



NEW YORK CITY



**Student Handbook
2025-2026**

STUDENT HANDBOOK

For Students at Reformed Theological Seminary, New York City

PREFACE

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

INTRODUCTION – Student Handbook Disclaimer

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

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

ACKNOWLEDGMENT OF STUDENT HANDBOOK

- I acknowledge receipt of a copy of the RTS NY Student Handbook.
- I acknowledge that I have been provided access to the school's electronic catalog.
- I understand my rights & responsibilities.
- I understand the drop/add & refund policies.
- I understand that the Seminary has the unilateral right, at any time and for any reason, to make changes in all policies, instructions and procedures, with or without notice, and with retroactive effect.

SIGNATURE

STUDENT ID NUMBER

PRINT NAME

ADDRESS

PHONE NUMBER

DEGREE PROGRAM

DATE

For Office Use Only:

Received by: _____

Date: _____

Stop Removed: _____

Orientation: _____

TABLE OF CONTENTS

Welcome to RTS New York City.....	1
Reformed Theological Seminary, Introduction	2
RTS Purpose Statement.....	2
Mission.....	2
RTS Vision Statement	2
Core Values.....	2
RTS History	3
Accreditation.....	3
Spiritual Life.....	5
Community Commitments	5
Personal Commitments	5
The Lord’s Day.....	5
Personal & Corporate Prayer.....	5
Study as a Spiritual Activity.....	5
Student Rights & Responsibilities.....	6
Privacy of Student Records	6
Sexual Harassment Policy	6
Non-Discriminatory Enrollment	7
Accreditation Complaint	7
Academic Discipline & Appeals Process.....	7
Student Conduct	8
Student Conduct Discipline & Appeals Process	8
Student Images	10
Student Services	10
Financial Aid	10
Insurance	10
Career Advisement.....	10
Work Study Opportunities	10
Students with Special Needs	10
Facilities & Emergency Response Procedures.....	11
RTS New York City Facilities	11
Emergency Response Reporting	11
RAVE Mobile Safety	11
Active Shooter Response	11
Weather Emergency Response.....	12
Building Emergency Response	13
RTS Firearm Policy.....	13
Academic Life.....	13
Academic Advising & Concerns.....	13
Course Modalities	14
Canvas & Basic Technical Requirements	14
Registration	15
Tuition & Fees.....	15
Drop/Add & Tuition Refund Policy	15
Class Attendance.....	15
Tests & Examinations	16

Style	16
Plagiarism.....	16
Artificial Intelligence Use in Coursework	16
Extension of Time for Papers or Other Academic Work.....	17
Degree Time Limits	17
Extended Absences and Withdrawal.....	17
Grades	18
Transcripts	18
Study Habits.....	18
Library.....	18
Spouses Taking Classes	19
Graduation.....	19
Degree Program	20
Extension Request Form	21
Withdrawal Form	22
Student Appeals & Complaint Form.....	23
Degree Transfer Request	24
2025/2026 Academic Calendar	25
RTS Directory	26

WELCOME TO RTS NEW YORK CITY

Welcome to RTS New York City! 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 New York City 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 New York City, 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 available to assist you. Please feel free to contact the appropriate person whenever you have a question, suggestion, or need. We are here to assist you!

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

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

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

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

REFORMED THEOLOGICAL SEMINARY, INTRODUCTION

RTS Purpose Statement

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

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

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.

RTS Vision Statement

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. The RTS New York City Master of Arts (Biblical Studies) degree program was launched in 2015, in close cooperation with Dr. Timothy Keller, to equip students for Christian ministry. Dr. Timothy Keller was a much-beloved guest lecturer at RTS New York City from 2015 to 2023 when he went to be with the Lord.

Our commitment to the Reformed Faith, as expressed in the Westminster Standards, makes our seminary unique among theological institutions in New York City. We partner with a number of churches and organizations in New York City to provide additional training, mentorship, and scholarship assistance to our students.

Accreditation

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

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

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

10 Summit Park Drive, Pittsburgh, PA 15275•1103

Telephone: 412.788.6505, www.ats.edu

Southern Association of Colleges and Schools: Commission on Colleges

1866 Southern Lane, Decatur, GA 30033•4097

Telephone: 404.679.4500, www.sacscoc.org

The State Education Department

The University of the State of New York

Office of Higher Education

Albany, New York 12234

Telephone: 518-486-3633

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 one of our immediate vocations (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 your local church, and if you are not involved in a local church to find one and become a member. This will be a valuable and indispensable element in your seminary experience and one that the seminary can supplement but not replace. You will find great value in associating with a particular congregation throughout your seminary days.

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 Dean of Students.

Personal & Corporate Prayer

Opportunities for prayer—some organized, some spontaneous, and some 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 & RESPONSIBILITIES

Privacy of Student Records

RTS maintains the security and confidentiality of student educational records. All student records are kept in digitally secure environments.

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 or a designated RTS representative 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.

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 available to all students through our local ministry partners and through our financial aid application. Please visit our website to learn more about our ministry partners, some of which require your direct outreach, including Resound. The RTS financial aid application includes aid available through Redeemer City Ministries and the Church Partnership program.

Insurance

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 a personal cost and is not the responsibility of RTS.

Career Advisement

All students entering their final year of seminary may meet with the Dean of Students for career advisement. Contact the Dean of Students to schedule an appointment.

Work Study Opportunities

A limited number of Teaching Assistant (TA) positions are available. If you are interested in these positions, please contact the Dean of Students.

Students with Special Needs

The Dean of Students handles the coordination of needed accommodation for students with disabilities and special needs. This includes students with physical disabilities and learning 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.

FACILITIES & EMERGENCY RESPONSE PROCEDURES

RTS New York City Facilities

Classes are held at Central Presbyterian Church, at 64th and Park Avenue in Manhattan. We have a small collection of library resources available to students at Hephzibah House (51 W 75th Street).

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 or Central Presbyterian staff member**, only once it is safe to do so.

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.

Active Shooter Response

Most of the information contained in this section was taken from the “[Active Shooter Quick Reference Guide](#).” 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!

Weather Emergency Response

Hurricane/Tornado

Upon the threat of a hurricane or tornado, campus leadership will monitor the situation closely and alert the campus via a RAVE alert text and email.

Winter Weather

The New York 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 New York 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 New York students and personnel. A member of campus administration will notify the campus via email and/or RAVE alerts when appropriate.

Building Emergency Response

Emergency procedures are determined by Central Presbyterian, where classes are held. Please follow all instructions from church staff at Central in case of any emergency.

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, or Registrar 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 we encourage students to study residentially, the following additional course modalities are available:

New York Distance Ed (NYDE) – These courses incorporate both in-person and online learning. The majority of instruction would be online over a video conference platform.

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 for those seeking an MDIV through the Washington DC campus.*

Flex Residential – This is a course that blends both live online and in-person (Residential) instruction at the Washington DC campus. *These courses will contribute to local residency requirements for those seeking an MDIV through the Washington DC campus.*

Asynchronous Online – The RTS Global campus offers more than 40 online, self-paced courses. *These courses do not count towards local residency requirements for those seeking an MDIV through the Washington DC campus* .

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](#).

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 the term. 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 within 24 hours of registration. 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](#), mail, or by establishing a payment plan with the Student Billing Coordinator. 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 or Distance course, the second weekend of a weekend course, the second day of a week-long intensive, or the equivalent in other formats), the course is erased from the student’s permanent record and the tuition is refunded 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 19, 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 to learn well. Part of this process involves learning to learn. Decide what kind of notes you need for each class 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 the ideas that you borrowed. If the source is not acknowledged properly, your work is plagiarism.

For an excellent summary of 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 the 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 19 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 the ministry.

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

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 NYC does not have a Leave of Absence policy. Students who do not intend to register for courses as scheduled must inform the Registrar in writing. Students are considered inactive after a one-year absence from coursework and will be institutionally withdrawn from the seminary. A student planning to withdraw from the seminary should report this in writing to the Registrar using the Withdrawal Form on page 20. For readmission, the student is required to submit reapplication materials before re-enrollment. 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 or transcripts until all obligations to the seminary are fulfilled.

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

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

Books

In addition to a small reference book collection at Hephzibah House, RTS NYC students have access to thousands of e-books through the Ebsco E-Book Collection and ProQuest Religion & Philosophy E-Book Collection, linked on the library website (<https://rts.edu/academics/library/>). Students can also submit online requests for scanning of chapters from books at other RTS campuses: <https://rts.edu/academics/library/inter-library-loan/>

Journal Article Databases

The ATLA Religion Database allows students to search for scholarly theological journal articles by author, title, subject, keyword, or Scripture passage. ATLA and other online resources are linked on the library website. An rts.edu username and password are required to access the databases.

Interlibrary Loan (Non-RTS Libraries)

Students with a New York Public Library card can request scanned chapters from books in the shared collections of the NYPL and Columbia, Harvard, and Princeton Universities through the NYPL research catalog. For more information, see:

<https://www.nypl.org/research/collections/about/shared-collection-catalog>

Spouses Taking Classes

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

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 PROGRAM

Master of Arts (Biblical Studies) - Core Curriculum

Pastoral Theology		1 Hour
PT5375	Personal Sanctification	1 Hour
Church History		6 Hours
HT5100	History of Christianity I	3 Hours
HT5200	History of Christianity II	3 Hours
Biblical Studies		25 Hours
OT5200	Genesis - Deuteronomy	3 Hours
OT5250	Joshua - Esther	3 Hours
OT5300	Poets	2 Hours
OT5350	Isaiah - Malachi	3 Hours
NT5200	Gospels	3 Hours
NT5250	Acts - Romans	2 Hours
NT5300	Pauline Epistles	3 Hours
NT5350	Hebrews - Revelation	3 Hours
ON5100	Hermeneutics	3 Hours
Systematic Theology		15 Hours
ST5100	Introduction to Pastoral and Theological Studies	3 Hours
ST5150	ST: Scripture, Theology Proper & Anthropology	3 Hours
ST5200	ST: Christology, Soteriology, Eschatology	3 Hours
ST5250	ST: Ecclesiology and Sacraments	2 Hours
ST5450	Apologetics	2 Hours
ST5300	Covenant Theology	2 Hours
Required Language Sequence (select one)		8 Hours
NT5100 Greek I, NT5125 Greek II, NT5150 Greek Exegesis		
OR		
OT5100 Hebrew I, OT5125 Hebrew II, OT5150 Hebrew Exegesis		
Electives		11 Hours
Total Hours		66 Hours

REFORMED THEOLOGICAL SEMINARY NEW YORK CITY

EXTENSION REQUEST FORM

Student Name: _____

Student ID#: _____

Course Title and Number: _____

Term/Year: _____

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

Please give a statement explaining your reasons for an extension:

Current course deadline: _____

Date to be completed: _____

Please check one:

_____ With Grade Penalty

_____ Without Grade Penalty

Professor's Signature

Academic Dean's Signature

EXTENSION POLICY

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

REFORMED THEOLOGICAL SEMINARY NEW YORK CITY

WITHDRAWAL FORM

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

Name of Student: _____

Course Name: _____

Professor's Name: _____

Last day of attendance: _____

Is this part of a withdrawal from the seminary? _____ Yes _____ No

Student's Signature

Date

Professor's Signature

Date

Academic Dean's Signature

Date

Registrar's Signature

Date

REFORMED THEOLOGICAL SEMINARY NEW YORK CITY

STUDENT APPEALS & COMPLAINT FORM

Student's Name (Optional): _____

Date of Complaint: _____

Course Title and Number (if Applicable): _____

Term/Year: _____

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

COMPLAINT & APPEALS POLICY

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

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

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 contact the RTS 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 NY.

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: _____

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 (Hosted at RTS Washington)

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 (Hosted at RTS Washington)

January 30 – Winter Session Ends

2026 Spring Semester

December 1 – Registration Online Opens

December 31 – Graduation Applications Due

February 2 — Classes Begin

March 9-13 — Reading Week

April 3 – Good Friday/RTS Closed

May 8 — Last day of class

May 11-15 — Examination Period

May 30 – 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

Atlanta

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

Dallas

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

Houston

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

New York City

593 Park Avenue
New York, NY 10065
Web: www.rts.edu/newyork

Washington, D.C.

8227 Old Courthouse Road, Suite 300
Vienna, VA 22182
703-448-3393
Fax: 571-297-8010
Web: www.rts.edu/washington

Charlotte

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

Global and Distance Education

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

Jackson

4268 I-55 N
Jackson, MS 39211
601-923-1600 or 800-543-2703
Fax: 601-923-1654
Web: www.rts.edu/jackson

Orlando

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