



REFORMED THEOLOGICAL
SEMINARY



Doctor of Ministry
Student Handbook
Atlanta Campus
2010 – 2011

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WELCOME

Greetings, we extend to you our warmest welcome! We are glad you have chosen to prepare for ministry at RTS Atlanta 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 Atlanta 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.

Faculty and staff are accessible. All administrators and faculty members have office hours. Feel free to contact the appropriate person when you have a question, a suggestion, or a need. We are here to assist you. At RTS Atlanta, 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.

Please be patient during your first few weeks and months on campus. While the workload is substantial and challenging, you will be able to master the assignments with diligence, hard work, and fervent prayer. Refuse to let temporary discouragements tell you otherwise. Remember, we do everything in the presence of the Lord and for his glory.

We want your life at RTS Atlanta to 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 toward 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.

I. STUDENT LIFE

A. Spiritual Life

"Watch your life and doctrine closely," Paul wrote to Timothy (1 Tim. 4:16a). While RTS will help you watch your doctrine, your personal walk with God merits your first priority. If your academic studies, even of Scripture and its teaching, take the place of your private devotions and personal Bible study, your spiritual life will quickly become dry and joyless. You can expect this to happen to you unless you take some steps to prevent it:

Spend time with God. Do not neglect to examine yourself, to pray, and to seek the Lord in his Word. Knowing God is not the same thing as knowing about him. As the Word of God shapes your mind, the Spirit of God is at work to shape and transform your heart. "Above all else, guard your heart, for it is the wellspring of life" (Prov. 4:23). How is the Holy Spirit currently at work to form Christ within you?

Develop honest relationships with others. RTS is more than an academic institution: it is a community of believers who help each other on to godliness. "But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin's deceitfulness" (Heb. 3:13). There is no sweeter fellowship with others than that of intimate, broken-hearted prayer to the Father. Who can you pray with in this way?

Please remember that study is your immediate stewardship. Thorough preparation for class may be a spiritual exercise to the glory of God. This is the present vocation your enrollment at RTS indicates.

B. Activities

Devotional exercises in class are conducted regularly and are a key element in maintaining the emphasis of spiritual formation in our students. Singing, prayer, and Bible exposition allow us both to worship God and to be built up as a community of his people. The glory of God that draws us to study at RTS draws us first to worship him. Hearts that have received the grace of God are hungry for his praises.

The Lord's Day is set aside for worship and rest. Students are expected to participate actively in a local congregation as a member or associate member. In addition to being their community of faith, for seminarians the local church is both their ministry observatory and laboratory. The congregation where you are active should be a valuable part of your seminary experience. Invest your life in someone else: **get involved in a local church!**

Having said all this, remember that study is your immediate stewardship. Thorough preparation for class may be a spiritual exercise to the glory of God. This is the present vocation (calling) that your enrollment at RTS indicates.

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C. Help When You Need It

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

Privacy of Student Records

RTS maintains the security and confidentiality of student educational records.

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

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

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

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

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

I. STUDENT LIFE

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 does 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.

Notice of Non-Discrimination

Reformed Theological Seminary has a non-discriminatory (race, sex, or handicap) admissions policy. The seminary's policy is to admit students to all the rights, privileges, programs, and activities at the seminary and to make no discrimination on the basis of race, sex, or handicap in the administration of educational policies, applications for admission, scholarship or loan programs, and extracurricular activities.

Students' Role and Participation in Institutional Decision Making

The seminary recognizes that students may contribute positively to institutional decision making. Therefore, an open-door policy exists throughout the institution, through which students may voice their concerns, suggestions, and needs. In addition, pertinent matters may be brought to the attention of the faculty, administration, or Board of Trustees through the student government and its officers.

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Non-Compliance with Accreditation Standards

Reformed Theological Seminary maintains a goal to comply fully with the standards of accreditation of the Association of Theological Schools (ATS) in the United States and Canada and the Commission on Colleges of 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. Contact information for ATS and SACS may be found in the RTS Catalog.

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. Students are also expected to be respectful of school authority and policies, as well as RTS staff members.

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

Student Appeals

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

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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.

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Being good stewards of what the Lord provides means prudent use of our time, talent, assets, and opportunities. The seminary calls on each student to exercise responsible stewardship of the resources afforded here.

A. Campus Buildings and Grounds

We have been blessed with excellent facilities at RTS Atlanta for our use, study, and enjoyment. We all bear common responsibility to maintain and treat them considerately. Each student **is** expected to share that responsibility in at least the following ways:

1. Wherever you see litter or trash, please pick it up and pitch it in.
2. Turn off lights that are not being used. Turn off coffee pots if you take the last cup.
3. Dogs, cats, and other pets that could cause damage or be an offense to others are not allowed in seminary buildings.
4. Alcoholic beverages are not permitted on seminary property.
5. Automobiles should be parked only in designated areas.
6. Children should not be allowed to run through the halls or be left unattended. Children are not allowed in the Library.
7. Smoking is not permitted on campus.
8. Refrain from areas restricted to RTS employees only.

CAMPUS BUILDINGS: Generally, all campus buildings are open from 8:30 a.m. to 5:00 p.m., except when campus is open later for evening courses.

1580 Building South Wing- Houses the Chapel, the Library, the Office of the President, the Development Office, the Business Manager, classrooms, and the seminar room.

1580 Building North Wing – Houses the dining area, the Admissions Department, the Registrar, and faculty offices.

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Children on the Campus

Because of the many seminary activities usually in progress, as well as the lack of supervisory personnel available, students, faculty, and staff are discouraged from bringing their child(ren) on the campus except for activities that involve children such as parties and picnics. It is recognized that there are certain times when an individual has to have their child(ren) with them on campus; and, when this is the case, the individual should make certain that their child(ren) stay with them and are not allowed to wander unattended around the campus or in any seminary buildings.

Campus Housing

Campus housing is currently not available at RTS Atlanta. The seminary does not assume responsibility for providing room and board for students. Affordable housing is available in proximity to each campus. Information on housing is available from the Admissions department and online at <http://www.rts.edu/site/rtsnearyou/atlanta/resources.aspx>. (2009-2011 RTS Catalog, p.11)

Restaurants and Hotels near the Campus

For your convenience, maps of restaurants and hotels near the campus are available online at <http://www.rts.edu/site/rtsnearyou/atlanta/resources.aspx>. Students are independently responsible for arrangement of lodging, meals and transportation to/from the seminary. RTS staff and faculty are not permitted to use personal vehicles to provide transportation services or deliveries for students.

B. Library Information

RTS Atlanta is in the process of building and organizing its library. Look for additional resources to be made available to students in the near future.

Until that time, two types of library resources are available to you: borrowing privileges at local university and theological libraries, and the services of the RTS library system.

Atlanta Campus students are privileged to have access to the outstanding resources and services of the RTS Library. Services include inter-library loans and research assistance. The Orlando Campus library may be reached by calling 407/366-9493.

Locally, RTS students have enjoyed the bibliographic holdings of nearby theological libraries. In some instances, usage fees may be required for checkout. Please remember to honor the generosity of those entities by exercising great respect and responsibility. Those libraries include:

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- The New Orleans Baptist Theological Seminary campus (1000 Johnson Ferry Road, Suite C-115, Marietta, GA 30068);
- The [superb!] Pitts Theology Library of Emory University (505 Kilgo Circle, Atlanta, GA 30322, 404/727-4166);
- The Columbia Theological Seminary library (701 S. Columbia Dr., Decatur, GA 30030, 404/687-4610);
- Luther Rice University (3038 Evans Mill Road, Lithonia, GA 30038, 770/484-1204), and,
- The theology library of the nearby Psychological Studies Institute (2055 Mount Paran Rd., Atlanta, GA 30327, 404/233-3949).

Georgia residents also have the privilege of utilizing the Georgia Public Library Service (<http://www.gpls.public.lib.ga.us/>), which is a unit of the Board of Regents of the University System of Georgia. A list of the extensive network of branch libraries may be downloaded at <http://www.public.lib.ga.us/pls/publibs/plsites.html>.

Georgia residents also have free access to GALILEO, which is Georgia's electronic library. The acronym stands for **GeorgiA L**ibrary **L**earning **O**nline. A Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products. The free service allows access to over 100 databases, including WorldCat, EBSCO Databases, ProQuest, and many more, indexing thousands of periodicals and scholarly journals. Over 2000 journal and magazine titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications, as well as resources related to philosophy and religion. Through GALILEO, Georgia citizens have access to authoritative, subscription-only information that is not available through free search engines or Web directories.

Consult the web site: <http://www.galileo.usg.edu/welcome/>

OR

<http://www.galileo.peachnet.edu/>

Password access (changed quarterly) is available to registered Georgia public library borrowers.

OTHER LIBRARY RESOURCES

ATLA Religion Index and other online databases allow students to search for periodical articles and dissertations by several different search keys (author, title, subject, keyword, etc.

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Most of these databases require a password. The login info will be available through the Registrar until such time as a Librarian joins the staff. Passwords are changed from time to time; students are responsible to obtain the new passwords from the Registrar.

The RTS Libraries website (www.rts.edu/site/resources/library.aspx) has an extensive listing of added resources for study, many of which are online. This includes a listing of periodicals owned by all three campus libraries.

INTER-LIBRARY LOAN

Books and articles not found in any RTS library can be sought through Inter-Library loan. This process generally takes longer than borrowing from other RTS campuses, so students need to initiate the process early enough in the semester to allow for the process. The library may reserve the right to pass along fees associated with ILL; any copies received through ILL will be charged to the student at **10 cents per page**. Books requested from a non-RTS library may take as long as 1-3 weeks to arrive.

KOREAN ONLINE LIBRARY RESOURCES

국립중앙도서관 전자도서관 The National Library of Korea

<http://www.dlibrary.go.kr/WONMUN/Index.jsp>

<http://u-lib.nanet.go.kr:8080/dl/SearchIndex.php>

국회도서관 National Assembly Library

<http://www.nanet.go.kr/main/index.jsp>

한국교육학술정보원 Korea Education & Research Information Service

<http://www.riss4u.net/index.jsp>

국가 지식 포털 Korea Knowledge Portal

<http://www.knowledge.go.kr/main.jsp>

C. Student Services & Privileges

Financial Protection for Students

a. Medical insurance must be maintained by all full-time (9 or more credit hours per semester for D.Min.) students. If you have such coverage now, and it can be continued at reasonable rates, it is wise to keep it. All full-time students arriving on an I-20 issued from RTS must present proof of medical insurance for the duration of the I-20 for each person (student and any

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dependents) listed on the form I-20 at the arrival interview with the D.Min. program DSO (Designated School Official). (2009-2011 RTS Catalog, p.11)

b. Life insurance is desirable, though not required. Seminarians are occupationally eligible for attractive rates from Covenant Life Insurance Company (formerly, The Presbyterian Ministers' Fund) and Ministers' Life and Casualty Union.

c. Financial Aid. The seminary expects students both to trust God to supply their needs (Matt. 6:25-34) and to work to meet them (2 Thess. 3:6-10). The seminary experience for many students is a test both of their faith and their endurance, but there are no qualities more essential to ministry than these two. We challenge you, therefore, both to trust confidently in the providence of God and to work diligently.

Financial Aid in the form of a missionary scholarship is available for current missionaries in the D.Min.(Korean-language track) program. Since awards are based on need, please do not apply unless your financial need cannot be met in any other way. Consult with the D.Min. Registrar. Application for D.Min.(Korean-language track) scholarship may only be made before the beginning of the each academic term and if approved, will be applied toward future tuition only. All tuition and fees are due in full at registration, regardless of anticipated financial aid. D.Min. (Korean-language track) missionary scholarship is not applicable toward any fees and tuition for the doctoral project. The scholarship is not approved automatically upon application, and is effective only upon approval by the scholarship committee review.

While the seminary will make every effort within its Scholarship Budget to assist needy students, those with accounts in arrears may not be allowed to register for additional courses, at the seminary's option, until their accounts have been brought up to date.

Student Directory

RTS maintains an online, secure directory available through Self-Service. Please remember to update any change in your contact information by using the My Profile tab in Self-Service. The directory is solely for use by and for the RTS community, and is not intended for distribution or release at the discretion of its users.

Website

RTS maintains a website at www.rts.edu with information of help to both students and the general public. Information in Korean language pertaining to the Doctor of Ministry program may also be found at www.rts.edu/kdmin.

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Helpful Websites

Contact the D.Min. Registrar to obtain a list of local websites providing services in Korean language, such as Korean taxi companies. For maps to the new campus from the Atlanta International Airport, you may visit <http://www.mapquest.com> or <http://maps.google.com>.

Student Associations

Information concerning student organizations can be found in the seminary catalog.

Women's Ministry

Women students, faculty, staff, and wives of students, are offered a variety of growth opportunities, fellowship activities, and community ministries. For detailed information on events or to offer input and ideas, please see the Administrative Assistant, Mrs. Ann Coleman.

1. RTS Courses. Spouses of full-time students (9 or more credit hours per semester for D.Min.) may take courses *for credit* at no charge. They may also audit courses without charge, provided there is room in the class and they have registered with the Registrar. These courses not only provide opportunity for spiritual growth, but help spouses get acquainted with professors and others in the seminary community. To take a course for credit, please apply with the D.Min. Registrar.

2. Women of RTS. The purpose of the *Women of RTS* program is to provide a course of training that will help prepare women for life in the ministry, to promote joy and confidence in their callings to serve Christ for the furtherance and strengthening of his kingdom, and to promote fellowship among all women on campus, married as well as single. *Women of RTS* is led jointly by a team composed of students' wives, student women, and RTS staff. Together this team leads a program of fellowship, prayer, and teaching. Teaching is done by faculty members, faculty wives, and occasional outside speakers. Student testimonies and music are also part of the program. Small groups give student wives the opportunity to get to know and pray with one another.

International Students

RTS provides the Certificate of Eligibility, also known as Form I-20, to eligible full-time(9 or more credit hours per semester for D.Min.) international students for the F-1 visa. International students planning to apply for an I-20 must receive admission to the seminary at least 6 months prior to the expected date of enrollment. I-20s are not issued automatically

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upon acceptance to the seminary as a full-time student; please remember that it is a privilege, not a right. All F-1 students receiving an I-20 from RTS are expected to document sufficient financial resources, maintain adequate medical insurance for each person listed on the I-20, and maintain status by observing all of the federal government regulations pertaining to non-immigrant F-1 (and F-2 dependent) visa holders. For detailed information and I-20 application forms, contact the D.Min. program DSO(Designated School Official).

International Student Employment

F-1 students (and F-2 dependents) are ***not permitted to work off-campus*** or to engage in business (including pastoral ministry) without specific employment authorization. The United States government defines employment as the rendering of services for compensation, financial *or otherwise*, including self-employment. If an international student (and/or dependent) receives food, clothing, housing, money, scholarships, etc. in exchange for work, skills, or expertise, the student (and/or dependent) is considered to be working. F-1 students may work on campus, subject to availability, not more than 20 hours a week while school is in session. Such on-campus employment may be increased during vacation periods, so long as it stays within RTS policy.

Working illegally without proper employment authorization is one of the most serious violations of immigration law. Not only could it jeopardize the student and force them to return home, but it could cause RTS to lose altogether the privilege of providing I-20s to enable F-1 visa students on all RTS campuses.

For more information on F-1 student employment, contact the D.Min. program DSO.

Tax Forms

Many students have requested a Form 1098-T for tax reporting purposes. However, the seminary is a non-profit organization and is not an “eligible educational institution”; therefore, RTS does not file Form 1098-T with the IRS and does not provide this form to students. An informal statement of your financial activity is available on Self-Service. Your monthly statements may be printed from the Financial tab after logging in to your Self-Service account.

Self-Service

RTS offers a convenient and secure online student service site called Self-Service (formerly known as IQWEB). By creating and logging on to your Self-Service account, you can search/view the latest upcoming course schedule, register for courses, view grades, print unofficial transcripts for free, update personal information, access student/faculty directory,

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view/print your financial account information, and make payments online from anywhere in the world. For administrative efficiency and the obvious user convenience, we strongly encourage every student to use Self-Service. Contact the D.Min. Registrar to obtain step by step user guides in Korean language.

Notes: 1) Due to the increased security in Self-Service, the login password may only be viewed by the account holder. Multiple errors or failed login attempts will lock your account. If you are unable to log in through the Forgot Password link, or if you are locked out due to multiple failed login attempts, contact the D.Min. Registrar to have your account unlocked and/or to have a new auto-generated password sent to your personal email from powercampus@rts.edu.

2) When making payments online, remember to set your computer to enable popup windows.

3) Credit cards used to make payments do not need to belong to the student; any credit card authorized for use may be entered for payment.

4) Payments can be made prior to the charge assessment. Any and all payments made before a charge is assessed will stand as a credit balance on your account and will be used toward future balances.

5) Remember to print the page after making your payment and keep it as a receipt, as the seminary will not be sending you a separate receipt for Self-Service payment transactions.

III. ACADEMIC LIFE

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

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

A. Class Information

- 1. Scheduling.** Consult the catalog and the semester schedule available from the RTS website under Upcoming Classes as you plan your schedule of classes. Also, be sure to visit the RTS website to view the most accurate and updated list of courses offered. All courses are subject to cancellation without prior notice, so we encourage you to check the website or Self-Service periodically for the latest information on desired or registered courses. The D.Min. Registrar is available to discuss your degree progress.

Generally, each three credit hour course would normally meet for approximately thirty-nine (39) classroom hours. As a rule, courses taught at RTS Atlanta will be offered for the same credit value and bear the same course title and description as outlined in the current catalog.

The formats most often used at RTS Atlanta are the *traditional* format, the *weekend* format, and a *modular* format. All D. Min. Korean-language track courses are modular.

Modular classes are normally completed within a single week. For example a 3-credit class might meet Monday through Thursday, 8:00 – noon, 1:30 – 5:00 and then 6:00 – 8:00.

- 2. Class attendance.** You are responsible to attend class, even when term papers or exams are pending, or your work schedule conflicts. You should obtain the professor's permission *in advance* if you must be absent from class, particularly one week intensives.

Classroom attendance is for the glory of God and preparation for the gospel ministry. Students therefore are expected to attend class sessions. No student should absent himself from classes in order to fulfill requirements or responsibilities of other classes. Those with absences may be penalized at the discretion of the professor. If students miss class persistently, they may be dismissed for academic reasons. (2009-2011 RTS Catalog, p.46)

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3. **Pedagogy.** Adjust yourself to each professor's teaching method. Part of your education consists of learning how to learn. Decide what kind of notes you need for each class to master the material. Most courses have a syllabus. All classes, however, have an aim. Find out what it is, and adjust your studies to meet that goal.
4. **Tests/exams** are developed and administered according to each professor's requirements. Most professors indicate their exam schedule at the beginning of the semester, but this does not preclude unscheduled exams. Ask your professor what his policy is and the kind of response he expects on his examination or papers. Be prepared!
5. **Extensions.** Incomplete and late assignments submitted after the due date without approved extension requests may result in failure of the course. Students should apply for an extension through the D.Min. Registrar **prior to the due date** and the appropriate paper extension fee must be paid in full. Extensions are only granted for significant emergencies or unforeseen circumstances deemed adequate.
 - Students are required to state the reason for the extension on the written request.
 - Permission is obtained from both the professor and the academic dean.
 - All work must be completed by the deadline given by the professor and academic dean.
6. **Extended absence** of more than one day in a modular course requires permission of the Academic Dean in addition to the Professor of Record, and is never granted without a written request. If you need special consideration in any course, consult the professor involved.

In certain exceptional cases, such as extended illness or family crisis, in which it is impossible for students to complete a semester's work, they may present a written request for permission to withdraw from all courses. (2009-2011 RTS Catalog, p.46)

7. **Grades** are posted on Self-Service as they become available. Papers and tests may be returned to you — either directly from the professor or if a visiting professor through the Program Director.

Grade point averages on RTS transcripts will be determined on the basis of work done only at RTS. (2009-2011 RTS Catalog, p.44)

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

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C-	(78-79)	1.66	
D+	(75-77)	1.33	
D	(72-74)	1.00	
D-	(70-71)	0.66	
F	(below 70)	0.00	
I	(incomplete)	–	indicates that the work for the course was not completed, given only when special extenuating circumstances (such as illness) prevent the student from completing the work or taking the examination. “I” grade must be removed from within the extension time granted; otherwise it will be changed to “F.”
W	(withdraw)	–	indicates that the student has withdrawn from a course after the drop deadline. This grade is granted by the academic dean only in extenuating circumstances.
S	(satisfactory)	–	
P	(passing)	–	

8. **Retaking a course.** Students may retake a failed course. The student must pay for the course again and all grades will be recorded on the transcript, including failures.
9. **Study,** or lack thereof, is the primary reason for success or failure in any course. Students are expected to spend at least two hours of study for each hour of class. Self-discipline is indispensable. Do not procrastinate. Get into a good study routine as quickly as possible. Take full advantage of available library resources. Schedule your work with your own deadlines well in advance of due dates. Then, work your schedule. When you do, you are most fully able to enjoy the academic, communal, and recreational aspects of your seminary experience.
10. **Confusion.** Students often express feeling bewildered by new terminology and overwhelmed by the mass of new information. Do not hesitate to ask questions, when you do not understand what a professor is talking about. The only really dumb question is the one that is not asked. Persevere in your studies, seek faculty help if necessary, and you will master the material.
11. **Books** are both tools and temptations for seminarians. Get good advice before you buy. Most professors provide bibliographies of recommended works. Use the seminary Library to acquaint yourself with other authors. Then buy books which will have lasting value for you. You will probably want to keep your text books for future reference. Check your whole library from time to time to identify weak areas. Buy books of lasting value, but watch your budget.
12. **Plagiarism.** Research papers require borrowing other people's ideas and words. However, the source of such borrowing must be acknowledged properly so that your ideas are clearly distinguished from ideas that you borrowed. If the source is not acknowledged properly, your work is plagiarism. For an excellent summary on what

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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

- 13. Lack of payment** for tuition may result in no credit for the semester. All tuition and fees are due at registration. All additional tuition and fees are to be paid by the first day of class. Late Payment Fee of 1% per month (12% annual) will be charged to students whose accounts are past due and/or are not paid in full. Students will not be permitted to register for a new semester, graduate, receive transcripts or grades until all financial obligations to the seminary have been settled. All fees and balances must be cleared before the next semester begins. (2009-2011 RTS Catalog, p.49)
- 14. Extraordinary academic requests** for Atlanta students, such as directed studies, must be initiated with the Professor and approved by the Academic Dean and D.Min. Registrar at the beginning of the semester. Please contact the D.Min. Registrar for information and forms.
- 15. Transcripts.** Official transcripts must be requested in writing with a check for \$10 per copy payable to RTS. Transcript request forms can be obtained from the D.Min. Registrar. Students requesting express delivery must submit the payment for express postage (\$50 FedEx) along with the transcript fee. Transcript fee and express postage fee payments (if applicable) may also be made through Self-Service. An unofficial student transcript may be obtained from the D.Min. Registrar or printed from Self-Service at no charge.

Transcripts are released only upon receipt of a signed transcript request and payment from the student. Official transcripts may not be released to any student who has a STOP on his account for outstanding unpaid overdue balance until the balance is paid in full. Upon graduation, the student receives a copy of the final transcript free of charge

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provided all accounts have been settled. Additional copies are available for a fee. Copies of transcripts may take up to six business days to process. (2009-2011 RTS Catalog, p.47)

- 16. Drop/Adds.** Students may drop/add courses via Self-Service until the online drop or add deadline, which is by the first day of instruction for D.Min. modular courses. After the deadline you may be able to drop a class through the D.Min. Registrar. After the course begins, there is a fee for each course dropped or added. Thus, it is recommended that you finalize your schedule as early as possible, or before the first day of the course. See the most recent Schedule of Fees for the current drop/add fee. If a student drops a course prior to the drop deadline, the course is erased from the student's permanent record and the tuition is refunded. 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 D.Min. Registrar should be consulted whenever a student considers withdrawing from a course. (2009-2011 RTS Catalog p.45, p.49)
- 17. Recording of Courses by Students.** The video taping of RTS courses by students is prohibited. Audio taping of classes by students is allowed if the taped material is to be used solely for personal study and spiritual edification and is not distributed privately or publicly in any manner.
- 18. Admitted on Academic Probation.** Students admitted on academic probation will have received an official electronic letter from RTS indicating exactly what conditions must be met to maintain their admission status. It is the student's responsibility to follow up with the D.Min. Registrar upon satisfying (or not satisfying) the terms of the academic probation. For example, if the terms of the academic probation require that an "A" must be earned on the first two courses to maintain admission, then the student must notify the Registrar upon receiving the first two grades to discuss the status of his academic probation. If a student admitted on academic probation wishes to take his third course prior to receiving the grades on the first two courses, special permission must be received from the Academic Dean by contacting the D.Min. Registrar, prior to registration. If admission approval is withdrawn as a result of not satisfying academic probation terms, tuition for courses already taken may not be refunded.
- 19. Inactive Status.** According to RTS policy, students are considered inactive after a one-year absence from coursework and must submit another completed application form, the application fee, and other material that may be requested by the Director of Admissions before re-enrollment. In addition, this inactive period may be included in the degree time limits. (2009-2011 RTS Catalog, p. 42 and p. 46)
- 20. Audit Procedures.** Regularly enrolled full-time (9 hours or more for D.Min.) students, their spouses, and members of the seminary staff may audit classes without charge provided there is room in the class and they have registered with the Registrar. Others who have

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permission from the Academic Dean may audit courses after paying the required auditing fee. (2009-2011 RTS Catalog, p.49)

- 21. Directed Study Courses.** Students may request permission to take an independent, directed study course under the supervision of a professor. Directed study courses usually are offered to cover subjects that are not included in the published curriculum. Regularly scheduled elective and required courses may be taken by directed study upon the discretion of the professor and Academic Dean only when a course is required for graduation and cannot be worked into a student's schedule. Directed study requires the equivalent of 1,000 pages of reading per semester hour in lieu of class attendance, plus a project approved by the professor. The character of the work and the way of reporting it will be left to the professor, but all directed study courses must be approved by the Academic Dean. These courses must be completed within the semester in which they are started. The normal tuition rate is charged for all directed study courses. (2009-2011 RTS Catalog, p.45)

Directed study request forms may be obtained from the D.Min. Registrar and must be registered at the beginning of the semester. Incomplete request forms will not be accepted and will not be returned to the student. It is the student's responsibility to follow up with the professor and the Registrar to make sure that the request has been properly submitted. Directed study courses may not count toward calculation of full-time enrollment hours for F-1 students. Directed study courses will not count toward residency requirement for graduation (see page 20 for more). A maximum of two directed study courses is permitted per student. Submitting a completed request form does not mean that your directed study will be automatically approved. Directed study courses are approved by the Academic Dean on a case by case basis upon review and consideration of the extenuating circumstance that warranted the request.

- 22. Withdrawl / Readmission / Dismissal.** A student planning to withdraw from the seminary should report this in writing to the Registrar. For re-admission, the student is required to submit re-application materials before re-enrollment. A student whose GPA falls below C (2.0) is permitted to continue studies for the equivalent of one full-time semester. If the average remains below 2.0, the student is dismissed. After a period of one year, those dismissed for academic reasons may apply for re-admission. (2009-2011 RTS Catalog, p.47)

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B. Graduation Procedures

RTS Atlanta has only one graduation ceremony in May. The procedure and requirements for graduation are detailed below.

1. **Application for Graduation:**
Students intending to graduate in May must make application for graduation during their final semester. The application deadline is February 28. This application should be submitted to the D.Min. Registrar. A graduation fee of \$200 is required.
2. **Pre-Doctoral Project Audit:**
The student should set up an appointment with the D.Min. Registrar to “audit” the student academic record, confirming all course work is in process.
3. **Degree requirements:**
 - a. **Course Requirements (24 credit hours)**
5 core courses and 3 elective courses (3 credit hours per course)
 - b. **Doctoral Project (6 credit hours)**
 - Doctoral Project proposal submitted to the Registrar at registration of part 1: 3 credit hours
 - Completed Doctoral Project (and summary translation*) submitted to the Registrar by Feb. 15
 - Doctoral Project defended successfully no later than 60 days before graduation, and registered for part 2: 3 credit hours
 - Bound Doctoral Projects (3 copies) submitted to the Registrar no later than 6 business days before graduation
 - c. **GPA Requirement**
Minimum cumulative GPA of 3.0 and a grade of C or better on courses counting toward degree
 - d. **Degree Time Limits**
D.Min. students have 6 years to complete degree requirements. Inactive periods, one-year or more absence from coursework, may be included in the degree time limits. Students with extenuating circumstances may apply for a one-year program extension in writing to the Academic Dean and pay an extension fee. (2009-2011 RTS Catalog, p.46)
A maximum of three one-year extensions may be granted. Contact the D.Min. Registrar for more information.

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e. Residency Requirement

Minimum of 12 credit hours* (4 courses) plus the six-credit hour doctoral project must be taken on the RTS campus from which the candidate plans to graduate. (2009-2011 RTS Catalog, p. 36)

*Directed study courses will not be counted toward the 12 credit-hour residency requirement.

*Maximum of two 3 credit-hour courses with a grade of C or better may be transferred in from another ATS accredited seminary, but transferred courses will not be counted toward the residency requirement.

4. Exit Clearance:

Students must obtain an Exit Clearance Sheet from the D.Min. Registrar no later than 6 business days before the graduation in order to participate in the graduation ceremony, receive the diploma bearing the degree, and/or receive degree completion verification letters. Exit Clearance Sheets will be provided to students who have 1) completed their degree requirements, 2) submitted the application for graduation, 3) submitted the doctoral project, 4) paid all financial obligations including the graduation fee, and 5) returned any RTS library books on loan.

RTS ATLANTA FACULTY AND STAFF

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Directions to Our Campus

From the South (Atlanta, airport):

- Take I-75 North toward Marietta/Chattanooga
- Exit at Windy Hill Road (Exit 260)
- Make a right onto Windy Hill Road off of the exit
- Turn left onto Powers Ferry Road
- Turn left onto Terrell Mill Road
- Just before the I-75 overpass, make a right into the Venture Centre Office Park (RTS Atlanta is straight ahead at 1580 Terrell Mill Road)

From the North (Kennesaw, Chattanooga):

- Take I-75 South toward Atlanta.
- Exit at Delk Road (Exit 261).
- Make a left onto Delk Road (East).
- Turn right onto Bentley Road.
- Turn right onto Terrell Mill Road.
- Just before the I-75 overpass, make a right into the Venture Centre Office Park (RTS Atlanta is straight ahead at 1580 Terrell Mill Road)

From East or West:

- Take I-285 to I-75 North
- Exit at Windy Hill Road (Exit 260).
- Make a right onto Windy Hill Road off of the exit.
- Turn left onto Powers Ferry Road.
- Turn left onto Terrell Mill Road.
- Just before the I-75 overpass, make a right into the Venture Centre Office Park (RTS Atlanta is straight ahead at 1580 Terrell Mill Road)

