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WELCOME

Greetings! We extend to you our warmest welcome! We are glad you have chosen RTS, and we hope to make your adjustment to seminary life as easy and pleasant as possible. You have come to prepare for ministry. This preparation will involve you in the serious study of theology--an exhilarating and exciting undertaking ... and a humbling one.

Faculty and staff are accessible. All have office hours, but when your need is pressing, you may get in touch with anyone at any time. We are here to help you learn, but we are also here to help you grow and wrestle with issues. At RTS there is a tradition of close, cordial relationships between students, faculty, and staff.

Be patient during your first weeks and months on campus. While the work load is considerable, you will be able to master the assignments, if you work at them. Refuse to let temporary discouragements tell you otherwise. Remember, we do everything in the presence of the Lord and for his glory.

This handbook is designed to help you know what to expect at RTS and what is expected of you. Please read it carefully and keep it for future reference. The Student Handbook represents the gleanings of those who have gone before you and contains pointers, policies, and procedures designed to help you settle in.

We want your life at RTS to be characterized by four commitments:

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

Greetings from the President's Office

Welcome to RTS Charlotte! It seems like it was just yesterday when my wife and I packed up and “left a career to follow a call.” I remember experiencing the simultaneous feelings of awe, fear, humility, pride and excitement. Then came chapel. At that chapel, our systematics professor and dean of faculty quoted Charles Hodge: “You will learn nothing new here.” I was convicted. I had waited for and dreamed about this moment, about this experience of going deeper into the Word of God and into the doctrines of grace. Then I was told that I would actually learn nothing new. Well, I want to say the same thing to you. But I want to unpack that. What Charles Hodge meant and my professor meant and I mean is this: RTS Charlotte is committed to transmitting, ala 2 Timothy 2:2, only the things we have gleaned from God’s Word and only the repository of church history and tradition and doctrines that we have received while standing on the shoulders of giants. You will receive no new thing, no novel doctrinal ideas, and no cutting edge ideas. You will receive a rock-solid academic and spiritual time of formation. It will be like no other time in your life. You will be taught and mentored by godly pastor-scholars who are committed to the inerrant and infallible Word of the living God, and who are, likewise, committed to a ministry that goes forward through the ordinary means of grace: Word, Sacrament, and Prayer. Above that, you will become part of a joyful worshipping, praying and learning community that will be a means of God’s grace to you. We pray that you will love Jesus Christ more at the end of your time here than at the beginning.

I am here for each and every one of you. Though I spend a great deal of time traveling to preach and teach and speak around the country on behalf of Christ and this school, I do teach and hold seminars. I also want to be available to you if you need me. I will be praying for each of you by name through the year. As you see me, let me know of your needs, your family’s needs, or any thoughts you have for making our campus a better community for the sake of Christ and His Kingdom.

Yours warmly in Christ,

Michael A. Milton, PhD
President
Professor of Practical Theology

SPIRITUAL LIFE AND SERVICE

"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?

Look for present ministry beyond your studies. While your studies are a high priority, they are not the only way to prepare for ministry. You have come to RTS to receive an education, and ministry preparation requires pastoral experience. We encourage internships for all students and require Field Education as well. Ongoing present ministry helps to bring about a merger of your learning and your life. Those who are truly called by God cannot help speaking about what they have experienced (cf. Acts 4:20). What have you deeply learned about God that you cannot keep to yourself?

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.

A. Activities

Devotional exercises in class and chapel services 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. Attendance by all faculty, administrative staff, and regular students is therefore expected.

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!**

B. 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.

Academic Matters. If your problem involves only *one class*, consult that professor. If it is a *wider issue*, you should consult the Registrar who will help you with the problem or direct you to an appropriate person within the faculty or administration. The key here is communication as soon as you detect a problem.

Campus Life. The Student Council is concerned with the quality of campus life and can help resolve problems. Through the Council any student may voice his/her concerns, questions and needs to the administration.

If you cannot decide who can help, Dr. Rod Culbertson or Tari Williamson serves as general advisors to students and student organizations and will direct you to the proper channel for dealing with your concern.

C. Student Conduct

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

Student conduct is under the supervision of the Dean of Student Development. 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 can appeal the dismissal according to the stated policy.

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.

D. 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 Student Development.

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.

E. 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.

F. ATS and SACS Standards (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.

G. Sexual Harassment Policy

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

H. 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. 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.

CAMPUS LIFE

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 Charlotte 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. Food and drink are not permitted in the Library (except for bottled water).
5. Alcoholic beverages are not permitted on seminary property.
6. Automobiles should be parked only in designated areas.
7. Firearms are not permitted on seminary property.
8. Children should not be allowed to run through the halls or be left unattended. Children are not allowed in the Library.
9. Smoking is not permitted on campus.

CAMPUS BUILDINGS: Generally, all campus buildings are open from 8:00 a.m. to 5:00 p.m.

"A" Building - Houses the Chapel, which is used for Tuesday worship, classes, seminars, receptions, and the "Hospitality House."

"M" (Main) Building - Houses the reception area, library, administrative offices, dining room/ping pong and kitchen, multi-purpose classroom.

"C" Building - Houses the RTS Bookstore, and the Admissions Department, and the Registrar

"D" Building - First floor houses classrooms and coffee breakroom; the second floor houses the Virtual Campus (Distance Education).

"E" Building - First floor houses Dean of Students offices and faculty offices. Second floor is the Student Center and includes a lounge, student activities area and study room, large classroom, the Women of RTS rooms, and several offices.

B. LIBRARY INFORMATION

**Online: catalog: library.rts.edu / blog: rtscharlottelibrary.wordpress.com
Direct library line: 704-688-4230 / library.charlotte@rts.edu**

LIBRARY HOURS

Regular Term: Monday, Tuesday, Thursday	8 AM – 8 PM
Wednesday	8 AM – 5 PM
Friday	8 AM – 4 PM
School Breaks Monday-Thursday	8 AM – 5 PM
Friday	8 AM – 4 PM

The library will open the last few Saturdays of the spring and fall semester as posted.

GENERAL LIBRARY RULES

- **Drinking, and eating** in the library are strictly prohibited. Bottled water in a closeable container is allowed.
- **Noise** - Students are asked to keep noise at a reasonable level so as not to disrupt the study of other students. If using a laptop, please keep the sound low or use earphones.
- **Supplies** – Paper, pens, and other supplies are not offered for sale in the library.
- **Cell phones & other electronic devices** – These may not be used in the library (for incoming or outgoing calls) unless they are set on an inaudible ring/vibrate. Please step outside if you are expecting a call or making one.
- **Personal items** – you are responsible for the safety of all personal items in the library. We cannot watch them or be held responsible for the loss, damage, or theft of any items.

ELIGIBLE USERS

All **currently enrolled credit** students have library privileges according to circulation policies below. Students who are only auditing courses have limited checkout privileges for that semester. Members of the community who are not enrolled may use library resources on site but may not take materials outside of the library; spouses using the

Library may only use the 2 computers on the floor level. Eligibility will be determined on a semester-by-semester basis. RTS graduates may borrow materials upon verification of degree completion, with the library reserving the right to limit the number of items checked out and length of checkout. Currently enrolled students of institutions that are members of the Carolina Theological Library Consortium (see www.atla.com/ctlc/ctlc.html) also have borrowing privileges, with the library reserving the right to limit the number of items checked out and/or length of checkout. Special borrowing privileges may be arranged only by permission of the library director. Abuse of library privileges may result in the temporary or permanent suspension of borrowing privileges.

CIRCULATION POLICIES

1. All library resources leaving the library ***must*** be checked out, without exception. Students must first obtain a library card in order to borrow materials, and this card must be presented each time the student wishes to check out materials. Lost cards should be reported immediately; a replacement card will be issued with a charge of \$3.00. Borrowers are responsible for materials that are lost, damaged, or stolen which includes the cost of replacing the materials plus a \$10 processing fee per item. Under no circumstances are you to loan materials checked out to you to other students; they must first be returned and then the other student may check out the materials for himself/herself.
2. Checkout periods for **books** will be one-half of a semester, or approximately six weeks. **Audio-visual** resources may be checked out for two weeks. **Fines** for late items will be assessed at 10 cents per day per item with a maximum fine of \$3 per item. Fines in excess of \$5 may result in suspension of library privileges until paid in full. Fines may not be carried over into a new semester. Students will not be eligible to receive grades and/or register for new classes until fines are paid.
3. **Reference materials** (labeled “Ref”) are kept in the Reference Section. These materials are for library use only, and must **NEVER** be taken from the library. Removal of reference materials may result in the suspension of library privileges.
4. **Periodicals**, both bound and unbound, are also considered reference material and are for library use only.
5. **Reserve** materials are kept behind the circulation desk, and are for library use only (2 hour *in-library* checkout).

ONLINE CATALOG

The RTS libraries have a combined book catalog (at library.rts.edu). The catalog lists all titles from all campuses. If you need a book from another campus that Charlotte does not

have, fill out an inter-library loan request form and give the form to library staff. Books sent from other campuses usually arrive in 10-14 days; articles, 2-3 days.

OTHER LIBRARY RESOURCES

ATLA Religion Index and other online databases allow students to search (www.rts.edu/site/resources/library/research.aspx) for periodical articles and dissertations by several different search keys (author, title, subject, keyword, etc.). If an article you want is located only at another RTS campus, fill out an Inter-Library Loan form located next to the ATLA workstation and give the form to a library staff member, or send a request to us by e-mail.

Most of these databases require a password. You may come in the Library or call us to get the password you need, but we cannot e-mail that information. Passwords are changed from time to time; students are responsible to obtain the new passwords from the Library.

Additional programs are available on library computers for student use as well (a list of resources is available in the library).

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.

INSTRUCTION & HELP

Library staff are available for instruction in the use of all library resources, both print and electronic. Both informal and formal (by appointment) instruction is available. Please speak to library staff to arrange for assistance at any time.

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.

PRINTING & PHOTOCOPYING

Printouts are **10 cents per page/single-sided** or **15 cents per page/double-sided**, and can be picked up from library staff at the front desk; please do not retrieve your own printouts.

A photocopy machine is provided for student and staff use in the library. Copies are **10 cents per page/single sided** or **15 cents per page/double-sided**. All printouts and copies are made on a pay-as-you-go basis (no credits or IOUs given); payment is by cash or personal check only.

Two scanners are also provided at no cost for those who wish to use them for study purposes.

CAROLINA THEOLOGICAL LIBRARY CONSORTIUM (CTLIC)

RTS Library is a member of the Carolina Theological Library Consortium. Currently enrolled students of RTS have borrowing privileges at any CTLIC member library. Information about CTLIC participating libraries is online at www.atla.com/ctlc/ctlc.html. Should you go to another CTLIC library, you must present your current **RTS student ID card** (not your library card) in order to check out materials.

C. STUDENT SERVICES AND PRIVILEGES

1) Student Mail Boxes (In Student Lounge on 2nd floor of E Building)

An individual mail slot is assigned each student upon enrollment to RTS (Fall and Spring Semesters only). Mail slots are used for special notices, personal messages, papers returned by professors, announcements, grades, etc. Although the slots are open and accessible, they are considered to be available for the **PRIVATE** use of the student. Check your mail slot at least once a week.

The location for campus-wide announcements, posters, etc. is on the Bulletin Boards in the various buildings and on the video monitors in the hallways. The administrative staff will monitor these by giving approval as well as removing them on a timely basis. Please check them frequently. Please date anything posted on bulletin boards.

2) RTS Bookstore

The RTS Bookstore is both a great resource and a great place to hang out with other students. The bookstore is open from 9:00 a.m. to 5:00 p.m. Monday through Thursday, and until 4:00 p.m. on Fridays. The staff are glad to recommend and help you pick out books. Please note that a book's presence in the bookstore does not constitute endorsement of its contents by the bookstore or the seminary. Nearly all items are sold at 20% off the list price, with frequent specials as well.

Also available online — rts.edu/bookstore

Beginning July 2008, the new Online Bookstore, Mind & Heart, will go live. The bookstore is an affiliate bookstore with Amazon.com. Anything you can buy on Amazon, you will be able to buy through MindandHeart.com. In addition, there is a section with Faculty books as well a section of recommended books from the suggested reading list put together by admissions as well as listings from the inventory of the old bookstores and featured items.

3) Financial Protection

a. Medical insurance must be maintained by all full-time (12 hours or more) students. If you have such coverage now, and it can be continued at reasonable rates, it is wise to keep it. If you have none, a student accident and sickness policy

is available to RTS students. Details may be obtained from the Registrar.
(Purchase this insurance by separate check at Fall and Spring Registration).

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.

To request financial aid, you must complete a Financial Aid Application, available from the Admissions Office. Since awards are based solely on need, please do not apply unless your financial need cannot be met in any other way. Four types of aid are available:

1) Work Scholarships are available for a limited number of students. Work Scholarships normally consist of approximately 10 hours of work each week doing such things as maintenance, assisting a professor, or working in the Library or the Bookstore. Awards and job assignments are made by the Director of Admissions in conjunction with the Scholarship committee.

2) Grants are available to meet financial needs beyond Work Scholarships. Awards are made out of the seminary's Scholarship Budget by the Scholarship Committee.

3) Church Partnership Scholarships are available to students who enlist up to one-third of their tuition support from their home church. The seminary will match this one-third which leaves students responsible for the remaining portion of the total tuition cost.

The following stipulations govern financial aid awards:

1) Financial aid is normally available only to **full-time students** who maintain a "C" average.

2) Students must re-apply for financial aid each year. Applications for returning students for the next calendar year (June-May) are due by May 31. If you enter in midyear, we suggest getting in the financial aid form three months prior to starting.

3) Financial aid will extend, at most, for the normal length of time required to complete one degree program, with a maximum of four years for the M.Div. and three years for the MA.

4) Work scholarships are contingent upon the availability of a job for which a student is qualified.

5) A full-time student receiving any type of financial aid is **required** to maintain medical insurance coverage for himself and his family. He may enroll in the seminary's group policy or a comparable policy.

6) A student receiving financial aid **must notify** the Scholarship Committee of changes in his financial situation.

7) In succeeding years, financial aid awards may be adjusted as students develop other sources of income.

8) All financial aid awards are strictly confidential. A student's violation of this provision may result in his grant being rescinded.

9) During the year financial aid recipients **will be asked to send a letter of appreciation to donors** who have provided funds for their scholarships; recipients of financial aid are expected to write these letters when requested to do so. Failure to comply may result in loss of the student's scholarship. Even when granted, financial aid is to be considered supplementary, rather than primary, income. 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.

Financial Policy

All tuition and fees are due at registration. Those who are depending on financial support from churches, organizations, individuals, etc. should be prepared to meet financial obligations when due, whether or not such funds have been received.

Students taking eight hours or more and who are financially unable to pay all tuition and fees at registration may be allowed to make payments in one-third increments, subject to the late payment fee as follows:

Fall and spring semesters only: 1/3 tuition and fees at registration; 1/3 tuition and fees on the first day of each of the two following months.

A 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 at registration. Students will not be permitted to register for a new semester, graduate or receive transcripts unless all financial obligations to the seminary have been settled, including library debts. (RTS Catalog, p. 49)

If the payment plan is needed, you must receive permission (from Stephane Jeanrenaud) to pay your current semester's tuition in installments payments. However, the enforcement of this policy, (placing a "STOP" on your *Self Serve* account), will prevent you from registering for another semester while still allowing you to download and access important course information for the current semester. Once you have satisfied your tuition balance, please e-mail Tari Williamson (twilliamson@rts.edu) and she will take the "STOP" off your account.

Student Directory

RTS maintains a pictorial student directory each Fall. A copy will be given to the students for private use only. Please report any changes of address, phone numbers, or other information to the receptionist. This directory is solely for use by the RTS community.

Website

RTS maintains a website at www.rts.edu with information of help to both students and the general public.

Posting policy

Attention All Students: All announcements and advertisements posted on campus must be approved by the Admissions office before posting on doors, bulletin boards, etc...

Community event postings approved by Tari, student activities approved by Rod, and other Virtual postings approved by Alice are exempt.

In addition, information posted at other locations than the student bulletin boards must be approved to be posted elsewhere. Postings involving job opportunities, items for sale, and other requests not specifically in reference to student activities **MUST** be posted only in the approved bulletin boards. RTS also reserves the right to remove postings that do not conform to the policy and also all postings which have been up an appropriate length of time. For more exposure for your posting, consider joining the RTS Charlotte Facebook page or posting your request/need in the Semper.

If you have any questions, feel free to contact Stephane Jeanrenaud in the Admissions office.

Other Students Services

The RTS Newsletter, *Semper Informandi*, is published bi-monthly during the school year. Student notices – such as items for sale, job opportunities, apartments for rent, or special needs – are included at no cost. Articles may be submitted in writing to the *Semper Informandi* editor (Jonathan Mauney, jmauney@rts.edu).

D. Student Associations

Information concerning student organizations can be found in the seminary catalog. The aims, membership, and programs of the Student Fellowship are listed there. Specific information about meeting dates and programs will be put in student mailboxes or displayed on bulletin boards or on the video monitors in the hallways. Every student is urged to participate in these organizations.

1. The Student Council provides leadership for student activities and represents the student body to the faculty. The council consists of representatives of the senior, middler, and junior classes. If you have matters of concern related to seminary life, bring them to the Student Council.

2. **Student Conferences.** Students may sponsor a conference during the year such as a Missions Conference, Spiritual Life conference, and/or retreat. Recommendations concerning dates, themes, and speakers for these conferences are presented to the faculty for approval through Dr. Don Fortson. All full-time students are encouraged to attend.

E. 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 Tari Williamson (Dean of Women).

1. **RTS Courses.** Spouses of full-time students 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 Admissions Office. To audit a course, contact the 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 the Dean of Women. 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.

3. **The Women's Retreat** is an annual event for all women of the seminary community (students, wives, faculty and administration) designed to provide fellowship, inspiration, unity, and training. The event may be held at a nearby retreat facility where a guest speaker highlights the weekend. The nominal fee would include lodging and meals.

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.** Be sure to consult the catalog and the semester schedule available from the Registrar as you plan your schedule of classes. For academic advising, please see the Registrar.
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 if you must be absent from class, particularly one week intensives.
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. And be prepared!
5. **Extensions.** Incomplete and late assignments after the course ends without approved extension requests may result in failure of the course. Students should apply for an extension through the Registrar's Office **prior to the last day of the term**. Extensions are only granted for significant emergencies or unforeseen circumstances.
 - Students are required to state the reason for the extension on the form.
 - 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 a week requires permission of the Academic Dean and is never granted without a written request. If you need special consideration in any course, consult the professor involved.

7. **Grades** are posted on *Self Service* as they become available. Papers and tests may be returned to you — usually through the student mail boxes. For information about the RTS Grading Scale and Academic Probation, please see the RTS Catalog.
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 our 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 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. **Incomplete Application** may result in no credit for the entire semester and will require re-entrance. An official transcript is unavailable until completion.
 14. **Lack of payment** for books/tuition may result in no credit for the semester. All fees and balances must be cleared before the next semester begins. An official transcript will be unavailable until all balances and fees are paid.
 15. **Extraordinary academic requests** for Charlotte students, such as directed studies, must be initiated with the Professor and approved by the Academic Dean and Registrar at the beginning of the semester. Please see the Registrar for appropriate forms.
 16. **Transcripts.** Official transcripts must be requested in writing with a check for \$10 payable to RTS. Transcript request forms can be printed from the website (www.rts.edu). An unofficial student transcript may be obtained from the Registrar at no charge.
 17. **Parish Track Courses** are available for M.Div. students with internships. Consult the Practical Theology Department for information. These allow students to take some practical theology courses partially within the internship context, under the guidance of an RTS professor and a pastor-mentor.
 18. **Special Fall and Spring Lecture Series** are offered each year. Classes are canceled during the lectures and all students are encouraged to attend.
 19. **Drop/Adds:** Students may drop/add courses via Self Service until the drop or add deadline. After the term begins, there is a fee for each course dropped or added. Thus, it is recommended that you finalize your schedule before the first day of the term. After the drop/add deadlines, special permission is required from the Academic Dean to drop or add a course. Tuition is usually not refunded for courses dropped after the deadline. See appropriate term schedule for important academic dates. See the most recent Schedule of Fees for the current drop/add fee.
 20. **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.

B. English Bible Exam

Masters level students at RTS Charlotte must take the English Bible Exam (EBE) at the beginning of their seminary career (entrance EBE) and again at the end (exit EBE). The purpose of giving the EBE twice is (a) to allow RTS to assess the biblical literacy of the average student when arriving at seminary, and (b) to trace the student's progress during the course of his/her degree. Each student must pass the EBE in order to graduate (a grade of "C"/80% is needed to pass). The guidelines for fulfilling this requirement include the following:

(1) The EBE is required to be taken the first time during new student orientation. All students entering seminary during the Summer or Fall terms must take the EBE during the Fall Orientation. All students entering seminary during the Winter or Spring terms must take the EBE during Spring Orientation. If a student cannot take it during the appointed time, he must see the Registrar and take it within two weeks of orientation.

(2) Students need not study for their first attempt at the EBE. It is designed primarily as a tool to help RTS in the evaluation of its students and their progress during their degree. However, each student is expected to perform to the best of their ability while taking the EBE.

(3) The EBE is required to be taken as an exit exam during the student's senior year (as measured by degree hours towards the MA or MDiv.) A student cannot take the EBE a second time prior to his senior year. But, during a student's senior year, he can take it as many times as necessary to pass. See "Graduation Requirements" below for more details and deadlines.

(4) If a student passes the EBE the first time, he will still need to take it again during his senior year. It does not matter if he passes it the second time; one pass is sufficient to graduate.

(5) Although study guides were permitted in the past, as of the 2002-2003 academic year, students are not allowed to consult a study guide in preparation for the EBE. Use of a study guide to prepare for the EBE will be considered a violation of the RTS Honor Code.

(4) The best method for preparing for the EBE is for the student to familiarize himself with:

- (a) the broad flow of biblical history,
 - (b) the main themes and historical setting of the books of the Bible,
 - (c) the location (book and chapter) of significant biblical events, and verses, and
 - (d) the life and historical circumstances of significant biblical characters.
- Helpful resources include: William Hendriksen, *A Survey of the Bible*, and Willem A. VanGemeren, *The Progress of Redemption*.

C. WCF Shorter Catechism

The Westminster Confession of Faith's **Shorter Catechism** is to be memorized as a part the M.Div. requirements. You may memorize the Catechism in Old English or Modern English. Dr. Douglas Kelly has written a

Modern version. Copies of both versions are available in the RTS bookstore. Students are strongly encouraged to memorize the catechism during the summer months, and may start at any time during the course of study at RTS. The catechism exams may be taken in thirds; 1-36, 37-72, 73-107. See “Graduation Requirements” below for more details and deadlines.

D. Graduation Requirements

RTS only has one graduation ceremony in May. However, students may graduate in either December or May. The procedure and requirements for graduation are detailed below.

1. Students intending to graduate during our regular May graduation must make application for graduation during their final fall semester. This application can be made with the registrar. Please note that a 2.0 average is required in order to graduate. A graduation fee of \$200 is required.
2. The student should set up an appointment with the registrar to “audit” the student academic record, confirming all course work is in process.
3. Graduation requirements:
 - a. Catechism exams must be completed by all potential M.Div. graduates by the Spring Break Deadline.
 - b. English Bible Exam must be taken by all potential graduates by the Spring Break Deadline.
 - c. Graduation exception forms must be turned in by the Spring Break Deadline. (A graduation exception allows students to “walk” at May graduation if they have a 3.0 GPA, one course and/or one exit exam remaining and have paid all tuition and fees in full.)
 - d. Deadlines for these requirements is Spring Break week. If any part of the above requirements are not received by Friday at 5:00 p.m. of Spring Break week, the student will be assessed a \$250 fine. After receiving the fine, students will have until the last business day in April to complete these requirements. If not met, the student will not be allowed to graduate and must pay the graduation fee again.
4. If students intend to graduate in December, these requirements are modified accordingly by semesters. Graduation exceptions are not allowed for December graduates.

E. Student Field Education (please consult the FE Guidelines)

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

1. Beginning Field Ed Internship Requirements.

Students should register for the 3PT536 Field Education Internship and contact Dr. Culbertson in order to begin their 400 hour field education internship.

During internships, students are under the supervision of pastors/mentors and the Director of Field Education at the seminary.

A web-based training session for pastors/ mentors is required and is offered through the following link:

http://www.rts.edu/site/rtsnearlyou/charlotte/resource_files/field%20education.aspx

Students should consult the “Field Education Guidelines” concerning the necessary paperwork required for the completion of Field Education internships.

2. Field Education Seminar Course (3PT534).

Register for the 3PT534 Field Education Seminar course upon the completion of your 400 hour Field Education Internship.

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

This course is required for graduation for all M.Div. students. It is a one hour seminar with no academic credit.

Please read the RTS Field Education Guidelines carefully. If you have any questions, you may contact Dr. Culbertson at rculbertson@rts.edu.

F. Self Service <http://selfservice.rts.edu>

Self Service is the student on-line site that will allow you to register for courses, check your grades, obtain class syllabi, pay on line, plus several other convenient functions that will help you manage your student account effectively. The Admissions Assistant or Registrar can help you set up a student account, if you don't already have one, and send you directions on how to navigate the Self Service program.

STUDENT LIFE CALENDAR 2010-2011

<p>August 2010</p> <p>23 Orientation for New Students 25 Classes begin 27 New Student Welcome Picnic 28 Women of RTS Brunch</p>	<p>January 2010</p> <p>3 Week 1 of J-Term 10 Week 2 of J-Term 17 Week 3 of J-Term 24 Week 4 of J-Term</p>
<p>September 2010</p> <p>6 Labor Day Holiday – no classes 8 Last day to add a class 29 Last day to drop a class 13 Women’s Night with Olivers 27 Women’s Night with Olivers 28 Fall Lectures with George Marsden</p>	<p>February 2010</p> <p>1 Classes begin 15 Last day to add a class 18 Talent Show</p>
<p>October 2010</p> <p>11 Fall Break 11 Women’s Night with Fortsons 25 Women’s Night with Fortsons</p>	<p>March 2010</p> <p>7 Pastor’s Wives Night with the Miltons 8 Last day to drop a class 14-18 Spring Break</p>
<p>November 2010</p> <p>1 Winter Online Registration Opens 8 Women’s Seminar with Katie Wright 25-26 Thanksgiving Break</p>	<p>April 2010</p> <p>1-2 Women’s Conference</p>
<p>December 2010</p> <p>7 Last day of Class 9-14 Exam Period 10 Christmas Open House at the Miltons</p>	<p>May 2010</p> <p>6 Senior Banquet 10 Last day of classes 12-17 Exam Period 21 Graduation</p>

Ongoing Weekly Events during the Fall & Spring Semesters:

Chapel on Tuesdays (10:00 a.m. – 11:00 a.m.)

Coffee Fellowship on Wednesday (10:30 a.m. to 11:00 a.m.)

Prayer Chapel on Thursdays (mornings hours vary)

RTS CHARLOTTE FACULTY AND STAFF

Mr. Seth Abel	Library Assistant
Dr. James Anderson	Assistant Professor of Theology and Philosophy
Dr. Dick Belcher	Assistant Professor of Old Testament
Mrs. Angela Queen	Registrar
Dr. Ric Cannada	Chancellor
Dr. Bob Cara	Professor of New Testament, Chief Academic Officer
Mr. Jeremiah Caughran	Bookstore Manager
Dr. Rod Culbertson	Associate Professor of Practical Theology & Dean of Student Dev.
Dr. John Currid	Professor of Old Testament
Mrs. Linda Dixon	Receptionist
Mr. Charlie Dunn	Vice President of Development
Dr. Don Fortson	Associate Professor of Church History
Mrs. Holley Gregory	Admissions Assistant
Mr. Steve Halvorson	Vice President for Administration
Miss Helen Holbrook	Assistant to the President
Mr. Stephane Jeanrenaud	Director of Admissions and Alumni Relations
Dr. Douglas Kelly	Professor of Theology
Dr. Mike Kruger	Associate Professor of New Testament, Academic Dean
Rev. Ken McMullen	Librarian, Assoc. Prof. of Theo. Bib. & Research
Dr. Michael Milton	President & Professor of Pastoral Theology
Dr. John Oliver	Professor of Practical Theology
Dr. Andy Peterson	President of Virtual Campus
Mrs. Polly Stone	Director of Institutional Assessment
Mrs. Tari Williamson	Dean of Women, Faculty Asst. & Billing Administrator