

REFORMED
THEOLOGICAL
SEMINARY



Student Handbook

Jackson Campus

2025 - 2026

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WELCOME FROM THE DEAN OF STUDENTS!

Dear Students and Families,

Welcome to RTS Jackson! I look forward to being part of your life during the academic year.

This handbook contains the policies, procedures, and information that shape campus life. Read it carefully.

If you have questions, please contact Lauren Potter or me. If you or your family faces an emergency, call me on my cell phone any time during the day or night.

Enjoy the Lord and the life He has given us together at RTS!

Your fellow servant in Christ,

Charles Malcolm Wingard
Dean of Students
Cell Phone: 256.509.9284

NON-DISCRIMINATION POLICY

Reformed Theological Seminary has a non-discriminatory (race, sex, or handicap) admissions policy. The seminary's policy is to admit students to all the rights, privileges, programs, and activities at the seminary and to make no discrimination based on race, sex, or handicap in the administration of educational policies; applications for admission, scholarship, or loan programs; and extracurricular activities. Submitting to the authority of Scripture, women are not permitted to preach in preaching labs. Questions concerning this policy can be directed to the Academic Dean.

ACADEMIC LIFE

You may have come to RTS with a clear sense of your calling to ministry. Then again, you may have little sense of the kind of ministry for which the Lord is preparing you. Whatever your state of mind and heart, the seminary's goal is to provide an opportunity for self-evaluation and analysis before you commit yourself to a career.

Several courses of study have been developed to meet a wide range of student needs for basic and advanced preparation for Christian ministry. The [RTS Catalog](#) is designed to acquaint you with the different degree programs and their requirements.

Academic Standing

Admitted Under Academic Probation

A master's student who has a GPA under 2.6 for the baccalaureate degree, or a student without a baccalaureate degree, may be placed on academic probation upon admission. The student is permitted to take RTS courses for 15 credit hours. After 15 credit hours, if the average GPA is below 2.0, the student is dismissed. After a period of one year, a student dismissed for academic reasons may apply for re-admission. This inactive period may be included in the degree time limits.

Falling into Academic Probation

An RTS master's student whose GPA falls below 2.0 after attempting 18 credit hours of coursework is placed on academic probation. The student is permitted to continue studies for an additional 15 credit hours. If the cumulative GPA remains below 2.0, the student is dismissed. After a period of one year, a student dismissed for academic reasons may apply for re-admission. This inactive period may be included in the degree time limits.

Academic Appeals

Students may appeal an academic decision (e.g., grades or plagiarism discipline decisions) via the process outlined below:

1. Academic decisions pertaining to individual courses (e.g., grades) that cannot be resolved directly with the professor-of-record should be appealed to the Academic Dean.
 - a. The student should submit a written appeal of the decision to the campus Academic Dean regarding the issue.
 - b. The campus Academic Dean will either affirm this decision in whole or in part or reverse this decision in whole or in part, rendering a written decision to the student that will be considered final. (If the Academic Dean is the professor-of-record or chooses to recuse himself for some other reason, then the campus President/Executive-Director will render a decision on the appeal.)
2. Decisions of the campus Academic Dean pertaining to academic standing (e.g., plagiarism [see Catalog definition], cheating, or extenuating circumstances regarding overall GPA) should be appealed to the Provost.
 - a. The student should submit a written appeal to the Provost requesting reconsideration of the decision of the campus Academic Dean.

- b. The Provost may or may not grant consideration of the request. If granted, the Provost will appoint an ad-hoc committee consisting of faculty from at least two campuses.
- c. This ad-hoc committee will either affirm the campus Academic Dean's decision in whole or in part or reverse this decision in whole or in part, rendering a final decision, subject only to review by the Executive Committee of the Board to ascertain whether the appeals process was properly observed.
- d. The decision of the ad-hoc committee will be communicated to the student, the Provost, and the campus Academic Dean.

Artificial Intelligence Policies for Use in Coursework

RTS has instituted the following policy pertaining to the use of AI-enabled tools (including, but not limited to, generative chatbots like ChatGPT and Claude, writing assistants like Grammarly, and other AI-enabled assistants like Google Gemini, Microsoft Copilot, and Apple Intelligence).

It is noted that the policy below does allow for a limited use of AI. This will be the default RTS policy. *A professor, however, has the right to modify this policy, including denying the use of AI altogether. Any modifications to these policies by a professor for a specific RTS course will be explicitly noted by the professor.*

Gathering research leads: AI-enabled tools *may* be employed in a manner similar to using Wikipedia, blogs, social media, or other online sources in generating basic raw material (e.g., "What verses in the Old Testament use the word 'covenant'?" or leads for further reading (e.g., "What recent books deal with the topic of divine simplicity?"). Such uses *do not generally have to be disclosed*, but the student is encouraged to consult with the professor of record if there are any questions or doubts. Note: even the best AI tool is not infallible and often generates junk data; the student is, therefore, fully responsible for vetting the accuracy or validity of any such information generated.

Generating or analyzing content: AI-enabled tools *may* be used to generate small portions of content that would be used in a manner equivalent to quoting a commentary or other written or digital sources. Any use of such information in an assignment, either through direct quotation or indirect summarization, *must be fully disclosed* in keeping with the guidance provided by the Chicago Manual of Style and APA. The following examples illustrate appropriate methods of citation.

Footnoting direct usage (e.g., quotation) of the result generated by an AI tool:

1. Text generated by ChatGPT, Open AI, March 7, 2024 (<https://chat.openai.com>).
2. Text generated by Claude, Anthropic, March 20, 2024 (<https://claude.ai>).

Footnoting indirect use of AI results that are further modified/summarized by student:

3. ChatGPT, response to "What are the differences between Calvinists and Arminians concerning regeneration?" OpenAI, March 12, 2024.
4. When given a prompt of "What is the traditional Reformed view of church discipline," the Claude-generated text outlined three reasons: "Obedience to God's word," "protection of the church," and "restoration of the sinner" (<https://claude.ai>, April 2, 2024; see Appendix A for the full transcript).

Bibliographic entry

CMS/SBL: OpenAI, *ChatGPT* [large language model]. March 7, 2024. <https://chat.openai.com>.

APA: OpenAI (2024). ChatGPT (March 7 version). [Large language model]. <https://chat.openai.com>.

Proofreading: AI writing assistants (e.g., Grammarly) *may* be used for standard help with basic spellchecking and grammatical proofreading; such uses *do not have to be disclosed*. However, AI *may not* be used to *fully rewrite* sentences or paragraphs.

Creative process and textual composition: All writing in every course assignment must be, for all intents and purposes, the original work of the student. Thus, AI *may not* be used to generate key components of a writing project that are aimed at cultivating certain competencies in the student, such as thesis/topic sentences, outlines, critical engagement with other views, and so forth. In addition, AI *may not* be used to write full sentences or paragraphs.

Other: AI-enabled tools *may not* be used in any way for online-discussion forum posts (e.g., TDQs), response papers, quizzes, and examinations.

There are penalties for illegitimate uses of AI are subject to penalties in line with the severity of the violation, ranging from letter-grade reductions, a grade of F for a course, or academic probation.

Succeeding in Seminary

Study

Your study habits will be the primary factor that determines your success or failure in any course. Students are expected to spend at least two hours of study for each hour of class. Self-discipline is indispensable; **do not procrastinate**. Get into a good study routine as quickly as possible. Take full advantage of our library space and resources. Make a schedule for your work that sets deadlines well in advance of due dates and find someone who will be willing to hold you accountable for your schedule. When you stay on top of your seminary work, you can fully enjoy the academic, communal, and recreational aspects of your seminary experience.

Pedagogy

To succeed in seminary, one of the first things that you will need to learn is how to learn. An important part of that skill is adjusting yourself to the particular teaching method of each professor. Your syllabi, course Teaching Assistants (TAs), and students who have already taken your courses will be your best resources for quickly determining a professor's style and emphasis. Once you have a sense of a professor's teaching method, adapt your note-taking and study habits to help you master the material.

Writing and Language Lab

Our TAs have a Writing/Language Lab located in the Student Breakout Area. Most weekdays one or two TAs will be in the TA Lab from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 5:00 p.m. to assist with writing papers and understanding and using the biblical languages. **We strongly encourage all students to utilize this resource well, even if only to have their papers proofread by another set of eyes!** If you need help with citations, we also recommend that you check out the library's [Citation Helps for Seminary Writing](#) which includes links to helpful citation resources (e.g., BibMe, Zotero, etc.).

Expectations

Class Attendance

You are responsible for attending class, even when term papers or exams are pending, or your work schedule conflicts. You should obtain the professor's permission if you must be absent from class, particularly one-week extensions. **Absences of more than a week require permission from the Academic Dean obtained via a written request.** If you need special consideration in any course, consult the professor involved.

Assignment Submission

Students are expected to submit all assigned work on time. The method of submission will vary between classes according to the preferences of the professor. Consult your course syllabus or ask the professor or TA for your course if you are unsure about how to submit your work. Also, be sure to double-check the success of your assignment submissions, especially if you attempt to submit from a tablet or phone.

Assignments that are submitted late or are left incomplete at the end of a course may receive a grade penalty or, in some cases, may result in failure of the course. If you need an extension for an assignment, you may request one from the course's professor or TA. If you need an extension for an exam, you will need to apply through the Registrar's Office prior to the first day of final exams. In both cases, extensions are only granted for significant emergencies or unforeseen circumstances.

Recording Courses

Video recording of RTS's courses by students is prohibited. Audio recording of classes by students is only allowed with the instructor's permission and if the taped material is to be used solely for personal study and spiritual edification and is not distributed privately or publicly in any manner.

Scheduling

Dropping and Adding Courses

Students may drop or add courses via My Portal until the drop/add deadline. After the term begins, there is a fee for each course dropped or added. Therefore, it is recommended that you finalize your schedule before the first day of the term. Tuition is usually not refunded for courses dropped after the deadline.

See the appropriate [term schedule](#) for important academic dates. See the most recent [schedule of fees](#) for the current drop/add fee.

Course Sequence

When scheduling your classes, you must follow the course sequence for your program as closely as possible. This will help you to avoid schedule conflicts between required classes that may otherwise delay your graduation. It will also ensure that you complete all prerequisites before enrolling in each class. You may find the recommended course sequences for the three-year and four-year M.Div. tracks and the course sequence for the two-year MAC on our website. Consult the Registrar if you need assistance with class and degree planning.

Directed Studies

Directed Studies are opportunities for you to tailor your academic program to your needs and interests by studying subjects not covered in-depth in existing courses. To register and receive credit for a Directed Study course, you will need to approach the professor with whom you desire to study. If the professor is able and willing to conduct the Directed Study, you must then get approval from both the Academic Dean and the Registrar. This process must be completed *before* the beginning of the semester in which you will complete the Directed Study. Please see the Registrar for the required forms.

Final Exams

As the end of a fall or spring term approaches, an official final exam schedule will be released for all courses. This schedule is communicated to the students via the *Reformed Informer* newsletter and posted on the Digital Bulletin Boards around campus. If you have two exams scheduled at the same time or have another schedule conflict with an exam, talk to the professor or TA for the course to find a time to take an exam early. If taking the exam early is not possible, speak to the Registrar to request an extension.

Student Records

Grades

Grades are posted on [RTS Canvas](#) and My Portal as they become available. For information about the RTS Grading Scale and Academic Probation, please see the [RTS Catalog](#).

Transcripts

Official transcripts cost \$15 and must be requested through the [RTS website](#). An unofficial student transcript may be obtained from the Registrar or from [My Portal](#) at no charge.

Privacy of Student Records

RTS maintains the security and confidentiality of student educational records. All student records are kept in locked rooms and locked filing 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's 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 arrange 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 to 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 in this Handbook.
- RTS will not disclose, without the student's consent, personally identifiable information found in the student's academic file or transcript, except for legitimate educational interests and directory information.
- Directory information includes but is not limited to name, address, telephone number, email, date and place of birth, spouse's name, home state, previous schools attended, denomination and presbytery affiliation, grade level, dates of attendance, photo and photo of the spouse, degree program, enrollment type (full-time, part-time), and degrees with the date of graduation.

Graduation Requirements

You must track all graduation requirements for your degree program throughout your time at RTS. Review your schedule regularly to ensure that you complete all required classes and obtain the necessary credit hours.

RTS only has one graduation ceremony in May of each year. However, students may graduate either in December or May. Students intending to graduate must apply for graduation during their final semester (e.g., a December graduate will apply in the fall semester and a May graduate in the spring semester). This application is submitted to the Registrar. Please note that a **2.0 average** is required to graduate. A graduation fee of \$200 is required, whether you participate in the actual ceremony or not (December graduates may participate in the May ceremony). The student should set up an appointment with the Registrar to "audit" the student's academic record, confirming all coursework is in process.

Additional requirements for the MAC program may be found in the MAC Student Handbook (included as an addendum to this handbook). Additional requirements for MDiv, MATS, and MABS students are as follows.

English Bible Exam

MDiv, MATS, and MABS students at RTS Jackson must take the English Bible Exam (EBE). Each student must pass the EBE to graduate (a grade of "C"/80% is needed to pass). The best method for preparing for the EBE is for the student to familiarize himself with the following:

- The broad flow of biblical history
- The main themes and historical setting of the books of the bible
- The location (book and chapter) of significant biblical events and verses
- The life and historical circumstances of significant biblical characters

Helpful resources include William Hendriksen, *A Survey of the Bible*, and Willem A. Van Gemeren, *The Progress of Redemption*.

Westminster Shorter Catechism Exams

MDiv students must memorize the *Westminster Shorter Catechism*. You may memorize the *Catechism* in Old English or Modern English. The catechism exam is taken in three parts as follows: Part I covers questions 1 - 38, Part II covers questions 39 - 81, and Part III covers questions 82 - 107.

Field Education

MDiv students must complete supervised field education and attendance in the Field Education Seminar. The necessary forms and additional information on Field Education requirements are in the *Field Education Guidelines* for the Jackson campus, available in the Field Education Office. The requirements are also covered in the Field education session during summer orientation for new MDiv students. All new MDiv students are required to attend this session.

Requirement: The MDiv program requires 400 hours of registered Field Education to graduate.

Registration: In order for field education to be counted towards the field education requirement, students must gain approval from and register with the Field Education Director prior to beginning the experience. No hours completed prior to this registration can be counted toward the Field Education requirement. A student must be actively enrolled at an RTS campus while counting field education hours. Experience prior to seminary may not be used toward field education hours.

Preaching Engagements: Churches in Mississippi who do not have a full-time pastor often seek pulpit supply from RTS. MDiv students are given the opportunity to serve and care for these churches and develop their ministry skills by preaching God's Word to them. Students may only log the hour in which they lead worship and preach. Preparatory time may not be logged. Students who choose to log preaching hours as a portion of their field education experience must submit the required Field Education forms at the beginning of their approval, and they must submit a sample sermon to the Director of Field Education annually. Preaching engagements may count for a maximum of 150 of the 400 hours required for graduation.

Students should view field education assignments as opportunities to serve the Lord and the church and to develop skills for ministry. They should not regard them as a primary means of financing their education. Financial remuneration should be incidental to and not the objective of field education. Students may occasionally be asked to take non-remunerative assignments (at nursing homes, for example).

Eligibility: Students interested in preaching on the RTS Jackson circuit must complete (a) the Field Education Office's circuit orientation, and (b) Pastoral Ministry (PT5250). Students must also obtain the approval of the Director of Field Education and submit the required forms.

Assignments: Students who desire a preaching assignment must notify the Assistant in the Field Education Office, Marguerite Westbrook (601.954.1969), and must provide their availability before the beginning of each month. Please note that assignments are not guaranteed.

Additional Information

Books

Books are both tools and temptations for seminarians. Get good advice before you buy. Most professors provide bibliographies of recommended works. Use the seminary library to acquaint yourself with other authors; then buy books that will have lasting value for you. You will probably want to keep your textbooks for future reference. Check your whole library from time to time to identify weak areas. The bookstore carries textbooks and recommended reading.

Conferences/Lecture Series

Several conferences/special lecture series are offered each year, including the John Reed Miller Lectures, the Hughes Lectures, and the Conference on Christian Counseling (biannual). Students are encouraged to attend these lecture series and conferences, and classes are often canceled for that purpose.

Students' Spouses

Spouses of full-time students may apply for a 100% tuition award for MDiv, MABS, MATS, and Certificate programs in Theology & Public Life, Bible & Ethnicity, and Christian Counseling. Spouses of full-time students may apply for a 50% tuition award for the MAC program (Jackson). Core certificates are offered at discounted tuition rates. See [the RTS website](#) for further information.

The scholarship is awarded to the spouse earning the degree with equal or fewer credit hours. Recipients may continue to benefit from this award up to 24 months from the graduation of their spouse.

All scholarships are limited to five years for the MDiv, three years for the MABS and MATS, or two years for certificate programs except where otherwise noted.

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 on Colleges of the Southern Association of Colleges and Schools (SACS). Students who believe that RTS has violated these 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. If the student is not satisfied with the written response from RTS, he or she may file a complaint directly with ATS and/or SACS.

FINANCIAL INFORMATION

Making Payments

Payments to your student account are made online through [My Portal](#). If you do not want to pay online, go to the Student Accounts Office on the third floor during regular office hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Kim Lee in our Student Accounts Office will answer questions about your account during regular hours. Her contact number is 601.923.1717.

Online payments may also be made through our third-party payment page at <https://rts.edu/pay>. **Payments on this page should choose “Pay as a guest.” The Student ID# is required.** If you are receiving money from a church or individual, they may also make payments toward your account through this link. *Please note, if a church is paying through our third-party payment page as part of the Church Partnership Program, they must note on the payment it is for the CPP.* Alternatively, payments may be mailed to the following address:

Reformed Theological Seminary
ATTN: Student Billing
4268 I55 North
Jackson, MS 39211

Failure to Pay

Non-payment for tuition will result in a “stop” being placed on your student account. This prohibits the student from viewing grades and/or registering for classes. All fees and balances must be cleared before the next semester begins. An official transcript will be unavailable until all balances and fees are paid. You are not allowed to charge bookstore purchases to your student account unless you have a credit balance. Additionally, a student who becomes delinquent in his/her account for more than 30 days must schedule a meeting with the Dean of Students.

Payment Plans

Payment Plans are available for Fall and Spring semesters. You need to apply separately for each applicable semester. This may be done through My Portal. A payment plan takes your tuition balance and breaks it down into three installments. There is a 1% finance fee on the outstanding balance at the end of each month. **A “stop” remains on your account until the balance is paid in full.** You cannot receive credit or a grade for coursework until your tuition is paid in full. There is no official payment plan for summer courses, but making smaller payments toward your balance is acceptable if the balance is paid in full before the end of classes. Finance fees apply. You cannot register for any new semester with an outstanding balance.

Payment Assistance

If you need financial assistance regarding paying for your student account, you may discuss this with Jim Scott (601.923.1699). If you have a question or a technical issue regarding your account, please contact Kim Lee (601.923.1717).

Financial Aid

To learn more about financial aid, visit <https://rts.edu/admissions/financial-aid/>.

On-Campus Student Work

On-campus student work is available doing such things as assisting a professor or working in Maintenance, Admissions, Student Services, the Library, the Counseling Center front desk, the Bookstore, the Mailroom, or other various jobs. On-campus student work is contingent upon the availability of a job for which the student is qualified. Positions not filled by full-time students may be offered to part-time students or student spouses on a per-semester basis. On-campus student work positions are coordinated by the Director of Operations. Please note that on-campus student work is not a grant, but a scholarship received in return for hours actually worked.

Students are limited to a maximum of 960 work hours per fiscal year (June 1-May 31) and also per calendar year (January 1 – December 31). Students may not work more than 20 hours per week or 80 hours per month. Students are allowed to work in more than one work-study position. The student must not exceed 80 hours per calendar month **combined for all positions**. Timesheets are submitted on the last day of the month. Earnings are paid monthly to students for hours worked on or around the 10th of the month. **New-hire paperwork and the e-verification process must be completed before an on-campus student worker can begin working.** Forms are available from the Director of Operations.

Medical Insurance

As of January 1, 2019, the Affordable Care Act eliminated the Individual Mandate, which required Americans to purchase a minimum level of health insurance coverage. There will no longer be a penalty for not having a minimum level of health insurance coverage. 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; it is a personal cost.

Although RTS is unable to offer a student plan, we do want to assist students in their search for a viable health insurance option. We encourage you to explore all your options and choose the best plan for your situation. The following are the general categories of coverage to consider:

- Parent's Insurance Plan: Students aged 26 and under may have the option to stay on their parents' health insurance plans until they turn 26 (regardless of student or marital status).
- The Federal Marketplace: Federal Marketplace or State Medicaid
- Coverage through a spouse's employer: If a student's spouse is employed and has access to health insurance, then that may be a viable option to consider.
- Other Insurance Carriers: Look for insurance carrier sites such as Blue Cross, Aetna, and United Healthcare.
- Individual Broker or Consultant: Students may also be able to find an individual broker or consultant who can help them choose the best plan available for themselves as well as for their

- families.
- RTS has provided a number of [links](#) on the RTS Jackson website under the Students tab.

STUDENT ASSISTANCE

During your first semester, each new student is required to meet with the Dean of Students. The purpose of the meeting is to determine if there are issues with which he can assist you as you transition into campus life at RTS Jackson. Within a few weeks of your arrival, the assistant to the dean will contact you to arrange a time to meet.

Every student needs assistance from time to time. Sometimes it will be as simple as getting some information. Sometimes it will involve help with a financial, personal, or family issue that needs an objective viewpoint. Sometimes it will involve academic matters. Whatever your need, there is someone available to help. Let us know if you are having any difficulty.

Academic Matters

If you need assistance for a particular class, consult the professor for that class. Most classes will also have a Teaching Assistant (TA) available to help students understand the material, advise them on how best to fulfill the requirements of the course, give feedback, and answer technical questions.

If you have more general academic issues, you should consult the Registrar, Lauren Potter (601.923.1681) or Academic Dean, Dr. Guy Waters, (601.923.1697) who will help you with the problem or direct you to an appropriate person within the faculty or administration.

Personal or Family Matters

The Dean of Students, Dr. Charlie Wingard (office: 601.923.1627; cell: 256.509.9284), can handle many problems in these categories. He is happy to speak with you night or day to help you through a crisis situation. More extensive counseling is also available for a nominal/reduced fee through the RTS Counseling Center (601.923.1645).

Placement

The Director of Field Education will assist MDiv, MABS, and MATS students who are seeking placement. MAC students will be assisted by the Director of the RTS Counseling Center. Students and graduates seeking employment (especially ministry positions) are also encouraged to visit the [Vocational Services](#) page to view current job openings.

STUDENT LIFE

Student Conduct

Students are expected to always conduct themselves as mature believers. Exemplary Christian conduct should control our words and our actions, both in 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 submit assignments on time.

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

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 of plagiarism (both intentional and unintentional) and steps to avoid it, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (rev. by Wayne C. Booth, etc.; 9th ed.; Chicago: University of Chicago Press, 2018), pp. 81-83 (section 7.9).

Plagiarism includes word-for-word copying, lifting terms, restating someone's argument or line of thought, etc. – all without acknowledgment of source. The use of AI is strictly prohibited. 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 the following:

- Students may be required repeat the assignment and receive a maximum of a D.
- Students may receive an F on the assignment.
- Students may receive an F in the course.
- Students may be expelled from the seminary.

Sexual Harassment

The seminary expects all members of its community to apply 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 that 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 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. RTS will promptly investigate the situation and take whatever corrective action is necessary and appropriate. RTS prohibits any retaliatory action against persons reporting conduct that is believed by the reporting individual to be in violation of this policy.

Student Discipline

Categories of Discipline

The three categories of discipline are as follows, any one of which may apply, depending on the gravity of the conduct violation:

Warning: A letter of written warning will be issued to a student and placed in the student's file. The warning letter will clearly identify the conduct violation and subsequent consequences. Any student not satisfactorily meeting the terms of the warning letter is subject to probation or dismissal. Warning letters are retained only until graduation.

Probation: A written notice of probation will be issued to a student and placed in the student's file. The notice will clearly identify the conduct violation, the terms of continued enrollment, and the duration of these terms. Any student not satisfactorily meeting the terms of probation is subject to dismissal. Probation notices are retained permanently.

Dismissal: A written notice of dismissal will be issued to a student and placed in the student's file. The notice will clearly identify the conduct violation and any eligibility for readmission (including timeframe under which application would be reconsidered). Dismissal notices are retained permanently.

Disciplinary decisions will not be recorded on the student's transcript. However, on a case-by-case basis, the Provost may communicate the substance of the disciplinary issue to another educational institution if the student seeks enrollment at that institution. If such issues are communicated, the Provost will also inform the student of the communication. If the student makes a formal, written request for the communication, the Provost will provide to the student a copy of the communication.

Process of Discipline

The disciplinary process will be administered as follows:

A local-campus Dean of Students (or in the case of Dallas, Houston, and Global, the Academic Dean) should handle minor issues (e.g., unexcused absences, foul language, non-violent disputes between students). Such matters may result in a written warning.

Matters that could rise above a written warning require the Dean of Students to consult the campus President/Executive-Director, and to inform the campus Academic Dean. If the Dean of Students and campus President/Executive-Director determine that probation or dismissal could be appropriate to the matter, the Provost will assign an ad-hoc committee (made up of staff and/or faculty from more than one campus). This committee will be tasked with investigating the matter, determining the appropriate level and terms of discipline, if warranted, and communicating the outcome to the student, to the Provost, to the Dean of Students, to the campus President/Executive-Director, and to the campus Academic Dean.

In matters entailing an immediate threat to the health or safety of the campus, or significant violations of civil law, the Dean of Students and/or Campus President/Executive-Director is authorized to remove the student from Seminary property immediately and/or contact the local law enforcement irrespective of the above process.

Process of Appeal

Students may appeal any of the formal disciplinary sanctions outlined above via the process outlined below:

1. Written warning:
 - a. The student may submit a written appeal to the campus President/Executive-Director regarding the decision.
 - b. The campus President/Executive-Director will either affirm this decision in whole or in part or reverse this decision in whole or in part, rendering a written decision that will be considered final. (If the President/Executive-Director has already been involved in the matter, then the Provost will render a decision on the appeal.)
 - c. The written decision regarding the appeal will be communicated to the student and the Dean of Students and placed in the student's file, retained only until graduation.
2. Probation or Dismissal:
 - a. The student may submit a written appeal to the Provost requesting reconsideration of the decision of the ad-hoc committee.
 - b. The Provost may or may not grant consideration of the request. If granted, the Provost will appoint a new ad-hoc committee consisting of new membership (from at least two campuses, which may include the student's home campus).
 - c. This new ad-hoc committee will either affirm the original ad-hoc committee's decision in whole or in part or reverse this decision in whole or in part, rendering a written decision that will be considered final, subject only to review by the Executive Committee of the Board to ascertain whether the appeals process was properly observed.

- d. The written decision regarding the appeal will be communicated to the student, to the Provost, to the Dean of Students, to the campus President/Executive-Director, and to the campus Academic Dean. The decision will be placed in the student's file and retained permanently.

Chapel

Chapel is held in the RTS Chapel on Wednesday mornings from 11:00 to 11:50 a.m. during the Fall and Spring semesters. The purpose of chapel is to praise God with singing, to offer prayer for the seminary community, and to sit together as a community under the preached Word of God. Chapel messages are always recorded by our A/V department and uploaded to the [RTS website](#).

Attendance is required for all faculty members and for all students taking two or more classes during the Fall or Spring semesters. Each semester (Fall and Spring) we gather twelve times for chapel. Students are permitted to be absent from two chapels each semester. Additional absences must be made up by listening to the chapel message online and submitting a 100-word summary of the chapel message to the office of the Academic Dean. Summaries must be submitted no later than the last day of classes for the semester. Students sign-in to chapel with their student IDs at the electronic card reader in the chapel lobby.

Reformed Informer

The *Reformed Informer* campus newsletter is emailed on Friday of each week during the regular academic calendar. All submissions to the *Informer* must be made to the Student Services Coordinator no later than Wednesday prior to the following week's issue. If you are not receiving the newsletter, please advise the Student Services Coordinator.

Student Organizations

Information concerning student organizations can be found on the website. Specific information about meeting dates and programs will be emailed in the *Informer* or displayed on electronic bulletin boards on campus.

Student Services Committee

As an arm of the Office of Student Services, the Student Services Committee exists to enrich student life by fostering community among RTS students through campus events. The Student Services Coordinator organizes the Student Services Committee and selects members of the student body annually to serve on the committee. The coordinator seeks to enlist students who are eager to help organize student events and facilitate opportunities for students to find and foster community on campus. For more information contact Ben Goff or Dr. Charlie Wingard.

The Great Commission Society

GCS exists for two reasons: (1) to cultivate a concern for making disciples of all nations, across the street and around the world, and (2) especially to impress upon students the necessity of the work of missions among the peoples of the world who have no access to the gospel.

RTS Women's Fellowship

Women's Fellowship exists for female students and wives of students to foster a gospel-centered community on the RTS campus where women can learn, connect, and be encouraged as they prepare for a life of ministry.

We gather for teaching, training, fellowship, and prayer. By fostering authentic and meaningful relationships with other women on the same journey, we are forming lifelong connections to guide, encourage, and uplift us along the way. The journey may be counseling education, theological studies, or preparing with a spouse for ministry; either way, we have the same goal: to glorify God and serve his Church. Whether you are living on- or off-campus or whether you are a student, a spouse of a student, or both, allow Women's Fellowship to be a means by which you can connect with other women on the same journey. For more information contact Anne Duncan.

Reformed Baptist Student Fellowship

The Reformed Baptist Student Fellowship exists to build community, to strengthen one another's biblical convictions, and to help prepare students for ministry. For more information contact Adam McCarty.

Amateur Theological Society

The ATS seeks to promote academic excellence among the student body and prepare participants for vocational scholarship. They meet at the end of every semester to present and discuss papers on theology, biblical studies, and other subjects related to ministry. For more information contact Nate Goldstein.

International Students

On-campus student work for international students is only available to students holding an F-1 visa. Under U.S. law, spouses of international students (usually holding an F-2 visa) are not permitted to work in the U.S. unless they, too, have an F-1 visa. Full-time international (F-1 or non-resident) students who receive any form of financial aid or on-campus student employment from the seminary are required to maintain insurance for their families.

As an F-1 student, international students are not permitted to work off-campus or to engage in business without specific employment authorization. F-1 students may work on campus up to 20 hours per week while school is in session. Such employment may be increased during vacation periods (Fall, Christmas, Spring, and Summer breaks) so long as it stays within RTS policy. Employment means the rendering of services for compensation, financial or otherwise, including self-employment. If international students receive food, clothes, money, etc. in exchange for work, skills, or expertise, the students are considered by INS to be working.

Working illegally is one of the most serious violations of immigration law. Not only could it jeopardize the student and force them to return home, but also it could cause RTS to lose the privilege of bringing any international students to all RTS campuses.

Security

Student ID cards: RTS will create student ID cards. The badge will give you access to the buildings and various areas controlled by access within the building. It will identify you as belonging on campus and will serve as your access to check out books at the library.

Campus security is a matter of concern and involvement for everyone. All students, faculty, and staff should note and report suspicious people who may be on our campus, whether during daylight hours or at night. Polite inquiries as to an unfamiliar person's needs might be in order, but we strongly discourage direct challenges or confrontations. During regular business hours, call the campus receptionists at 601.923.1600 and report potential concerns, or contact the Emergency Hotline at 601.923.1740.

Be sure that your vehicle has an official white and maroon RTS decal on your windshield as identification for Security. This can be obtained from the Student Services Office. The proper placement is the lower corner of the passenger side of the windshield on the inside of the vehicle.

Children on Campus

Because of the many seminary activities usually in progress, as well as the lack of supervisory personnel available, students, faculty, and staff are generally discouraged from bringing their children on the campus except for activities that involve children such as parties and picnics. It is recognized that there are certain times when an individual must have their children with them on campus, and, when this is the case, the individual should make certain that their children stay with them and are kept from wandering unattended around the campus or in any seminary buildings.

FACILITIES AND EQUIPMENT

Campus Overview/Building Information

Generally, all buildings are open from 6:00 a.m. to 9:00 p.m. on Monday to Friday, 9:00 a.m. to 2:00 p.m. on Saturday, and closed on Sunday. The Open Pass application is required on your phone to gain entrance to our buildings. No campus buildings are open on the Lord's Day, except for special services by permission.

Children of students, faculty, and staff may use these facilities under the same rules that apply to their use of other facilities: they must be accompanied and supervised by at least one parent. The facilities are provided primarily for students.

North Building

First Floor hosts the library, bookstore, Admissions Office, Rare Book Room, and the Board Room.

The Bookstore Manager and all personnel are happy to help you select books. The RTS Bookstore's motto is that we will meet, beat, or compete with Amazon. Check with the bookstore for information on purchasing textbooks with tax exemption. The sale of a book by the bookstore does not constitute endorsement of its contents by the seminary. Hours of operation are 9:00 a.m. until 4:00 p.m. Monday through Friday, closed on holidays. The bookstore closes early on the last day of the month for end-of-the-month processing. The email address for the bookstore is jacksonbookstore@rts.edu, and the phone number is 601.923.1616.

Second Floor houses faculty offices, a Registrar, a Faculty Conference Room, a Student Break Out Area, Student Services, Field Education, TA Lab, and Classrooms.

Third Floor houses the offices of the Chancellor/CEO, COO, CFO, Student Billing, Human Resources (Payroll and Benefits), Finance, Development, Communication Department, and Computer Services.

South Building

Second Floor houses the Chapel, Game Room, Student Center, South Classroom, MAC Faculty and Staff Offices, and the Counseling Center at RTS.

Students may use the Student Center for special events. There may be a cleaning charge, depending on the event. These events must be discussed and approved by the Student Services Coordinator and the Dean of Students in advance. A [Facilities Request Form](#) must be completed for the following reasons: 1) for approval, 2) to ensure that only one event is planned at a time, and 3) to notify all departments of the event. Please call the Student Services Coordinator at 601.923.1672 for details.

General Campus Policies

We have been blessed with great facilities at RTS. We all bear a common responsibility to maintain, clean, and use them considerately. Each student is expected to share that responsibility in at least the following ways:

1. When you see a need for maintenance, take a moment to complete an online request at <http://rtsjackson.org/maintenance>. Please do not phone in requests to maintenance or housing offices. For emergencies, contact our Emergency Hotline at 601.923.1740.
2. Wherever you see litter or trash, please pick it up and dispose of it properly.
3. Maintain cleanliness of kitchen facilities including the microwave, refrigerator/freezer, sinks, and coffee stations.
4. Turn off lights that are not being used.
5. Thermostats are to be adjusted only by the Facilities Department.
6. Dogs, cats, and other pets are not allowed in seminary buildings.
7. Drinks are only permitted in the Classrooms, Student Center, and Student Break Out Area. Food and drink are not permitted in the Chapel.

8. Alcoholic beverages are not permitted in the school's academic, social, and administrative buildings.
9. Tobacco products are not permitted on campus grounds.
10. Automobiles should be parked only in paved, designated areas. All student vehicles must have an RTS decal on the windshield for identification.
11. Firearms are not permitted in classrooms, public buildings, or grounds of seminary property at any time. Stored firearms in your on-campus housing must be registered with the Director of Operations.
12. Any attempt to disable fire protection devices (smoke detectors, alarm systems, etc.) is a serious offense that will incur disciplinary action. For the safety of our campus, do not tamper with any such equipment in our campus buildings or apartments.

RTS Jackson Library

Library Staff

Library Director
John Crabb
jcrabb@rts.edu
(601) 923-1618

Library Assistant
Stephanie Day
sday@rts.edu
(601) 923-1622

Front Desk
(601) 923-1623
<https://rts.edu/academics/library/jackson>

Library Hours

- Monday - Thursday 9 am – 9 pm
- Friday 9 am – 4 pm
- Saturday 10 am – 5 pm
- Sunday Closed

Library Conduct

All library users must abide by the following conduct,

1. Respect the privacy and property of all other library users.
2. Refrain from interrupting or disturbing other library users.
3. Use all access to the Internet primarily for research purposes, and personal communication.
4. Do not use any Internet access to download, view, or transmit video or images that would be considered mature, X-rated, etc.
5. Conduct conversations, including cell phone calls, away from other library users.
6. Limit use of a single photocopier to 5 minutes or less when someone is waiting to use it.
7. Keep any study area free from litter.
8. Use the Copy Room for all meals. Clean or throw away all dishes you use. You may store items in the refrigerator during the day, but not overnight.
9. Children must always be monitored by a parent or guardian.
10. The only pets permitted on the premises are those licensed as a Service dog or other license to assist those individuals with a disability.
11. Database login credentials are only for currently enrolled RTS students, and they should not be shared with individuals not associated with RTS.
12. Promptly notify library staff of any changes to your address or contact information.

Audio/Video Equipment

1. No A/V equipment may leave the seminary grounds, except for the purpose of maintenance or repair, without the expressed permission of the President's office.
2. Equipment is made available only to individuals who are associated with RTS.
3. Requests for A/V equipment setup must be made 48 hours in advance by contacting Student Services

Director (601.923.1672). Requests made less than 48 hours in advance will only be filled as permitted by the class schedule of the A/V student worker(s).

4. Projectors, computers, cables, and video cameras are not available to RTS staff, faculty, and students for personal use.

Computer Privileges

1. Student users may use only those computers that have been authorized for their use by Computer Services or their department supervisor.
2. KnowBe4 Internet training must be completed to use any RTS computer.
3. Student users may use a computer only for the purpose for which permission has been granted. Seminary computers may not be used for commercial purposes without the permission of the President.
4. Student users given a password for computer access are responsible for the security of the password. A user's password must never be given to another person. If a user suspects another person knows his password, he must contact the Director of Computer Services immediately for a new one.
5. Student-users must respect the intellectual labor and creativity of others. Since electronic information is easily reproduced, respect for the work of others is especially critical in computer environments. Violations of original works, including plagiarism, unauthorized access, and copyright violations, may be grounds for disciplinary action.
6. Student users must not access or copy volumes, libraries, directories, programs, files, or data not belonging to them without authorization. For computer software and data owned by the seminary, authorization must come from the President.
7. **Student users must not attempt to modify or allow others to modify the seminary's computer hardware or software.** Failure to adhere to this policy may be grounds for disciplinary action. In addition, the cost incurred to restore damaged hardware or software will be charged to the student.
8. Student users of seminary computers must have appropriate training before operation. Each department is responsible for ensuring that student-users and workers are adequately trained. Questions from student-users and workers should be directed to the department staff. Only department staff should contact Computer Services.
9. Student users of seminary computers should report hardware or software problems to their department supervisor or department staff designated to receive such reports. That person should report the problems to Computer Services.
10. A student user that deliberately adds a computer virus to equipment owned by the seminary will be subject to disciplinary action. Users who suspect a computer has been infected by a virus or has been maliciously tampered with in any way should contact Computer Services immediately.
11. Computer Services, acting on behalf of the seminary, reserves the right to access all computer files on seminary computers.
12. Students may use computers designated for student use in labs or for public access. Students are not to use computers designated for administrative purposes unless authorized to do so by their department supervisor or Computer Services.
13. Administrative tasks have priority for any computer assigned to a department with administrative responsibilities.
14. Computer Services is not responsible for the support of hardware or software not owned by the seminary.

EMERGENCY RESPONSE PROCEDURES

At Reformed Theological Seminary (RTS) Jackson, we believe that a prepared community is a protected community. Emergencies are unpredictable, but with clear, proactive measures, we can ensure that our students, faculty, and staff are equipped to respond swiftly and effectively to any situation.

Why This Matters

Your safety is our highest priority. Whether it's knowing evacuation routes, understanding how to use emergency alerts, or responding to an active threat, every second counts in an emergency. Being informed and prepared today can save lives tomorrow.

We urge every student, faculty member, and staff to review these procedures carefully, participate in safety drills, and take an active role in fostering a culture of awareness on campus. If you have questions or suggestions, please contact Jim Scott or your designated Building Monitor.

Reporting Emergencies

- If you witness a true emergency (immediate danger to life or property), call 9-1-1 immediately.
- Once you are safe, report the incident to the RTS Emergency Hotline: 601.923.1740.
- Non-emergency incidents can be reported via the RTS website or by emailing Jim Scott.

Why Immediate Reporting is Critical

- The faster you report, the quicker help arrives.
- Non-emergency reporting helps prevent future incidents and improves campus safety measures.

RAVE Mobile Safety

RTS uses Rave Mobile Safety (RaveAlert) to send emergency notifications via SMS/text and email to all students, faculty, and staff.

- You are automatically enrolled if your phone number is in the RTS system.
- RTS only uses RaveAlerts for:
 - Severe weather warnings
 - Campus lockdowns and security threats
 - Immediate campus closures
- RTS will test the system once per term.

Why This Matters

- In an emergency, real-time information saves lives.
- When a RaveAlert is sent, follow the instructions immediately.
- If you do not receive alerts, confirm your contact details with support@rts.edu.

AED (automated external defibrillator)

- Location: 2nd Floor, 4268 Building (Next to Restrooms)
- Trained Staff: At least one RTS staff member per floor has completed First Aid/CPR/AED training.

Why Everyone Should Know the AED Location

- Even without training, you can bring the AED to a medical emergency.
- The semi-automatic AED provides step-by-step voice instructions for easy use.
- It is better to bring the AED and not need it than to waste precious time searching for it.

Action Step: Walk by the **2nd floor AED station** today and memorize its location.

Building Monitors

Every RTS building has assigned monitors responsible for securing buildings and guiding individuals during emergencies.

Current RTS Building Monitors:

- North Building:
 - 1st Floor (North) – LaTanya Francis
 - 1st Floor (South) – CL Pearce
 - 2nd Floor (Classrooms & TA Lab) – Ben Goff
 - 2nd Floor (Student Breakout Area & Faculty Offices) – Lauren Potter
 - 3rd Floor (North) – Kim Lee
 - 3rd Floor (South) – Kathryn Wiggins
- South Building:
 - Counseling Center – Stephanie Wielgosz
 - Student Center & Chapel – Ronjanett Taylor

Why This Matters

- Knowing your Building Monitor means knowing who to follow in an emergency.
- These individuals have been trained to guide you to safety—identify them today.

Active Shooter

An active shooter situation is unpredictable. If one occurs:

1. **RUN** – If you can evacuate, do so immediately. Move to:

Hanover Place (via rear parking lot)
1300 Meadowbrook Office Park (near I-55)

2. **HIDE** – If running isn't an option:

Lock doors, block entry, stay quiet, and silence your phone.

3. **FIGHT** – If your life is in **imminent danger**:

Disrupt the shooter, use objects as weapons, commit fully to your actions.

Why This Matters

Active shooter situations **develop fast**—having a **plan increases survival chances**.

Weather Emergencies

Tornado/Hurricane Safety

- Move to a **low, central location away from windows**.
- Follow **Floor Monitor instructions** to designated safety areas:
 - **North Building:** First-floor art collection hallway or Admissions hallway, Rare Book Room, kitchen, stairwells, and restrooms
 - **South Building:** First-floor (not basement) main hallway, stairwells, restrooms, 2nd floor curved wall hallway, and game room

Winter Weather

- Jackson's **rapid temperature shifts** can cause **unexpected icy roads**—travel only if necessary.
- RTS will notify students via **RaveAlert** if campus closure is required.

Building Emergencies

Fire

- Remain calm and evacuate immediately if the fire alarm sounds.
- Stay low, as smoke rises—cleaner air is closer to the ground.
- Use stairs, not elevators.
- Proceed to muster points:
 - Hanover Place (via rear parking lot)
 - 1300 Building in Meadowbrook Office Park (near I-55)

Appendix A: Release Forms

Acknowledgment of Student Handbook

Sign the following form and return it to the Office of the Registrar.

Waiver and Release Information

As it relates to use of facilities owned/operated by Reformed Theological Seminary – Jackson:

In consideration for use of all facilities provided by Reformed Theological Seminary, it is noted that you hereby agree to waive all claims against RTS and its agents, employees, representatives, officers, and directors (Indemnitees), for injuries or damages caused by, arising out of, or related to any participation in activities performed in and utilizing any buildings or on the grounds of the Jackson campus of Reformed Theological Seminary whether caused by, arising out of, or relating to negligence of Indemnitees or otherwise. It is further agreed to indemnify, save, and hold Indemnitees harmless from any loss, liability, attorney's fees, damage, or costs that may incur arising out of or related to the use of Reformed Theological Seminary's facilities or on the premises whether caused by the negligence of the Indemnitees or otherwise. We expect students and guests to conduct their actions in a manner so as not to damage, interrupt, or disturb existing facilities, class sessions, or meeting groups that may take place in adjoining rooms or buildings. You agree to conduct yourself in a Christ-like manner and understand the "no tobacco products" policy and the "no alcoholic beverages" policy of Reformed Theological Seminary.

Acknowledgement of Media Release

As it relates to use of media production:

By enrolling as a student at Reformed Theological Seminary, you are granting RTS permission to use pictures, videos or audio recordings of seminary classes, campus life or other seminary sponsored activities that include your voice, image, or likeness.

Acknowledgement of Student Handbook

I have received a copy of the Student Handbook and agree to abide by the policies and guidelines as set forth in the manual.

Student Name _____ ID _____

Student Signature _____ Date _____

Student phone number _____

Appendix B: Emergency Contact Information

On Campus	
Emergency Help	<u>911</u>
Maintenance and Security Emergency Hotline	<u>601.923.1740</u>
Meadowbrook Office Park Onsite Security	<u>601.559.2391</u>
Receptionists 8:00 a.m. – 5:00 p.m. Monday – Friday (Except for Holidays)	<u>601.923.1600</u>
Charlie Wingard, Dean of Students	<u>(cell) 256.509.9284</u>

Jackson	
Emergency Help	<u>911</u>
I need to report a crime to an officer.	<u>601.960.1234</u>
I need to report an accident/incident.	<u>601.960.1234</u>

Appendix C: Faculty, Staff, & Campus Facilities

RTS Faculty		
Dr. J. Ligon Duncan III	John E. Richards Professor of Systematic and Historical Theology	1656
Dr. John V. Fesko	Harriet Barbour Professor of Systematic and Historical Theology	1646
Dr. Michael A. Hillerman	Assistant Professor of Counseling and Director of Master of Arts in Counseling Program	1630
Dr. David Irving	President, RTS Jackson Asst. Professor of Church History and Pastoral Theology	1620
Dr. Katie Majeste	Assistant Professor of Counseling	1638
Dr. Josh Malone	Associate Professor of Systematic Theology	1628
Dr. William J. Richardson	Professor of Counseling	1632
Dr. Steve Smith	Associate Professor of Old Testament	1698
Dr. Chris Stevens	Assistant Professor of New Testament	1641
Dr. Miles V. Van Pelt	Alan Hayes Belcher, Jr. Professor of Old Testament and Biblical Languages	1695
Dr. Guy P. Waters	James M. Baird, Jr. Professor of New Testament and Academic Dean (Jackson, Brazil)	1697
Dr. Charles M. Wingard	Professor of Pastoral Theology and Dean of Students	1627

RTS Staff

Anderson, Mary	Housekeeper	1692
Bautista, Pons	Director of I.T. - Jackson	1667
Crabb, John	Library Director	1618
Day, Stephanie	Library Assistant	1622
Doggett, Dr. Tony	Chancellor's Chief of Staff	1655
Duncan, Dr. Ligon	Chancellor & CEO	1656
Francis, LaTanya	Assistant to the Director of Operations and Facilities Coordinator	1600
Garrison, Kat	Admissions Counselor	1674
Goff, Ben	Director of Student Services	1672
Goldstein, Nate	Bookstore Manager	1640
Harbaugh, David	Systems Administrator	1665
Hewitt, Dale	Facilities Specialist	1694
Hollingsworth, Sunny	Development Systems Specialist	1657
Honeycutt, Amy	Chief Marketing Officer	1682
Hyde, Jan	Executive Assistant to the Chancellor	1656
Ingram, John	Director of Finance	1662
Irving, David	President, RTS Jackson	1620
Jackson, Anna	Housekeeper	1692
Jones, Ashli	Human Resources Generalist and Payroll Specialist	1659
Jones, Eli	Clinical Assistant, The Counseling Center	1637
Lee, Kim	Student Billing Director	1717
Martin, Catherine	Accounts Payable Assistant	1664
McCall, Perry	Director of Church Relations and Advancement	1652
McCullough, Cheryl	Coordinator of Development Operations	1653
McLain, Alleen	Assistant Director of Admissions	1670
Murphey, Michelle	Director of Human Resources	1661

Pearce, CL	Director of Admissions	1675
Potter, Lauren	Registrar	1681
Rayborn, Ricky	Chief Operating Officer (COO)	1643
Receptionist	RTS Jackson Receptionist	1600
Scott, Jim	Director of Operations, RTS Jackson and Special Assistant to the Chancellor	1699
Shirley, Kim	Chief Communications Officer	1680
Short, Jessica	Chief Financial Officer (CFO)	1660
Summers, Shekaria	Accounts Payable Manager	1663
Taylor, Ronjanett	Associate Site Administrator (MAC)	1633
Tkachuk, Slavik	Facilities Maintenance Technician	1693
Westbrook, Marguerite	Administrative Assistant Field Education and Placement	1678
Wielgosz, Stephanie	Director of the Counseling Center	1635
Wiggins, Kathryn	Development Services Coordinator	1658
Williams, Chael	Admissions Counselor	1673
Williams, Kate	Marketing Coordinator	1684

Campus Facilities

Bookstore	RTS Jackson Bookstore	1616
Counseling Center	RTS Jackson Counseling Center	1645
Library	RTS Jackson Library	1623
Library (off-site)	RTS Jackson Off-site Library	1624
Mailroom	RTS Jackson Mailroom	1647
Maintenance & Security	RTS Jackson Maintenance and Security Hotline	601-923-1740
MOP Security	Meadowbrook Office Park Security (mobile patrol)	601-559-2391

Appendix D: MAC Addendum

REFORMED THEOLOGICAL SEMINARY



Student Handbook Addendum

Master of Arts in Counseling Program

Last Revised: May 2025

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GENERAL INFORMATION

This Addendum has information that applies to, and is important for, students in the RTS Master of Arts in Counseling (MAC) program. It should be referenced in addition to the campus specific RTS Student Handbook.

Mission Statement and Program

RTS Institutional 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.

RTS MAC Program Mission Statement

The mission of the Master of Arts in Counseling program is to prepare distinctly Christian, conceptually and clinically competent Professional Counselors who can integrate their Christian faith and Reformed worldview with their knowledge of counseling, render counseling to both church and non-church populations in multicultural and pluralistic societies and successfully enter the helping field.

MAC Program Objectives

The Program Objectives (POs) of the MAC program are to prepare counselors who:

PO 1: Faith and Worldview. Graduates demonstrate a lively Christian faith and the ability to integrate their Christian faith and Reformed worldview with their counseling

PO 2: Professional competence. Graduates have the necessary knowledge, skills, and dispositions to be professionally competent conceptually and clinically in the areas of (1) professional counseling orientation and ethical practice, (2) social and cultural diversity, (3) human growth and development, (4) career development, (5) counseling and helping relationships, (6) group counseling and group work, (7) assessment and testing, (8) research and program evaluation, and (9) clinical mental health counseling.

PO 3: Diverse populations. Graduates have the necessary knowledge, skills, and dispositions to render service to church and unchurch populations in our multicultural and pluralistic society

PO 4: Licensure. Graduates have the necessary knowledge, skills, and dispositions successfully to be licensed as professional counselors

Academic Advising

The registrar is assigned as the advisor for the MAC students. The registrar is available for questions regarding courses and registration. The student is strongly encouraged to meet with the advisor at least once each semester.

Even though the advisor is available for assistance, it is each student's responsibility to meet the requirements for the degree under the catalog. The student should also be knowledgeable of the certification or licensure requirements of the state they are likely to practice.

Program Structure and Leadership

Program Director

The Program Director is responsible for providing guidance, coordination, and leadership to the RTS MAC program. The Site Administrator and Practicum/Internship Coordinator are accountable to the Program Director. Currently, Dr. Michael Hillerman serves as the MAC Program Director.

Site

The MAC program is offered by RTS on the Jackson campus.

Administrator

The MAC program is led by a Site Administrator who serves to administer the academic and curricular implementation of the MAC program.

Associate Site Administrator

The Associate Site Administrator provides administrative support to the Program Director, Practicum/Internship Coordinator, Core and Guest Faculty, and the Counseling Center Director (upon request). This staff position maintains current program documentation, course syllabi and schedules, plans key MAC programmatic events, and is the program liaison for CACREP on program compliance, evaluation, and reporting.

Practicum/Internship Coordinator

The MAC program has a Practicum/Internship Coordinator who is responsible for the clinical aspect of the program. Their responsibility covers the Practicum/Internship semester courses, including supervision structure.

Communication within the Program

Faculty Open-door Policy

The MAC faculty maintain an open-door policy, meaning that anytime their door is open the student is welcome to approach the faculty with questions or comments. Most days, there is at least one faculty member on-site available for meeting with students.

Student Representatives

When beginning the program, each cohort elects 2-3 students to serve as class representatives. These student representatives will attend on average one faculty meeting each month. Their purpose is to present concerns to the MAC faculty on behalf of their cohort. These concerns may be academic, or clinic related, and it provides students with the opportunity for their voice to be heard anonymously. Faculty takes these concerns into consideration in the improvement of the MAC program. Student representatives are also responsible for planning annual program events.

Canvas

RTS uses Canvas (<https://rts.instructure.com/login/ldap>) to post course information and to communicate between faculty and students. When you register, your courses will appear on Canvas. Therefore, it will be for your benefit to become familiar with this system. Signing in to Canvas requires the same username and password that is used for Self-Service (registration and billing).

Licensure Disclaimer

The MAC program currently meets the academic and clinical requirements of the Mississippi Board of Licensed Professional Counselors. The MAC program is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) and most states use the CACREP curriculum as their academic requirements for licensure.

However, requirements vary widely by state and are constantly revised by the states. Therefore, the MAC program has not made a determination whether the Master of Arts in Counseling program meets the basic educational requirement for initial licensure by examination in all states. Since each state specifies its own licensure requirements, students are advised to check with the licensure board in their state or the state in which they plan to work. The best place to obtain current licensing board contact information listing are at the American Counseling Association:

<https://www.counseling.org/resources/licensure-requirements>

Licensing and Certification

There are a number of requirements above and beyond a graduate degree that are necessary to become a licensed professional counselor. After an individual has received a master's degree in counseling, state licensure boards generally require applicants to complete a minimum number of supervised counseling hours, a specified ratio of clinical supervision to hours of clinical experience, a passing grade on a state approved licensure exam administered by the National Board of Certified Counselors (some states require two exams), and possibly additional continuing education. These requirements often take two or more years to complete after completion of the individual's Master of Arts in Counseling degree.

As mentioned above, the MAC program meets the licensure requirements for many states. However, it is the student's responsibility to be familiar with the specific licensure requirements for the state in which they anticipate practicing. The faculty and staff do play a supportive role for the student when there are questions or concerns about the licensure process. **It is important to note that each student should keep a copy of all syllabi for documentation with various licensing agencies.** The following websites are associated with licensure within. Since the policies change frequently, this is the best source for keeping up with licensure requirements:

Counseling Licensure Board

MS Board of Examiners for LPC: lpc.ms.gov

Professional Counseling Associations

American Counseling Association: counseling.org

MS Counseling Association: mica.memberclicks.net

Academic Appeal Policy

The MAC program follows the general RTS Student Complaints and Appeals Process which is stated in the RTS Student Handbook.

Endorsement Policy

Some states require an official endorsement statement from the educational institution before graduates can pursue licensure. Additionally, some employers may request an endorsement/recommendation from faculty and/or program leadership as a prerequisite to hiring a MAC program graduate.

Program Completion Endorsement

The RTS MAC program faculty will endorse MAC graduates for the purpose of pursuing state licensure who have successfully completed all academic and clinical requirements and are in good standing at the time of graduation.

Employment Endorsement

Requests for specific employment endorsement by faculty and/or program leadership for MAC graduates will be handled on a case-by-case basis at the discretion of the faculty member and/or program leadership.

Students should be aware that the RTS MAC program is a general Mental Health Counseling program and cannot endorse graduates for positions that require specialized training beyond the scope of the program (e.g., Substance Abuse Counseling, School Counseling, Rehabilitation Counseling, etc.).

OUTLINE OF PROGRAM REQUIREMENTS

Professional Counseling Organizations and Professional Involvement

Counseling Association Membership

All students admitted to the RTS MAC program are required to join (at their own expense) a professional counseling association and maintain membership for the duration of their time at RTS. Students can join either the American Mental Health Counselors Association (AMHCA) or the American Counseling Association (ACA). Proof of membership and proof of membership renewal must be submitted to the Associate Site Administrator prior to the end of each summer term that students are enrolled in the RTS MAC program.

In addition to the AMHCA and ACA, students may optionally explore professional involvement and activities in organizations that may include subchapters in areas that may be of specific interest to them. These may include the following counseling associations:

Christian Association of Psychological Studies (caps.net)

American Association of Christian Counselors (aacc.net)

Mississippi Counseling Association (mica.memberclicks.net)

Conference Attendance

Students are required to attend one state or national Counseling Conference of their choice by the end of the second spring semester in the program. Professional conferences offered by the program qualify for this requirement. Expenses relating to conference attendance vary. The student is responsible for these costs.

Curriculum Outline

A Program of Study is provided at orientation that lists the sequence of courses required to complete the program. Below is a list of MAC program courses.

Counseling Courses		
Course #	Course Name	Credits
CO5500	Counseling and Helping Relationship Skills	3
CO5510	Psychodiagnostics	2
CO5520	Social & Cultural Issues in Counseling	3
CO5530	Human Growth & Development	3
CO5540	Career & Lifestyle Development	3

CO5550	Psychopathology	3
CO5560	Assessment & Testing	3
CO5570	Research & Program Evaluation	3
CO5580	Professional, Ethical, and Legal Studies	3
CO5590	Couples & Family Counseling 1	3
CO5600	Couples & Family Counseling 2	2
CO5610	Theory & Practice of Counseling	3
CO5620	Group Theories & Practice	3
CO5630	Human Sexuality	3
CO5640	Neuroscience Informed Counseling	2
CO5650	Crisis and Trauma Informed Counseling	3
CO5660	Substance Abuse & Addiction	3
CO5670	Application of Counseling & Theology	1
CO5680	Practicum	3
CO5690	Internship (Summer)	3
CO5690	Internship (Fall)	3
CO5690	Internship (Spring)	3

Bible and Theology Courses		
Course #	Course Name	Credits
NT5500	New Testament Foundations	3
OT5500	Old Testament Foundations	3
ST5355	Systematic Theology Foundations	3
ST5350	Theological Foundations for Counseling	2
	OT, NT, ST, HT Electives (Note: No PT courses allowed)	6

Academic Expectations

Full Time

The MAC program is purposefully designed to be a full-time program. Taking courses and/or completing the practicum and internship on a part-time basis are not offered as an option. However, we do provide the option for students to apply under the Special Student status. Special Students are able to take a maximum of 18 credit hours of MAC courses before starting in the MAC program. Not all courses are available for Special Students, so these students would need to consult with the Program Director each semester for advising. **Note: Beginning as a Special Student does not guarantee a spot in the MAC program. Each Special Student must complete the application for the MAC program during the year of study as a Special Student.**

Class Sequencing

Due to the MAC program being full-time and a cohort admissions system, the course curriculum schedule for the counseling courses is not flexible and students should take them according to the prescribed schedule.

Outside Work

Students should be aware of the academic and clinical demands of the MAC program when considering a full-time job in addition to the seminary schedule. However, almost every student works part-time while studying in the program. Any outside work must be flexible to give priority to the students' counseling training.

Personal Expectations

Community Life Expectation

Students are expected to participate actively in a local church fellowship, the community life of the seminary and their MAC cohort.

Personal Growth Expectation

The nature of counselor training requires self-reflection as well as giving and receiving feedback. Students can, therefore, expect the MAC program experience to be both intra- and inter-personally demanding.

Clinical Expectations

Time Commitment

Once a student enters the clinical training phase of the MAC program, they can expect to spend 15 to 20 hours per week involved in the various aspects of their clinical practicum and internship. Students will be required to remain in their internship through the last week of April of their final semester, regardless of the number of internship hours completed prior to this date. During the final semester, second year students will participate in co-counseling paired with first year students.

Supervision

Students in the clinical training phase will be required to attend weekly individual and group supervision until all their client cases are closed or transferred to another student counselor. Students participating in off-site internships typically will be required to attend staff meetings at their internship site.

Priority of Client Care

The priority of clinical supervision is client care. Although students' professional and personal growth develops out of supervision, clients remain the first priority. Because of this, supervision is not equated with personal counseling. Should personal issues arise in the context of supervision that could interfere with the student's ability to function in a clinical setting, MAC program leadership may require the student to engage in personal counseling from the faculty-approved counselor list at the student's expense.

Ethical Obligations

In addition to our institutional student conduct policy, our MAC students are expected to adhere and comply with the most current version of the American Counselor Association's Code of Ethics. The current Code of Ethics can be found at: <https://www.counseling.org/resources/ethics>

Records

Accurate record keeping is an ethical and legal requirement for mental health professionals including student counselor interns. Students must maintain the MAC standards for record keeping (including the proficient use of the scheduling and documentation software) during their clinical practicum and internship. Failure to do so will be regarded as a lack of professionalism, and unethical and illegal conduct. Such behavior may result in dismissal from the RTS MAC program.

Liability Insurance

All RTS MAC students are required to obtain professional counseling liability insurance while participating in practicum or internship (or any other clinical activities, e.g., "shadowing in clinic").

Professional counseling liability insurance can be obtained at no additional cost as a benefit of student membership in ACA or AMHCA. Proof of insurance obtained via professional organization membership or other professional liability insurance carriers must be submitted to the Associate Site Administrator no later than two weeks prior to Practicum and Internship (or any other earlier clinical involvement). Proof of liability insurance renewal must be submitted each year as the student continues participation in clinical internship.

Additional Expenses

Program completion will require additional expenses not listed in the RTS fee schedule, e.g., cost of textbooks, conference attendance, membership in professional association, liability insurance, monthly practicum, and internship fees (once entering clinic work), retreat attendance, and specialized professional training and testing materials.

Graduation

Before graduating from the MAC program, each student must meet the requirements for graduation as explained in the Student Handbook. In addition to these institutional requirements, the student must have completed the 400 required direct hours, which include at least 120 to a maximum of 150 relational hours. Relational hours are defined by having more than 1 client in the session. The student must also complete at least 600 indirect hours. These indirect hours may include case administration, supervision, peer reviews, case review, training, and conferences. Graduates must complete all of their clinical requirements prior to the day of graduation.

Policy Changes

There are dynamic aspects of any graduate program that cannot be predicted. It is possible that some dates or circumstances noted in this handbook may need to be changed due to any number of reasons (e.g., budgetary changes, scheduling conflicts). If such changes are necessary, students will be informed.

STUDENT EVALUATIONS

Student Progress Evaluations

The Student Review Committee of the MAC program systematically reviews student progress toward their degrees in a number of ways. Included among them are:

Key Performance Indicators

The MAC program faculty have identified Key Performance Indicators (KPIs) that measure a combination of skills and knowledge. The KPI data informs the faculty of student progress and of program effectiveness overall. If a student does not achieve a KPI, their overall performance in the relevant course or courses is examined and steps for remediation may be taken by the Student Review Committee.

Key Professional Disposition Indicators

The MAC program faculty have identified Key Professional Dispositions that measure student ability to effectively and cooperatively work in professional relations with clients, colleagues, and others.

Student Counselor Outcome Rating

The MAC program faculty has identified various dimensions of student clinical performance that are assessed by means of the Student Counselor Outcome Rating form (SCOR).

Course Completion

The MAC program faculty regularly reviews student course completion of courses required for the degree.

Policy for Student Retention, Remediation, and Dismissal

Policies regarding student conduct, retention, remediation, and dismissal are included in the RTS Student Handbook. Additionally, the following apply to MAC students:

Student Progress Evaluation

Twice a year, the MAC core faculty and staff meet as the site Student Review Committee (SRC) to assess student progress and as needed to attend to special matters such as student impairment or ethical conduct, taking into account individual student assessment data (e.g., KPI, KDI, SCOR) and other information as deemed wise.

As a result of any evaluation of student progress, three options will be considered:

1. Student is identified as meeting adequate progress. If this option is decided upon, no action is taken other than sharing this information with the student.
2. Student is recommended for remediation.
 - If this option is decided upon, the student and faculty develop a plan of remediation. This plan will be specific to remediating the identified behaviors, may involve outside parties (e.g., counseling professionals), and adherence will be determined by an individual identified by the SRC.
 - If the student fails to adhere to the plan, this may result in dismissal from the program. If dismissal is recommended, faculty will help facilitate the student's transition out of the program and, if possible, into a more appropriate area of study. (See "Process for handling student conduct or impairment issues" below.)
3. Student is recommended for dismissal from the program (see "Process for handling student conduct or impairment issues" below).
 - If this option is decided upon the Student Review Committee will help facilitate the student's transition out of the program and, if possible, into a more appropriate area of study.

If option 2 or 3 is decided upon, a meeting will be scheduled with the student. This meeting usually includes selected faculty member(s). The faculty's concerns and recommendations are clearly explained to the student. The student will be allowed to discuss his or her thoughts, feelings, and reaction. After reviewing the assessment data and other information they may deem pertinent, the committee recommends retention, remediation or dismissal of each student, following the policies presented below.

Counselor Impairment

The MAC program requires that students' functioning in clinic must not be impaired. Therapeutic **impairment** occurs when there is a significant negative impact on a counselor's professional functioning which compromises client care or poses potential harm to clients. Impaired counselors are distinguished from **stressed or distressed counselors**. The latter may be experiencing significant stressors, but their work is not significantly impacted. It is assumed that an impaired counselor has at some point had a sufficient level of clinical competence, which has become diminished as described above. (The definition of "therapeutic impairment" is adapted from the ACA's Taskforce on Counselor Wellness or Impairment)

Areas of impairment may, for instance, include the following:

- Intra- and interpersonal functioning
- Substance abuse or chemical dependency
- Mental illness
- Personal crisis (e.g., traumatic events or vicarious trauma, burnout, life crisis)
- Physical illness or debilitation

Student counselors may or may not be aware of possible impairment and its impact on client service. Student counselors experiencing emotional, relational, or health problems that may potentially impact their helping capacity (e.g., family problems, adverse effects of medications, substance abuse) are to inform a program clinical supervisor or the MAC program leadership who will take steps to protect the welfare of the clients and the particular student counselor and to direct them toward appropriate help.

Ethical Compliance

Situations of non-compliance with the most current version of the American Counselor Association's Code of Ethics are addressed in the section on 'Ethical Obligations' in the MAC Addendum to the RTS Student Handbook.

Process for handling student conduct or impairment issues

The Student Review Committee (SRC) is the initial body to address matters of retention, remediation and dismissal, taking into consideration matters such as academic and clinical performance, ethical violations of the ACA Code of Ethics, institutional student conduct regulations, intra- or interpersonal functioning and/or impairment. The SRC considers matters at hand to determine what, if any, further steps to take. The SRC process may include gathering information from relevant sources and interviews as deemed wise.

After deliberation, the SRC recommends a course of action which may range from taking no further actions to steps for remediation of the concern to recommending that the student be dismissed from the program.

Actions of the committee are recorded in the Teams meeting minutes and recommendations made, as appropriate, to institutional administrative persons. Where steps of remediation or dismissal are recommended, the student involved is informed in writing of the decision and recommendation(s) of the SRC. Recommendations of dismissal by the SRC are passed on to appropriate institutional offices (e.g., Dean of Students or Academic Dean).

Remediation: When the site SRC recommends remediation, a written plan of remediation is formulated and communicated to the student. Generally, a member of the faculty or staff is appointed to monitor progress in remediation steps and to report back to the committee. If the plan is successfully completed, that fact will be noted in the Teams meeting minutes and the matter is resolved. If the plan is not successfully completed, the committee may meet to determine what further steps to take, which steps may include recommending dismissal from the program.

The written remediation plan will state the exact actions the student must take for remediation, and this plan will:

1. Advise the student of the faculty's concerns
2. Provide the student with an opportunity to correct/resolve the concerns
3. Make the student aware of the consequences of not following through

The plan will clearly specify what behaviors or changes in behavior are expected and what time limits are operative. All parties involved will sign the remediation plan and the student will be given a copy of the signed document.

Dismissal: If the committee recommends dismissal of a student from the program, they present their conclusions to the SRC, to the student, and to the Program Director who will then take the matter to the campus Academic Dean and Dean of Students, as well as appropriate institutional officers.

Appeals: Students may appeal committee decisions by means of the regular institutional student appeals policy published in the Student Handbook.

Personal Counseling Resources

A list of faculty-approved counselors will be provided at program orientation. This list includes counselors that may offer a sliding scale, provide discounted rates for RTS MAC students, or bill insurance.

Student counselors engaging in unethical, immoral, or illegal behavior are also likely adversely to impact clients. Such behaviors should be disclosed to supervisors or MAC program leadership for appropriate action.

MAC program students who observe student counselors experiencing events or engaging in behaviors likely adversely to impact clients should immediately communicate their concerns to MAC program supervisors or MAC program leadership.

REFORMED
THEOLOGICAL
SEMINARY



**RTS – Master of Arts in Counseling Program
Student Handbook Addendum Signature**

This form attests that I have read the Student Handbook Addendum for the Master of Arts in Counseling Program.

My signature below signifies that I have read and understand the policies and procedures of the MAC program that are presented in the Student Handbook Addendum.

Student Name _____ ID _____

Student Signature _____ Date _____

Student preferred email address _____

Student phone number _____

Turn in to the Associate Site Administrator by the end of Orientation.

Department Use Only:

Program Site Admin. Signature _____ Date: _____