



# **STUDENT HANDBOOK**

## **2023-2024**

**REFORMED THEOLOGICAL SEMINARY**  
**WASHINGTON DC**  
8227 Old Courthouse Road, Suite 300  
Vienna, VA 22182  
703-448-3393

## **STUDENT HANDBOOK**

### **For Students at Reformed Theological Seminary, Washington DC**

#### **PREFACE**

This handbook provides a reference for certain policies and procedures that affect RTS DC 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 ensure 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 DC. 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 DC Student Handbook.
- I acknowledge that I have been provided access to the school's electronic catalog.
- I understand my rights & responsibilities.
- I understand the drop/add & refund policies.
- 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.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
STUDENT ID NUMBER

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
DEGREE PROGRAM

\_\_\_\_\_  
DATE

For Office Use Only:

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# **Welcome**

Welcome to RTS Washington! We are glad you have chosen to prepare for ministry at this campus, and we hope to make your adjustment to seminary life as easy and pleasant as possible. This Student Handbook is designed to help you know what to expect at RTS Washington and what is expected of you. Please read it carefully and keep it for future reference. The Student Handbook contains useful pointers, policies, and procedures designed to help you settle in and stay on track.

At RTS Washington, 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. Faculty and staff are accessible to you, and all administrators and faculty members have office hours. Please feel free to contact the appropriate person whenever you have a question, suggestion, or need. We are here to assist you!

Be patient during your first few weeks and months on campus as you adjust to the demands of study. While the workload is substantial and can be challenging, you will be able to master the assignments through diligence, hard work, and fervent prayer. Don't be defeated by temporary discouragements, but remember that we do everything in the presence of the Lord and for his glory.

As you pursue your studies at RTS Washington, it is our desire that your life would 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 to build 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.

We pray that your time on this campus will not only hone your knowledge and abilities, but that most importantly it will draw you into deeper relationship with the Lord as you work for his glory.

# **Reformed Theological Seminary, Introduction**

## ***About Reformed Theological Seminary***

Reformed Theological Seminary (RTS) exists to serve the church in all branches of evangelical Christianity, with a special focus on the Reformed community, by preparing its leaders, including pastors, missionaries, educators, counselors, scholars and others.

Established more than 50 years ago, RTS operates today on campuses in eight cities as well as online through a Global campus. RTS Washington specializes in offering a biblical, confessional, academically rigorous preparation for apologetically robust ministry in a pluralistic context. The Washington, D.C., campus began in the mid-1990s as a collaboration between ecclesial and para-church partners.

Today we send graduates committed to the lordship of Christ to serve in a wide range of contexts regionally, nationally, and internationally. As RTS Washington prepares to mark its 30th anniversary during the 2024-25 school year, we give thanks to God for his kindness to our campus over the decades.

## ***RTS Washington Campus Mission***

RTS Washington serves the church through biblical, confessional, worshipful, and academically rigorous preparation for ministry. Our campus specializes in forming pastors and Christian leaders for callings in and beyond the church that address the deepest human questions and longings in pluralistic contexts regionally, nationally, and internationally.

## ***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 Washington** is approved to offer the Master of Divinity, Master of Arts (Religion) and Master of Arts (Biblical Studies). The coursework, credits, and degree earned at Reformed Theological Seminary may or may not be transferable to another institution. It is at the sole discretion of the receiving institution which credits, if any, will be accepted.

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)

Reformed Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award masters and doctorate degrees.

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)

Reformed Theological Seminary is also certified to operate by SCHEV (State Council of Higher Education for Virginia)

State Council of Higher Education for Virginia  
James Monroe Building  
101 N. 14th Street, 9th Floor  
Richmond, VA 23219

and the Maryland Higher Education Commission

Maryland Higher Education Commission  
6 North Liberty Street  
10<sup>th</sup> Floor  
Baltimore, MD 21201

# **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 Rights and Responsibilities**

### ***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 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, subpoenas, and directory information.

When presented with a subpoena request for a current or prior student’s educational records, RTS will provide the requested records only after the student in question is notified of the subpoena request. RTS will attempt to notify the student in question by: (1) sending an email to the email address currently on file and (2) sending a certified letter to the address on file. Within five business days from delivery or delivery attempt of the certified mail, RTS will comply with the subpoena request.

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.

### ***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 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.

### ***Non-Discriminatory Enrollment***

The Seminary admits students of any race, color, and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national/ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

### ***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.

### ***Student Conduct***

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 leaving cell phones turned off, refraining from surfing the Internet and laptop computer games and communicating to their neighbor during lectures.

Student conduct is normally under the supervision of the Dean of Students. 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 student appeals 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 Registrar. Concerning behavioral or community issues, the student should first consult with the Dean of Students. In all cases, the student initiating the complaint will not be subject to adverse actions *per se* for this initiation.

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 27 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.
4. If you still feel a problem is unresolved after all the above appeals have been exhausted, you have the right to contact SCHEV (State Council of Higher Education for Virginia) to file a complaint and will not be subject to unfair actions from RTS as a result.

State Council of Higher Education for Virginia  
James Monroe Building

101 N. 14th Street, 9th Floor  
Richmond, VA 23219  
Office phone: 804-225-2600

### ***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 Admissions prior to the image's production.

## **Student Services**

### ***Financial Aid***

Financial Aid is awarded annually in the form of need-based grants, need-based partnerships with particular ministries, or merit-based scholarships. These scholarships and grants are not considered loans, therefore, no repayment is required. *All students who desire to be considered for Financial Aid must complete and submit a Financial Aid application.* Learn more at <https://rts.edu/admissions/financial-aid/>. There are no standards of academic progress required for continued participation within a current scholarship award year.

The Scholarship Committee reviews each application and determines 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.

#### *Deadlines for financial aid applications:*

Summer: Priority deadline is March 15. Regular deadline is May 15.

Fall: Priority deadline is May 15. Regular deadline is July 15.

Winter/Spring: December 1.

### ***Work Study***

Please contact the President of RTS Washington for more information. You can reach Dr. Scott Redd at [sredd@rts.edu](mailto:sredd@rts.edu).

### ***RTS Wireless Server***

Wireless network service is available for all members and guests of the RTS community.

#### 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 the 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.
10. RTS Information Technology Department is not responsible for support of any hardware or software not owned by RTS.

### ***Insurance***

Due to the change in the Affordable Care Act, RTS does not require all full-time students (with one exception mentioned below) to show proof of major medical insurance.

The exception to this policy is that F-1 Visa students and their families receiving financial aid are still required to show proof of major medical insurance coverage for all dependents listed on form I-20. For international students, proof of major medical insurance must be shown to the appropriate campus staff member by the first day of classes for the fall and spring semesters.

Be advised that even with the recent adaptations to the Affordable Care Act, RTS strongly encourages students to obtain health insurance due to the high costs of medical care.

If a student does not elect to have health insurance coverage while enrolled in seminary, they understand and agree that any medical bill or liability is not the responsibility of RTS, and is a personal cost.

### ***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 non-native 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.

### ***Career Advisement***

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

## **Facilities & Emergency Response Procedures**

### ***RTS Washington Facilities***

The campus of RTS Washington is one mile from the Greensboro Metro Station (Silver Line). For more information about using Metro, please visit: [www.wmata.com](http://www.wmata.com).

The building is open from 7:50am to 7:30pm (Mon-Fri) and 7:30am to 5pm (Sat). **Students are given an access code at the beginning of each term to gain access to the building.** Please make note of this code when it is received and commit it to memory. Parking at 8227 Old Courthouse Road is free. No overnight parking is allowed.

Classes may also be offered at the following locations:

McLean Presbyterian Church	The Falls Church Anglican	4 <sup>th</sup> Presbyterian Church
1020 Balls Hill Rd, McLean, VA 22101	6565 Arlington Blvd, Falls Church, VA 22042	5500 River Rd, Bethesda, MD 20816

### ***Emergency Response Reporting***

In the case of a true emergency (involving an immediate threat to life and/or property), **call 9-1-1 immediately** to report the situation to emergency services. After you have spoken with the dispatcher, report the incident to the **nearest RTS staff member**, only once it is safe to do so. Report non-emergency incidents to [Jennifer McGahey](#).

### ***RAVE Mobile Safety***

RTS uses Rave Mobile Safety to send text message and email alerts to lists of people in the event of an emergency. We ask all students with a viable text message plan and phone number to submit their number via their Self-Service account. It is essential to opt-in to this service so that RTS can notify you in the event of a weather emergency, school closing, change in schedule, etc. If you do not supply your phone number via Self-Service, you will not receive alerts on your phone and will be considered as opting out of this service. If you have any questions or concerns, please email [RaveAlert@rts.edu](mailto:RaveAlert@rts.edu), and they will be happy to assist you. Visit the RTS website for [step-by-step instructions](#) on how to register your cell phone numbers through Self-Service.

## ***RTS Washington Safety Committee***

RTS Washington has a Safety Committee that acts as the emergency contact for those inside the building. In the case of an emergency, the Safety Committee are responsible for ensuring that the building is secure and that students, faculty, and staff are aware of how to respond to the emergency. The following are the names of the staff members who are serving as the Safety Committee for the current academic year:

- Jennifer McGahey
- Scott Redd
- Peter Lee
- Jennifer Patterson
- Jon Huff
- Stephanie DiMaria

## ***Active Shooter Response***

Most of the information contained in this section was taken from the “Active Shooter Quick Reference Guide” card which can be picked up in the Registrar’s Office. If you would like one of these cards, contact [Jennifer McGahey](#). We recommend that all students familiarize themselves with this information.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, individuals must be prepared both mentally and physically to deal with an active shooter situation until law enforcement arrives on the scene. Should there be an active shooter event on campus, the two most important things for you to do are (1) remain calm and (2) call 9-1-1 **as soon as it is safe to do so!** If the shooter is nearby and you are unable to speak, call and leave the line open so that the operator can hear what is happening.

When speaking to the 9-1-1 operator, be sure to provide, if possible, the following information:

1. The number and location of the shooter(s)
2. A physical description of the shooter(s)
3. The number and type of weapons possessed by the shooter(s)
4. The number of potential victims.

Answer any further questions that the operator may ask and comply with all the operator’s instructions. When law enforcement arrives on campus, remember to do the following:

1. Remain calm and follow instructions.
2. Drop any items you have in your hands, especially bags and jackets.
3. Raise your hands and spread your fingers.
4. Keep your hands visible at all times.
5. Avoid quick movements toward officers.
6. Avoid pointing, screaming, or yelling.
7. Refrain from asking questions while evacuating.

Be aware that the first officers to arrive on scene will usually not stop to help the injured. Rescue teams will follow the initial officers, and these rescue teams will treat and remove the injured. Law enforcement will most likely hold you at a safe location until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement instructs you to do so.

Before law enforcement arrives, you have three options in responding to the shooter: run, hide, or fight.

### **RUN**

- Have an escape route in mind
- Leave your belongings (i.e. computers, purses, backpacks, etc.)
- Evacuate whether or not others will agree to follow
- Help others escape if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 9-1-1 when you are in a safe place

### **HIDE**

- Hide in an area out of the shooter's view
- Lock the door or block the entry to your hiding place
- Silence your cell phone, including vibrate mode, and remain quiet

### **FIGHT**

- Fight only as a last resort when your life or another's is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions; your life may depend on it!

## ***Weather Emergency Response***

### **Hurricane/Tornado**

Upon the threat of a hurricane or tornado, campus leadership will monitor the situation closely and will send an email reminder regarding the building safety areas.

In the case of an immediate threat such as a tornado warning, it is advised that you move to the interior of the building or use the stairwell to evacuate to the first floor. Below are the safety areas on campus.

- **Men's, Women's & Family Bathrooms**
- **Conference Room**
- **Stairwells**

A member of campus administration will alert the campus via a RAVE alert text and email, as well as through the student Facebook group.

### **Winter Weather**

The DC Metro area is prone to significant temperature differences during the winter. Some areas may have snow, ice, or just rain. Students are advised to use their best judgement when there is snow or ice on the roads. The safety of our students and staff are our priority, so please don't put yourself in danger.

If a virtual Zoom class meeting is available, students will be notified.



## Closing Campus due to Inclement Weather

RTS Washington administration consistently monitors developing weather situations closely to determine when it is best to close the campus. Administration handles each inclement weather circumstance individually. Campus leadership will continue to communicate regarding these situations as they arise to ensure we make the best decisions for RTS Washington students and personnel. A member of campus administration will notify the campus via email and/or RAVE alerts when appropriate.

## ***Building Emergency Response***

### Fire

If a minor fire is seen and appears controllable, use a fire extinguisher to put out the fire.

Upon recognizing the existence of an uncontrollable fire on campus, pull the fire alarm and evacuate the building. After notifying the fire department by calling 9-1-1, please inform campus leadership via phone (571-297-8002) as soon as possible. In the case of an uncontrollable fire, all students, faculty, and staff must evacuate the building calmly, but as quickly as possible. To facilitate a smooth evacuation process, do your best to always be aware of primary and secondary exits when entering a building or room.

### Campus Evacuation Procedures

Campus evacuations will occur when an alarm sounds and/or upon notification by an RTS staff member. When the building evacuation/fire alarm is activated during an emergency, everyone must leave the building via the nearest marked exit and alert others to do the same. The following procedures should be followed:

- Stay as low as possible while evacuating, as smoke is the greatest danger during a fire and the lower air will be cooler and less toxic.
- RTS staff will assist any handicapped persons in exiting the building. Dr. Scott Redd, or another RTS staff member, will physically check each room/area on campus to ensure everyone has left the building.
- Once outside, everyone should proceed to a clear area that is at least 500 feet away from the affected building – the corner of Lord Fairfax and Gallows Road.
- Keep streets, hydrant areas, and walkways clear for emergency vehicles and personnel.
- No person should return to an evacuated building until designated seminary or law enforcement personnel give permission.
- When the emergency dictates that the campus be evacuated, personnel will be strategically placed at specific locations to direct vehicle traffic.

### Utility Failures

**Power Failure:** For service emergencies or to report a power outage, call 1-866-366-4357 or visit the website [www.dominionenergy.com](http://www.dominionenergy.com) for the outages map. Please also email David Stephenson at [david@newcityva.org](mailto:david@newcityva.org) or call 571-297-8002.

**Loss of Water Pressure:** If you notice a loss of water pressure on campus, please notify an RTS staff member. If it is an emergency, notify Fairfax Water at 703-698-5800. Please be aware that widespread loss of water pressure is usually a city issue rather than a campus issue. If low water pressure persists, certain portions of campus may close until it is restored. In many cases, the loss of

pressure will be followed by a Boil Water Alert. You will be notified via RAVE alerts and/or via email. During a Boil Water Alert that affects the campus, do not use the water fountains in campus buildings. The coffee makers may be used at your own risk, but know that the water does not typically stay hot enough for long enough to meet recommendations for purifying water during a Boil Water Alert.

### ***RTS Firearm Policy***

#### **General Ban**

In accordance with institutional regulations as well as state law, Reformed Theological Seminary generally prohibits the possession of any firearms or other weapons on its property including within classrooms, public buildings, or on the grounds of the seminary.

#### **Exception**

Certain individuals who are authorized by applicable state law, law enforcement, or the military to carry a concealed firearm may be allowed to do so on seminary property after registering it with the appropriate institutional authority. This authority will be the Business Manager/VP of Administration on each campus unless otherwise indicated.

## **Academic Life**

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

You should plan your curriculum in close consultation with the catalog, your academic advisor and/or the Dean of Students. All academic advisors are full-time residential faculty who are familiar with the curriculum and all course requirements. Academic Advisor information is included in the seminary admissions letter. The Director of Admissions and Registrar can also provide this information upon request. Student contact by any method will elicit a response from the advisor within a reasonable timeframe.

If you should have a problem involving only a class, first consult with that professor. All faculty maintain regular office hours and are often available by appointment. If it is, or becomes, a wider matter, speak with your campus's registrar or Academic Dean.

Several curricula have been developed to meet a wide range of student needs for basic and advanced preparation for Christian service in any field. The catalog is designed to acquaint you with various program requirements and rewards. Become very familiar with its contents.

### ***Registration***

All class registration is completed online via Self Service. Please see the link at the bottom of the home page at [www.rts.edu](http://www.rts.edu).

### ***Tuition & Fees***

For all tuition and fees, see the RTS web page: [www.rts.edu](http://www.rts.edu).

All tuition and fees for a semester are due the first day of class. Those who are depending on financial support from churches, organizations, individuals, etc. should be prepared to meet financial obligations when due, whether or not such funds have been received.

RTS assesses tuition, fees, and scholarships one week before courses begin. Students are given a two week “window” (one week before courses begin and one week after courses begin) in order to make payments via Self Service, in person at the campus business office, or establish a payment plan with the campus business manager. A late payment fee of 1% per month (12% annual) will be charged to students on the total outstanding balance at the end of each month regardless of if a payment plan is in place.

In a typical semester, students can expect to pay \$100-\$200 for required books & materials. This expense is an estimation and is not assessed by the institution.

### ***Drop/Add & Tuition Refund 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 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 add fee.

If a student drops a course prior to the drop deadline (through the first five weeks of a regular semester schedule, 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 within 30 days. 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 how 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 is available in Professor Scott Swain’s paper,

“Research Paper Guidelines,” found at:  
<http://www.rts.edu/site/rtsnearyou/washington/resources.aspx>.

### ***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 25 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 Dean of Students. International students and/or students with disabilities that affect completion of assignments or tests please contact both faculty and the Dean of Students at the beginning of the semester in order to receive appropriate assistance. Please see Students with Special Needs (Page 13).

### ***Degree Time Limits***

Students enrolled in the master’s degree programs have seven years to complete the degree requirements. After the standard time limit has been reached for a degree program, the student may apply for an extension through their campus registrar. In cases where students have received transfer credits and/or degree extensions, all course credits applied toward degree requirements should normally be earned within fifteen years of completing the degree.

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

RTS DC does not have a Leave of Absence policy. Students who do not intend on registering for courses 14 calendar days after their last class attendance 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 form found on page 26 within 14 calendar days of their last class

attendance. For re-enrollment, the student is required to submit reapplication. 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 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)

### ***Transcripts***

Official transcripts can be requested by visiting <https://rts.edu/academics/transcript-request/> and paying a \$10 fee. An unofficial transcript may be obtained from the Registrar at no charge.

### ***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***

The RTS Washington library houses about 10,000 books, with an extensive collection of Bible commentaries. Students can borrow up to 15 items at a time, for a 28-day loan period. Items may be renewed by emailing the librarian, or through the “Renew Books” link in the library catalog (<http://library.rts.edu/>). When renewing books online, your library card number is your five-digit RTS student ID number, and your PIN is the last four digits of your student ID number. Please contact Kimberley Stephenson ([kstephenson@rts.edu](mailto:kstephenson@rts.edu)) for assistance.

Copies of most required course textbooks are available on reserve and may be used in the library or scanned using the available copy machine. Students may also request books from other RTS campus libraries by contacting the librarian. Titles can be found using the RTS Library catalog (<http://library.rts.edu/>), which also includes over 1,500 eBooks. Self-Service/Canvas credentials are required to view or download eBooks.

In addition to the RTS system's print and eBook resources, students also have access to the collections at several local theological libraries through the Washington Theological Consortium. A full list of participating institutions can be found at the Consortium's website (<http://www.washtheocon.org/>).

An RTS student ID card and borrowing form are required to borrow materials from participating libraries. Please contact the librarian for these items.

### **Journal Article Databases**

The ATLA Periodical Index allows students to search for scholarly theological journal articles by author, title, subject, keyword, or Scripture passage. To access ATLA and other online resources, use the RTS Libraries website (<https://rts.edu/academics/library/databases/>). Self-Service/Canvas credentials are required to access the databases.

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

Journal articles not available in ATLA or other RTS databases can be requested through interlibrary loan. Articles requested from a non-RTS library may take as long as 1-3 weeks to arrive, so students should initiate requests as early in the term as possible. At this time, students are not able to request books or media items via interlibrary loan.

## ***Field Education***

M.Div. students are required to have **400 field education hours and Field Education Seminar**. Each student is asked to have some kind of ministry internship during his/her time in seminary. This may be completed over a year long period (or longer) or a full-time summer experience.

### **1. Beginning Field Ed Internship Requirements.**

Students should register for the PT5900 Field Education Internship by contacting Dr. Peter Lee, the Director of Field Education, in order to begin their 400-hour field education internship. During internships, students are under the supervision of pastors/mentors and the Director of Field Education at the seminary.

Students should consult the “Field Education Guidelines” concerning the necessary paperwork required for the completion of Field Education internships. These guidelines can be obtained by contacting Dr. Peter Lee.

### **2. Field Education Seminar Course (PT5905).**

Once you have enrolled for PT5900 you will be able to register for the PT5905 Field Education Seminar.

This seminar provides opportunity for theological reflection and discussion of problems, needs, and experiences in ministry. Students are required to write papers about their field experiences and present them to the class for discussion led by the professor. This may be taken in the Fall or Spring semester.

This course is required for graduation for all M.Div. students.

## ***Spouses Taking Classes***

Spouses of full-time students may audit any course offered by the Seminary without charge provided there is room in the class and they have registered with the Registrar. They may also qualify for special for-credit tuition benefits. 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 classes at any campus free of charge.

## Degree Programs

### Master of Divinity Curriculum for RTS Washington DC

#### Biblical Studies

6OT5100	Hebrew I	3
6OT5125	Hebrew II	3
6OT5150	Hebrew Exegesis	2
6OT5200	Genesis-Deuteronomy	3
6OT5250	Joshua-Esther	3
6OT5300	Poets	2
6OT5350	Isaiah-Malachi	3
6NT5100	Greek I	3
6NT5125	Greek II	3
6NT5150	Greek Exegesis	2
6NT5200	Gospels	3
6NT5250	Acts and Romans	2
6NT5300	Pauline Epistles	3
6NT5350	Hebrews-Revelation	3
6ON5100	Hermeneutics	3
<b>Subtotal</b>		<b>41</b>

#### Theological Studies

6ST5100	Introduction to Pastoral and Theological Studies	3
6ST5400	Christian Thought & Philosophy	3
6ST5150	Systematic Theology: Scripture, Theology, Anthro	3
6ST5200	Systematic Theology: Christ, Soteriology, Esch	3
6ST5250	Systematic Theology: Ecclesiology, Sacraments	2
6ST5300	Covenant Theology	2
6ST5450	Apologetics	2
6ST5500	Pastoral and Social Ethics	3
6ST5550	Christian Encounter with Islam	2
6ST5600	Christ, Culture, Contextualization	2
<b>Subtotal</b>		<b>25</b>

#### Historical Studies

6HT5100	History of Christianity I	3
6HT5200	History of Christianity II	3
<b>Subtotal</b>		<b>6</b>

#### Pastoral Theology

6PT5250	Pastoral Ministry	2
6PT5200	Evangelism	2
6PT5225	Missions	2
6PT5100	Communication I	2
6PT5125	Preaching Lab I	2
6PT5350	Counseling	3
6PT5300	Worship	2
6PT5325	Polity	1
6PT5275	Leadership & Discipleship	2
6PT5150	Communication II	2
6PT5175	Preaching Lab II	2
6PT5400	Classics of Personal Devotion	1
6PT5375	Personal Sanctification	1
6PT5900	Field Education Internship	0
6PT5905	Field Education Seminar	0
<b>Subtotal</b>		<b>24</b>

<b>Electives</b>	<b>10</b>
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<b>Total Hrs</b>	<b>106</b>
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## Master of Arts (Biblical Studies) Curriculum for RTS Washington DC

### Biblical Studies

6OT5200	Genesis-Deuteronomy	3
6OT5250	Joshua-Esther	3
6OT5300	Poets	2
6OT5350	Isaiah-Malachi	3
6NT5200	Gospels	3
6NT5250	Acts and Romans	2
6NT5300	Pauline Epistles	3
6NT5350	Hebrews-Revelation	3
6ON5100	Hermeneutics	3
<b>Subtotal</b>		<b>25</b>

### Language Track (*select one*)

6NT5100	Greek I	3
6NT5125	Greek II	3
6NT5150	Greek Exegesis	2
<b>OR</b>		
6OT5100	Hebrew I	3
6OT5125	Hebrew II	3
6OT5150	Hebrew Exegesis	2
<b>Subtotal</b>		<b>8</b>

### Theological Studies

6ST5100	Introduction to Pastoral and Theological Studies	3
6ST5150	Systematic Theology: Scripture, Theology, Anthro	3
6ST5200	Systematic Theology: Christ, Soteriology, Esch	3
6ST5250	Systematic Theology: Ecclesiology, Sacraments	2
6ST5450	Apologetics	2
6ST5300	Covenant Theology	2
<b>Subtotal</b>		<b>15</b>

### Historical Studies

6HT5100	History of Christianity I	3
6HT5200	History of Christianity II	3
<b>Subtotal</b>		<b>6</b>

### Pastoral Theology

6PT5375	Personal Sanctification	1
<b>Subtotal</b>		<b>1</b>

<b>Electives</b>		<b>11</b>
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<b>Total Hrs</b>		<b>66</b>
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## Master of Arts (Religion) Curriculum for RTS Washington DC

### Biblical Studies

OT5200	Genesis-Deuteronomy	3
OT5250	Joshua-Esther	3
OT5300	Poets	2
OT5350	Isaiah-Malachi	3
NT5200	Gospels	3
NT5300	Pauline Epistles	3
NT5350	Hebrews-Revelation	3
ON5100	Hermeneutics	3
<b>Subtotal</b>		<b>23</b>

### Theological Studies

ST5100	Introduction to Pastoral and Theological Studies	3
ST5400	Christian Thought & Philosophy	3
ST5150	Systematic Theology: Script, Theology, Anthro	3
ST5200	Systematic Theology: Christ, Soteriology, Esch	3
ST5250	Systematic Theology: Ecclesiology, Sacraments	2
ST5300	Covenant Theology	2
ST5500	Pastoral and Social Ethics	3
ST5450	Apologetics	2
ST5600	Christ, Culture, Contextualization	2
<b>Subtotal</b>		<b>23</b>

### Pastoral Theology (*select one*)

PT5375	Personal Sanctification	1
PT5400	Classics of Personal Devotion	1
<b>Subtotal</b>		<b>1</b>

### Integrative Paper

ST5940	Integrative Paper	4
<b>Subtotal</b>		<b>4</b>

### Electives

		<b>9</b>
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<b>Total Hrs</b>		<b>60</b>
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## **Integrative Paper**

The integrative paper is a thesis to be written in the student's final academic year. It is to be 60 pages in length (excluding bibliography and footnotes). The topic should be in one of the following fields: theology, bible, history, or ministry.

### ***Criteria for Paper***

The integrative paper is a thesis, not a research paper. The difference between the two is that a thesis seeks to demonstrate or prove a point while a research paper seeks to report or compile information. The goal of a thesis is to contribute to knowledge. Such contributions may include:

- Discovery of new facts.
- The establishment of new relations among facts already known.
- The solution to a problem or problems hitherto unresolved.

### ***Initiating the Process***

Work on the integrative paper cannot be started until a student has reached his or her final academic year. Once registered (see C. below), the student has nine (9) months, equivalent to one academic year, to complete it. To initiate the process, the student needs to:

- A. Contact the Academic Dean, Dr. Thomas Keene (tkeene@rts.edu), for consultation on finding an appropriate thesis advisor. Contact Dr. Keene at least four (4) weeks before you plan to start your research.
- B. Submit a thesis proposal (see section below). Both the student and the thesis advisor need to sign the proposal before submitting it to Dr. Keene for approval.
- C. Register and pay with the Registrar, Jennifer McGahey (jmcahey@rts.edu). The nine months begins once you have been registered.

### ***Thesis Proposal***

The thesis proposal should contain the following elements:

- A. A cover page with the date, your name, number of credit hours completed, title of the proposal, your contact information, the name of your advisor, and a space for the advisor's signature.
- B. A brief (4-5 sentences) statement of the problem to be studied and the background of the problem which has led the student to propose its study.

- C. A description of the methodology to be used.
- D. A brief selected bibliography (4-5 works) of the most important primary and secondary sources relevant to the study.

### ***Completing Your Work***

As you near the conclusion of the paper, a draft of the paper should be provided to your advisor for review. The draft should be submitted by March 15 if you plan to graduate in June. No student will be permitted to graduate who misses this deadline. It should be typed, double-spaced, and follow the style defined in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th Edition, University of Chicago Press). Your advisor should then interact with the overall project and provide you with a list of recommendations for how the paper should be improved.

### ***Submission of the Paper***

When all revisions are complete, you will prepare an original copy of the paper with a title page. This original will be given to the advisor for approval and evaluation. The advisor shall forward the paper and a written evaluation to Dr. Keene.

## Reformed Theological Seminary Application for Graduation

Last Name:

Student ID #:

Email Address:

Important Notices:

1. Students must file this Request for Graduation on or before December 31 for a May graduation. (In order to postpone a May graduation request previously filed, students must alert the Registrar prior to May 1 for a refund. Students who notify the Registrar after May 1 will forfeit the Graduation Fee and will be charged an additional Graduation Fee for the subsequent graduation year.)
2. The Seminary subsidizes the cost of graduation for each student by several hundred dollars. Nevertheless, some fees must be passed along to the student. Fees for graduation are charged to student accounts in May. Be sure to consider this as you make plans to pay your account in full prior to commencement.

Gown Information:

Height:

Weight:

Diploma Information: (Please print your name as you wish it to appear)

Name:

Degree Program:

Expected Graduation Year:

Program Information: (This information will be included in the program)

Undergraduate Institution:

Degree(s) Earned:

Hometown:

(Where you grew up, or current place of residence)

Address until graduation:

Street:

City: State Zip

Phone:

Mailing address for diploma:

Street:

City: State Zip

### FOR OFFICE USE ONLY

Final GPA:

Final Graduation Clearance (Check if OK):

Passing GPA

Integrative Paper (MAR)

Catechism Exam (MDIV)

English Bible Exam (MDIV, MABS)

Graduation Fees

Cleared to Receive Diploma:

\_\_\_\_ Records

\_\_\_\_ Accounting

\_\_\_\_ Library



## Extension Request Form

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
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., illness and medical emergency of student, serious illness, or death in the family.)



## Withdrawal

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? (circle one)   Y   N

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

## Student Complaint & Appeals Form

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

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

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

\_\_\_\_\_  
Term, Year

Please give a description of the nature of your complaint on the reverse side (or attachment) and submit 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. In all cases, the student initiating the complaint will not be subject to adverse actions *per se* for this initiation.

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.

4. If you still feel a problem is unresolved after all the above appeals have been exhausted, you have the right to contact SCHEV (State Council of Higher Education for Virginia) to file a complaint and will not be subject to unfair actions from RTS as a result.

State Council of Higher Education for Virginia  
James Monroe Building  
101 N. 14th Street, 9th Floor  
Richmond, VA 23219  
Office phone: 804-225-2600



### **Degree Transfer Request**

This request form is for students who are already in an RTS degree program that wish to transfer to another RTS degree program. Students who have been accepted as Special Students must apply to a degree program. Please see the RTS DC Admissions Office for guidance on applying for acceptance to a degree program.

Once this request form is complete please either mail, email or fax it to the Office of the Registrar at RTS DC.

Office of the Registrar

Reformed Theological Seminary

8227 Old Courthouse Road, Suite 300

Vienna, VA 22182

-or-

[jmcgahey@rts.edu](mailto:jmcgahey@rts.edu)

-or-

fax: 571-297-8010

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

RTS ID #: \_\_\_\_\_

Current Degree Program: \_\_\_\_\_

Current RTS Campus: \_\_\_\_\_

Desired Degree Program: \_\_\_\_\_

Please write a short explanation outlining your reasons for making this change (use the reverse side if necessary):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **2023/2024 Academic Calendar**

## **2023 Summer Semester**

**April 1** — Registration Online Opens

**May 29** – Classes Begin

**July 4** – Independence Day/RTS Closed

## **2023 Fall Semester**

**June 15 – Registration Online Opens**

**August 28** — Classes Begin

**September 4** – Labor Day/RTS Closed

**October 16-20** — Reading Week

**November 23-24** – Thanksgiving/RTS Closed

**December 1** — Last day of class

**December 4-8** — Examination Period

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

## **2024 Winter Semester**

**November 1** – Registration Online Opens

**January 2** – Classes Begin

**January 15** – MLK Day/RTS Closed

**February 2** – Winter Session Ends

## **2024 Spring Semester**

**December 1 – Registration Online Opens**

**December 31 – Graduation Applications Due**

**January 2**— Greek II and Hebrew II classes begin

**February 5** — Classes Begin

**March 15** – Integrative Papers Due

**March 11-15** — Reading Week

**March 29** – Good Friday/RTS Closed

**May 10** — Last day of class

**May 13-17** — Examination Period

**May 25** – Graduation

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

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

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