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

You will find the distance learning process challenging, rewarding, and convenient. The information contained in this handbook will help you assume those responsibilities with greater confidence as you progress through your course of study.

For further assistance, visit www.rts.edu/distance or contact RTS Distance Education at 1-855-854-6920, or e-mail at the following addresses: for general questions: distance.education@rts.edu; for Student Services questions: dess@rts.edu or 704-900-1257; for registration questions contact your campus registrar.

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INTRODUCTION

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

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

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

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

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

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

Southern Association of Colleges and Schools:
The Commission on Colleges
1866 Southern Lane, Decatur, GA 30033-4097
REGISTRATION

Enrollment for all courses begins in the office of the Registrar. You may register at any time since the majority of courses offered are asynchronous. You will follow the same registration process for each course you take.

To register, contact your local campus registrar. The Registrar and DE Student Services is your first point of contact for general information about RTS DE courses and programs, as well as specific information about registration, tuition costs, course sequencing, course format, processes, and degree requirements.

PAYMENT

Make tuition payments by check or credit card through the Registrar’s office. When paying with a credit card, please supply personal account numbers over the phone. Do not put credit card information in an e-mail. Students may also pay online using Self-Service. (See next page.) For unpaid balances, a 1% finance fee is added every 30 days.

REGISTRATION INFORMATION

When registration is complete you will receive an important acknowledgment letter that contains the beginning and completion dates for the course you are taking and your student ID number, as well as your login for the Learning Management System (LMS). Keep this information readily accessible. If you misplace your ID number, please contact the Registrar for assistance. The Registrar will provide information on the materials required for each course.

DROPPING A COURSE

The drop deadline for courses is five weeks after the beginning date. If you choose to drop a course during this time, you will receive a tuition refund minus a drop fee. No tuition refunds will be made after this five week period. After the drop deadline has passed, you must receive a grade for work completed during the required course time frame.

EXTENSIONS

If you cannot complete the course work within the allotted time, you may purchase a one-month extension for $100. You must request an extension before the completion date of the course. No more than one extension is permitted for any course and should be used only for emergency situations.

TRANSCRIPTS

All transcript requests are handled by the Registrar.
SELF-SERVICE (ONLINE STUDENT PORTAL)

Self-Service is an online portal that gives students access to student account and transcript information. It allows online registration and payments. If the student account balance is overdue, a STOP will be put on your account and you will not be able to view your transcript information nor register for courses. Self-Service is located at: http://selfservice.rts.edu/

As you arrive at the home page, you will see a login box at the left of the screen. If you used IQ. Web, links are present under the login box to allow you to either transfer your existing IQ.Web account or request a new account. In either case, you will be e-mailed your user ID and password. The password will be a complex random string with letters, numbers, and symbols. Please type it exactly as shown in the e-mail (the letters are case sensitive). You may also attempt to copy/paste this password, which may be easier. The email will go to the e-mail address you have on file in our database. If you fail to receive your login information, please contact your Campus Registrar and they will help solve the problem for you and ensure you can get your login information.
If you request a new account, you must provide the information below:

![Request An Account](image)

Transferring an IQ.Web account is easy. Just supply your IQ.Web login username and password.

![Transfer IQ.Web Account](image)

Once logged into the system, you may be immediately prompted to change your password. Please input the password e-mailed to you as the “current password” and then type one you can more easily remember as your new password. If you are not prompted and want to change your password, please proceed to the “My Profile” tab on the menu.

The navigation structure of Self-Service works as a series of tabs and additional tiers of links. Depending on your available roles, you will see different tabs. Directly under the tabs is the second tier of the navigation. Pending which tab you have clicked, different tier 2 links will appear. Once a tier 2 link under the tabs is selected, a new page opens with the intended features, as well as a third tier of navigation situated vertically at the left of the page. Thus to edit your password, you click the “My Profile” tab, followed by “Account Information” tier 2 link, and the “Password” tier 3 link.
Each tab will take you to various places across the site. Clicking the “Register” tab will display an option on the tier 2 for “Traditional Courses”. Clicking this link will display what Year/Term periods are available to be registered for at this time. You can then search for courses (“Section Search” in tier 3), add them to the cart, and proceed to checkout and officially add them to your course schedule. You can also search for course sections via the “Search” tab on the top tier of the menu.

Once registered, you can view your course schedule by clicking the “Classes” tab, followed by “Schedule” on tier 2. On the tier 3 navigation you can click “Student Schedule” which will allow you to view your current term schedule. You can also change the period in the tier 3 area to see past or future schedules. Please note that under the course schedule if a professor has setup a Course Home Page that you will be able to see a link called “Go to Course Home Page” and click that link to jump into the course home page for the particular course. This is where you can download all documents for the course, correspond with students via forums, upload files, read course announcements, and other course-related activities. Grades can be found under the “Grades” tab.
Example of a Course Home Page:

One last quick tutorial for now is the “Finances” tab. This allows you to view your overall balance, statements (if available), and other financial information. This is the area you will go to make payments. A link in tier 2 under the “Finances” tab is called “Make a Payment”. Clicking this link will allow you to submit a payment on your existing or future balances. This is a simple credit card entry form that will process your transaction and post it to your account in a very similar fashion to how IQ.Web handled payments.
Student Services plays a unique role for the Distance Education student. This office serves as your primary resource for information and assistance in successfully fulfilling academic requirements. Your direct access to a Student Services Assistant is: dess@rts.edu or 704-900-1257.

Learning Management Systems
All courses are found in the Learning Management System (LMS) at https://rts.instructure.com or https://virtualclassroom.rts.edu

Once registered for the course, students will receive course access via the start letter from the Registrar. Each of the courses has a distinct site within the LMS; you will be able to access only the course(s) for which you are registered. Upon registration, you will receive your username and password information, via the course start letter from the Registrar.

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

Time Limit
For all courses, students are given twelve weeks to complete the course, both for 2-credit and 3-credit courses, with all coursework due by the end date.

Course Extensions
If you cannot complete the course work within the allotted time, you may purchase a one-month extension for $100.00. You must request an extension before the completion date of the course. Only one extension is permitted for any course and should be used only for emergency situations.

Proctors and Exam Procedures
All exams must be taken in the presence of a proctor. The sections on Selecting a Proctor and Submitting the Exam detail the specific role of the proctor in administering an exam. Exam time limits are specified within the LMS. Have your proctor review the exam instructions with you before you begin the exam to see what reference materials you are permitted to use, if any. No helps may be used unless explicitly stated in the exam instructions.

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

**Teaching Assistants (TA’s)** work with the Professors in each online class. Their role is to: 1) help the student address simple course questions/issues; 2) Grade exams, 3) Monitor the Student-to-Student Forum, and 4) Monitor the online course grade book.

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

Course Textbooks
Required and recommended course textbooks and other resources are found in each course’s syllabus. Students are encouraged to visit the official RTS online bookstore at www.mindandheart.com. Textbooks may be purchased from other book retailers.
Finding Help in Courses

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

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

Online Discussion Forums

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

RTS on iTunes U

Audio lectures of all courses (current and legacy) offered by RTS Distance Education are available for free on iTunes U, along with campus chapel messages and special seminars. You may access these assets by going to: itunes.rts.edu/

Insurance

There are at least two measures you can take to protect yourself from overwhelming financial problems: Medical Insurance and Life Insurance. These will protect you and your loved ones from the financial disaster that can come through catastrophic illness and/or the unexpected death of you or a family member. Although medical and life insurance is not required of RTS DE students, it is a wise precaution and highly encouraged.

Financial Aid

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 through your Director of Admissions.

Students with Special Needs

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

Academic Advisement and Concerns

For advisement on course selection and registration, students may contact your campus registrar or DE Student Services. For advisement on course issues, syllabi, time management and/or study skills, etc. students may contact Student Services at dess@rts.edu or 704-900-1257.

Late Policy

All course work must be turned in by the student's official end date as listed in their start letter. If more time is needed to complete course work, an extension must be purchased from their campus registrar. Any work turned in after the course end date will receive a 0.

Completing a Course

Upon completion of your course, you are required to email Distance Education Student Services at dess@rts.edu once you are finished.
Course Materials

Once you have registered for a course, you will receive login information for the Learning Management System (LMS), your hub for all necessary tools for completing your course. Syllabi for all courses are always available at the RTS Distance Education website. Required texts may be ordered through the RTS Online Bookstore at www.mindandheart.com

COURSE REQUIREMENTS

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

Mentor Reports

All students enrolled at RTS Global Education must select a mentor. Make sure you submit your mentor’s name and contact information to the Registrar. You may keep the same mentor for the duration of your degree work, or change mentors at the beginning of a new course. Notify the Registrar of any changes in your selection of a mentor.

You must submit a completed Mentor Report Form at the conclusion of each course taken. The Mentor Report Form is included in the Forms section of this handbook. The Mentor Report Form is a course requirement that constitutes five percent of your total grade.

Course Application Paper

If you are enrolled at an RTS Residential campus and taking a Distance Education courses, you must submit a 200-word Course Application Paper at the conclusion of each course, except for language courses. This paper is a course requirement constituting five percent of your total grade.

Submitting Course Work

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

All work must be submitted either as a Microsoft Word document or an Adobe PDF file and include your name, the date and the name of the course. Each assignment, including multi-page course papers, should be submitted as a single file. You will receive an email confirming submission when work is uploaded in your course.

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

GRADING

After you have finished an assignment that needs to be graded, please allow 1-2 weeks for that assignment to be graded by the TA or Professor of your course. After your work has been assessed, you will receive an email notification that your grade has been posted in the LMS. Student Services will send you a final grade confirmation when you have finished the course and enter that grade into your academic record. Students with unpaid account balances will not receive grades until all obligations to the Seminary are fulfilled.
RTS GRADING SCALE:

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<th>GPA</th>
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</thead>
<tbody>
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<td>97-100</td>
<td>4.00</td>
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<tr>
<td>A-</td>
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<td>83-85</td>
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<tr>
<td>C</td>
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<tr>
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<td>D-</td>
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</tr>
<tr>
<td>W</td>
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</tr>
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<tr>
<td>P</td>
<td>Passing</td>
<td></td>
</tr>
</tbody>
</table>

EXAMS

As a Distance Education student, you are responsible for knowing the testing requirements of your course, appointing a proctor, and requesting your own exams. The procedure for requesting and taking exams is outlined in this section.

Selecting a Proctor

Before taking an exam, you must select a proctor. A proctor may be any responsible adult you choose except a relative or current RTS student. Proctors are responsible for receiving examination materials via email, administering the exam, making sure you comply with time limits and other parameters, and for submitting a completed Proctor Form using the Online Proctor Form (link provided in the course). You must select a proctor and have all contact information including the proctor’s telephone number and email address ready before you request an exam.

Requesting and Taking the Exam

Follow the timetable outlined in your course syllabus for scheduling exams. Remember that all work must be completed before the course end date.

Exams taken in Canvas are built in to the online classroom, and when you are ready to take your exam, simply click the link to the appropriate exam. You will be given instructions and the format of the exam. Please note that once you click on the “Take the Quiz” button, you will start the exam and will be required to finish it. **THIS PROCESS CANNOT BE UNDONE.** It is important that you do not begin an exam until your proctor is present and you are ready to take the exam.
You may take the exam at a location that is convenient for both you and your proctor. Most exams take two to three hours to complete. Read all instructions carefully to determine the time limit for your exam and the rules on the use of any reference materials such as a Bible. Your proctor is responsible for remaining in the test area with you and supervising the administration of the exam. You may only open the exam in the presence of the proctor. Be sure to save your work as you proceed through the exam.

Submitting the Exam

For exams taken in the Moodle online classroom: To protect against any possible technical difficulties in transmission, your proctor should make a hard copy of your completed exam before submitting it. Please remind your proctor that your exam will be void without submission of the Proctor Form.

Once the exam has been successfully uploaded to the Moodle Classroom, all digital and hard copies of the exam must be destroyed by the proctor. Students are not permitted to retain copies of exam questions or answers.

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

COURSE EVALUATION

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

STUDENT COMPLAINTS

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

STUDENT CONDUCT

Students are expected to conduct themselves at all times as mature believers. Exemplary Christian conduct should guide the student’s words and actions, both public and private. In today's technological environment words can include texting, emails, social networking and blogging, in addition to speech. Godly behavior, expected of all Christians, is especially required of those who are preparing 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.

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

PLAGIARISM

Research papers require borrowing other people’s ideas and words. However, the source of such borrowing must be acknowledged properly so that your ideas are clearly distinguished from ideas that you borrowed. If the source is not acknowledged properly, your work 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

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

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.

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.

PRIVACY OF STUDENT RECORDS

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

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

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

If a student believes his/her academic file and/or transcript 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 above in this Handbook.

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

Directory information includes, but is not limited to, name, address, telephone number, email, date and place of birth, spouse’s name, home state, previous schools attended, denomination and presbytery affiliation, grade level, dates of attendance, photo and photo of spouse, degree program, enrollment type (full-time, part-time), and degrees with date of graduation.
Reformed Theological Seminary
Policy on Intellectual Property Rights
and Fair Use Guidelines

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

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

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

D. Recurring or Categorical Exceptions include:
   1. Any databases and similar collections of information, which are obtained primarily on behalf of RTS rather than individuals, or which involve issues of privacy and are used to help facilitate operations or administration.
   2. Collaborative works by persons working as members of the RTS community, when numerous individual original contributions are indistinctly merged, as a practical matter, into a new and distinct work fixed in a tangible medium of expression, and the individual creators have not entered into an agreement with respect to joint authorship.

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

II. PARTICULAR PROVISIONS APPLICABLE TO COURSES APPROVED FOR CREDIT
A. Every member of the Seminary’s community at large (including students, faculty, staff, and administrators) shall enjoy a permanent, nonexclusive, worldwide, royalty free license to make all traditional, customary, or reasonable academic use of the immediate content of that course (the License).

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

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

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

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III. PARTICULAR PROVISIONS APPLICABLE TO INTERNET DISTANCE EDUCATION

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

IV. THE STATUTORY TEXT OF THE FAIR USE EXCEPTION

Everyone in the RTS community must strive their best to abide by the copyright laws of the United States. Section 107 of the Copyright Act reads as follows:

Limitations on exclusive rights: Fair use

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

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

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

David R. John III — Executive Director
Donn DeHart — Director of Course Development
Evan Frazier — Student Support Specialist
Jason Garvey — Instructional Designer and iTunes U Support
Mark James — Instructional Designer and Student Support
Jason Knight — Digital Media Specialist
Jaime Miller — Course Media Designer
Edward Murray — Course Development Assistant
David Ponter — Librarian
Todd Whiting — Director of Information Technology

MEET THE DISTANCE EDUCATION FACULTY:

The Online Professors are, in many cases, the ones who developed and taught the courses you will hear in the lectures. In other cases, the faculty have Ph.D.’s in the subject area of the course and are covering this material for you. Their main responsibilities are to answer your Student-to-Professor Discussion Forum posts and to grade your course papers.

Dr. James Anderson, Ph.D., Associate Professor of Theology & Philosophy (Introduction to Pastoral and Theological Studies; Church and the World; History of Philosophy and Christian Thought; Apologetics)

Dr. Anderson comes to RTS from Edinburgh, Scotland, and specializes in philosophical theology, religious epistemology, and Christian apologetics. His research and writing has focused on the presuppositionalism of Cornelius Van Til, particularly his advocacy of the transcendental argument. Before studying philosophy, Dr. Anderson also earned a Ph.D. in Computer Simulation from the University of Edinburgh. He is a member of the Society of Christian Philosophers, the British Society for the Philosophy of Religion, and the Evangelical Philosophical Society.

Richard Belcher Jr., Ph.D., Professor of Old Testament (Genesis through Joshua; Judges through Esther; Poets; and Isaiah through Malachi)

Dr. Belcher is the Professor of Old Testament. He is an ordained minister in the PCA and pastored an urban nondenominational church in Rochester, NY for ten years before pursuing a Ph. D. This pastoral experience in an unusual and challenging setting gives him great insight into the practical, modern issues that will be faced by future pastors studying with him at RTS. He graduated from Covenant College and received his M. Div from Covenant Seminary. He also received an S.T.M. from Concordia Theological Seminary, and his Ph. D. is from Westminster Theological Seminary. He has served as stated supply for numerous churches in the area since coming to RTS Charlotte in 1995.

Douglas Falls, Ph.D., (C.S. Lewis)

Dr. Falls is an ordained minister in the PCA who has been serving as an Associate Pastor at Stonebridge Church in Charlotte, North Carolina since 2002. Prior to that he was at RTS for ten years serving in a variety of capacities, and was the Academic Dean and Associate Professor of Practical Theology at the Charlotte campus when he returned to pastoral ministry. Dr. Falls is an RTS alumni having received his M.Div. from the Jackson campus. He also received an Ed.D. in Curriculum and Instruction from Argosy University. The life and writings of C. S. Lewis have had a major impact on him, and he enjoys introducing students to the vibrant vision of faith found in Lewis.
David Filson, Ph.D., Candidate (Medieval Theology; History and Theology of the Puritans)
David Filson is a teaching pastor at Christ Presbyterian Church (PCA) in Nashville, and a Ph.D. student in Historical and Theological Studies at Westminster Theological Seminary in Philadelphia. Mr. Filson also serves both the Nashville Presbytery and the PCA General Assembly on the committee for theological examination.

S. Donald Fortson, Ph.D., Associate Professor of Church History and Practical Theology (History of Christianity I & II)
Dr. Fortson joined the faculty of RTS as Associate Professor of Church History in 1997. Prior to RTS, he served as Assistant Professor of Ministry and the Director of Ministry Program at Gordon-Conwell Theological Seminary. Before his teaching career, Dr. Fortson was a pastor for nine years; he continues his pastoral ministry through teaching, preaching in local churches and leadership in the Evangelical Presbyterian Church. In addition to his work at RTS, he is a visiting professor at Gordon-Conwell Theological Seminary and lectures in other venues throughout the region on church history.

Mark Futato, Ph.D., Professor of Old Testament (Hebrew I & II)
Dr. Futato received his Ph.D. from The Catholic University of America. He served on the translation team for the Book of Psalms in The New Living Translation, contributed study notes for The Spirit of the Reformation Study Bible, and contributed to The New International Dictionary of Old Testament Theology and Exegesis. He has also written numerous articles and currently has one book under contract for publication. Dr. Futato was a pastor from 1983-1988. In addition, he taught for eleven years as professor of Old Testament at Westminster Theological Seminary in California.

Benjamin Gladd, Ph.D., Assistant Professor of New Testament (Acts & Romans; Pauline Epistles; Hebrews through Revelation)
Dr. Gladd received his B.A. in Greek and Hebrew from The Master’s College (2001) and M.A. in Biblical Exegesis from Wheaton College (2003). He then completed his Ph.D. from Wheaton College in New Testament in 2008. Prior to joining the RTS faculty, he served as an adjunct faculty member at Wheaton College, teaching New Testament exegesis and interpretation, Greek, and introductory courses on the Old and New Testaments. Dr. Gladd was also an associate pastor at Apple Valley Baptist Church and the director of their Cornerstone School of Theology.

W. Andrew Hoffecker, Ph.D., Professor of Church History Emeritus (History of Christianity I & II)
Dr. Hoffecker served as Professor of Religion at Grove City College for 25 years. He received his B.A. from Dickinson College, his M.Div. from Gordon-Conwell and his Ph.D. from Brown University. He also served as a Captain in the United States Army.

Mark House, Ph.D., Director of Online Biblical Greek Studies (Greek I & II)
Dr. House's doctoral work at Fuller Theological Seminary focused on the correlation between linguistic style and authorship. He is an ordained minister, having served over twenty-five years in the Orthodox Presbyterian Church as well as the Presbyterian Church in America. Dr. House has taught seminary courses at the Talbot School of Theology, Fuller Theological Seminary, and most recently serves as a professor at New Geneva Theological Seminary.

Scott R. Swain, Ph.D., Associate Professor of Systematic Theology (Systematic Theology I, II, & III; Covenant Theology)
Dr. Swain joined the faculty of Reformed Theological Seminary in 2006. Before coming to RTS, he taught at Trinity Evangelical Divinity School in Deerfield, Illinois and Southwestern Baptist Theological Seminary in Fort Worth, Texas. His main research interests include the doctrine of God and the relationship between biblical interpretation and Christian doctrine.
Guy Waters, Ph.D., Professor of New Testament (Gospels)
Dr. Waters received his B.A. from the University of Pennsylvania (1995), his M.Div. from Westminster Theological Seminary (1998), and his Ph.D. from Duke University (2002). Prior to coming to RTS Jackson in 2007, he spent one year teaching Hellenistic Greek at Duke Divinity School and five years as Assistant Professor of Biblical Studies at Belhaven College. In 2003, he became a teaching elder in the Mississippi Valley Presbytery (PCA).

Carlton Wynne, Ph.D., Candidate (Pastoral and Social Ethics)
Carlton Wynne is a Ph.D. candidate in Systematic Theology and lecturer at Westminster Theological Seminary. He received his A.B. degree from Princeton University and an M.Div. from Reformed Theological Seminary in Charlotte, NC. He is ordained as a teaching elder in the Presbyterian Church in America (PCA) and has lectured in Apologetics and Systematic Theology while at Westminster.
The Librarian

David Ponter is the RTS Jackson and Distance Education Reference Librarian. The reference librarian can assist the student with basic research and bibliographic questions. He can help you in the use of the online subscription databases such as EBSco. Mr. Ponter can also secure books and articles for you from the three RTS libraries. He can also obtain journal articles from our collections and from libraries outside of the RTS library system. Finally, Mr. Ponter will assist in the finalization of the RTS Global MAR thesis. His specific goal is to help students with formatting rules and technicalities. These rules are defined by the standard academic style guides such as Kate Turabian’s, A Manual for Writers (6th edition).

Resources

1) RTS online catalogue: [http://library.rts.edu/](http://library.rts.edu/)

2) ATLA(s) via EBSco. The most significant resource for students will be the various subscription databases hosted by EBSco. These databases are:

   - ATLA Religion Database with ATLA Serials
   - Religion and Philosophy Collection
   - Catholic Periodical and Literature Index
   - New Testament Abstracts
   - Old Testament Abstracts

   These databases are available at: [http://search.ebscohost.com/](http://search.ebscohost.com/) (login and password required).


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

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THESIS FORMATTING

There are two main sources for style guide information. The official RTS style and format guide, and Kate Turabian’s A Manual for Writers of Term Papers, Theses and Dissertations (6th edition). Follow her examples for title pages, contents pages, bibliography, footnoting etc.

Three Citation Tips:

– URLs: Avoid referencing URLs, unless its that is the only place which has the source you are citing.

– Footnote values. At the beginning of each chapter, the footnote value must return to 1.

– First full citation. Every first citation of a work in a chapter has to be a full citation (no short-title citation), even if you have already cited the same work in a previous chapter.

CONTACT INFORMATION:

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Phone: 601 923 1619
Email: distance.librarian@rts.edu
MENTOR COURSE REPORT FORM
Reformed Theological Seminary, Distance Education

Students enrolled in the Global Education degree programs are to use this form in reporting mentoring assignments for this study period. Record your growth and ministry goals, a summary of your meetings with your mentor, and you and your mentor’s overall assessments, and send a signed copy of this form to Student Services when all assignments have been completed. Be sure to keep a copy for your personal records.

Student’s Name_________________________   Mentor’s Name _______________________________

Course Name___________________________   Study Period_________________________________

Goals for This Study Period:

Personal growth: Ministry:

Meetings (summaries)

First:

Second:

Third:

Fourth:

Assessments

Student: Mentor:

Student’s signature _________________________________   Date  ________________

Mentor’s signature _________________________________  Date  ________________
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