

# **RTS Orlando Student Handbook 2010-2011**

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# RTS ORLANDO STUDENT LIFE CALENDAR 2010-2011

## 2010 FALL SEMESTER

August 23-24	Fall Kick Off
August 25	Classes Begin / Convocation and Community Lunch
August 28	WiM Kick Off Brunch
August 31	Blood Drive
September 1	Missions Q&A Community Lunch
September 6	Labor Day Holiday
September 8	Last Day to Add a Class /Proof of Health Ins. Due
September 9	Prof. Scott Redd Gathering for New Students
September 14	WiM Lunch Connections
September 16	International Student Lunch/WiM Connections Coffeehouse
September 29	Last Day to Drop a Class
October 6	RTS Tailgating Party
October 7	WiM Evening Connections: Arlene Richardson, Pioneers
October 11-15	Reading Week
October 26	Town Hall Meeting
November 3	One School/One Book: James Davison Hunter
November 3-4	Thank-a-Thon
November 11	WiM Evening Connections Margi McComb, Northland
November 18	International Student Lunch
November 25-26	Thanksgiving Holidays
December 6	Last Day of Classes
December 8	Term Paper Deadline
December 9-14	Examination Period
December 14	Community Christmas Party

## 2011 WINTER TERM

January 3	Winter term begins
January 11	WiM Evening Connections
January 28	Winter term ends
January 31	New Student Orientation & Spring Picnic

## 2011 SPRING SEMESTER

February 1	First Day of Class
February 8	WiM Evening Connections
February 10	Inauguration 3pm
February 15	Last Day to Add a Class
February 22-23	Kistemaker Academic Lecture Series
February 23	Q&A Community Lunch with KALS speaker
March 4-6	Synergy Women's conference
March 8	Last Day to Drop a Class
March 10	International Student Lunch
March 12	Preview Day
March 16	WiM Evening Connections
March 21-25	Spring Break
April 6-7	Thank-a-Thon
April 14	International Student Lunch
April 19	Town Hall Meeting 12-1pm
April 21	WiM Evening Connections
May 4	RTS Tailgate Party 3-6pm
May 5	WiM Celebration Dinner
May 11	Last Day of Classes
May 13	Term Paper Deadline
May 17-20	Examination Period
May 19	President's Reception /Graduation Banquet
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# INTRODUCTION

The psalmist declares that it is “good and pleasant” when the people of God “live together in unity” (Psalm 133:1). This handbook encourages unity by describing and prescribing what is necessary for students to live and learn as a part of the RTS Orlando community. It provides both practical and official answers to how we do things, what’s expected of students, who to contact about what, and what it means to apart of our learning community.

New students should read this student handbook over quickly as a part of the orientation process. Later, they should return for a more thorough scan, remembering that each student is expected to know and be governed by what is provided here. Returning students should review this handbook at the beginning of each academic year. All students should keep it in a convenient place to which they can refer as need arises. I trust it will be helpful to have at hand.

Please tell us where it can be more helpful as we work our way through this coming year. Direct any helpful suggestions to the Student Life and Placement Assistant. Please also remember, the Student Life Office exists to uphold this community’s formative learning process. To this end, we aim to help you make this a spiritually profitable year, for God’s glory. Please stop in and let us know how we can help you. We can answer the questions we know, and point you in the right direction for the rest.

I am glad you are joining us in a stimulating, stretching year of learning together under guidance of Holy Spirit. I wish you great joy and peace as you lean into the challenges of living into God’s Word.

May God richly bless you!

John Scott Redd Jr.  
Dean of Students  
Assistant Professor of Old Testament  
August 2010

## RTS VISION STATEMENT

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

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

## ACCREDITATION

Reformed Theological Seminary is accredited to award the MAC, MATS, MABS, M.Div, Th.M, and D.Min by:

The Association of Theological Schools in the United States and Canada:

The Commission on Accrediting  
10 Summit Park Drive, Pittsburgh, PA 15275-1103  
Telephone: 412.788.6505, [www.ats.edu](http://www.ats.edu)

Southern Association of Colleges and Schools:

Commission on Colleges  
1866 Southern Lane, Decatur, GA 30033-4097  
Telephone: 404.679.4500, [www.sacscoc.org](http://www.sacscoc.org)

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Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Toll-free telephone number 888.224.6684.

## HISTORY

The turbulent 1960s had an impact not only on American politics but also on American churches. After a season of intense prayer during a meeting in a Memphis hotel room, five concerned pastors, led by Dr. Sam Patterson, gave birth to the idea of starting a new seminary committed to the authority of the Scriptures. Reformed Theological Seminary first opened its doors in Jackson, Mississippi, in the fall of 1966 with 14 eager seminary students. Times have changed and the vision has grown. Today, with its strong history and expanding presence, RTS is one of the largest, thriving, cutting-edge seminaries in North America with more than 2500 students across its multiple locations: Atlanta, Charlotte, Houston, Jackson, Memphis, Orlando, Washington D.C. and Virtual.

Over the past 40 years, RTS has educated more than 7,000 ministers, teachers, missionaries and counselors who have taken the Gospel of Jesus Christ to more than 55 countries through more than 46 denominations reaching millions of men, women and children with that good news.

The Orlando campus opened its doors to 94 students in September 1989 at a temporary campus in Maitland, Florida. RTS/Orlando's sixty-acre, lakefront permanent campus was established in 1999. RTS/Orlando currently has more than 700 students taking classes throughout the year. We anticipate having more than 1,000 students enrolled in classes on this campus in the next few years. With the generous encouragement of its supporters, RTS will continue to seize the growing number of opportunities for ministry throughout the world in the years to come.

Look for the complete RTS history, *The First Forty Years*, by church historian, librarian, and faculty member John Muether, at the RTS Bookstore.

## **SPIRITUAL LIFE**

### **COMMUNITY COMMITMENTS**

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

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

### **PERSONAL COMMITMENTS**

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

## **THE LORD'S DAY**

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

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

## **CHAPEL & COMMUNITY LUNCH**

Chapel is held Wednesdays at 10:00 a.m. All faculty have been advised to dismiss classes no later than 9:50 a.m. to allow students a few minutes to walk from the classrooms to the Chapel. At noon on Wednesdays during the Fall and Spring semesters, there will also be a Community Lunch. Because it is one of the few opportunities we have to come together as a community, we regard it as a very important time for all of us where necessary news and information may be communicated. Seminary policy as adopted by the faculty states: "All regular students are expected to attend the chapel services. Other members of the academic community are urged to attend when possible."

## **PERSONAL & CORPORATE PRAYER**

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

## **STUDY (AS A SPIRITUAL ACTIVITY)**

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

## **CAMPUS LIFE**

### **STUDENT SERVICES**

#### **FINANCIAL AID**

The decision to enroll in Seminary is a step of faith and, for many students; this step has been taken without full assurance of complete financial support. Such a step is challeng-

ing. Although RTS is generous in its financial aid awards, the Seminary asks students to abide by the policies explained on the Online Financial Aid Application form available on our website: [www.rts.edu](http://www.rts.edu). If you have questions about Financial Aid or Scholarships please contact Tom Nelson, Director of Admissions. He is available to discuss possible ways to meet your financial needs.

Financial Aid is awarded annually in the form of need-based grants, need-based partnerships with particular ministries, or merit based scholarships. Application for financial aid must be made to the Student Life Office through online application only. There are three review deadlines for applications. The first deadline is March 1. Preference is shown toward those who apply by the first deadline.

The Scholarship Committee reviews each application and determines aid depending upon allocation of available resources. All students who desire to be considered for Financial Aid must complete an Online Financial Aid Application each Spring Semester for the following academic year.

## **WORK STUDY**

Many students work on campus in work study positions. These normally consist of a maximum of 20 hours of work each week on campus in such places as the Library, the Bookstore, assistants to faculty, the Admissions Office, maintenance, or other areas. Positions are based upon availability and therefore are not guaranteed for any student.

Before you accept a work study job, you must understand that this is a commitment that must be honored. The Seminary depends on work study students to do necessary, critical work. Most of the departments on campus see their work study students as vital contributors to the overall mission of RTS and therefore expect a measure of dependability regardless of the pressure of studies, exams, or other responsibilities.

Time sheets for reporting hours worked under the Work Study program are due at the end of each month on the date posted. It is the student's responsibility to complete the time sheet, obtain the signature of his/her supervisor and turn it in to the appropriate inbox within the Student Life Office. Payment will not be made for work if time sheets are turned in over one month late.

Appropriate and considerate attire is required when performing work study duties in offices, the library or the bookstore.

## **WORKING WHILE IN SEMINARY**

Since there are a limited number of jobs on campus, students will seek work opportunities off-campus as well. Keep a look out on bulletin boards in the Student Commons for announcements of employment opportunities. Also watch for announcements in the *Semper Informanda*. There may be opportunities not only for you but also for your spouse. See Professor Mike Glodo for full-time opportunities upon graduation from

seminary (mglo@rts.edu). To search for both part-time and full-time ministry jobs, go to [www.rts.edu](http://www.rts.edu) and click on Resources, then click on Vocational Services.

## HOUSING

Our Community Relations Coordinator is currently Josh Smith. He is your contact concerning housing information and part-time jobs.

The seminary now has apartments to rent to RTS students at reasonable prices, located at the Villas at Lakeside on Slavia Rd., in Oviedo. The 2 bedroom/2 bath units are 975 sq. ft., and rent for \$795/month. The 2 bedroom/1 bath units are 941 sq. ft., and rent for \$775. All rent includes garbage and water. 3 bedroom/2 bath units are on the way. The apartments are 3.7 miles from the RTS campus. **\*\*Prices are subject to change\*\***

Current listings of other suitable apartment housing in the vicinity of the Seminary are maintained and regularly updated in a printed apartment guide and on the RTS website: [www.rts.edu/orlandohousing](http://www.rts.edu/orlandohousing). Information is also available concerning other types of housing and students who may be seeking roommates. To contact the Community Relations Coordinator, please email [orlandocommunity@rts.edu](mailto:orlandocommunity@rts.edu) or call the RTS main number and ask for extension 252.

## RTS WIRELESS INTERNET

Wireless network service is available for all members and guests of the RTS community. Access is available in the Library, Student Commons, Classrooms, Bookstore and some areas outside. Current configuration information is as follows:

Network Type: 802.11b/g  
SSID: RTSWIRELESS  
Encryption (WEP): None

### RTS Wireless Network Usage Policy

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

1. Wireless network access is provided for use by members of the RTS community and is intended to support and enhance the educational experience.
2. Providing a safe and secure technological environment in a community setting requires cooperation from all members of the community.
3. Wireless network access may, on occasion, be taken offline without notice for testing, troubleshooting, expansion, etc.
4. Intellectual labor and creativity are highly valued by the seminary community. Therefore, because electronic information is so easily reproduced, respect for the work

of others is especially critical as it relates to the use of technology. Any violation of original works such as plagiarism, unauthorized access, and copyright violations may be grounds for disciplinary action and/or loss of access privileges.

5. Volumes, libraries, directories, programs, files or data that does not belong to an individual should not be copied without prior authorization and is not allowed without such permission.
6. To preserve bandwidth so that everyone may enjoy quick access and acceptable levels of service, Internet file-sharing applications like Kazaa, Limewire, or any BitTorrent clients are not allowed.
7. The Internet is a valuable resource for academic research, but may also serve as a source of content that is incongruent with the values of the seminary. To help preserve the integrity of Internet access, RTS' Wireless server maintains logs that record usage by computer. Inappropriate use may be subject to disciplinary action and/or loss of access privileges. In the event that sites of questionable content need to be viewed for the purposes of academic research, permission must be secured from the department head and forwarded to the IT Department.
8. Community technological resources may not be modified in any way by anyone outside RTS IT Department. Costs incurred to restore/replace equipment that has been altered or damaged will be assessed to those responsible.
9. Intentional harm or damage to RTS-owned technological resources by knowingly spreading virus-infected files, malware, spyware, adware, etc., or any use of these resources for inappropriate conduct may result in disciplinary action and/or loss of privileges, and/or assessment of costs to repair/replace such resources.
10. RTS Information Technology Department is not responsible for support of any hardware or software not owned by RTS.

## **INSURANCE**

There are at least two measures you can take to protect yourself from overwhelming financial problems:

1. **Medical Insurance.** The Seminary requires that medical insurance be maintained by all full-time students and their families. This will protect you from the financial disaster that can come through catastrophic illness. In order to register each Fall and Spring Term, each student must show proof of coverage under a personal policy (or coverage under a parent's or spouse's policy), or the student must enroll in the policy provided by the Seminary designed for the student body. Failure to comply with this standard may lead to de-enrollment. RTS offers a student major medical insurance plan through United HealthCare. For more information, please contact the Student Life Office.

2. Life Insurance. Although life insurance is not required of Seminary students, it is a wise precaution and highly encouraged.

### **THE *SEMPER INFORMANDA***

A weekly newsletter, the *Semper Informanda*, is published each Monday throughout the regular semester. It is an excellent source of information—official announcements, a weekly calendar, and other matters of interest. Student notices are included at no cost. Students who wish to have something included in the newsletter, will need to submit it to the editor (via email at [news.orlando@rts.edu](mailto:news.orlando@rts.edu)) no later than Thursday by noon before the desired publication date.

### **PERSONAL OR FAMILY ISSUES**

The Oviedo Counseling Clinic, located on the second floor of the administration building, offers discounts to RTS students and spouses who may have issues related to relationships, transitions and family. Please call the Clinic Coordinator at ext. 256 if you would like more information. In addition, the Dean of Students, Prof. Scott Redd, is especially charged with the responsibility for seeing that appropriate help is available for students. Speak to Prof. Redd if you have questions about resources that can help you.

### **STUDENTS WITH SPECIAL NEEDS**

The Dean of Students handles the coordination of needed accommodations for students with disabilities or special needs. This includes students with physical disabilities, learning disabilities and non-native English speakers. If you need assistance, please be proactive and contact the Dean of Students through the Student Life Office at the beginning of the semester. We are able to best accommodate your special needs when we know about them in advance.

### **RTS ORLANDO BOOKSTORE**

The RTS Orlando Campus Bookstore, located on the ground floor of the administration building, is a popular place for students to gather throughout the day for great books, food, and fellowship in a casual and relaxed atmosphere. The Bookstore serves a full line of Seattle's Best and Starbuck's coffee, tea, and hot chocolate products along with homemade fresh baked goods and other food options. The RTS Bookstore also features one of the best Wi-Fi connections on campus along a large selection of new and backlist book titles (all priced to "meet, beat, or compete" with Amazon.com pricing).

Greg Thompson, the bookstore manager and his staff will gladly answer your questions and help you select from their wide variety of featured books, CDs, DVDs, and school apparel. They can also special order just about any title that interests you.

The RTS Bookstore is also the home base for the RTS Online Bookstore Services ([www.mindandheart.com](http://www.mindandheart.com)). Greg Thompson is the online administrator for this venture which provides access to textbooks not carried in the store by being an Amazon.com affiliate store. Through the [www.mindandheart.com](http://www.mindandheart.com) site students can order anything normally

available at Amazon.com or Christianbook.com and get the exact same prices while providing RTS Seminary with a portion of each sale.

The RTS Bookstore is open from 8:30am to 4:30pm Monday through Thursday and is closed on Fridays (special event times as well as summer and holiday hours are always posted).

## **STUDENT COMMONS**

The RTS Student Commons is located between Classrooms 2 and 4 to give students a space for eating, hanging out or studying. There are a few conveniences provided for student use. Each student enrolled on campus is given a mailbox for communication from staff and faculty. If you bring your lunch (or dinner) to campus, the Commons is equipped with two refrigerators, three microwaves and vending machines for those between-class-snacks. Please keep the kitchen clean for everyone to use.

For small print jobs, a printer can be accessed by wireless connection. If the printer is out of paper or toner, please contact the Student Life Office. A fax machine is also available for student use and is located across from the faculty and staff mailboxes on the second floor of the administration building. Cost for both the printer and fax machine is 10 cents per page. The honor system applies.

## **IDENTIFICATION CARDS**

All RTS students receive a student ID card during their first semester of study. Every student must request an ID card within the first four weeks of a semester. For more information please contact the Student Life Assistant Heather DeFrancisco (hdefrancisco@rts.edu or ext.254)

## **LOST AND FOUND**

The Front Desk and the Library each have an area for lost and found items.

## **STUDENT ORGANIZATIONS & ACTIVITIES**

### **STUDENT ACTIVITIES FEES**

Each semester, full-time students are required to pay a Student Activities Fee. This fee helps form the budget which the Student Cabinet oversees and distributes to foster community within RTS. Some of the activities include the Fall Kick-off Conference, Spring Picnic, intramural teams, Christmas Party, special projects headed up by the cabinet, and the Graduation Banquet.

### **STUDENT CABINET**

The purpose of the Student Cabinet is to promote Christian community among students and between students and faculty/administration. The Cabinet is comprised of students representing all degree programs and student organizations and provides leadership for expenditure of the student activities fees. Members are nominated by students, are

interviewed by the Cabinet and then approved by faculty. Cabinet member names are published each semester in the *Semper Informanda*, and a list is available in Student Life. Please contact any Student Cabinet member with matters of concern related to Seminary life.

### **WOMEN IN MINISTRY**

Women in Ministry focuses on the needs and concerns of female students, wives, and staff as they pursue vocational ministry. Women in Ministry (WiM) provides fellowship, fosters connection to the broader seminary community, equips each woman to build the kingdom in her respective calling, and encourages women to live passionately in submission to Christ.

WiM provides support for female students by means of care groups (small groups for discussion, prayer and encouragement), and by assisting incoming women (students and wives) to become established in the community. Many of the events, including student lunches, will be designed to promote community for the women of RTS.

### **CANOE**

The RTS canoe is available for rent. Rental is free to all RTS students and their families. Please speak to the front desk receptionist in order to fill out a waiver of liability form and request the keys.

### **HORSESHOES**

Horseshoes are available for rent. Rental is free to all RTS students and their families. Please speak to the front desk receptionist to request the key. The stakes are under orange cones, so when you're done please put the orange cones back in place for safety.

### **GREATER ORLANDO COMMUNITY**

Although you are an important part of the Seminary family, you will also live in the larger community of Orlando and its suburbs. You are urged to cultivate your contacts in this larger community in order to witness to God's glory in every word, act, and appearance. Be reminded that in these communities you are first a Christian, and second a seminarian from RTS.

## **ACADEMIC LIFE**

### **ACADEMIC ADVISING & CONCERNS**

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

If you should have a problem with a particular class, consult with that professor. If you have a more general matter, speak with Lanny Conley, Registrar, or Dr. Mark Futato, Academic Dean.

## **REGISTRATION**

All class registration is completed online via Self Service. Please see the link in the bottom right corner of the home page at [www.rts.edu](http://www.rts.edu). Your RTS student ID number is your User ID. If you do not know your RTS student ID number, please contact the Student Life Office.

## **CLASS ATTENDANCE**

Your attendance at class sessions is expected. You will find different methods of presentation from different faculty members. Your task will be to adapt to various methods of presentation in order to learn well. Part of this process involves learning to learn. Decide what kind of notes you need for each class in order to comprehend the material. Recording class sessions is permitted with each professor's prior approval and is to be used solely for personal study and spiritual edification and is not to be distributed privately or publicly in any manner. The video recording of RTS courses by students is prohibited. Please remember that lectures and syllabi are the intellectual property of the professors. Distribution may be considered piracy.

## **COMMUNICATION**

As a student the Seminary will communicate with you in a variety of ways. The first way is through email. It is important that you have a working email address that you check frequently. You will receive important information about your classes, financial aid and upcoming events through email. The staff at RTS Orlando is very careful about avoiding unnecessary emails. Secondly, information is dispersed using the *Semper Informanda*, RTS Orlando's email newsletter. Finally, you will receive information in your student mailbox located in the Student Commons.

## **EXTENDED ABSENCES**

If you must be absent from any course for an extended period of time (more than a week), you must obtain prior approval from the Academic Dean. Requests for extended absence must be made in writing. If you need special consideration during any course, consult individually with each professor involved.

## **TESTS & EXAMINATIONS**

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

Final Examinations will be taken during the examination period listed in the catalog. Two 3-hour periods, one at 9:00 a.m. and one at 1:00 p.m. will be scheduled for each day. Additionally, at least two evening periods will be scheduled and the time and days for these will be announced in the *Semper Informanda*. You can choose among those periods when you want to take which of your final examinations. Thus, all students in a given course do not have to take the final for that course at the same time. This type of examination system can only work when everyone is committed to Christian integrity.

You will report to the examination room (which will be announced in The Semper Informanda), tell the Registrar which examination you want to take, and he will give you a copy of the exam. Only one final exam can be taken during each period.

## **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

## **EXTENSION OF TIME FOR PAPERS OR OTHER ACADEMIC WORK**

Deadlines for papers or other academic work must be observed. You may request an extension of time by consulting with your professor and/or the Academic Dean. Requests must be approved by the professor of the class and the Academic Dean. Students who request extensions should expect a reduction in their grades on work handed in late. Having all work completed on time is seen as an important part of training for ministry. You must familiarize yourself with the process and time limits for requesting extensions. If you have any questions, please speak with the Registrar. International students and/or students with disabilities that affect completion of assignments or tests please contact both faculty and the Dean of Student Affairs at the beginning of the semester in order to receive appropriate assistance. Please see Students with Special Needs on page 11.

## GRADES

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

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

## STUDY HABITS

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

Each student must make difficult decisions regarding how much he/she wants to earn a high grade versus healthy relationships with family and friends. Work hard. Study well. But do not drive yourself crazy.

## FIELD EDUCATION

At RTS, practical, supervised education in your chosen field is an integral part of the M.Div. degree program. All field education is under the supervision of the Director of Spiritual Formation, Rev. Bob Orner. Details of requirements are given in the catalog. Students interested in taking a 'clinical year' should register with Rev. Bob Orner. Field Education applications are located outside the Office of the Registrar.

The Seminary has developed the following policies with regard to those students in the M.Div. program who desire opportunities to preach and receive opportunities through Seminary contacts:

1. Students should regard preaching opportunities and other field education assignments as avenues of service to the Lord and his Church and as opportunities to develop and perfect their skills for ministry. They should not regard these assignments as the means of financing their seminary education. Financial remuneration from preaching is an honor which is incidental to, not the objective of, field education.

2. Students will be encouraged to accept occasional non-remunerative speaking engagements (e.g. at nursing homes, retirement centers, etc.).
3. Students are permitted to hold student pastorates only in accordance with the ecclesiastical policies of the churches concerned and the field education policies of the Seminary. Arrangements for student pastorates must be negotiated directly among the student, the local church, and the ecclesiastical body having jurisdiction over the local congregation (i.e. presbytery, association, conference, etc.). Student pastors, however, must furnish the Academic Dean's office with written authorization for their pastoral relationships from the responsible ecclesiastical bodies. Student pastors may, but are not required to, extend their seminary course of study beyond the normal three years.
4. Juniors become eligible for preaching assignments during the regular academic year only upon completing the course PT508, Communication I and PT510 Preaching Lab 1.
5. Preaching opportunities cannot always be guaranteed to a student. Sunday preaching engagements will be offered to students as they become available each week. Students who desire preaching engagements should notify Rev. Orner.

## **SPOUSES TAKING CLASSES**

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

## **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.

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

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

## **LIBRARY**

### **HOURS OF OPERATION**

8 a.m. to 10 p.m. Monday - Thursday

8 a.m. to 5 p.m. Friday

9 a.m. to 3 p.m. Saturday

\* Hours subject to change during breaks and holidays \*

### **STAFF**

Laura Armstrong

Public Services Assistant

Michael Farrell

Associate Librarian

John Muether

Librarian

Please ask for a library staff member or one of our desk workers for assistance.

## **ARRANGEMENT OF THE LIBRARY**

### **GENERAL COLLECTION**

The library is classified by the Library of Congress system. The Reference books are on the shorter shelves at the front of the library. The general holdings start behind the Reference section with the Oversized books and then move onto the A-BS. BT-Z are found on the shelves perpendicular to the A-BS section and stretch the length of the library.

### **PERIODICALS**

The current year's periodicals are arranged alphabetically along the front two walls of the library. The previous year's periodicals are bound and housed in the shelves to the left of the General Collection. For a complete listing of current holdings refer to the library website at <http://www.rts.edu/resources/library/orl-periodicals.pdf>

### **NICOLE COLLECTION**

Dr. Roger Nicole's personal library is held on the sections of shelves behind the bound periodicals. They are generally arranged according to systematic theology topics and then alphabetically by author within each topic. These books may be checked out. Please ask a desk worker for assistance to check out.

### **ATLA**

The library offers you the keys to the kingdom of research in the American Theological Library Association (ATLA). ATLA is a searchable database of theological journals, books, and essays. Some full text articles are available, and the index is searchable by subject, scripture reference, author, etc. Stop by the library for your user name and password. Ask a librarian for assistance on using this valuable tool.

## **LOCATING BOOKS**

The online catalog (<http://library.rts.edu/>) allows you to search by author, title, or subject, etc. The web catalog is menu-driven and it will give you step by step instructions for how to use it. The catalog will tell you the status and location of the item as well as the call number. Please ask for assistance if you have difficulty finding what you need.

## **PHOTOCOPIES**

The photocopier is located beside the bound periodicals near the windows. Copy cards may be purchased for \$10 (120 copies per card) or you may use the library's copy card for \$.15/copy. If the copier jams or you have a problem with it, please ask for assistance. Do not attempt to fix it yourself.

## **INFORMATION TECHNOLOGY**

The seminary offers free wireless internet access in the library. If you have difficulty accessing the wireless network, the library staff cannot assist you. If the wireless network is down we will contact the RTS Orlando Information Technology Department to solve the problem. The library does not offer printing services. Please use the student printer located in the Student Commons.

## **CIRCULATION POLICY**

Any item may be checked out for a period of 28 days and renewed by phone or in person as long as another patron has not requested it. Late fees are \$.15 a day per item. A processing fee of \$10 plus the replacement cost of the book is charged for any lost item. Students may check out up to 15 books at a time. You must return all overdue books and pay any outstanding fine before you may check out books.

## **RESERVE POLICY**

Patrons may check out books that are on the reserve shelves for 2 hours at a time. They may be checked out overnight during the last hour before the library closes and must be returned during the first hour of the next open day. This is the only time a reserve book may be removed from the library. Copies of articles are sometimes available on reserve and may also be checked out for two hours at a time. You must sign the article out. A \$5 fine is assessed for any missing or torn page or a removed staple. Articles may never leave the library even during the last hour.

## **INTERLIBRARY LOANS**

Any book or journal article may be requested through the ILL program. Please check to make sure that we do not own the item before requesting it. We cannot request books that we own, even if they are currently checked out. You may email the author, title, and any other bibliographic information to Michael Farrell (mfarrell@rts.edu) Items usually arrive in one week and may be held for one month. This is a free service, and there is no limit to how many items you may request. Use ATLA to find journal articles that may be held by other libraries and use <http://www.worldcat.org/> to find books held by other libraries. Worldcat is a catalog of all books held by hundreds of participating libraries around the world including RTS.

## **CONDUCT**

### **GUIDELINES**

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 Students. 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.

## **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.

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.

## **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.

## **FACILITIES**

### **GUIDELINES**

We have been blessed with excellent facilities at RTS. In order to keep these facilities as useful and clean as possible, the cooperation of every member of the Seminary community is necessary. You can help share that responsibility in several ways:

1. Wherever you see litter or trash, help out by picking it up and throwing it away! If you see a spill, please clean it up, or contact Student Life (ext. 254) or Operations (ext. 257) for assistance.
2. Please refrain from consuming food or drink in the library and chapel.
3. If you should see a need for maintenance, contact the Student Life (ext. 254) or Operations (ext. 257) offices and they will contact the Maintenance Department.
4. Do not remove furnishings from the commons or classrooms. If you are part of any student function requiring rearrangement of chairs or tables it is your responsibility to see that all furnishings are replaced exactly as they were when you are finished.
5. Please do not adjust thermostats in the buildings. These systems are on timers.
6. Please DO turn off lights in the classrooms when you are the last person to leave.
7. Children on campus must be under the direct supervision of an adult. Please do not leave young children unattended in the commons area or outside.
8. No dogs, cats, or other pets that could cause damage or bring offense to others are allowed in any Seminary building.

9. Alcoholic beverages are not permitted on Seminary property.

10. Firearms are not permitted on Seminary property.

## **PARKING**

Parking in the front circle is reserved for campus visitors and RTS Bookstore patrons. Please note the reserved parking spaces next to handicap parking. Overnight parking is prohibited unless approved in advance. For approval, please visit the Front Desk to obtain an overnight parking permit; otherwise the vehicle will be towed at your expense.

## **RTS ORLANDO HOURS OF OPERATION:**

Student Life/Admissions	M-F (9am-5pm)
Library	M-Th (8am-10pm) Fri. (8am-5pm) Sat. (9am-2pm)
Oviedo Counseling Clinic	M-Th (4pm-9pm), F (9am-1pm)
Bookstore	M-Th (8:30am-4:30pm)

\* hours subject to change during holidays and summer/winter terms\*

# RTS DIRECTORY

Seminary: [www.rts.edu](http://www.rts.edu)

Bookstore: [www.mindandheart.com](http://www.mindandheart.com)

Orlando: 1231 Reformation Dr., Oviedo, FL 32765  
407-366-9493 | 1-800-390-7246 | Fax: 407-366-9425  
Jackson: 5422 Clinton Blvd., Jackson, MS 39209  
601-923-1600  
Charlotte: 2101 Carmel Rd., Charlotte, NC 28226  
704-366-5066  
D.C.: 1028 Balls Hill Rd., Mclean, VA 22101  
703-448-3393  
Atlanta: 1580 Terrell Mill Rd, Atlanta, GA 30067  
404-995-8484

<i>Department</i>	<i>Extension Number</i>
Admissions	271
Armstrong, Laura (Library)	225
Bookstore	239
Community Relations	<a href="mailto:orlandocommunity@rts.edu">orlandocommunity@rts.edu</a>
Conley, Lanny (Registrar)	228
Counseling Coordinator	290
Boesl, Adam (IT)	277
DeFrancisco, Heather (Student Life)	254
Farrell, Michael (Library)	235
Front Desk Receptionist	210
Griffin, Duane (Business Office)	261
Helm, Ceci (Futato)	218
Kasparian, Yvette	258
Kilgore, Dawn (Development)	224
Library	217
Mansfield, Cristi (Dr. Sweeting)	213
Miller, Gary (Maintenance)	262
Nelson, Thomas (Admissions)	255
Oviedo Counseling Clinic	270
Redd, Scott (Dean of Students)	264
Sisler, Joyce (Asst to Professors & DMin)	219
Thompson, Greg (Bookstore)	240
Trouten, Kim (Admissions)	250
Weddings (Lani Kenfield)	<a href="mailto:orlando.weddings@rts.edu">orlando.weddings@rts.edu</a>
Women in Ministry	<a href="mailto:rts.wim@gmail.com">rts.wim@gmail.com</a>

*A mind for truth. A heart for God.*