



STUDENT HANDBOOK

2025-2026

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

Student Enrollment Agreement

PREFACE

This Student Enrollment Agreement, and the information contained in this handbook, provide a reference for certain policies and procedures that affect RTS DC Students. All students will be issued a copy of this handbook. It is their duty to familiarize themselves with the policies and procedures that pertain to them and insure adherence to them.

INTRODUCTION – Student Handbook Disclaimer

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

All policies, practices and procedures of the Seminary, whether or not described in this manual, may be changed, modified, or discontinued without prior notice and with retroactive effect.

Please read the following and check each item as you agree to them:

- ☐ As of 6/1/2025, the current tuition rate is \$635/credit. I understand that tuition is reevaluated every academic year, so this is subject to change during the course of my studies.
- ☐ A \$100 student activity fee is assessed every fall and spring semester to those enrolled in 4 or more credit hours.
- ☐ In a typical semester, I can expect to pay \$100-\$200 for required books & materials. This is an estimation and not assessed by the seminary.
- ☐ **STUDENT'S RIGHT TO CANCEL, WITHDRAW & TUITION REFUND POLICY** Students who drop a course or terminate enrollment before the drop deadline (five weeks following the first day of the semester) will receive within 30 days a full refund of tuition and student activity fees (less the non-refundable tuition deposit for new students). Those who withdraw from the seminary or a course after the deadline will receive no refund of tuition or student activity fees. Exceptions may be granted in extreme circumstances only through a written appeal to the Business Office or the Academic Dean.
- ☐ Normally, the coursework, credits, and degree earned at RTS are transferable to other institutions; however, it is technically at the sole discretion of the receiving institution as to which of these will be accepted.
- ☐ **STUDENT APPEALS** An appeals process exists to resolve any behavioral or academic problem that cannot otherwise be settled in a biblical manner and assures fairness to all parties concerned. This process is rarely needed and should only be used after all other means have been exhausted. For example, in academic matters that pertain to a class or a grade, the student should first work directly with the professor and/or Registrar. Concerning behavioral or community issues, the student should first consult with the Dean of Students. In all cases, the student initiating the complaint will not be subject to adverse actions *per se* for this initiation.

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

1. The student should submit a written appeal using the form found on page 37 to the Academic Dean regarding the issue. Depending on the issue, the Academic Dean may request input from the Faculty. The Academic Dean will render a written decision.
2. If the student is not satisfied with the decision of the Academic Dean, then the student may submit a subsequent written appeal to the campus President requesting a hearing. The campus President may or may not grant the request. If granted, the campus President will appoint an ad hoc committee that may consist of trustees, faculty, staff, and/or institutional officers to hear the case. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.
3. The decision of the President or the ad hoc committee is considered final, subject only to review by the Executive Committee of the Board to affirm the appeals process was properly observed.

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

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

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

By signing below, I certify that I have been provided access to the school's electronic or print catalog, bulletin, or brochure. I also understand that the Seminary has the unilateral right, at any time and for any reason, to make changes in all policies, instructions and procedures, with or without notice, and with retroactive effect.

I understand that this is a legally binding agreement. My signature below certifies that I have read, understood and agreed with my rights and responsibilities. Further, I certify that I understand the cancellation and refund policies and I understand and agree to these policies.

Signature:

Date:

Print Name:

Select Degree Program

Address:

- ☐ Master of Divinity Degree
106 credit hours
- ☐ Master of Arts (Biblical Studies) Degree
66 credit hours
- ☐ Master of Arts (Religion) Degree
60 credit hours
- ☐ Non-Degree or Visiting

Phone Number:

Student ID Number:

Start Date:

Received by:

Date:

Registrar

Print Name:

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Welcome

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

At RTS Washington, we desire to be a place where close, cordial relationships can be developed between students, faculty, and staff in the Spirit and love of Christ. Faculty and staff are accessible to you, and all administrators and faculty members have office hours. Please feel free to contact the appropriate person whenever you have a question, suggestion, or need. We are here to assist you!

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

As you pursue your studies at RTS Washington, it is our desire that your life would be characterized by four commitments:

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

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

Reformed Theological Seminary, Introduction

About Reformed Theological Seminary

Purpose Statement

The purpose of RTS is to serve the church in all branches of evangelical Christianity, especially the Presbyterian and Reformed family, by preparing its leaders, with a priority on pastors, and including missionaries, educators, counselors, and others through a program of theological education on the graduate level, based upon the authority of the inerrant Word of God, the sixty-six books of the Bible, and committed to the Reformed faith as set forth in the *Westminster Confession of Faith* and the *Larger and Shorter Catechisms* as accepted by the Presbyterian Church in the United States of America as its standard of doctrine at its first General Assembly in 1789.

This program shall be characterized by biblical fidelity, confessional integrity, and academic excellence, and committed to the promotion of the spiritual growth of the students. The breadth of this ministry will include multiple campuses and extensions as led by the Lord.

Mission

The mission of Reformed Theological Seminary is to serve the Church by preparing its leaders, through a program of graduate theological education, based upon the authority of the inerrant Word of God, and committed to the Reformed Faith.

Vision

Reformed Theological Seminary exists to glorify the Triune God and to serve His Church in all branches of evangelical Christianity, especially Presbyterian and Reformed churches, by providing Reformed graduate theological education that is globally accessible. RTS equips its students for ministry, primarily through pastoral preparation, to be servant leaders marked by “A Mind for Truth, A Heart for God.”

Core Values

Biblical Integrity

RTS submits to the authority of the sixty-six books of the Bible and is committed to a perceptive application of the Bible to all of life. This primary commitment of biblical integrity and its derivative worldview informs every part of our training program and the development of our students for ministry. RTS faculty understand and teach biblical truth from a Reformed perspective as set forth in the *Westminster Confession of Faith* and Catechisms.

Christian Nurture

RTS seeks to foster spiritual growth among our students, faculty, and staff, our communities, and in our constituent churches. We endeavor to provide holistic preparation for church leadership. The priority for leadership development at RTS is pastoral training. In addition, RTS provides training for missionaries, educators, counselors, and other ministries for which the church may find need.

Faithfulness in All Things

RTS strives to be faithful to God in all we do by bringing forth our best effort to the glory of God in all areas of campus life: academic programs, spiritual development of our students, and the professional development of faculty and staff – as well as in our administrative organization, institutional relationships, and communications.

Missional Commitment

RTS equips leaders to take the Gospel of Jesus Christ into the whole world in the power of the Holy Spirit in order to proclaim that salvation is only by God's grace through faith alone in Christ alone, and in order to disciple the nations into maturity in Christ. Our goal is that the world may worship the true God, serving him everywhere in his creation, and that the nations may enjoy his presence and restoration. In fulfilling our Missional Commitment, RTS rejoices in cooperating with multiple denominations and organizationally diverse ministries who share in the vision of advancing the Kingdom of God, and who celebrate the diversity of culture, language, and ethnicity.

RTS History

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

Today we send graduates committed to the lordship of Christ to serve in a wide range of contexts regionally, nationally, and internationally. We give thanks to God for his kindness to our campus over the decades.

RTS Washington Campus Mission

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

Accreditation

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

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

The Association of Theological Schools in the United States and Canada:
The Commission on Accrediting
10 Summit Park Drive, Pittsburgh, PA 15275-1103
Telephone: 412.788.6505, www.ats.edu

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

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

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

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

and the Maryland Higher Education Commission

Maryland Higher Education Commission
6 North Liberty Street
10th Floor
Baltimore, MD 21201

Spiritual Life

Community Commitments

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

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

Personal Commitments

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

The Lord’s Day

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

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

Personal & Corporate Prayer

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

Study as a Spiritual Activity

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

Student Rights and Responsibilities

Privacy of Student Records

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

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

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

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

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

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

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

Sexual Harassment Policy

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

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

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

Non-Discriminatory Enrollment

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

Accreditation Complaint

Reformed Theological Seminary maintains a goal to comply fully with the standards of accreditation of the Association of Theological Schools (ATS) in the United States and Canada and the Commission of Colleges of Southern Association of Colleges and Schools (SACS). Students who believe that RTS has violated ATS and/or SACS standards in any way should submit their complaint in writing to their respective campus Academic Dean. The Dean will consult with the Chief Academic Officer, who serves as the coordinator of matters related to institutional accreditation. The complaint will be reviewed and a written response provided to the student in a timely fashion related to the receipt of the complaint.

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

Academic Discipline & Appeals Process

Students may appeal academic matters (e.g., grades or plagiarism discipline decisions) via the process outlined below. Students wishing to appeal an academic matter must do so within 30 days of the decision (e.g., date grades are posted, or date of probation decision).

1. Academic matters 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 matter to the campus Academic Dean regarding the issue.
 - b. The campus Academic Dean will either affirm the professor-of-record's decision in whole or in part or reverse the professor-of-record's 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, 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.

Student Conduct

Students are expected to conduct themselves at all times as mature believers. Exemplary Christian conduct should control our words and our actions, both public and private. In today's technological environment our words can include texting, emails, social networking and blogging, in addition to our speech. Godly behavior, expected of all Christians, is especially required of those who are preparing themselves to become ministers of the Word or servants in the church. Classroom manners should also reflect this maturity. Students should be respectful of professors, attend all class periods, and hand in assignments on time. Classroom etiquette also includes leaving cell phones turned off, refraining from surfing the Internet and laptop computer games and communicating to your neighbor during lectures.

Student Conduct Discipline & Appeals Process

Student conduct is normally under the supervision of the Dean of Students. Students found to be in violation of the seminary's Student Conduct policy may be subject to discipline as outlined below. If desired, the student can appeal the discipline according to the appeals policy below.

Student Conduct Discipline

Depending on the gravity of the conduct violation, any one of the following categories of discipline may apply:

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.

Minor issues (e.g., unexcused absences, foul language, non-violent disputes between students) will be handled by the local-campus Dean of Students. Such matters may result in a written warning.

In matters that could rise above a written warning, the Dean of Students will consult the campus President/Executive-Director and 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, Provost, campus Dean of Students, campus President/Executive-Director, and 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 local law enforcement irrespective of the above process.

Student Conduct Appeals Process

Students may appeal any of the formal disciplinary sanctions as follows. Students wishing to appeal a conduct matter must do so within 30 days of the decision.

Written warning:

The student may submit a written appeal to the campus President/Executive-Director regarding the decision. 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.) 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.

Probation or Dismissal:

The student may submit a written appeal to the Provost requesting reconsideration of the decision of the ad-hoc committee. 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). This new ad-hoc committee will either affirm the original ad-hoc committee's decision in whole or in part or reverse the 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. The written decision regarding the appeal will be communicated to the student, Provost, campus Dean of Students, campus President/Executive-Director, and campus Academic Dean. The decision will be placed in the student's file and retained permanently.

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

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

Student Images

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

Student Services***Financial Aid***

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

Reformed Theological Seminary
8227 Old Courthouse Road, Suite 300
Vienna, VA 22182
703-448-3393

The Scholarship Committee reviews each application and determines aid depending upon allocation of available resources. Funding comes primarily through the generosity of churches and friends of the seminary. It is customary for students to graduate without incurring indebtedness for their seminary education. RTS is distinct in this important aspect of preparing students for successful ministry.

Deadlines for financial aid applications:

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

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

Winter/Spring: December 1.

Work Study

Please contact Jennifer Patterson (jpatterson@rts.edu) for more information.

RTS Wireless Server

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

RTS Wireless Network Usage Policy

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

1. Wireless network access is provided for use by members of the RTS community and is intended to support and enhance the educational experience.
2. Providing a safe and secure technological environment in a community setting requires cooperation from all members of the community.
3. Wireless network access may, on occasion, be taken offline without notice for testing, troubleshooting, expansion, etc.
4. Intellectual labor and creativity are highly valued by the seminary community. Therefore, because electronic information is so easily reproduced, respect for the work of others is especially critical as it relates to the use of technology. Any violation of original works such as plagiarism, unauthorized access, and copyright violations may be grounds for disciplinary action and/or loss of access privileges.
5. Volumes, libraries, directories, programs, files or data that does not belong to an individual should not be copied without prior authorization and is not allowed without such permission.
6. The Internet is a valuable resource for academic research, but may also serve as a source of content that is incongruent with the values of the seminary. To help preserve the integrity of Internet access, RTS' Wireless server maintains logs that record usage by computer. Inappropriate use may be subject to disciplinary action and/or loss of access privileges. In the event that sites of questionable content need to be viewed for the purposes of academic

research, permission must be secured from the department head and forwarded to the IT Department.

7. Community technological resources may not be modified in any way by anyone outside RTS IT Department. Costs incurred to restore/replace equipment that has been altered or damaged will be assessed to those responsible.
8. Intentional harm or damage to RTS-owned technological resources by knowingly spreading virus-infected files, malware, spyware, adware, etc., or any use of these resources for inappropriate conduct may result in disciplinary action and/or loss of privileges, and/or assessment of costs to repair/replace such resources.
10. RTS Information Technology Department is not responsible for support of any hardware or software not owned by RTS.

Insurance

F-1 Visa students and their families receiving financial aid are 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.

RTS strongly encourages all students to obtain health insurance due to the high costs of medical care.

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

Students with Special Needs

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

Career Advisement

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

Facilities & Emergency Response Procedures

RTS Washington Facilities

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

The building is open from 7:50am to 10:00pm (Mon-Fri) and 7:30am to 5pm (Sat). **Students are given an access code at the beginning of each term to gain access to the building.** Please make note of this code when it is received and commit it to memory. Parking at 8227 Old Courthouse Road is free. No overnight parking is allowed.

Classes may also be offered at the following locations:

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

Emergency Response Reporting

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

RAVE Mobile Safety

RTS uses Rave Mobile Safety to send text message and email alerts to lists of people in the event of an emergency. All students with a viable text message plan and phone number are automatically opted-in to this service so that RTS can notify you in the event of a weather emergency, school closing, change in schedule, etc. All RAVE alerts will also be sent to your student.rts.edu email address. If you have any questions or concerns, please email support@rts.edu and they will be happy to assist you.

RTS Washington Safety Committee

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

- Jennifer McGahey
- Peter Lee
- Jennifer Patterson
- Stephanie DiMaria

Active Shooter Response

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

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, individuals must be prepared both mentally and physically to deal with an active shooter situation until law enforcement arrives on the scene.

Should there be an active shooter event on campus, the two most important things for you to do are (1) remain calm and (2) call 9-1-1 **as soon as it is safe to do so!** If the shooter is nearby and you are unable to speak, call and leave the line open so that the operator can hear what is happening.

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

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

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

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

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

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

RUN

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

HIDE

- Stay calm
- Proceed to a location that can be secured, and lock or secure the door. If necessary, move something in front of the door to ensure it cannot be forced open.
- Turn off all lights, silence all phones, and wait for further instructions. Instruction will come via e-mail or text, so keep your silenced phone nearby.
- Do not open the door. Responding authorities will unlock and open the door when the area is secure.
- Remember: call 911 if possible.

- Wait in the safest location possible until you are evacuated by responding authorities.

FIGHT

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

CLASSROOMS:

For those in the classroom, all classroom doors should be locked and propped open. When the alarm sounds, the closest person to the doors should shut the doors and pull down the black window shades.

OFFICES/HALLWAY:

For those in their offices or back hallway, proceed to the nearest office, close the door and pull down the black window shade (if applicable).

COMMON AREA:

For those in the common area, proceed to the closest bathroom and lock the door. They should be equipped with a lock from the inside.

RECEPTIONIST AREA:

For those in the receptionist area, proceed to the conference room and lock the door. Alternatively, proceed to the back hallway, closing the hallway door behind you. This door should always be locked and propped.

Weather Emergency Response

Hurricane/Tornado

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

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

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

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

Winter Weather

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

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

Closing Campus due to Inclement Weather

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

Building Emergency Response

Fire

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

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

Campus Evacuation Procedures

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

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

Utility Failures

Power Failure: For service emergencies or to report a power outage, call 1-866-366-4357 or visit the website www.dominionenergy.com for the outages map. Please also email Mark Yu at mark@newcityva.org or call 571-297-8002.

Loss of Water Pressure: If you notice a loss of water pressure on campus, please notify an RTS staff member. If it is an emergency, notify Fairfax Water at 703-698-5800. Please be aware that widespread loss of water pressure is usually a city issue rather than a campus issue. If low water pressure persists, certain portions of campus may close until it is restored. In many cases, the loss of pressure will be followed by a Boil Water Alert. You will be notified via RAVE alerts and/or via email. During a Boil Water Alert that affects the campus, do not use the water fountains in campus buildings. The coffee makers may be used at your own risk, but know that the water does not typically stay hot enough for long enough to meet recommendations for purifying water during a Boil Water Alert.

RTS Firearm Policy

General Ban

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

Exception

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

Academic Life

Academic Advising & Concerns

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

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

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

Course Modalities

While the majority of our courses are residential in nature, the following additional course modalities are available:

Sync – This is an online course where online students join the professor and students in an existing traditional course via video conference technology (such as Zoom). Additional online interactions would be required. *These courses do not count towards local residency requirements.*

Remote Live – This is an online course where all students and the professor interact over a video conference platform. *These courses do not count towards local residency requirements.*

Flex Residential – This is a course that blends both live online and in-person (Residential) instruction. *These courses will contribute to local residency requirements.*

Asynchronous Online – The RTS Global campus offers more than 40 online, self-paced courses. *These courses do not count towards local residency requirements.*

The **local residency requirement** means that degree seeking students must complete a minimum of 20 credits on the RTS Washington DC campus. For more information about Residency Requirements, please refer to the RTS Catalog, p. 56.

Canvas & Basic Technical Requirements

All courses are found in the Learning Management System (LMS), Canvas. If you have any issues signing into your account, please email support@rts.edu.

Once registered for the course, students will receive access to the unique course homepage. The course's site within the LMS contains all relevant course materials (minus books) and course assessments.

Canvas is a cloud-based LMS and all that is needed to access it is an internet connection and up-to-date browser. However, from time to time, the following software or hardware may need to be used:

- Canvas - Latest internet browser (Chrome, Firefox recommended)
- Reliable high-speed internet connection
- Computer – Microsoft Windows or Mac OSX
- An active e-mail account
- Word processing (Written assignments are submitted as MS Word or PDF)
- Zoom conferencing software
- Canvas mobile app

Additionally, some basic skills are necessary for taking an online course at RTS Global in Canvas.

- Browse the internet by entering a web-address
- Navigate Canvas using a computer, tablet or mobile device
- Upload and download a file
- Create a video presentation using a mobile device

Registration

All class registration is completed online via MyPortal. Please see the link at the bottom of the home page at www.rts.edu.

Tuition & Fees

For all tuition and fees, see the RTS web page: www.rts.edu.

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

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

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

Drop/Add & Tuition Refund Policy

Students may drop/add courses via MyPortal until the online drop or add deadline. After the online deadline you may be able to drop a class through the Registrar if you are taking a weekend or modular course (see distinctions below). After the term begins, there is a fee for each course added. Thus, it is recommended that you finalize your schedule before the first day of the term. See the most recent Schedule of Fees online for the current add fee.

If a student drops a course prior to the drop deadline (through the first five weeks of a regular semester schedule, the second weekend of a weekend course, the second day of a week-long intensive, or the equivalent in other formats), the course is erased from the student’s permanent record and the tuition is refunded within 30 days. If a student withdraws from a course after the drop deadline, the grade “W” will be entered on the student’s permanent record and the tuition is not refunded. The Dean of Students should be consulted whenever a student considers withdrawing from a course and a Withdrawal form, found on page 33 must be submitted.

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

Class Attendance

Your attendance at class sessions is expected. You will find different methods of presentation from different faculty members. Your task will be to adapt to various methods of presentation in order to learn well. Part of this process involves learning to learn. Decide what kind of notes you need for each class in order to comprehend the material. Recording class sessions is permitted with each professor’s prior approval and is to be used solely for personal study and spiritual edification and is not to be distributed privately or publicly in any manner. Video recording of

RTS courses by students is prohibited. Please remember that lectures and syllabi are the intellectual property of the professors. Distribution may be considered piracy.

Tests & Examinations

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

Style

All research papers are to follow the guidelines found in [A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students](#) by Kate L. Turabian.

Additional resources on the process of writing a research paper is available online here: <https://rts.edu/campuses/charlotte/students/research-and-writing-seminary-papers/>.

Plagiarism

Research papers require borrowing other people's ideas and words. However, the source of such borrowing must be acknowledged properly so that your ideas are clearly distinguished from ideas that you borrowed. If the source is not acknowledged properly, your work is plagiarism. For an excellent summary on what constitutes plagiarism, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertation* (rev. by Wayne C. Booth, etc.; 7th ed.; Chicago: University of Chicago Press, 2007), pp. 77-80 (section 7.9).

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

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

- *repeat the assignment and receive a maximum of a D on the assignment
- *receive an F on the assignment
- *receive an F in the course
- *expulsion from the seminary

Artificial Intelligence Use in Coursework

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.

AI-enabled tools **may not** be used in any way for online-discussion forum posts, response papers, quizzes, and examinations.

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.

For the full detailed AI policy, please refer to the Catalog (pp.49-50). ***A professor 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.***

Extension of Time for Papers or Other Academic Work

Deadlines for papers or other academic work must be observed. You may request an extension of time by consulting with your professor and/or the Academic Dean. Requests must be submitted using the form found on page 32 and approved by the professor of the class and the Academic Dean. Students who request extensions should expect a reduction in their grades on work handed in late. Having all work completed on time is seen as an important part of training for ministry. You must familiarize yourself with the process and time limits for requesting extensions. If you have any questions, please speak to the Dean of Students. International students and/or students with disabilities that affect completion of assignments or tests please contact both faculty and the Dean of Students at the beginning of the semester to receive appropriate assistance. Please see Students with Special Needs (Page 16).

Degree Time Limits

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

Extended Absences and Withdrawal

RTS DC does not have a Leave of Absence policy. Students who do not intend on registering for courses 14 calendar days after their last class attendance must inform the Registrar in writing. Students are considered inactive after a one-year absence from coursework and will be institutionally withdrawn from the seminary. A student planning to withdraw from the seminary should report this in writing to the Registrar using the form found on page 33 within 14 calendar days of their last class attendance. For re-enrollment, the student is required to submit reapplication. These inactive periods may be included in the degree time limits.

Grades

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

A	(97-100)	4.00
A-	(94-96)	3.66
B+	(91-93)	3.33
B	(88-90)	3.00
B-	(86-87)	2.66
C+	(83-85)	2.33

C	(80-82)	2.00	
C-	(78-79)	1.66	
D+	(75-77)	1.33	I- (incomplete)
D	(72-74)	1.00	W- (withdraw)
D-	(70-71)	0.66	S- (satisfactory)
F	(0-69)	0.00	P- (passing)

Transcripts

Official transcripts can be requested by visiting <https://rts.edu/academics/transcript-request/> and paying a \$10 fee. An unofficial transcript may be found on your MyPortal account.

Study Habits

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

Library

The RTS Washington library houses about 11,000 books, with an extensive collection of Bible commentaries. Students can borrow up to 15 items at a time, for a 28-day loan period. Items may be renewed by emailing the librarian, or through the “Renew Books” link in the library catalog (<http://library.rts.edu/>). When renewing books online, your library card number is your five or six-digit RTS student ID number, and your PIN is the last four digits of your student ID number. Please contact Kimberley Stephenson (kstephenson@rts.edu) for assistance.

Copies of most required course textbooks are available on reserve and may be used in the library or scanned using the available copy machine. Students may also request books from other RTS campus libraries by contacting the librarian. Titles can be found using the RTS Library catalog (<http://library.rts.edu/>), which also includes over 4,000 eBooks. An rts.edu username and password are required to view or download eBooks.

In addition to the RTS system's print and eBook resources, students also have access to the collections at several local theological libraries through the Washington Theological Consortium. A full list of participating institutions can be found at the Consortium's website (<http://www.washtheocon.org/>). An RTS student ID card and borrowing form are required to borrow materials from participating libraries. Please contact the librarian for these items.

Journal Article Databases

The ATLA Religion Database allows students to search for scholarly theological journal articles by author, title, subject, keyword, or Scripture passage. To access ATLA and other online resources, use the RTS Libraries website (<https://rts.edu/academics/library/databases/>). An rts.edu username and password are required to access the databases.

Interlibrary Loan (Non-RTS Libraries)

Journal articles not available in ATLA or other RTS databases can be requested through interlibrary loan. Articles requested from a non-RTS library may take as long as 1-3 weeks to

arrive, so students should initiate requests as early in the term as possible. At this time, students are not able to request books or media items via interlibrary loan.

Field Education

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

1. Beginning Field Ed Internship Requirements.

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

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

2. Field Education Seminar Course (PT5905).

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

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

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

Spouses Taking Classes

Spouses of full-time students may audit any course offered by the Seminary without charge provided there is room in the class and they have registered with the Registrar. They may also qualify for special for-credit tuition benefits. Details of specific course schedules are located online at www.rts.edu. Not only may these courses provide opportunity for your spiritual growth, but also they can help you become better acquainted with professors and others of the Seminary family. RTS graduates may audit classes at any campus free of charge.

Graduation

RTS Washington confers degrees in December and May of each year, hosting a Commencement ceremony in May. Applications for December graduation are due by November 21. Applications for May graduation are due by December 31. Contact the Registrar to request an application.

Degree Programs

Master of Divinity Curriculum

Biblical Studies

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

Theological Studies

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

Historical Studies

HT5100	History of Christianity I	3
HT5200	History of Christianity II	3
Subtotal		6

Pastoral Theology

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

Electives		10
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Total Hrs		106
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Master of Arts (Biblical Studies) Curriculum

Biblical Studies

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

Language Track (*select one*)

NT5100	Greek I	3
NT5125	Greek II	3
NT5150	Greek Exegesis	2
OR		
OT5100	Hebrew I	3
OT5125	Hebrew II	3
OT5150	Hebrew Exegesis	2
Subtotal		8

Theological Studies

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

Historical Studies

HT5100	History of Christianity I	3
HT5200	History of Christianity II	3
Subtotal		6

Pastoral Theology

PT5375	Personal Sanctification	1
Subtotal		1

Electives		11
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Total Hrs		66
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Master of Arts (Religion) Curriculum

Biblical Studies

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

Theological Studies

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

Pastoral Theology (*select one*)

PT5375	Personal Sanctification	1
PT5400	Classics of Personal Devotion	1
Subtotal		1

Integrative Paper

ST5940	Integrative Paper	4
Subtotal		4

Electives

		9
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Total Hrs	60	
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Integrative Paper

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

Criteria for Paper

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

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

Initiating the Process

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

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

Thesis Proposal

The thesis proposal should contain the following elements:

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

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

Completing Your Work

As you near the conclusion of the paper, a draft of the paper should be provided to your advisor for review. The draft should be submitted by March 15 if you plan to graduate in June. December graduates must submit their completed paper by November 21. No student will be permitted to graduate who misses this deadline. It should be typed, double-spaced, and follow the style defined in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th Edition, University of Chicago Press). Your advisor should then interact with the overall project and provide you with a list of recommendations for how the paper should be improved.

Submission of the Paper

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



Extension Request Form

Student's Name

ID#

Course Title and Number

Term, Year

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

Please give a statement explaining your reasons for an extension:

Current Course deadline: _____

Date to be completed: _____

Please check one:

- ☐ With Grade Penalty
- ☐ Without Grade Penalty

Professor's Signature

Academic Dean's Signature

Extension Policy

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



Withdrawal Form

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

Name of student: _____

Course name: _____

Professor's name: _____

Last day of Attendance: _____

Is this part of a withdrawal from the seminary? (circle one) Y N

Student

Date

Professor

Date

Academic Dean

Date

Registrar

Date

Student Complaint & Appeals Form

Student's Name (Optional)

Date of Complaint

Course Title and Number (if Applicable)

Term, Year

Please give a description of the nature of your complaint on the reverse side (or attachment) and submit form to the Registrar.

Complaint & Appeals Policy

An appeals process exists to resolve any behavioral or academic problem that cannot otherwise be settled in a biblical manner and assures fairness to all parties concerned. This process is rarely needed and should only be used after all other means have been exhausted. For example, in academic matters that pertain to a class or a grade, the student should first work directly with the professor and/or Registrar. Concerning behavioral or community issues, the student should first consult with the Dean of Students. In all cases, the student initiating the complaint will not be subject to adverse actions *per se* for this initiation.

1. The student should submit a written appeal to the Academic Dean regarding the issue. Depending on the issue, the Academic Dean may request input from the Faculty. The Academic Dean will render a written decision.
2. If the student is not satisfied with the decision of the Academic Dean, then the student may submit a subsequent written appeal to the campus President requesting a hearing. The campus President may or may not grant the request. If granted, the campus President will appoint an ad hoc committee that may consist of trustees, faculty, staff, and/or institutional officers to hear the case. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.
3. The decision of the President or the ad hoc committee is considered final, subject only to review by the Executive Committee of the Board to affirm the appeals process was properly observed.
4. If you still feel a problem is unresolved after all the above appeals have been exhausted, you have the right to contact SCHEV (State Council of Higher Education for Virginia) to file a complaint and will not be subject to unfair actions from RTS as a result.

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

Degree Transfer Request

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

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

Office of the Registrar

Reformed Theological Seminary

8227 Old Courthouse Road, Suite 300

Vienna, VA 22182

-or-

jmcgahey@rts.edu

-or-

fax: 571-297-8010

Student Name: _____

RTS ID #: _____

Current Degree Program: _____

Current RTS Campus: _____

Desired Degree Program: _____

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

Signature: _____ Date: _____

Reformed Theological Seminary
8227 Old Courthouse Road, Suite 300
Vienna, VA 22182
703-448-3393

2025/2026 Academic Calendar

2025 Summer Semester

April 1 — Registration Online Opens

May 27 – Classes Begin

July 4 – Independence Day/RTS Closed

August 25-29 — Flex Residential Week

2025 Fall Semester

June 15 – Registration Online Opens

September 1 – Labor Day/RTS Closed

September 2 – Classes Begin

October 13-17 — Reading Week

November 27-28 – Thanksgiving/RTS Closed

December 5 — Last day of class

December 8-12 — Examination Period

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

2026 Winter Semester

November 1 – Registration Online Opens

January 5 – Classes Begin

January 19 – MLK Day/RTS Closed

January 26-30 – Flex Residential Week

January 30 – Winter Session Ends

2026 Spring Semester

December 1 – Registration Online Opens

December 31 – Graduation Applications Due

January 5— Greek II and Hebrew II classes begin

February 2 — Classes Begin

March 15 – Integrative Papers Due

March 9-13 — Reading Week

April 3 – Good Friday/RTS Closed

May 8 — Last day of class

May 11-15 — Examination Period

May 23 – Graduation

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

See RTS web page for the most up to date calendars (www.rts.edu)

RTS Directory

Seminary: www.rts.edu

Catalog: <https://rts.edu/academics/rts-catalog/>

Atlanta: 1580 Terrell Mill Rd, Marietta, GA 30067
770-952-8884 ◦ Fax: 770-952-8686

Charlotte: 2101 Carmel Rd., Charlotte, NC 28226
704-366-5066 ◦ Fax: 704-366-9295

D.C.: 8227 Old Courthouse Road, Suite 300, Vienna, VA 22182
703-448-3393 ◦ Fax: 571-297-8010

Houston: 8300 Katy Freeway, Houston, TX 77024-1092
832-377-1675 ◦ Fax: 407-366-9425

Jackson: 4268 I-55 North, Jackson, MS 39211
601-923-1600 ◦ Fax: 601-923-1654

Dallas: 1202 Dragon St Suite 104, Dallas, TX 75207
(214) 295-8599 ◦ Fax: 601-923-1654

NYC: 593 Park Avenue, New York, NY 10065
703-448-3393

Orlando: 1231 Reformation Dr., Oviedo, FL 32765
407-366-9493 ◦ Fax: 407-366-9425 2101

Global: 2101 Carmel Rd., Charlotte, NC 28226
704-366-4853 ◦ Fax: 704-366-9295