REFORMED ✝ THEOLOGICAL SEMINARY

GLOBAL

STUDENT HANDBOOK

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

The information contained in this handbook will help you assume your responsibilities with greater confidence as you progress through your course of study.

For further assistance, contact RTS Global Education at 1-800-227-2013, or e-mail Student Services at: dess@rts.edu.

TABLE OF CONTENTS

Introduction

RTS Purpose Statement:

The purpose of RTS is to serve the church in all branches of evangelical Christianity, especially the Presbyterian and Reformed family, by preparing its leaders, with a priority on pastors, and including missionaries, educators, counselors, and others through a program of theological education on the graduate level, based upon the authority of the inerrant Word of God, the sixty-six books of the Bible, and committed to the Reformed faith as set forth in the Westminster Confession of Faith and the Larger and Shorter Catechisms as accepted by the Presbyterian Church in the United States of America as its standard of doctrine at its first General Assembly in 1789. This program shall be characterized by biblical fidelity, confessional integrity, and academic excellence, and committed to the promotion of the spiritual growth of the students. The breadth of this ministry will include multiple campuses and extensions as led by the Lord.

RTS Vision Statement:

Reformed Theological Seminary exists to glorify the Triune God and to serve His Church by providing excellent, globally accessible graduate theological education and pastoral training in the Reformed tradition, and by equipping its students for servant leadership that is marked by "A mind for truth. A heart for God."

RTS participates in and applies the institutional purpose of forming generations of Christian leaders marked by a spirit of semper reformanda, which means "Always Reforming." These kinds of leaders are nurtured in the Word of God and empowered by the Spirit of Christ to reform the Church and transform the world. In this way, we hope to contribute to the Church's role in making Christ's invisible kingdom visible "... on earth, as it is in heaven."

Accreditation:

Reformed Theological Seminary is accredited by the Commission of The Association of Theological Schools (ATS) and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC).

Reformed Theological Seminary is accredited by ATS to award the following degrees: Master of Divinity, Master of Arts Biblical Studies, Master of Arts Theological Studies, Master of Arts in Counseling. The following degrees are currently in teach-out: Master of Arts (Christian Thought), Master of Arts (Religion), Master of Theology, Doctor of Philosophy [Intercultural Studies].

The Association of Theological Schools in the United States and Canada:	Southern Association of Colleges and Schools:
The Commission and Accrediting	Commission on Colleges
10 Summit Park Drive, Pittsburgh,	1866 Southern Land, Decatur,
PA 15275-1103	GA 30033-4097
Telephone: 412.788.6506, www.ats.edu	Telephone: 404.679.4500, www.sacscoc.org

Registration

Enrollment for all courses begins in the office of the registrar. You may register at any time; however, our courses begin on the 2nd and 4th Wednesday of the month. You will follow the same registration process for each course you take.

To register, please login to your MyPortal (myportal.rts.edu) account. If you have any issues signing into your account, please email support@rts.edu. Student Services (DESS) is your first point of contact for general information about RTS Global courses and programs, as well as specific information about registration, tuition costs, course sequencing, course format, processes, and degree requirements. For more information about MyPortal, click here (https://rts.edu/jenzabar-one/).

Payment:

For unpaid balances, a 1% finance fee is added every 30 days. There will be no additional student charges associated with verification of student identity. For more information about MyPortal, click here (https://rts.edu/jenzabar-one/).

Financial Aid:

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

Registration Information:

On the day your course begins you will receive a start letter via email that includes the beginning and completion dates for the course you are taking, as well as a course invitation letter from the LMS. Keep this information readily accessible. If you misplace your ID number, please contact the Registrar for assistance. The Registrar will provide information on the materials required for each course.

Dropping a Course:

Students are permitted to drop courses for a period of five weeks following the first day of the enrollment. Students intending to drop a Global course must notify the Global Registrar via email before the drop deadline. Courses may be dropped without academic penalty if done so by the drop date. No courses may be dropped after the deadlines.

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

Withdrawal from a Course:

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

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

Extensions:

If you cannot complete the course work within the allotted time, you may purchase a one-month extension for a fee of $100. You must request an extension before the completion date of the course. A first one-month extension can be granted at the discretion of the Global registrar. A second one-month extension may be allowed with approval from the Global academic dean in writing. Second extensions are only granted for special or extenuating circumstances.

Transcripts:

Requests for official transcripts are handled by the Registrar. Transcripts must be requested in writing using the Transcript Request Form. The form can be found online. There is a $10 fee per each official transcript requested.

Unofficial transcripts are found in your MyPortal account.

Forms:

RTS Global has a page on the website devoted to all the forms you will need as a student. They are located at the following link: https://rts.edu/campuses/online/students/global-forms.

- Course Completion – When you have completed a course, please submit the Course Completion form to receive a grade.
- Transcript Request – Submit the Transcript Request form to receive your official transcript.
- Course Extension Request – If you need additional time on your course, please submit the Extension Request form.
- Mentor Agreement – RTS Global students pursuing a degree OR certificate are required to have a mentor. When you have found a mentor, please submit the Mentor Agreement form.
- Mentor Report – Monthly meetings are required with your mentor when you are enrolled in an RTS Global course. Use the Mentor Report form to record your meetings.
- Audit Request – If you would like to audit a course through RTS Global, please submit the Audit Request form.
- Intent to Graduate – If you are preparing to graduate, please submit your Intent to

Graduate form. This form will begin the process for graduation.
- Drop Request – If you need to drop an RTS Global course, please use the Drop Request form.

MyPortal:

MyPortal is an online portal that gives students access to student accounts grades, and unofficial transcripts. It allows online registration and payments. If the student account balance is overdue, a STOP will be put on your account and you will not be able to view your transcript information, purchase a course extension, or register for courses. For more information about MyPortal, click here (https://rts.edu/jenzabar-one/).

Student Services

General Information:

Student Services plays a unique role for the Distance Education student. This office serves as your primary resource for information and assistance in successfully fulfilling academic requirements. Your direct access to a Student Services Assistant is: dess@rts.edu or 1-800-227-2013.

Learning Management System (LMS):

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

Once registered for the course, students will receive course access via the start letter from the Registrar on the start date of the course. Each of the courses has a distinct site within the LMS; you will only have access to the courses for which you are enrolled.

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

Basic Technical Requirements for Canvas:

RTS Global courses are hosted on Canvas, which is a cloud-based Learning Management System (LMS). In order to access Canvas, all you will need is an internet connection and an up-to-date browser. However, from time to time you may take a course which includes the use of other software and hardware.

· 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)
· RTS Mobile App (Android, iOS, etc.)
· Zoom conferencing software; from time to time some courses have live discussions.
· Canvas mobile app
· Exams are done in Respondus Lockdown browser on Mac or PC (Link to download exam browser are provided in the course)
· Further computer recommendations can be found on the above vendor websites

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

Screen Readers for Canvas and Accessibility

· JAWS (Windows Chrome/Firefox)
· NVDA (Windows Chrome/Firefox)
· VoiceOver (iOS & macOS)

·   Talkback (Android mobile)

For more on Canvas visit the following links:

Canvas Accessibility click here

Canvas browser and mobile check click here

Students with Special Needs:

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

Academic Advisement and Concerns:

For advisement on course selection and registration, students may contact your campus or Global registrar For advisement on course issues, syllabi, time management and/or study skills, etc., students may contact Student Services at dess@rts.edu or 1-800-227-2013.

Student Complaints:

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

Exam Procedures:

Proctors:

Before taking an exam you are required to have a proctor. A proctor can be any adult, including a family member or current RTS student, and must be present during the entirety of the exam. The proctor's name, phone number, and e-mail address must be entered into the appropriate field of the exam. RTS Global reserves the right to contact your proctor to confirm their presence during the exam. Proctors are responsible for sitting nearby while the student takes the exam.

Exams:

Exam time limits are specified within the LMS. Have your proctor review the exam instructions with you before you begin the exam. No helps may be used unless explicitly stated in the exam instructions.

Taking the Exam:

Follow the timetable outlined in your course syllabus for scheduling exams. Remember

that all work must be completed before the course end date.

Exams are taken in the LMS. Please note that once you click on the "Take the Quiz" button, you will start the exam and will be required to finish it. <u>This process cannot be undone</u>. It is important that you do not begin an exam until your proctor is present and you are ready to take the exam.

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

Submitting the Exam:

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

The Librarian

The Global Education Reference Librarian, [Michael Farrell](), can assist the student with basic research and bibliographic questions. He can help you in the use of the online subscription databases such EBSCO. Mr. Farrell can also secure books and articles for you from the RTS library system. He can also obtain journal articles from our collections and from libraries outside of the RTS library system. Finally, he will assist in the finalization of the RTS Global MAR thesis. His specific goal is to help students with formatting rules and technicalities. These rules are defined by the standard academic style guides such as Kate Turabian's, A Manual for Writers (9th edition). He may be contacted by email: [global.librarian@rts.edu]()

Resources:

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

Requesting Books and Articles:

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

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

Making Requests:

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

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

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

Lending Restrictions:

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

Thesis Formatting:

There are two main sources for style guide information. The official RTS style and format guide, and Kate Turabian's A Manual for Writers of Term Papers, Theses and Dissertations (9th edition). Follow her examples for title pages, contents pages, bibliography, footnoting etc.

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

Contact Information:

Email: global.librarian@rts.edu

Course Information

Finding Help in Courses:

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

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

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

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

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

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

Course Materials:

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

Course Requirements:

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

Course Textbooks:

Required and recommended course textbooks and other resources are found in the syllabus for each course. Students may see all RTS Global courses, with course syllabi, on the https://rts.edu/campuses/online/ website. Course lectures are available for free via the RTS Mobile App.

Submitting Course Work:

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

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

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

Course Completion Forms:

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

Grading:

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

RTS Grading Scale:

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

Online Discussion Forums:

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

Completing a Course:

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

Mentor Reports:

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

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

Course Application Paper:

If you are enrolled at an RTS residential campus and taking online courses, you must submit a 250-word Course Application Paper at the conclusion of each course. This paper is a course requirement constituting five percent of your total grade.

Course Evaluation Surveys:

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

Time Limit:

For all courses, students are given twelve weeks to complete the course, regardless of credit hours, with all coursework due by the end date given on MyPortal.

Late Policy:

All course work must be turned in by the student's official end date as listed in his/her start letter. If more time is needed to complete course work, an extension must be purchased from the Global Registrar. Any work turned in after the course end date will receive a 0 unless otherwise specified by the individual course syllabus or the professor of record.

Ethics Standards and Policies

Student Conduct:

Students are expected to conduct themselves at all times as mature believers. Exemplary Christian conduct should guide the student's words and actions, both public and private. In today's technological environment, words can include texting, emails, social networking and blogging, in addition to speech. Godly behavior, expected of all Christians, is especially required of those who are preparing to become ministers of the Word or servants in the church. Classroom manners should also reflect this maturity. Students should be respectful of professors, attend all class periods, and hand in assignments on time.

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

Plagiarism:

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

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

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

· Repeat the assignment and receive a maximum of a D on the assignment
· Receive an F on the assignment
· Receive an F in the course
· Expulsion from the seminary

AI Acceptable Use Policy:

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

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

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

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

Footnoting direct usage (e.g., quotation) of the result generated by an AI tool:
1. Text generated by ChatGPT, Open AI, March 7, 2024 (https://chat.openai.com).

2. Text generated by Claude, Anthropic, March 20, 2024 (https://claude.ai).

Footnoting indirect use of AI results that are further modified/summarized by student:
3. ChatGPT, response to "What are the differences between Calvinists and Arminians concerning regeneration?" OpenAI, March 12, 2024.

4. When given a prompt of "What is the traditional Reformed view of church discipline," the Claude-generated text outlined three reasons: "Obedience to God's word," "protection of the church," and "restoration of the sinner" (https://claude.ai, April 2, 2024; see Appendix A for the full transcript).

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

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

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

<u>Creative process and textual composition:</u> All writing in every course assignment must be, for

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

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

Penalties
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.

RTS Global utilizes AI and Plagiarism detectors as a part of the upload process. To implement this policy, a grading professor or TA will engage the RTS Global administration team when a suspected misuse of AI has been identified for a research paper or other relevant assignments. In such cases, the Global team will implement a variety of steps—including but not limited to the use of AI detection programs—to quantify the probability of AI usage. Then the student will be contacted to discuss any resulting concerns and next steps with respect to the policy.

Student Appeals:
        An appeals process exists to resolve any behavioral or academic problem that cannot otherwise be settled in a biblical manner and assures fairness to all parties concerned. This process is rarely needed and should be used only after all other means have been exhausted. For example, in academic matters that pertain to a class or a grade, the student should first work directly with the professor and/or Registrar. Concerning behavioral or community issues, the student should first consult with the Dean of Students. If the matter cannot be resolved by the above means, the following appeals process exists:
        The student should submit a written appeal to the Academic Dean regarding the issue. Depending on the issue, the Academic Dean may request input from the faculty. The Academic Dean will render a written decision.
        If the student is not satisfied with the decision of the Academic Dean, then the student may submit a subsequent written appeal to the campus President requesting a hearing. The campus President may or may not grant the request. If granted, the campus President will appoint an ad hoc committee that may consist of trustees, faculty, staff, and/or institutional officers to hear the case. This committee is authorized to meet with any or all concerned parties to resolve the issue, and will render a written decision concerning the case.
        The decision of the President or the ad hoc committee is considered final, subject to review by the Executive Committee of the Board to affirm the appeals process was properly observed.

Sexual Harassment:
        The seminary expects all members of its community to apply sanctified common sense and biblical principles to their relationships. It will not tolerate offensive or inappropriate sexual

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

Unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct of a sexual nature are expressly prohibited. Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; verbal, graphic or physical conduct inappropriately relating to an individual's gender; or any display of sexually explicit pictures. The seminary must have the cooperation of all faculty, staff and students in order to implement its sexual harassment policy. It is the individual's responsibility to report immediately any incident which he/she believes to constitute sexual harassment. Even if he/she believes the act is isolated or infrequent, he/she should report it to the campus Dean of Students or President. The seminary will promptly investigate the situation and take whatever corrective action is necessary and appropriate. The seminary prohibits any retaliatory action against persons reporting conduct which is believed by the reporting individual to be in violation of this policy.

Privacy of Student Records:

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

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

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

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

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

Directory information includes, but is not limited to, name, address, telephone 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.

Students are encouraged to seek counsel from professors. Students should be aware that confidentiality in these situations is not absolute. There may be cases in which it is necessary for a professor or other RTS employees to involve others. If a student confesses to a serious moral failure or a violation of academic policy, others may need to become involved, for example, the campus president, the academic dean, the student's spouse, ecclesiastical authorities, or legal authorities.

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.

<div align="center">

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

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General Principles:

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

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

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

Recurring or Categorical Exceptions include:

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

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

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

Particular Provisions Applicable to Courses Approved for Credit:

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

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

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

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

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

License but must be approved by the instructor.

The License also shall include a right in RTS to offer the course, or to develop and offer derivative courses of instruction, in both conventional and non-conventional settings (including courses intended for use in online projects), whether at RTS or elsewhere. The License shall continue to be available to RTS even if the faculty member is no longer employed at RTS.

Particular Provisions Applicable to Online:

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

The Statutory Text of the Fair Use Exception:

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

Section 107 of the Copyright Act reads as follows:

Limitations on exclusive rights: Fair use

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

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

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

Faculty and Staff

RTS Global Education Staff:

David R. John III –– Executive Director

Jacob Harper – Director of Admissions

Todd Whiting –– Director of Instructional Design and IT

Donn DeHart –– Director of Course Development

Brian McIntyre – Registrar/ Executive Assistant

Mark James –– Instructional Designer/ Canvas Administrator

Jaime Miller –– Course Media Designer

Michael Farrell –– Librarian

RTS Global Education Faculty:

Distance Education professors at RTS are full-time residential or adjunct faculty members who have significant participation and oversight of our online courses and programs. Although these professors may not be the same as the course lecturing professor, they have Ph.D.'s in the subject area covered for each online course and provide a high level of teaching expertise and interaction and feedback to online students. If you have any questions about a specific DE course, please contact RTS Global & Distance Education at 800-227-2013 or you may e-mail the Global Registrar.

Dr. R. Michael Allen

John Dyer Trimble Professor of Systematic Theology | Academic Dean
Resident Faculty | Orlando

Dr. James N. Anderson

Carl W. McMurray Professor of Theology and Philosophy | Academic Dean (New York City)
Resident Faculty | Charlotte

Dr. Richard P. Belcher, Jr.

John D. and Frances M. Gwin Professor of Old Testament | Academic Dean (Charlotte and Atlanta)
Resident Faculty | Charlotte

Dr. Robert J. Cara

Provost and Chief Academic Officer| Hugh and Sallie Reaves Professor of New Testament
Resident Faculty | Charlotte

Dr. J. Ligon Duncan III

Chancellor & CEO |John E. Richards Professor of Systematic and Historical Theology
President, RTS Jackson
Resident Faculty | Jackson

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    Harriet Barbour Professor of Systematic and Historical Theology
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    Robert L. Mclellan Professor of Old Testament
    Resident Faculty | Orlando

Dr. Benjamin Gladd
    Professor of New Testament
    Resident Faculty | Jackson

Dr. Mark House
    Adjunct Professor of New Testmament
    Adjunct Faculty | Global Education

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

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    President | Samuel C. Patterson Professor of New Testament and Early Christianity
    Resident Faculty | Charlotte

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    Resident Faculty | Orlando

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    Adjunct Professor of Pastoral Theology
    Adjunct Faculty | Charlotte

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    Executive Director (Dallas, Houston) | Assistant Professor of Systematic Theology
    Resident Faculty | Dallas

Mr. John R. Muether
    Professor of Church History | Dean of Libraries | Assistant DMin Director
    Resident Faculty | Orlando

Dr. Guy M. Richard
  President | Associate Professor of Systematic Theology
  Resident Faculty | Atlanta

Dr. William Ross
  Associate Professor of Old Testament
  Resident Faculty | Charlotte

Dr. Craig Sheppard
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  Theology | Assistant Professor of Missions
  Resident Faculty | Global Education

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  Alan Hayes Belcher, Jr. Professor of Old Testament and Biblical Languages
  Resident Faculty | Jackson

Dr. Guy P. Waters
  James M. Baird, Jr. Professor of New Testament | Academic Dean (Jackson, Brazil)
  Resident Faculty | Jackson

Dr. Charles M. Wingard
  Professor of Pastoral Theology | Dean of Students
  Resident Faculty | Jackson

Dr. William M. Wood
  Assistant Professor of Old Testament
  RTS Visiting Faculty | Atlanta

RTS Campus Directory

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MENTOR COURSE REPORT FORM

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

Student's Name: _____   Study Period:_____

Mentor's Name: _____   Course Name:_____

Goals This Study Period
Personal Growth:

Ministry:

Meeting (summaries)
First:

Second:

Third:

Fourth:

Assessments

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

Mentor:

Mentor's Signature:_____ Date: _____

Student's Signature: _____ Date: _____

REFORMED ✝ THEOLOGICAL SEMINARY
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TRANSCRIPT REQUEST FORM

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

Dear Registrar,

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

Personal Information (please print):

Name: _____

Social Security Number: _____

Mailing Address: _____

City, State, Zip Code: _____

Email Address: _____

Dates Attended RTS: _____

Year of Graduation: _____

Date of Request: _____

Phone Number: _____

Signature: _____

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