Ligon Duncan III
Chancellor & CEO | Jackson
Richards Professor of Systematic and Historical Theology
Theology of Worship | Covenant Theology

Dr. Gabe Fluhrer
Theology | Visiting Professor | Distance Education
Introduction to Pastoral and Theological Studies

Dr. Donald Fortson
Church History and Practical Theology | Charlotte
History of Christianity I | History of Christianity II | American Presbyterianism

© 2021 - Reformed Theological Seminary, Global Education

Dr. Mark D. Futato
Old Testament | Orlando
Hebrew I | Hebrew II | Hebrew Exegesis

Dr. Benjamin Gladd
New Testament | Jackson
Acts and Romans | Pauline Epistles | Hebrews – Revelation

Dr. Mark House
Biblical Languages |Adjunct Faculty | Distance Education
Greek I | Greek II | Greek Exegesis

Mr. David John
Theology | Visiting Professor | Distance Education
Orientation Seminar

Dr. Michael Kruger
President | New Testament and Early Christianity | Charlotte
Gospels | Hebrews – Revelation | The Origin and Authority of the New Testament Canon

Dr. Rod Mays
Practical Theology | Adjunct Faculty | Charlotte
Introduction to Counseling | Pastoral Counseling

Dr. Mark McDowell
Executive Director | Systematic Theology | Dallas
ST517: Christology, Sotierology, Eschatology

Mr. John Muether
Church History and Dean of Libraries | Orlando
Educational Ministry of the Church

Dr. Guy Richard
Theology| Visiting Professor |Distance Education
Theology of C.S. Lewis

Rev. Blair Smith
Systematic Theology | Charlotte
ST515: Scripture, Theology Proper, Anthropology

Dr. Scott R. Swain
President | Orlando
James Woodrow Hassell Professor of Systematic Theology

© 2021 - Reformed Theological Seminary, Global Education

Systematic Theology: Scripture, Theology Proper, Anthropology
Systematic Theology: Ecclesiology and Sacraments

Dr. Guy Waters

New Testament | Jackson
Theology of Worship | Covenant Theology

© 2021 - Reformed Theological Seminary, Global Education

The Librarian

The Global Education Reference Librarian, Michael Farrell, can assist the student with basic research and bibliographic questions. He can help you in the use of the online subscription databases such EBSCO. Mr. Farrell can also secure books and articles for you from the three RTS libraries. He can also obtain journal articles from our collections and from libraries outside of the RTS library system. Finally, he will assist in the finalization of the RTS Global MAR thesis. His specific goal is to help students with formatting rules and technicalities. These rules are defined by the standard academic style guides such as Kate Turabian's, A Manual for Writers (6th edition). She/He may be contacted by email: global.librarian@rts.edu

Resources:

1. RTS online catalogue
2. ATLA(s) via EBSCO. The most significant resource for students will be the various subscription databases hosted by EBSCO (login and password required). These databases are:
   a. ATLA Religion Database with ATLA Serials
   b. Religion and Philosophy Collection
   c. Catholic Periodical and Literature Index
   d. New Testament Abstracts
   e. Old Testament Abstracts
3. Religion and Theological Abstracts. Students also have access to the Religion and Theological Abstracts database. (Login and password required).
4. Encyclopedia Britannica Online. Students also have access to Britannica Online. (login and password required).

Requesting Books and Articles:

Journal articles and most books held in the various RTS collections (with some exceptions) are available for lending to DE students.

Mr. Farrell can supply photocopied essays/chapters from books we have. These chapters are then scanned and sent to students in PDF format via email. If necessary, he can acquire the books via inter-library loan and then make a copy of the essay or chapter and send it to the student in PDF format or as a photocopy through normal mail. Currently there are no charges for photocopying.

Making Requests:

Send the bibliographic information to: global.librarian@rts.edu. All book requests must include your mailing address with each email. The bibliographic data for book requests should include: author, title, library name, and location. For article requests, the bibliographic data should include, author, article title, full journal title, volume, year, issue number (optional), and page range. Do not send book and article requests via the EPSCO email facility.

Plan ahead for your research, because it may take a couple of weeks to get some material

© 2021 - Reformed Theological Seminary, Global Education

in from other libraries and then on to you. The official turn around for book requests is 10-15 days.

Lending Restrictions:

Mr. Farrell cannot mail out books owned by another institution's library. If you need the whole book and we do not own it, it would be better if you try and borrow the book from your larger local public or academic library. There is also a general limitation on the number of requests per week, per student. The maximum number of book requests is 10 per week, and article requests is 30. Lastly, there are copyright restrictions. We are not permitted by law to copy more than one chapter of a book.

Thesis Formatting:

There are two main sources for style guide information. The official RTS style and format guide, and Kate Turabian's A Manual for Writers of Term Papers, Theses and Dissertations (6th edition). Follow her examples for title pages, contents pages, bibliography, footnoting etc.

Three Citation Tips:

1. URLs: Avoid referencing URLs, unless it's the only place which has the source you are citing.
2. Footnote values. At the beginning of each chapter, the footnote value must return to 1.
3. First full citation. Every first citation of a work in a chapter has to be a full citation (no short-title citation), even if you have already cited the same work in a previous chapter.

Contact Information:

Email: global.librarian@rts.edu

© 2021 - Reformed Theological Seminary, Global Education

RTS Campus Directory

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

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

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

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

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

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

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

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

New York City
1166 Avenue of Americas 16th Floor
New York, NY 10036
800-227-2013
Web: www.rts.edu/newyork

Washington, D.C.
1028 Balls Hill Rd
Mclean, VA 22101
703-448-3393 Fax: 703-738-7389
Web: www.rts.edu/washington

© 2021 - Reformed Theological Seminary, Global Education

REFORMED THEOLOGICAL SEMINARY
GLOBAL

MENTOR AGREEMENT FORM

Student's Name: _____

Date: _____

Mentor's Name: _____

Address: _____

Phone Number: _____

Email Address: _____

The above student has met with me and explained the mentoring component of the M.A. degree program with Reformed Theological Seminary, Global Education. I understand that:

- I will be asked to help my student in the areas of personal and ministerial growth on a course-by-course basis.
- This will usually require us to meet at the beginning of each month for about an hour.
- I will help my student in setting goals for each course, in gaining the ministry experience he/she needs, and in assessing his/her progress during each course.
- I am looking forward to helping my student become more complete in Christ (Col. 1.28).
- I therefore agree to join with RTS/Global in the training and preparation of the above student by serving as his/her mentor until he/she completes his/her course of study or until further notice.

Signature: _____

Date: _____

© 2021 - Reformed Theological Seminary, Global Education

REFORMED THEOLOGICAL SEMINARY
GLOBAL

Mentor Course Report Form

Global MA and certificate students are required to use this form to report monthly meetings with their mentor. Record a summary of your growth and ministry goals, a summary of your meetings with your mentor, and you and your mentor's overall assessments during the course. You are required to have one meeting per month face-to-face or by phone or video call (3-month course = 3 meetings). Once completed, this form must be signed, by hand or digitally, by you and your mentor and uploaded to the appropriate Mentor Report Assignment in the online classroom.

Student's Name: _____ Study Period:_____

Mentor's Name: _____ Course Name:_____

Goals This Study Period
Personal Growth:

Ministry:

Meeting (summaries)
First:

© 2021 - Reformed Theological Seminary, Global Education

Second:

Third:

Fourth:

Assessments

Please speak specifically to (1) the student's ability winsomely to communicate Reformed doctrine and engage with opposing opinions, (2) the student's growth in grace through the course of the class and manifestation of the fruit of the Spirit, and (3) the student's ability to articulate a coherent Christian worldview.

Mentor:

Mentor's Signature:_____ Date: _____

Student's Signature: _____ Date: _____

© 2021 - Reformed Theological Seminary, Global Education

REFORMED THEOLOGICAL SEMINARY
GLOBAL

Transcript Request Form

Office of the Registrar
2101 Carmel Rd.
Charlotte, NC 28226

Dear Registrar,

I am requesting that you send an official transcript of my academic record to (name and address of receiving institution):

Personal Information (please print):

Name: _____

Social Security Number: _____

Mailing Address: _____

City, State, Zip Code: _____

Email Address: _____

Dates Attended RTS: _____

Year of Graduation: _____

Date of Request: _____

Phone Number: _____

Signature: _____

My payment of $10 for **each** transcript requested is enclosed with this request (payable to RTS). Thank you for your assistance.

© 2021 - Reformed Theological Seminary, Global Education