# Table of Contents

## Introduction ............................................... 4
Welcome ...................................................... 4
Contact Information ........................................ 4
Facilities ..................................................... 4

## Campus and Student Life ............................. 5
Accommodations ............................................ 5
Course Offerings .......................................... 5
Typical Class Schedules ................................... 5
Registering for Courses ................................... 6
Weather-Related or Emergency Cancellations ............. 6
Meal Times During Weekend and Modular Classes ........ 7
Peer Interaction ............................................. 7
Study Time .................................................. 7

## The Abundant Life of the Seminarian .............. 7

## Policies .................................................. 11
Auditing Courses ......................................... 11
Financial Aid ................................................. 11
Insurance ..................................................... 11
Graduation .................................................... 11
Continuing Education Units ............................... 12
Written Work ................................................ 12
Plagiarism .................................................... 12
Inactive Status ............................................. 12
Taping of Courses ......................................... 13
Withdrawal from Courses ................................ 13
Table of Contents

Academic Services. ................................................. 14
  Library .......................................................... 14
  Course Materials and Textbooks .............................. 14
  Grades. .......................................................... 15
  Grading System. ................................................ 15
  GPA ............................................................... 16
  Registrar ........................................................ 16
  Transcripts ....................................................... 16
  Other RTS Campuses. ......................................... 16
  Accreditation .................................................... 16
  Transfer Credit (to RTS) ...................................... 16
  Transfer Credit (from RTS) ................................... 17

Student Appeals & Grievances. ................................. 17
  Resolving Conflicts. .......................................... 17
  Conduct ........................................................ 17
  Judicial Due Process. ........................................ 17
  Incompletes and Extensions. ................................ 18
  Academic Appeals. ............................................. 19

Appendix. .......................................................... 20
  About the Master of Arts in Religion Degree Program .... 20
  Master of Arts in Religion Program Tracking Sheet ........ 21
  Integrative Paper .............................................. 22
  About the Master of Divinity Program ...................... 24
  Master of Divinity Tracking Sheet .......................... 25
  Instructions for Self Service ................................ 27
  Nearby Restaurants in McLean. .............................. 28
  Application for Graduation ................................. 31
Welcome
Welcome to the Washington DC program of Reformed Theological Seminary! This handbook is provided so that you might make the most of your time while studying at RTS. It is designed to help you know what to expect in seminary as well as what is expected of you. Please read it carefully and keep it for future reference.

Reformed Theological Seminary is a distributed seminary with multiple campuses and extensions. As a student at RTS Washington DC, you are a member of the combined student body of Reformed Theological Seminary. You are welcome as a student at every RTS location. The RTS Catalog is the official document governing your study program. This handbook is intended for use as a supplement to the Catalog. The policies and procedures described in the RTS Catalog remain applicable to you as a student at RTS Washington DC.

Contact Information
Reformed Theological Seminary Washington DC
1028 Balls Hill Road
McLean, VA 22101
Voice: 703-438.3393 or 800-639-0226
Fax: 703-738-7389
www.rts.edu
admissions.washington@rts.edu

Executive Director: Hugh Whelchel (hwhelchel@rts.edu)
Director of Admissions & Registrar: Geoff Sackett (gsackett@rts.edu)
Assistant Professor of Systematic Theology: Howard Griffith (hgriffith@rts.edu)
Assistant Professor of Old Testament: Peter Lee (plee@rts.edu)
Office Administrator: Jennifer McGahey (jmcgahey@rts.edu)

Facilities
The RTS Washington DC office and classrooms are in McLean, Virginia, just inside the Washington Beltway (I-495). The address for this building is 1028 Balls Hill Road, McLean, VA 22101. Our office and classrooms are housed in the Lodge just to the left of the McLean Presbyterian Church.
Our courses are held primarily in the facilities of McLean Presbyterian Church, as well as in other local churches in the Washington and Baltimore areas. While using these facilities, please be respectful of their property and grateful for their generosity.
Accommodations
Overnight accommodations are available at the Kenwood Golf and Country Club, 5601 River Road, Bethesda, MD 20850, located approximately three miles from our facilities. Room reservations can be made by calling RTS at 703-448-3393. The cost is $90.00 a night. If you are seeking long-term housing in the greater Washington DC area, you may wish to consider these websites:
- www.gracedc.net/classifieds.asp
- www.kairosonline.org/old/index.html (look under "Housing Postings")
- http://mcleanpres.org/resources.htm or call 703-821-0800 to speak with someone about posting a housing need.
- Call 301-320-3434 x223 to post an ad and to subscribe to 4th Presbyterian Church's "Switchboard", a classifieds insert in their monthly newsletter.

Course Offerings
Course schedules and class syllabi are posted to the RTS website approximately 6 weeks prior to the beginning of each semester. Be sure to consult the website as you plan your class schedule. Your advisor is also available to you for assistance in planning your course schedule.

Typical Class Schedules
Each course meets twelve and a half classroom hours for each semester hour of credit offered. A classroom hour includes fifty minutes of teaching time. Thus, three credit-hour courses normally meet for thirty-seven and a half classroom hours, and two credit-hour courses normally meet for twenty-five classroom hours. These classroom hours may include examinations or other types of student evaluations at the discretion of the professor.
Scheduling formats used most often at RTS Washington DC are either evening, weekend or one-week intensive (i.e. modular) schedules. However, we are beginning to offer more daytime classes as well. Evening courses generally meet one evening each week. Three credit-hour courses meet for three classroom hours an evening for thirteen weeks. Two credit-hour courses will meet for either two classroom hours per evening for thirteen weeks or for three classroom hours for eight weeks. Due to the nature of the subject matter, language courses meet two evenings per week for thirteen weeks.
Weekend format classes are scheduled three or four weekends over the span of six to ten weeks. While there are variations in schedules, a three credit-hour course typically meets four weekends with the following format:
A two credit-hour course typically meets in a similar format over three weekends. *One-week intensive* (or modular) classes are normally completed within a single week. For example, a 2-credit class might meet Monday through Friday, 8:30 - noon and 1:00 - 3:45. Modular classes are offered in January and then again in May and June. The modular format allows persons who do not live in the Washington/Baltimore area to nevertheless work toward a degree through intensive weeks during winters and summers on campus.

**Registration and Tuition Payment for Courses.**

To see what courses are being offered currently and in upcoming semesters, please visit the RTS website. ([Campuses Near You > Washington D.C. > Upcoming Classes](http://selfservice.rts.edu)). To register for classes, students must use the **Self-Service Portal** located at http://selfservice.rts.edu. For step-by-step registration instructions, please see the Appendix. Please come approximately 30 minutes before class begins in order to pay your tuition balance, pick up course materials, and settle any other unfinished business.

Tuition for each class is expected to be paid by the end of the first day of that class, unless you are on a payment plan. If you fail to submit payment by that point, you will be dropped from the course and charged a drop fee. Finance charges of 1% are assessed after one month of non-payment. Jennifer McGahey can send you an electronic receipt if desired.

You may pay for your courses at any time on Self-Service. (See Appendix for step-by-step direction for making payments). Tuition is not assessed until one week prior to the start of the term, therefore, you will not see charges on Self Service until that time.

**Note on Scholarships:** Scholarships are also not assessed until one week prior to the start of the term. Therefore, if registering for classes after this date, you will not see the appropriate charges or credits on your account until the close of business hours on the day that you register.

**Weather-Related or Emergency Cancellations.**

To find out if a class has been cancelled, call 703-448-3393 and wait for the outgoing message. Should there be a need to communicate quickly to students regarding class cancellation, either a phone call will be made or an email will be sent. Announcements are also made on www.rts.edu and the RTS- Washington DC Facebook group.
Meal Times During Weekend and Modular Classes.
One of the best opportunities for talking about issues which are of concern to you is the meal times during weekend and modular classes. You are encouraged to gather with other students and your instructor for fellowship and informal discussions.

Peer Interaction.
Some of the best resources at RTS Washington DC are the other students. A typical student is in his or her late 20’s and is more mature than what you find at most residential seminaries. The variety of experiences and other differences among our students greatly strengthens the program. This allows the classroom itself to be a forum of interaction between the practical and the theoretical based on the experience and maturity of the students themselves.

Study Time.
Failure in academic work is most often linked with neglecting to devote enough time to study or not using study time efficiently. With the increased tempo and quantity of academic effort in Seminary, and with the typically increased demands of life on part-time students it becomes even more important that you discipline yourself in this regard and work hard at efficiency in study. Graduate credit expectations include a minimum of two hours of work outside the class for each hour of class participation. Often the time requirements will be more extensive. This includes reading, projects, research for and writing of papers, as well as preparing for examinations.

The Abundant Life of the Seminarian
The Whole Person. God’s call to service normally leads along the path of preparation. That preparation involves the whole person. The most obvious dimension of your preparation at RTS is your intellectual preparation. God’s call to study demands our commitment to excellence. This has long been a part of our reformed heritage. All truth is God’s truth and the study of God’s truth requires energy and discipline.

Yet when the best and most important parts of life are distorted they become deformed and dangerous. That is why seminary study is not safe. The Word of God is never safe. It always makes demands on us, and if we fail to change in those godly ways we become hardened to God and his word. Your commitment to growth in holiness must be not less than your commitment to academic excellence.

These two are not contradictory pursuits. God made both mind and heart; God has redeemed your mind and your heart; and God calls on you to love him with all your mind and all your heart. As Archibald Alexander, the first professor of Princeton Seminary put it, “Truth is in order to holiness and between truth and
holiness there is an indissoluble connection.” Your pursuit of academic excellence and progress in godliness cannot be carried out in isolation. God didn’t make you that way. Truth and holiness can be found only in connection with each other.

Priorities in Seminary. During your time studying at RTS you will be faced with many questions regarding priorities. Judgments about balance and appropriateness must be made according to careful consideration and dependence upon God. The foundation of all such difficult decisions must be the Word of God. Our maturing wisdom and sensitivity to the Holy Spirit leading us through the Word are essential in determining what is appropriate.

You must be careful to avoid ungodly temptations to falsely define “balance.” Balancing commitments does not mean loving God with half your mind and half your heart. Biblical balance is the whole pursuit of God’s blessing on the whole person in order to minister to the whole world.

“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:

Remain Active in your Church Community. At RTS Washington DC, it is expected that students are involved in a local body of believers with whom to worship, fellowship, socialize, and observe models of spiritual and ministry development. It is essential that you maintain or establish an active involvement in a church in your community. Regular participation in worship, ministry, fellowship, and celebrations of the Christian community is essential for well-rounded spiritual development. Careful planning may help you to make courses match ministry opportunities in the church.

If you are not committed to a church in your community, the faculty and administration of RTS would urge you to become an active participant in one. If you desire suggestions we would be very pleased to recommend excellent churches in your community. Just as the students on an RTS campus are given the opportunity to determine a level of participation in the RTS community, you have the same options. In both cases, the wise student will be the person who takes advantage of all opportunities for growth available to him or her.

Let your church and/or parachurch agency know that you are a student at RTS. Others may want to audit at the same time. This also helps them to be understanding of the unique demands on you as a seminary student. They should be invited to pray and be given periodic updates of progress. Giving them samples
of your work may help them to understand and support the training.

Always show appreciation for opportunities that a church provides for training and service. It is their investment in future ministry.

**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?

**Maintain a regular Sabbath rest.** Set aside Sunday as a day for rest and worship.

**Don’t forget your family.** Sometimes the families of seminary students feel that they have been orphaned and/or divorced during seminary. It is important that families be committed to the process of seminary, even if it is only part-time. And that commitment grows best when your family is involved.

There are many ways to involve your family in the seminary community. Husbands and wives sometimes audit courses at the same time while their spouses earn credit. Children and parents of students are also welcome to visit classes. Devotional lessons based on parts of coursework provide tangible, immediate benefit to families. Regular, fervent prayer by a family for you can reap eternal rewards as well as allow God to develop internal commitment in those who pray.

You should make sure that you keep any promises made during courses. If, as a father, you promise to take your kids to an amusement park after final exams are done, you should stick to that promise. A broken promise is worse than no promise at all. Although school is important, your family should not feel that it has been relegated to second place.

Spouses and children are great aides also. If you prepare good notes and study sheets, spouses and older children can serve greatly in helping your review and quizzing you. This also provides valuable learning for them.
Make the Most of your Present Community. Your peer group should be used as an environment for testing material and seeing immediate fruit from work in the program. The process of obtaining feedback as work is being done will help you produce better products. Some papers are to be written so that someone in the church who has not been trained in seminary can understand the subject. In these cases, make a few copies and distribute them to people in the church. This will add a very real practical touch to course work.

If you work in a non-Christian environment, working on readings and assignments during lunch can open great opportunities for talking with others about the Christian faith. The academic nature of the program may make it more approachable for the non-Christian who is not comfortable with personal Christianity.

You may find yourself in peer groups that include those who have already been to seminary. In these instances, you have great resources at your disposal. These friends may have books for loan. They may be able to assist in curriculum planning and goal setting. They may answer questions and provide sounding boards for issues. Usually, seminary graduates are delighted to pass along their wisdom to others.

Remember your present vocation. In view of all that has been said above, 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 that your enrollment at RTS indicates.

Remember God’s grace. Finally, it is essential that we remember the grace of God as we seek to live the abundant life of theological education. Most students at RTS Washington DC work full-time while studying at the seminary. Such an arrangement is always very demanding. Demands at home, in the church, in the workplace, and in the classroom compete with equal force for our time and energy. These challenging demands are opportunities to experience His grace anew. Jesus perfectly fulfilled the righteous demands of the law in perfect obedience to the Father. As Christian believers united with Jesus, we receive the benefits of his perfect fulfillment of God’s demands, and we are given grace for the demands upon our own lives. Throughout your time at RTS, always turn to Christ each day as your example, savior, and supplier of all that you ever need.

The faculty and staff of RTS Washington DC regularly pray that our students might flourish in their studies and be used by our heavenly Father to further his kingdom. Likewise, we covet your prayers as we endeavor to faithfully execute our own vocation to provide excellent, accessible Reformed theological education in the Washington DC area.
Policies
Class attendance.
You are responsible to attend class, even when term papers or exams are pending. If you must miss a class, please alert your instructor via email in advance, unless you are physically unable to do so.

Auditing Courses.
Students are encouraged to take classes for credit. However, the nature of adult learners is such that on occasion the learning objectives for certain students may be met through auditing courses. Contact the Registrar for more information.

Financial Aid.
Some Financial Aid is available for those who qualify. For more information, contact Geoff Sackett, Director of Admissions.

Insurance.
*Medical insurance* must be maintained by all full-time students. In addition, full-time international (F-1 or non-resident) students who receive any form of financial aid or work scholarship employment from the seminary are required to maintain insurance coverage for their families. 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’s Office.

Graduation.
Although students may complete their degree programs at any time of year, the official program completion date at RTS Washington DC is typically in June at the conclusion of the Spring semester. As a student approaches the completion of his or her program, the Registrar must be notified using the Request for Graduation form provided in the back of this handbook. The notification deadline each year is December 31 prior to the graduation year. Notification of graduation prompts a “graduation review” by the Registrar’s office to ensure that all requirements have been or are being met. Of course, it is to the student’s advantage to schedule the graduation review as early as possible so that any deficiencies can be remedied. A commencement ceremony is held for RTS Washington DC graduates every year in June. This is an important service of worship, thanksgiving and celebration before the Lord for what he has done in establishing this seminary and enabling students to complete their degree programs. It is expected that all students will attend the commencement ceremony every year, regardless of when they may graduate.
Continuing Education Units.
Students who need CEUs to fulfill denominational or local church requirements should submit a written request to the Registrar. In such cases, the student is expected to attend each class session and submit all written materials (e.g., projects, term papers) for review and comment. Examinations and quizzes are not administered to CEU students.

Written Work.
Unless directed otherwise, all term papers must conform to the thesis style as presented in *A Manual for Writers of Term Papers, Theses, and Dissertations* (5th Edition) by Dr. Kate Turabian. At their discretion, instructors may reserve the right to retain term papers and other written materials handed in as class assignments. It is the responsibility of the professor to announce such a policy at the beginning of the course. If you then wish to reserve a copy for yourself, you must prepare two copies of such written work.

Plagiarism.
Research papers require borrowing other people’s ideas and words. However, the source of such borrowing must be acknowledged properly. If the source is not acknowledged properly, your work is plagiarism. At issue is your academic honesty. Plagiarism includes word-for-word copying, lifting terms, restatement of someone’s argument or line of thought or copying phrases—all without acknowledgment of the source. Plagiarism also includes giving a source partial credit when more is taken from that source than indicated and quoting or paraphrasing in patchwork fashion.

Whether intentional or unintentional, plagiarism is considered academic theft. When discovered, it results in loss of reputation or position and other punishments. The academic consequences of plagiarism at RTS are as follows:
- First offense: The student must rewrite the paper and receive no better than a passing “D” grade for it.
- Second offense: The student fails the entire course.

For the full faculty statement on plagiarism, contact the Academic Dean.

Inactive Status.
Students admitted to the seminary who do not enroll in courses for the period of one full year are considered to be inactive. Prior to enrolling in subsequent courses, inactive students are usually asked to request re-admission. The process for requesting re-admission begins with the submission of a letter explaining why the student has been inactive during the past year. Other information may be required
Policies

at the discretion of the Registrar. In any case, re-admission is not guaranteed.

Taping of Courses
The video taping of RTS courses by students is prohibited. Audio taping is by permission of the instructor and 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.

Withdrawal from Courses
The drop deadline for any course occurs after the completion of one-third of the total classroom hours.

• For a course that meets over five weekends, you must notify the registrar of your intention to drop the course before the second Saturday meeting.
• For a course that meets over three weekends, you must notify the registrar before the second Friday.
• For a one-week intensive course, you must notify the registrar before Wednesday (the third day of class).
• For a course that meets once a week for thirteen weeks, you must notify the registrar before the fifth meeting.
• For a course that meets twice a week for eight weeks, you must notify the registrar before the sixth meeting.

Intention to drop a course must be put in writing and signed by the registrar or the dean of students. If a student drops a course prior to the drop deadline, the course is erased from the student’s permanent record. If a student withdraws from a course after the drop deadline, a failing grade will be entered on the student’s permanent record. The instructor should be consulted whenever a student considers withdrawing from a course.
Academic Services

Library
Three types of library resources are available to you:

1) **Washington Theological Consortium**
   The Washington Theological Consortium is an interfaith group of theological schools in the DC area that cooperate and share resources. As a member institute, RTS students are able to access other member libraries. A list of these libraries is available at www.washtheocon.org. In order to check out a book through these member libraries, students must have a valid RTS Student ID and fill out a borrowing form, available in the RTS office.

2) **American Theological Library Association (ATLA)**
   ATLA Religion Index and other online databases allow students to search for periodical articles and dissertations by several different search keys (author, title, subject, keyword, etc.). 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. Contact library staff to obtain the login and password information for these databases. (www.rts.edu/site/resources/library/research.aspx)

3) **RTS Inter-Library Loan System**
   In addition, the Inter-Library system of RTS is accessible to all RTS students. Please see our site for more details: [http://www.rts.edu/site/resources/library/interlibrary_loan.aspx](http://www.rts.edu/site/resources/library/interlibrary_loan.aspx).
   The RTS libraries have a combined book catalog (library.rts.edu). The catalog lists all titles from all campuses. If you need a book from another campus, 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.
   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.

Course Materials and Textbooks
Self Service is used for the posting of course materials including course syllabi and lecture outlines. (If you do not have a Self Service account, e-mail Jennifer McGahey at jmengahey@rts.edu about obtaining your RTS ID number and account-setup instructions.) To access course syllabi and lecture notes, you must first be registered for that particular course. A syllabus for each course is also available through www.rts.edu as well as the Registrar’s office six weeks prior to the first class meeting.
Textbooks are available through RTS’ virtual bookstore: Mindandheart.com.

Grades
Grades are posted approximately 8 weeks after the last class in any semester. The grades will be made available to you on your Self Service account. Please remember for courses with long papers to be graded, or with a large number of students, grades may not be available as quickly.

Grading System
RTS Washington follows the same grading system used at other RTS campuses:

1. Grading Scale Grade Percentage
   A  (4.0)  97-100
   A- (3.7)  94-96
   B+ (3.3)  91-93
   B  (3.0)  88-90
   B- (2.7)  86-87
   C+ (2.3)  83-85
   C  (2.0)  80-82
   C- (1.7)  78-79
   D+ (1.3)  75-77
   D  (1.0)  72-74
   D- ( .7)  70-71
   F  (0.0)  0-69

2. Other Nomenclature
   (I) Incomplete - The grade “I” indicates that the work required for the course was not completed. It is given only when special, extenuating circumstances (such as illness) prevent the student from completing the work or taking the examination. A written request for an extension must be submitted prior to the due date of the work concerned. If the request is granted, it remains the responsibility of the student to complete all work for the course as soon as possible. In any case, an “I” grade must be removed within the extension time granted; otherwise it will be changed to “F.”
   (W) Withdraw - The grade “W” indicates that a student has withdrawn from a course after the drop deadline. This grade is granted only in extenuating circumstances. A grade of C or better is required to continue in the sequence of language courses.
GPA
A Student whose GPA falls below C (2.0) after completing 18 hours of coursework is permitted to continue studies for one semester. If the average remains below 2.0, the student is dismissed. After a period of one year, those dismissed for academic reasons may apply for readmission.

Registrar
For advising, you should first consult your Catalog, this Student Guide, and your program advisor. The Registrar’s Office is the official repository of enrollment records, student files, and transcripts. All requests for transfer credit, enrollment confirmation, graduation review, or sending of transcripts must be made to the Registrar. The Registrar is also an important source of counsel on a wide range of academic questions. The Executive Director is also ready to help.

Transcripts
For official transcripts, please complete and send the transcript request form to the RTS Washington DC office along with a check made payable to RTS. The current form and fee amount is available on the RTS website at http://www.rts.edu/site/academics/transcript.aspx. Once your form has been received, it will be put into a que which can take up to two weeks to process. If you need an unofficial transcript, please use Self Service.

Other RTS Campuses
RTS Washington DC students are eligible to take courses at other RTS campuses, including the RTS Virtual Campus. To learn more about course offerings at other sites, visit the website at www.rts.edu and click on Courses. Please consult with your program advisor or the Registrar prior to enrolling in courses at another campus.

Accreditation
RTS is accredited by the Association of Theological Schools in the United States and Canada, and by the Southern Association of Colleges and Schools. RTS is certified to operate in Virginia by State Council of Higher Education for Virginia (SCHEV) 101 N 14st, Richmond, VA, 23219 (804.225.2600).

Transfer Credit (to RTS)
Transfer credits are determined by the Registrar and Academic Dean on a case-by-case basis in view of the core competencies required for a particular degree. General guidelines for transfer credit from other accredited graduate schools may be obtained from the Registrar. Courses to be transferred must match the
program requirements listed in the RTS Catalog for them to be considered. Official determination of transfer credit is made only after a student has been admitted to a degree program at the seminary.

**Transfer Credit (from RTS)**

Any courses taken at RTS may be transferred for graduate credit to other accredited schools at the discretion of the Academic Dean (or Registrar) at the school of transfer. Transcripts may be issued by the Registrar for students who have enrolled in RTS courses and are in good standing with the institution (academically and financially). To request a transcript, refer to “Transcripts” on p.16.

**Student Appeals & Grievances**

**Resolving Conflicts.**

Let a staff person or an instructor know if you are having difficulty. If your problem involves only one class, consult that professor. If the issue is broader, you should consult the Registrar who will help you with the problem or direct you to an appropriate person within the faculty or administration.

**Conduct.**

Students are expected to conduct themselves at all times as mature believers. Godly behavior, expected of all Christians, is especially required of those who are preparing themselves to become ministers of the Word. 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, after a hearing and due process according to the procedures described in this handbook.

**Judicial Due Process.**

“Judicial Due Process” simply means that any conduct or academic matter which cannot be dealt with satisfactorily through routine measures will be dealt with in such a way as to assure fairness to all parties concerned. If other measures fail, the following “due process” will be followed:

1. The President will appoint a Judicial Committee to hear the case.
2. The Judicial Committee will render a decision concerning the case. The decision may be appealed.
3. Appeal may be made to the faculty as a whole. The faculty decision will be final, subject only to a review by the Board of Trustees of RTS to affirm that due process was observed.
The seminary anticipates that most, if not all, problems can and will be resolved by your professors, your advisor or the Executive Director. Few cases have ever required due process. This is due mainly to the ministry of the Holy Spirit himself who continues to work humility in our community. Please pray that the Spirit will continue to break us, to show us our need for Christ and his full provision on our behalf.

If you still feel a problem is unresolved after all the above appeals have been exhausted, you have the right to contact SCHEV (State Council of Higher Education for Virginia) to file a complaint and will not be subject to unfair actions from RTS as a result (804.225.2600).

**Incompletes and Extensions**

Permission to postpone the completion of course requirements beyond this time or to change the time for the final examination is granted *only for emergencies* and must be requested *prior to the last day of classes* unless physically unable to do so. The Registrar also has the discretion to grant permission for extensions or changes in the time of final exams (up to two weeks) in conjunction with the course instructor. For an extension beyond two weeks, a student must request an incomplete in the course. An incomplete is given only when special, extenuating circumstances (such as illness) prevent the student from completing the work or taking the examination. A written request for an extension must be submitted to the Registrar prior to the due date of the work concerned. If the request is granted, it remains the responsibility of the student to complete all work for the course as soon as possible. At the end of the extension period the appropriate grade will be assigned. Normally grade penalties will be involved. In all cases, students have the right of appeal to the Academic Affairs Committee.

Any changes of time for mid-terms, examinations, quizzes, and deadlines for written work before the end of the semester are at the discretion of the instructor.

**Academic Appeals**

The Academic Affairs Committee of the faculty is authorized to handle appeals from students pertaining to academic matters. You must submit appeals in writing to the Executive Director. It is your responsibility to secure, in writing, any faculty or administrative recommendations which might have bearing on the appeal. Any such recommendations must also be submitted with your appeal. Written appeals preferably should be no longer than one page in length. You will receive a
written response either permitting or denying the request. Students who are unsure whether an item should be taken to the committee should consult the Executive Director.
About the Master of Arts (Religion) Degree Program

The Master of Arts (Religion) is a foundational program of general theological studies. As such its primary purpose is not the training of ministerial professionals but rather the equipping of lay leadership for life and service in the Church and society.

In order to achieve this purpose, the Master of Arts (Religion) program provides concentrated work in theological studies building upon a background of biblical studies with a view toward cultural and social concerns. It is designed to strengthen the religious basis for life and work in secular careers and some positions on a church or parachurch staff. It is also sometimes taken as a prelude to further graduate studies.

The MAR program may be completed in four years if the student enrolls in six classes each year. Of course the program may be shortened or even extended over a longer period of time. The majority of students in the program are lay women and lay men who desire to enhance their service in both their secular careers and church ministry. A smaller number of students may be involved vocationally in a variety of non-ordained Christian ministries.

The course requirements for the Master of Arts (Religion) are listed in the RTS Catalog. With the exception of the integrative paper, these courses may be completed in any order. Your academic advisor will guide you in selecting the most appropriate courses each semester.

Please note, for extension students, all work for the MAR degree must be completed within seven years from the time of initial enrollment.
# Master of Arts (Religion) Program Tracking Sheet

## Required Courses

Required Courses Requirement: **60 hours.**

### Theology (21 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST502</td>
<td>Intro to Pastorial &amp; Theological Studies</td>
<td>3</td>
</tr>
<tr>
<td>ST504</td>
<td>Hist. Of Phil. And CT</td>
<td>3</td>
</tr>
<tr>
<td>ST510</td>
<td>Systematic Theology I</td>
<td>3</td>
</tr>
<tr>
<td>ST514</td>
<td>Systematic Theology II</td>
<td>2</td>
</tr>
<tr>
<td>ST520</td>
<td>Systematic Theology III</td>
<td>3</td>
</tr>
<tr>
<td>ST524</td>
<td>Systematic Theology IV</td>
<td>2</td>
</tr>
<tr>
<td>ST530</td>
<td>Apologetics</td>
<td>2</td>
</tr>
<tr>
<td>ST528</td>
<td>Pastoral and Social Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

### History (8 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>HT502</td>
<td>History of Christianity I</td>
<td>3</td>
</tr>
<tr>
<td>HT504</td>
<td>History of Christianity II</td>
<td>3</td>
</tr>
<tr>
<td>HT506</td>
<td>Church &amp; the World</td>
<td>2</td>
</tr>
</tbody>
</table>

### Biblical Studies (12 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>OT508</td>
<td>Genesis - Joshua</td>
<td>3</td>
</tr>
<tr>
<td>OT516</td>
<td>Isaiah - Malachi</td>
<td>3</td>
</tr>
<tr>
<td>NT508</td>
<td>Gospels</td>
<td>3</td>
</tr>
<tr>
<td>NT518</td>
<td>Acts &amp; Epistles</td>
<td>3</td>
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</table>

### Practical Theology and Integrative Studies (7 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6PT513</td>
<td>The Christian Life</td>
<td>2</td>
</tr>
<tr>
<td>6ST777</td>
<td>Integrative Paper</td>
<td>5</td>
</tr>
</tbody>
</table>

### Free Electives (12 hours)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>
Integrative Paper
The integrative paper is a thesis to be written in the student’s final academic year. It is to be 60 pages in length (excluding bibliography and footnotes). The topic should be in one of the following fields: theology, bible, history or ministry.

Criteria for Paper
The integrative paper is a thesis, not a research paper. The difference between the two is that a thesis seeks to demonstrate or prove a point while a research paper seeks to report or compile information. The goal of a thesis is to contribute to knowledge. Such contributions may include:
• Discovery of new facts.
• The establishment of new relations among facts already known.
• The solution to a problem or problems hitherto unresolved.

Initiating the Process
Work on the integrative paper cannot be started until a student has reached his or her final academic year. Once registered (see C. below), the student has nine (9) months, equivalent to one academic year, to complete it. To initiate the process, the student needs to:

A. Contact the Director of Student Services, Geoff Sackett (gsackett@rts.edu), for consultation on finding an appropriate thesis advisor. Contact Mr. Sackett at least four (4) weeks before you plan to start your research.

B. Submit a thesis proposal (see section below). Both the student and the thesis advisor need to sign the proposal before submitting it to Mr. Sackett for approval.

C. Register and pay with the Office Administrator, Jennifer McGahey (jmcgahey@rts.edu). The nine months begins once you have been registered.

Thesis Proposal
The thesis proposal should contain the following elements:

A. A cover page with the date, your name, number of credit hours completed, title of the proposal, your contact information, the name of your advisor, and a space for the advisor’s signature.

B. A brief (4-5 sentences) statement of the problem to be studied and the background of the problem which has led the student to propose its study.
C. A description of the methodology to be used.

D. A brief selected bibliography (4-5 works) of the most important primary and secondary sources relevant to the study.

**Completing Your Work**
As you near the conclusion of the paper, a draft of the paper should be provided to your advisor for review. The draft should be submitted by March 15 if you plan to graduate in June. No student will be permitted to graduate who misses this deadline. It should be typed, double-spaced, and follow the style defined in Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th Edition, University of Chicago Press). Your advisor should then interact with the overall project and provide you with a list of recommendations for how the paper should be improved.

**Submission of the Paper**
When all revisions are complete, you will prepare an original copy of the paper with title page. This original will be given to the advisor for approval and evaluation. The advisor shall forward the paper and a written evaluation to Mr. Sackett.
About the Master of Divinity Degree Program

The MDiv curriculum is designed to offer training for the pastoral ministry. Concentrated study in three basic areas- Bible, systematic theology and practical theology- characterizes this three year program. In addition to training for pastoral ministry, the curriculum is designed to aid in the student’s sanctification.

The MDiv degree requires four hundred hours of field education experience. RTS provides a booklet regarding this requirement. Contact Peter Lee (plee@rts.edu) for more information.

Although the curriculum is designed to be completed in three years, many students choose to complete the curriculum in four or more years. All students must complete degree requirements in eight years.

A MDiv degree from Reformed Theological Seminary indicates that the graduate has completed the requirements for the course of study. Although the MDiv degree meets the standard educational requirements for ordination in most denominations, the degree does not certify that the graduate necessarily possesses all the biblical qualifications requisite for the ministry or adheres to the Reformed faith. Graduation from Reformed Theological Seminary with either the MDiv degree or diploma should not in itself be construed as a recommendation for the ministry.

Ecclesiastical bodies and pulpit committees are responsible for applying their own requirements for ordination to determine the doctrinal soundness, suitability, and readiness for ministry of a particular graduate.
## Required Courses

Required Courses Requirement: **106 hours.**

### Theological Studies (22 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST502</td>
<td>Intro to Pastorial &amp; Theological Studies</td>
<td>3</td>
</tr>
<tr>
<td>ST504</td>
<td>History of Philosophy and Christian Thought</td>
<td>3</td>
</tr>
<tr>
<td>ST510</td>
<td>Systematic Theology I</td>
<td>3</td>
</tr>
<tr>
<td>ST514</td>
<td>Systematic Theology II</td>
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</tr>
<tr>
<td>ST520</td>
<td>Systematic Theology III</td>
<td>3</td>
</tr>
<tr>
<td>ST524</td>
<td>Systematic Theology IV</td>
<td>2</td>
</tr>
<tr>
<td>ST526</td>
<td>Principles of Sanctification</td>
<td>1</td>
</tr>
<tr>
<td>ST528</td>
<td>Pastoral and Social Ethics</td>
<td>3</td>
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<tr>
<td>ST530</td>
<td>Apologetics</td>
<td>2</td>
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</table>

### History (9 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HT502</td>
<td>History of Christianity I</td>
<td>3</td>
</tr>
<tr>
<td>HT504</td>
<td>History of Christianity II</td>
<td>3</td>
</tr>
<tr>
<td>HT508</td>
<td>Classics of Personal Devotion</td>
<td>1</td>
</tr>
<tr>
<td>HT506</td>
<td>Church &amp; the World</td>
<td>2</td>
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### Biblical Studies (40 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>OT502</td>
<td>Hebrew I</td>
<td>3</td>
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<tr>
<td>OT504</td>
<td>Hebrew II</td>
<td>3</td>
</tr>
<tr>
<td>OT506</td>
<td>Hebrew Exegesis</td>
<td>2</td>
</tr>
<tr>
<td>OT508</td>
<td>Genesis-Joshua</td>
<td>3</td>
</tr>
<tr>
<td>OT510</td>
<td>Judges to Ester</td>
<td>2</td>
</tr>
<tr>
<td>OT512</td>
<td>Poets</td>
<td>2</td>
</tr>
<tr>
<td>OT516</td>
<td>Isaiah - Malachi</td>
<td>3</td>
</tr>
<tr>
<td>NT502</td>
<td>Greek I</td>
<td>3</td>
</tr>
<tr>
<td>NT504</td>
<td>Greek II</td>
<td>3</td>
</tr>
<tr>
<td>NT506</td>
<td>Greek Exegesis</td>
<td>2</td>
</tr>
<tr>
<td>NT508</td>
<td>Gospels</td>
<td>3</td>
</tr>
<tr>
<td>NT516</td>
<td>Acts &amp; Romans</td>
<td>2</td>
</tr>
<tr>
<td>NT520</td>
<td>Pauline Epistles (MAR has Acts &amp; Pauline Epistles)</td>
<td>3</td>
</tr>
<tr>
<td>NT522</td>
<td>Hebrews to Revelation</td>
<td>3</td>
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<tr>
<td>ON504</td>
<td>Advanced Biblical Exegesis/Macro Hermeneutics</td>
<td>3</td>
</tr>
</tbody>
</table>

Requirements continued on next page
Master of Divinity Program Tracking Sheet (con’t.)

Required Courses
Required Courses Requirement: **106 hours.**

**Practical Theology and Missions (27 hours)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CE514</td>
<td>Educational Ministry of the Church</td>
<td>2</td>
</tr>
<tr>
<td>MS508</td>
<td>Evangelism</td>
<td>2</td>
</tr>
<tr>
<td>MS518</td>
<td>Missions</td>
<td>2</td>
</tr>
<tr>
<td>PT506</td>
<td>Introduction to Preaching</td>
<td>2</td>
</tr>
<tr>
<td>PT508</td>
<td>Communications I</td>
<td>2</td>
</tr>
<tr>
<td>PT510</td>
<td>Communications I Lab</td>
<td>2</td>
</tr>
<tr>
<td>PT512</td>
<td>Leadership</td>
<td>2</td>
</tr>
<tr>
<td>PT516</td>
<td>Pastoral Counseling</td>
<td>3</td>
</tr>
<tr>
<td>PT518</td>
<td>Pastoral Ministry</td>
<td>2</td>
</tr>
<tr>
<td>PT520</td>
<td>Church Polity</td>
<td>1</td>
</tr>
<tr>
<td>PT522</td>
<td>Communications II*</td>
<td>2</td>
</tr>
<tr>
<td>PT524</td>
<td>Communications II Lab*</td>
<td>2</td>
</tr>
<tr>
<td>PT526</td>
<td>Worship</td>
<td>3</td>
</tr>
<tr>
<td>PT534</td>
<td>Field Education Seminar</td>
<td>0</td>
</tr>
<tr>
<td>PT536</td>
<td>Field Education Internship</td>
<td>0</td>
</tr>
</tbody>
</table>

**Free Electives (8 hours)**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
</table>

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*Successful completion of a comprehensive examination in biblical content is required prior to graduation. This examination may be repeated until it is passed. A grade of ‘C’ is considered a passing grade.*

*Must successfully complete the Westminster Shorter Catechism examination before taking Communications II and Communications II Lab.*
Instructions for Self-Service
Self-Service is located at http://selfservice.rts.edu/.

To Request an Account:
1. At home page, click Request Account, located under the Log In box on the left.
2. Fill in the information requested. The “System ID” is the RTS ID that you were given when you applied and it is located on your acceptance letter.
3. When finished, click Request Account. You will be emailed your user ID and password. If you fail to receive your login information, please contact Jennifer McGahey (jmcgahey@rts.edu).
4. Once logged into the system, you may be immediately prompted to change your password. If you are not prompted and want to change your password, please proceed to the “My Profile” tab on menu.

To Register for Classes:
1. Click the Register tab.
2. Under Traditional Options you will see what Year/Term periods are available to be registered for at this time.
3. Use Section Search to search for courses, add them to your cart, proceed to checkout and officially add them to your course schedule.
4. You can also search for courses via the Search tab.

Between the time you register online and the start of class, you may add or drop courses at will, without penalty. After the course begins, however, you will have to contact the RTS office in order to drop.

To View Schedule:
1. Once registered, click Classes.
2. Click Schedule.
3. Click Student Schedule.
4. You will then see your current schedule. You can also change the Period in order to see past and future schedules.

If a teacher has set up a course homepage, you will be able to see a link called Go to Course Home Page. Here, course documents can be downloaded, student correspondence can take place, files uploaded, course announcements posted, etc. Grades can be found under the Grades tab.
Instructions for Self-Service (cont.)

Paying Your Tuition:
1. Click the **Finances** tab. You can view your overall balance, statements, and other financial information.
2. Click **Make a Payment**. A simple credit card entry will process your transaction and post it on your account.

If you have any questions about Self-Serve, please contact Jennifer McGahey (jmcgahey@rts.edu).
Nearby Restaurants in McLean, VA 22101

A  Greek Taverna
   6828 Old Dominion Dr (703) 556-0788

B  Endo Sushi
   6828 Old Dominion Dr. (703) 883-2001

C  McDonalds
   18010 6920 Old Dominion Dr (703) 827-9571

D  Pasa Thai Cuisine
   1315 Old Chain Bridge Rd (703) 442-0090

E  Chesapeake Bagel Bakery
   6815 Old Dominion Dr (703) 506-0536

F  Boss Hog’s Smoke BBQ
   6811 Elm St (703) 821-1869

G  Chicken Out Rotissiere
   1443-A Chain Bridge Rd (703) 917-8646

H  Papa John’s Pizza
   1300 Old Chain Bridge Rd (703) 448-7400

I  Rocco’s Italian Restaurant
   1357 Chain Bridge Rd (703) 821-3736

J  Subway
   6829 Elm Street (703) 506-8500

K  Peking Imperial
   6827 Redmond Dr (703) 448-0928

L  Boston Market
   1408 Chain Bridge Rd (703) 848-9700

M  Domino’s Pizza
   1420 Chain Bridge Rd (703) 847-0500

N  Cafe Taj
   1379 Beverly Rd (703) 827-0444

O  Moby Dick House of Kabab
   6854 Old Dominion Dr (703) 448-8448
Reformed Theological Seminary
Application for Graduation

Last Name __________________________
Student ID# __________________________

Important Notices:
1. Students must file this Request for Graduation on or before December 31 for a June graduation. (In order to postpone a June graduation request previously filed, students must alert the Registrar prior to May 1 for a refund. Students who notify the Registrar after May 1 will forfeit the Graduation Fee and will be charged an additional Graduation Fee for the subsequent graduation year.)
2. The Seminary subsidizes the cost of graduation for each student by several hundred dollars. Nevertheless, some fees must be passed along to the student. Fees for graduation and thesis binding are will be charged to student accounts in May. Be sure to consider this as you make plans to pay your account in full prior to commencement.

Gown Information:
Height: ___________ Weight: ________________________________

Diploma Information: (Please print your name as you wish it to appear)
Name: ____________________________________________________
Degree Program: __________________________________________
Expected Graduation Year: _________________________________

Commencement Program Information:
Country Citizenship: _________________________________________
Home City: _______________________________________________
Home State: ______________________________________________
Church Membership: _______________________________________
Denomination: _____________________________________________
Future Plans: ______________________________________________

Previous Degrees to be noted:
Degree ___________________________________________________
Name of University _________________________________________
Date Rec’d _________ Location __________________________________
Appendix

Reformed Theological Seminary
Application for Graduation (pg 2)

Last Name __________________________
Student ID# __________________________

Address until graduation:
  Street: ____________________________________________
  City: ______________________________ State ___ Zip ______
  Phone: _________________________________________

Mailing address for diploma:
  Street: ____________________________________________
  City: ______________________________ State ___ Zip ______

FOR OFFICE USE ONLY

Courses to complete:

Final GPA: ______

Final Graduation Clearance (Check if OK)
  ___ Passing GPA
  ___ Integrative Paper
  ___ Catechism Exam
  ___ English Bible Exam
  ___ Graduation Fees
  ___ Binding Fees

Cleared to Receive Diploma:
  ___ Records
  ___ Accounting
  ___ Financial Aid