

REFORMED EPISCOPAL SEMINARY

GENERAL INFORMATION, POLICIES, & PROCEDURES

2022-2023

**826 Second Avenue
Blue Bell, PA 19422-1257
Telephone (610) 292-9852
Facsimile (610) 292-9853
www.reseminary.edu**

Please note that ALL students, staff, and faculty are responsible for knowing and following the contents of this Handbook. To this end, please read and familiarize yourself with all of the policies and procedures contained herein.

Once orientation is finished, please complete and sign the 2022-2023 General Information, Policy, & Procedure Acknowledgment Form/Checklist, the Student Information Form and any other required forms, and return them to the Mr. John Mazzamuto in the Administrative Office.



“We are ambitious to be well-pleasing unto Him.”– II Corinthians 5:9

Inquiries Concerning . . .

Academic Advising	Assigned Advisors
Accreditation Issues	Dr. Riches
Address/Mail/Mail Boxes	Mr. Mazzamuto
Admissions	Dr. Arner
Billing	Mr. Hoyt
Book Service	Rev. Broberg
Chapel	Rev. Broberg
Class Schedule and Registration	Dr. Arner/Dr. Riches
Disciplinary Issues	Dr. Riches
Distributed Learning	Dr. Cooper
Financial Aid	Dr. Arner
Housing	Mr. Hoty
Immigration	Dr. Arner
Internship/Field Education	Dr. Riches
Keys	Rev. Broberg
Library	Rev. Broberg
Maintenance Issues	Rev. Riley
Parking	Rev. Broberg
Pastoral Care	Dr. Crouthamel
Policy Matters	Dr. Riches
Populi	Rev. Broberg
Prospective Students	Dr. Arner
Reconciliation of the Penitent	Dr. Riches/Rev. Riley
Recycling	Mr. Mazzamuto
Student Life	Mr. Mazzamuto
Technology and Printing	Rev. Broberg
Transcripts	Dr. Arner
Tuition	Rev. Riley
Website	Rev. Broberg
Work Study	Mr. Hoyt

SEMINARY MISSION, VISION, & VALUES STATEMENTS

Mission

The charter of The Theological Seminary of the Reformed Episcopal Church declares that the Seminary was formed “for the purpose of educating and training students for the ministry of the Gospel of our Lord Jesus Christ especially in connection with the Reformed Episcopal Church and the Anglican Church in North America in accordance with the Constitution, Canons, rules, regulations, principles, Doctrine, and worship of said Church.”

Vision

Our vision at Reformed Episcopal Seminary is to train Christ's people to serve the flock of the Lord Jesus Christ through biblical, Anglican Worship, Example, and Discipleship as defined in the official standards of the Reformed Episcopal Church.

Values

Students are immersed in Scripture, the historical and ancient traditions of the church, worship, and doctrine. Emphasis is placed on classical Anglicanism lived out in the world through worship, evangelism, and discipleship.

GENERAL INFORMATION, POLICIES & PROCEDURES

ACCREDITATION AND AUTHORIZATION

Reformed Episcopal Seminary is accredited by the Association of Theological Schools and approved to offer the Master of Divinity Degree and the Master of Arts in Theological Studies.. The Seminary is also authorized and fully recognized by the Theological Commission of the Reformed Episcopal Church and the Anglican Church in North America.

INCLEMENT WEATHER EMERGENCIES

In the event of inclement weather the Seminary may cancel/postpone classes.

Please check the RES website - www.reseminary.edu - for instructions. CBS Radio (**KYW 1060 AM**) and television stations **CBS3** and **CW Philly 57** will be notified of any schedule change at RES. Log on to **KYW1060.com** for school closings. The Seminary identification number is: Montgomery County #1030.

Also, be sure to update your phone number in Populi and use the verification process to subscribe to seminary texts. This text service is used for weather or other emergencies and any other time-sensitive announcement.

STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities for students are detailed throughout this handbook. Other supplements, manuals, and procedures may be found in the course catalog, syllabi, or will be disbursed as necessary. It is the responsibility of students to be aware of Seminary rules and processes and follow them accordingly. Students should seek advice from the appropriate faculty or staff, if they have any questions (See “Inquiries Concerning...” at the front of this handbook.) The staff, faculty, and administration at Reformed Episcopal Seminary try to follow an open door policy as much as possible. If you need to see anyone, please just ask. Students are expected to conduct themselves in a manner that is civil and reflects openness to educational experiences. Students have a right to expect the Seminary “to prepare and train them for ministry of the Gospel” in accordance with the standards of the Association of Theological Schools, the Theological Commission of the Reformed Episcopal Church, and the Anglican Church in North America. It is the responsibility of students to act honorably in all phases of student life and to understand the student rights, responsibilities, and procedures, and the consequences from when their behaviors do not conform to Seminary policies.

STUDENT PARKING

The parking spaces on the south side of the Seminary lot are available to students with a verified handicap. Other available spots are for senior students on a first come/first served basis. Students are permitted to park on the paved lot in front of and around the side of the Milton C. Fisher House. Please leave three spots next to the walkway for the dorm students. Students are asked to maximize the space available with the front of your car facing the house. The parking area on the west side of the Seminary building (seated in the Chapel you are facing west) is reserved for the use of staff, faculty, and visitors. The parking lot of our 831 DeKalb building is reserved for tenants, assigned staff, and visitors.

STUDENT ENTRANCE

Students are asked to enter the Seminary building through the canopied stairway facing the designated student parking area.

STUDENT SERVICES FEE

All full-time students are required to pay a \$250 fee each quarter to cover student services, which defrays the cost of library databases, parking, technology, and other student services. If students pay the services fee for the entire academic year by 9/01, the total fee is \$600 for the entire year, including the summer. Students who are part-time (1-11 credits) are required to pay a \$100 student services fee each quarter. Students who are auditing classes are required to pay \$50 student service fee per quarter. The costs of copying, printing, and coffee are NOT covered by the basic student services fee and students must pay for these items in the containers marked for that purpose.

STUDENT GOVERNMENT

At the beginning of each Academic year the student body shall elect at least two officers (a president and vice president) to organize the Student Government, committees and activities. The Student Government is encouraged to take an active role in all aspects of student life. It shall draft and maintain its own by-laws subject to the approval of the faculty and Board. Committees shall be appointed by the student officers, with the input of the student body, for the areas of: student life, coffee and concessions, printing and technology, and student life. Other committees shall be appointed as needed by the student body or requested by the faculty.

VISITORS

Visitors are encouraged to attend classes with the approval of the professor teaching the class and the Dean. Please notify the Dean's Office of your plan to bring a visitor so proper introduction and welcome can be granted to your guest by the Seminary Staff and Faculty. Visitors who attend more than one session of a class are expected to pay the Audit and Service fees.

FRIENDS of REFORMED EPISCOPAL SEMINARY

Friends of Reformed Episcopal Seminary, the Seminary Auxiliary and Alumni Association, exists to further the work of the Seminary by supporting and encouraging its students and their families, the faculty and the staff, and alumni through various activities throughout the academic year. The Auxiliary helps with annual events such as Convocation, Founders' Day, the Kuehner Seminar, the Seminary Picnic, the Annual Spring Banquet, and Commencement. Please contact Mrs. Beth Riches, if you or any members of your family would care to help support the Auxiliary.

CONVOCATION/ORIENTATION

Consistent with the philosophy of education and spiritual formation, each academic year begins with a service of Convocation for all students. The day includes a program of orientation concerning academic policy, student life, library resources, internships, registration, sexual violence, and finance.

COMMUNITY CONVOCATIONS

Community Convocations are usually held the third Monday of each month at 12:00 PM and at other times as scheduled. Faculty members and special guests deliver lectures of common interest to the community, which also serve to encourage and promote faculty teaching and research. All students and faculty are expected to attend.

EPISCOPAL VISITS

Throughout the academic year there will be visits from bishops in the Anglican Church of North America, the Continuing Churches, and beyond. Guest bishops will often preach in chapel on Thursdays, gather with us for lunch and a time of instruction, and a question & answer session. This is noted as “Bishops’ Hour” on the schedule. All students and faculty are expected to attend.

ANNUAL BANQUET & COMMENCEMENT

The Friends of Reformed Episcopal Seminary holds hosts an annual fundraising and student recognition banquet. All members and friends of the seminary community are encouraged to attend. Prizes are given to students that excel in various areas of academics and student life. Commencement exercises are held each year as an opportunity for the student body, faculty, staff, family, and friends to honor those graduating. It is required that all students attend this important event in the life of the Seminary each year. A graduation fee of \$150 is to be paid by May 1 for those expecting to graduate. All students should wear their cassocks to commencement and should confirm their attendance at commencement with the main office by May 1. In addition, graduates are responsible for their own vestments at Commencement. Academic Hoods can be loaned to graduating M.Div and MA students. Academic Hoods are also available for purchase. The cost of new hoods is \$175, gently used hoods are available for \$150.

SEMINARY DIRECTORY

There is a searchable Seminary directory in Populi containing names, addresses and phone numbers of the Seminary faculty, staff and students. If you would like a printed copy of the directory, please ask Mr. Mazzamuto.

STUDENT IDENTIFICATION CARD

Each student will be issued a Student Identification Card within during the first quarter. Student IDs will be placed in the student mailboxes.

MAIL AND MESSAGES

Each residential student is provided a mailbox located in the Herter Study Center. This is where student will receive mail, messages, and returned class work. Faculty and Staff mailboxes are in the hallway outside Higgins Lecture Hall. Please use these mailboxes if you need to send a message to another student or to a faculty member. You may also leave messages through Populi. Apart from emergencies, please do not leave messages with the administrative offices. In the event of a true emergency, every effort will be made to locate you personally. For Campus emergencies, the Populi emergency system will be used to contact the whole community.

CELL PHONES

It is mandatory that you turn off your cell phone when class or chapel is in progress. If your phone disturbs a class a professor may lower your class participation grade.

ANNOUNCEMENTS AND SEMINARY BULLETIN

Please regularly check the bulletin board located in the hall as well as the Populi newsfeed for information concerning scheduling and special events. Any item to be posted on the Seminary bulletin board should be cleared by the administrative office.

SEMINARY OFFICE STAFF AND HOURS

Please observe office hours and any notices posted so that the office staff can operate efficiently. The copying machines located in the Herter Study Center and the Library are for student use. The copy fee is 10 cents a copy. (A two-sided copy is 20 cents.)

CLASSROOM IDENTIFICATIONS

There are six classroom areas: The Wailes Conference Room [adjacent to the Library], the Higgins Lecture Hall, the Herter Study Center, the Rudolph Classroom, and the Bishops' Classroom in the main building and the Nicholson Classroom in the Professional Building. The Wailes Conference Room is primarily a library study space. The other rooms are regularly reserved for class and meeting use. The Herter Study Center, the Peach Dining Hall in the Main building and Culbertson Study Area, and the Mohrfeld Lounge in the Professional building are available for use throughout the day. The Hart Distributed Learning Room is scheduled for use with the Distributed Learning office.

DINING

The Peach Dining Hall is provided for socialization and enjoyment. **It is the designated area for consuming food and beverages.** Meals are not served, but there is a refrigerator, microwave, and vending machine for your use. Bottled water, Keurig coffee and tea are available for purchase. Other food may be available for purchases from time to time. Food and beverages should not be consumed or taken into the Library. No food is allowed in the Wailes Conference room. Beverages carried into class or any other area of the Main building should have a secure top on the container. There is a kitchenette in the Professional building with a microwave and refrigerator. Food may be eaten there or in the Lounge or Study Area. These areas are provided for the comfort of all. Please use them with care and courtesy for others by cleaning up after yourselves and putting away the items you use. Please do not linger at the tables when others are waiting for a space to eat.

SPECIAL POLICIES

Certain events such as the COVID-19 Pandemic, require evolving policies and procedures which will be distributed to students, faculty, and staff, on an on-going basis. You are responsible to stay alert for and update with these rules and policies. Please check your e-mail and mailbox on a regular basis.

PROFESSIONAL BUILDING

The Professional Building is part of the Seminary campus and is located directly across from the Main building. The Book Service is located in rear of this building. The suite on the left as you enter the building is home to the Mohrfeld Lounge, the Nicholson Classroom, a faculty office, the Hart Recreation Room, the Culbertson Study Room, and the Kitchenette. The rest of the building is office space that is available for rent. Please be respectful to the tenants and all on the Seminary campus and treat the common areas of this building as a quiet study area.

RECYCLING

Please recycle all paper, plastic, and metal cans by placing them in the marked recycling containers. The Seminary is recycling all scrap metals for income; you may also contribute to this effort. Please make sure all metal gets in the bin in the dining hall or to the appropriate area of the garage.

RESTROOMS

With the exception of the restrooms along the hallway in the administrative area, all restrooms in the Main building are unisex—one at a time of course!

SEMINARY BOOK SERVICE

The Seminary operates a discount student book service. It is located in the back of the Professional Building. Most books are offered at 25% off the retail price. Look for special sales for additional discounts! The convenience of a campus bookstore is dependent on student support. When purchasing books and others items on Amazon please consider supporting your Seminary through Amazon Smile. When shopping through Alibris, please start at the Reformed Episcopal Seminary store which can be accessed through the website.

HOUSING

The ranch house to the south of the main Seminary building is the Milton C. Fisher House and is part of the Seminary. Campus housing is available to students on a first come/first served basis. Housing may be available on a daily or weekly basis, as well as a full year lease. The duplex next door to the Fisher House at 854 Second Ave. includes two apartments which are available for lease with priority given to the seminary community when there is availability/

Current housing is available “by room” in the Fisher House at 832 Second Ave. Preference is given to full-time students. Leases run yearly generally from August to July. Rent for a single room is \$675 per month, plus upkeep of the house, the grounds of the Seminary campus (including snow shoveling), and cleaning the common areas of the house. Utilities are included in the rent. Payment of the first month’s rent and one month security deposit is due before moving in. Residents are responsible for cleaning their own rooms. All major changes to the house including paint and carpet colors must be approved by the Seminary administration. Residents of the house are expected to refrain from illegal and immoral activity and follow other policies of the Seminary in their resident life at RES. Residents who do not follow Seminary policies or fall behind in rent and/or utility payments by more than one month may be evicted with 30 days notice. The three parking spots to the left of the walkway when facing the house are reserved for Fisher House residents.

Full details of the housing agreement can be found in the Student Housing – “Fisher House Room Lease” or ‘Apartment Lease.’

OFFICE SUPPLIES/TELEPHONE/FAX MACHINE

Various office supplies are generally available on top of the student mailboxes, or on the circulation desk in the library. Return items to these locations immediately after use. Office supplies in other locations including the copier room downstairs are for staff use only. Office telephones and *the fax machine are to be used by students only in an emergency and with permission.*

CLASS ATTENDANCE

Class attendance at RES is mandatory. Students may fail the course for lack of attendance at the discretion of the faculty member. The instructor of the class may consider extremely late arrivals or early departures as absences. If you must miss a class please notify your instructor and the Dean’s office. It is advisable to keep your attendance rate well above 80% for each class.

WORSHIP/CHAPEL

You should be actively involved in a local church during your educational program at RES as this is a vital part of your spiritual development, Christian duty, and training for ministry. Chapel is held daily, and Holy Communion is celebrated weekly (or more frequently as requested/required.) All students, full and part-time, are required to attend chapel when on campus. Chapel is conducted by faculty and students. The format varies according to the *Reformed Episcopal Book of Common Prayer* and the *ACNA Texts for Common Prayer*. Offerings received in Chapel are alms and are designated for missions and projects outside the Seminary. If you have a suggestion, please see the Associate Dean of Finance and Facilities or the Dean.

Regular attendance at Chapel is a substantial part of the requirement for successfully sustaining Homiletics and Liturgics Practicum. Each quarter, students should miss **no more than two chapel sessions** for each required chapel. (Students are required to sign up for a chapel section if they are taking a course in the major class period on either side of the main chapel session of the day.) Students who miss more than the requisite number of chapels will need to petition the faculty to be given credit for that quarter's Practicum. Missed chapels may be made up, with permission, by attending another scheduled chapel. Please register for all chapel sessions that you should attend. NOTE: The Seminary requires nine (9) complete quarters of Homiletics/Liturgics Practicum for graduation.

Students are highly encouraged to be immersed in the spiritual discipline of communal prayer. *Matins* and *Compline* services are to be held each day classes are in session. The coordination of these services is the students' responsibility.

Master of Divinity students are required to purchase either cassock or preaching gown by the time they complete 32 credits. Others are encouraged to do so. The cassock will be used regularly for chapel worship and for graduation. The Seminary Finance Office can assist in the selection and acquisition of required vestments

CHRISTIAN FORMATION

The goal of theological education is not merely academic excellence, but also spiritual formation and the building of Christian character. The integrity of the Church and the godly character of its leaders are of paramount importance. Students in the course of their study at RES are expected to grow in knowledge, spiritual discipline, and character.

DEPARTMENT AND DRESS CODE

Those training for Christian Ministry are expected to exemplify the highest standards of Christian conduct and character. Students are required to dress appropriately:

Gentlemen: coat and a button-down shirt (ties are encouraged) or RES/REC polo; **Ladies:** dress/skirt, business suit, blouse/slacks or RES/REC polo. Students are permitted to wear Cassocks to class. The Seminary calls upon its students to live in conformity with the basics of Christian conduct presented in the Holy Scriptures. Thus, students are expected to refrain from substance abuse or addiction, and to abstain from sexual activity apart from Christian marriage.

ADDICTIVE OR CONTROLLED SUBSTANCES

Students are not to use, possess, or distribute illegal drugs, controlled substances or firearms in Seminary facilities or on Seminary grounds.

SMOKING

No smoking is permitted in the Seminary buildings including the dormitory space.

ALCOHOL

Any use of alcohol on Seminary property must conform to the laws of the State of Pennsylvania and the admonitions of Scripture. Drunkenness, unseemly conduct, underage drinking, or the furnishing of alcohol to minors are all grounds for immediate expulsion. Students may not bring alcohol to class or chapel.

DISCIPLINE

Discipline is administered through the Dean's office. Cases are handled individually and pastorally. Normal procedures involve intervention and counsel. Some cases may call for reprimand, probation, suspension, or even expulsion. The decisions of the Dean or the Faculty may be appealed in writing and will be taken by the Dean through the Chancellor to the Academic Affairs Committee. Decisions of the Academic Affairs Committee are final.

PLAGIARISM

Plagiarism: *The act of stealing and using, as one's own, the ideas, or the expression of the ideas, of another; to commit literary theft.* Plagiarism is a serious act in violation of God's Word and RES policies. It will not be tolerated in any form at RES. **Plagiarism of an assignment will result in a grade of zero on that assignment at a minimum.**

TURNITIN

The Seminary is implementing TurnItIn software. This will help form students to be confident writers, ensure academic integrity, and reduce plagiarism. Please follow all instructions from the library, IT department, and your faculty for submitting papers, sermons, and other assignments

HONOR

RES operates under an honor code. Students understand that for all work completed for RES they are expected to live up to this pledge:

I pledge on my honor that I have neither given nor received assistance in this examination/paper beyond that permitted by the Instructor in charge of this class.

FINANCIAL REQUIREMENTS

Students who have not made written financial arrangements with the Business Office for unpaid financial obligations will not be permitted to sit for quarterly final exams and will receive a grade of *zero* for the missed exam(s). Students who have not registered for class *by the stated deadline* for the quarter will be assessed a \$25 late fee per course upon registration. Late Fees must be paid before attending class. All payments are due by the start of the first week of classes. After the first week of classes a 1.5% late fee will be assessed on all unpaid balances at that time unless other payment arrangements have been made.

Scale for Tuition Payment Rebates

*If no more than one (1) weeks of class has passed,
three-fourths of tuition payment refund is allowable.*

*If no more than two (2) weeks of class have passed,
one-half of tuition payment refund is allowable.*

*If no more than three (3) weeks of class have passed,
one-quarter of tuition payment refund is allowable.*

*If more than three (3) weeks of class have passed,
no tuition is refundable.*

*Refunds for courses meeting during an irregular term are prorated
according to the schedule that 1 week = 3 hours.*

Student with outstanding financial commitments at the end of the term will not be eligible to register for further classes without the Dean's permission.

LATE FEES

All overdue balances owed the Seminary may be assessed a monthly late fee if 1.5 %.

WORK/STUDY REQUIREMENTS

“We may learn more about our students’ character and work ethic from the way they clean a bathroom than from the way they write a paper. Those found faithful in a little will be found faithful in more. This type of practical supervision should also look for and address the issue of pride which is the sin that most commonly afflicts those in leadership.” *Humility in Service* - ACNA Seminary Standards, 2011

Work Study is part of the Seminary’s curriculum for learning and formation. In addition RES is a ‘Working Institution’ which means the community’s activities support the mission and ministry of the seminary, keeping education more affordable. Every full-time residential student or scholarship student is expected to contribute at least 10 hours of work per quarter. Each student receiving a full scholarship is required to give 4 hours work per week (40 hours/quarter) to the Seminary. Students receiving 2/3 scholarships are required to work 3 hours per week (30 hours/ quarter). Students receiving 1/3 scholarships are required to work 2 hours per week (20 hours/ quarter.) Part-time students will be assigned work-study hours commensurate with their work-load and scholarship. Students will fulfill their commitments at regularly scheduled times on a weekly basis. Every work study student has a supervisor and should check in regularly to make sure that they are completing their job adequately. An accurate, legible record of completed hours must be kept in the book inside the student study center. Students who do not complete their hours will be charged at \$60 per hour for each incomplete work study hours outstanding at the end of the quarter. Students who do not complete their job adequately will be placed on probation and could lose their scholarships.

ACADEMIC ADVISOR

Students should consult with their academic advisor before registering for any classes, before changing their status/program, or changing their registration. Your academic advisor is listed in Populi.

WITHDRAWAL/AUDIT/CHANGE STATUS

Students may withdraw from a course by dropping or auditing or changing status without notation on their transcripts through the *second* week of a quarter. Starting the third week a withdrawal is considered a late drop and the notation WP (Withdrew Passing) or WF (Withdrew Failing) will be added to the permanent record. A student who desires to withdraw from RES must complete the *Request for Withdrawal from Seminary* Form. Once a term has begun all changes must be processed through the registrar’s office.

For courses meeting during an irregular term 1 week = 3 hours.

LATE DROP LIMIT

Students may late drop up to 12 credits during their Seminary career. Late dropping a course that would take you over the 12 credit limit is not allowed.

INCOMPLETE/TIME EXTENSION REQUEST

All course work should be completed within the academic term, unless a *Time Extension Request Form* has been properly executed with the professor and approved through the Dean's office. If a student is not able to complete the course requirements by the end of the term, due to illness or extraordinary circumstances, a *Time Extension Request Form* must be submitted to the Registrar with the approval of the professor, before the last day of classes. When an extension is granted by the Dean's office a grade of Incomplete will be entered. All 'Incomplete' course work must be completed as stipulated by the Academic Dean. In no instance may 'Incomplete' work extend beyond the next quarter.

If a student fails to submit a request for an Incomplete or it is not approved by the Dean's office, the instructor will average the term grade with a grade of zero entered for all missing work or record. If a student is granted an Incomplete but fails to fulfill the course requirements by the specified date, a grade of zero will be entered for those assignments and the grade earned recorded.

FAILURE

Required courses, for which a failing grade is recorded, must be repeated. Failed electives may be repeated or another elective may be substituted. All failures remain recorded on the transcript and are averaged in the GPA.

POLICY ON ACADEMIC STANDING AND ACADEMIC PROBATION

Students are expected to excel in their academic work as well as their pastoral and spiritual formation. In order to remain in good academic standing students are expected to maintain a 2.0 GPA. Student standing is evaluated at the completion of each academic year once a student has completed 12 credits. Students with a GPA under 2.0 will be placed on Academic Probation by vote of the faculty. Students on probation will have their academic performance evaluated quarterly. If a student on probation receives a failing grade in a course or receives a GPA below 2.0 for two consecutive quarters, it is grounds for dismissal, based upon a faculty vote. A student will be removed from probationary status when their cumulative GPA rises to 2.25. A student on probation must have all of his or her registrations approved by the Academic Dean and may not take more than 16 credits per quarter. Academic Probation and dismissal may be appealed to the Academic Affairs Committee in accordance with the grievance policy. The decision of the Academic Affairs Committee is final.

FULL-TIME and PART-TIME STATUS and OVERLOADS

Students who are taking less than 12 credits/term are considered part-time. Students taking 12 credits or more are considered full-time. Dropping a course may change your status from full-time to part-time and may also have repercussions on their financial aid. Taking more than 20 credits per term is an overload. Overloads must be approved by your advisor and the Dean.

STUDENT INACTIVITY

Students who are inactive for an entire regular academic year (Trinity-Easter Quarters) will be dropped from the rolls. In order to be reinstated they will have to reapply for admission. Inactivity is defined as not registering for at least one course for credit during the time period and having it remain on the student record. Students who have not met this requirement may pay an annual student inactivity fee of \$150.00 by the end of the first week of the following quarter to remain on the student rolls another year. This is in addition to the \$50 student service fee that students must pay each quarter they remain on the roll without activity. Activity exceptions may be granted by the Registrar's Office in conjunction with the Finance Office for extreme circumstances.

WAIVER OF COURSE REQUIREMENTS

The waiver is designed especially for students who may have studied a related course as undergraduates. In this case students must sustain an examination and be approved by the Academic Dean, Registrar and Department Chair. Waivers are given for non-elective courses only. Credits and grades are not given for a Waiver of Course Requirements. Students receiving a waiver will be required to take other course work to fulfill the total number of credits requirement for graduation.

TRANSFER OF CREDIT

At the discretion of the Academic Dean, Registrar and Faculty, credit may be given for graduate level courses taken at other accredited institutions approved by the Association of Theological Schools or another accrediting agency recognized by the US Department of Education. A minimum grade of 'B' must be earned for consideration. Students are required to present an official transcript and a catalogue of the year in which they took the course(s). The grade for transfer courses will appear as 'XFER' or "TR" and will not be averaged into a student's GPA. Courses taken more than ten years previously may not be transferred to RES. Of the 150 credits required for the Master of Divinity at RES, no more than two thirds may be applied to the degree through transfer. The last 50 credits must be taken at RES.

TRANSCRIPTS

Students can receive an *unofficial transcript* of their academic course work any time by logging on to Populi and printing them themselves. Official transcripts are issued only to academic institutions and other specific organizations at a charge of \$10 per copy. In accordance with privacy laws, transcripts can be issued only with written consent of the student (original signature required). Requests for transcripts cannot be honored via facsimile. Official transcripts are not issued in the event a student has an outstanding obligation with RES.

GRADING SCALE

A+ = 100	B+ = 91-92	C+ = 83-84	D+ = 72-73
A = 95-99	B = 87-90	C = 76-82	D = 68-71
A- = 93-94	B- = 85-86	C- = 74-75	D- = 66-67

CR: Credit; WP: *Withdrew Passing*; WF: *Withdrew Failing*; INC: *Incomplete*; XFER: *Credit Transferred from another institution*.

COMPUTER AND INTERNET USE

RES provides students with access to computers and the internet in order to facilitate their responsibilities at RES. Users are expected to use these systems appropriately and to minimize personal non-RES related activity. All students are required to sign the *Computer and Internet Acceptable Use Agreement* and turn it in to the office before using these Seminary resources.

FIELD EDUCATION

All students must have an approved field education site and supervisor on file with the office. The Internship and Field Education evaluation form must be completed each quarter showing the student's involvement in pastoral, ministry and education activities in the parish. Field Education leaders assess the student's formation in these activities with special attention to the Seminary's Strategic Plan.

Field Education is an important part of spiritual, pastoral, and moral formation. Sites and Field Education Supervisors must be approved by the Dean's office. In order to ensure that sites provide adequate formation for every candidate, any one site may only have two Seminary students in each year of the Seminary program. (In particular cases an exception may be made to allow for 3 or 4 students of a particular class standing at one site. A request must be made in writing by the student to the Dean with approval from the new Field Ed Supervisor.) The Site must be approved by the Dean before the second week of the quarter. (First year students have slightly more flexibility but all must have their site approved by the Dean and verify its approval before beginning the second year.) Please see the Field Education Internship Handbook for more detailed guidelines and expectations.

Honors Policy

Honors are given at graduation by vote of the faculty. Traditional honors of *Cum Laude*, *Magna Cum Laude*, and *Summa Cum Laude* give recognition to three ascending gradations of academic excellence in all of one's studies, and may be awarded to graduating students who have completed over half of their Diploma or Master of Divinity program credits at RES (over 75 credits).

The general standard for these academic honors is as follows:

- *Cum Laude*: A GPA of 3.5
- *Magna Cum Laude*: A GPA of 3.75
- *Summa Cum Laude*: A GPA of 3.90

A vote to confer these honors is made at the faculty meeting approximately 2 months before graduation. In addition to GPA faculty take into account all aspects of students' academic performance and participation.

The faculty may also grant graduation with honors and highest honors to student who complete and successfully defend a dissertation before the completion of their program. Such students most excel in all aspects of their program and be exemplary in their scholarship, comportment, and pastoral ability. Such students may be invited to complete a dissertation at the conclusion of their penultimate year and would be awarded honors based on successful completion of the dissertation and vote of the faculty.

FINAL EXAMINATION

All Master of Divinity students must pass a comprehensive examination administered by the Seminary before they can graduate. The exam must be taken during the Senior year. Students must schedule to take the exam at least once during the Trinity or Advent Quarters. Student may retake the exam if needed. In order to graduate in a given academic year a student must pass the comprehensive examination before May 1.

GRIEVANCE POLICY

If a student has a complaint or a grievance with a faculty member, staff person, policy or event at Reformed Episcopal Seminary, he or she may file that complaint in writing with the Dean. This includes any concerns relating to the accrediting standards of the Association of Theological Schools. The Dean will respond in writing. The decision of the Dean may be appealed in writing to the Dean who will submit it through the Chancellor to the Academic Affairs Committee. If a student's complaint is against the Dean, it should be filed in writing to the Dean who will submit it through the Chancellor to the Academic Affairs Committee.. The decision of the Academic Affairs Committee is final and will also be communicated in writing.

LIBRARY PROCEDURE

The computers located near the Reference Section are for searching the catalog and for research. Restrict your browser use to academic pursuits only.

Books in the MAIN and SCHNEIDER MEMORIAL sections may be checked out. Take them to the Circulation Desk for assistance.

The SCHNEIDER MEMORIAL MARTYR COLLECTION is located in the Herter Study Center. The above procedure **MUST** be followed for checking out books from this collection.

The *fine* for an overdue book is *twenty-five (25) cents per day*.

REFERENCE BOOKS (marked with a RED DOT) and PERIODICALS are NOT to leave the library.

If you desire to peruse a book from the RARE OR ARCHIVE SECTIONS, please make an appointment with a librarian. A time will be set aside for you in the Wailes Conference Room. You should bring only a laptop; no writing implements permitted.

RESERVE BOOKS (current textbooks): There is at least one copy of each on the RESERVE shelf in the Library office. Students are not permitted in the Library office. If you would like to check-out a reserve book, request it at the circulation desk. When you check out a Reserve Book, you may use it IN the building; however, Reserve Books ARE NOT to leave the building. The fine for not returning a RESERVE BOOK in the slot on-time is \$1/day.

When any book from any section of the library is used whether or not you have checked it out, please place it in the slot in the CIRCULATION DESK.

The COPYING MACHINES in the Library and HERTER STUDY CENTER are for student use. The cost is 10 cents/ copy. (Two-sided copies are 20 cents)

Food and beverages are prohibited in the library.

POLICY CHANGES

Seminary Policies are reviewed and maintained by the Faculty and the Board of Directors. Policies are subject to change based on the actions of these and other governing bodies including the Department of Education and the Association of Theological Schools. Students will be notified of any new policy and procedures.

**ACKNOWLEDGMENT
2022-2023**

I, _____, acknowledge that I have read and understand the policies contained in the GENERAL INFORMATION, POLICIES, & PROCEDURES and the SCHOLARSHIP & FINANCIAL POLICIES & PRACTICES and the FIELD EDUCATION INTERNSHIP HANDBOOK distributed to me by Reformed Episcopal Seminary. I further commit to comply with the policies and regulations contained therein. These three documents constitute the 'Student Handbook' for Reformed Episcopal Seminary.

_____/_____
Student's Signature/Date

In Addition to this policy please be sure that you submit the following to the acknowledgements to the Financial Business Office

- Model Release Form
- Parking Policy/Vehicle Registration Form
- Computer/Internet Usage Form
- Key Policy Form (only for students with keys)
- Sexual Violence Education Training Acknowledgement

Student Information Form

📄 COMPLETE TODAY

Full Name _____ (Include Middle Initial)

Circle One: Rev. Dr. Mr. Mrs. Miss Ms. Race: _____

Birthdate: _____ Denomination: _____

Address _____

_____ Zip Code: _____ - _____

Home Phone: _____ Day Phone: _____

Cell Phone: _____ E-Mail: _____

Spouse's Name: _____

Spouse's Email: _____

Your spouse will be alerted to meetings and events at the Seminary that may be of interest to him or her.

Emergency Contact Name/Phone: _____

Church attending while at Seminary this year: _____

Pastor/Rector/Immediate Supervisor's Name: _____

Field Supervisor Contact Information:

Address _____

_____ Zip Code: _____ - _____

Church Phone: _____ E-Mail: _____

You may also be assigned a separate Seminary Internship Supervisor.

PLEASE RETURN THE COMPLETED FORM TO THE OFFICE MAILBOX.