

# **REFORMED EPISCOPAL SEMINARY**

**826 Second Avenue  
Blue Bell, PA 19422-1257**

**Telephone (610) 292-9852; Facsimile (610) 292-9853**

**[www.reseminary.edu](http://www.reseminary.edu)**

## **Student Handbook**

**2011-2012**

**GENERAL INFORMATION**

**POLICY AND PROCEDURE**



**All students are responsible for the contents of this HANDBOOK.**

**Please read it and familiarize yourself with all  
policies and procedures.**

**Lack of knowledge is not a suitable reason for noncompliance.**

**The Seminary Office requires your  
acknowledgment signature to be on file...*see last page of HANDBOOK.***

**Please place the signed ACKNOWLEDGMENT 2011-12  
along with completed form for the Student Directory  
in the OFFICE MAILBOX on the second floor.**

## Inquiries Concerning . . .

<b>Academic Advising</b>	<b>Dr. Riches</b>
<b>Address/Mail/Mail Boxes</b>	<b>Mrs. Abboud</b>
<b>Admissions</b>	<b>Dr. Riches</b>
<b>Book Service</b>	<b>Mr. Wilson/Dr. Riches</b>
<b>Chapel</b>	<b>Bishop Hicks</b>
<b>Class Schedule and Registration</b>	<b>Dr. Riches</b>
<b>Disciplinary Issues</b>	<b>Dr. Abboud</b>
<b>Financial Aid</b>	<b>Dr. Abboud</b>
<b>Immigration</b>	<b>Dr. Riches</b>
<b>Internship</b>	<b>Dr. Riches</b>
<b>Library</b>	<b>Mr. Buchanan</b>
<b>Parking</b>	<b>Mr. Buchanan</b>
<b>Pastoral Care</b>	<b>Dr. Crouthamel</b>
<b>Policy Matters</b>	<b>Dr. Abboud/Academic Affairs Committee</b>
<b>Prospective Students</b>	<b>Dr. Riches</b>
<b>Recycling</b>	<b>Mrs. Abboud</b>
<b>Student Life</b>	<b>Mrs. Abboud</b>
<b>Technology</b>	<b>Mr. Wright</b>
<b>Transcripts</b>	<b>Dr. Riches</b>
<b>Tuition</b>	<b>Mrs. Abboud</b>
<b>Website and Discussion Board</b>	<b>Mr. Buchanan</b>
<b>Work Study Employment</b>	<b>Mrs. Abboud</b>

## **Seminary Mission Statement**

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

*Our mission 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.*

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

## **INCLEMENT WEATHER EMERGENCIES**

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

**FIRST: CHECK the RES website [www.reseminary.edu] for INSTRUCTIONS. CBSRADIO along w/TV stations CBS3 and CWPhilly 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.**

## **STUDENT PARKING/PARKING PERMITS**

The Seminary is not responsible for assuring every student a parking place on campus. The parking spaces on the south side of the Seminary lot are available to students. Preference is given according to semester status. Students are permitted to park on the paved lot beside the ranch home next to the Seminary. Please leave the spot next to the walkway available for the tenants. 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.

## **STUDENT ENTRANCE**

Students are asked to ENTER THE SEMINARY BUILDING through the canopied stairway by the designated student parking area.

## **STUDENT SERVICES FEE**

All students are required to pay a \$25 fee each quarter to cover student services which include parking, technology, printing, and other basic student services. The expense of extensive copying and printing are not intended to be covered by the basic student services fee. Please clear such extensive projects with the administrative staff.

## **VISITORS**

Visitors are encouraged to attend classes on occasion with the approval of the professor teaching the class. Please notify the Administrative 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.

## **SEMINARY AUXILIARY**

The Seminary Auxiliary exists to further the work of the Seminary by supporting and encouraging its students and their families, the faculty and the staff, and particularly alumni through various activities throughout the academic year. The Auxiliary helps with annual events such as Convocation, Annual Project, Founders' Day occasional Lectures and Commencement. Please contact Mrs. Abboud if you or any members of your family would care to help support the Auxiliary in their work, now or in the future.

## **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, and

registration along with financial requirements.

## **COMMUNITY CONVOCATIONS**

Community Convocations are held the third Monday of each month at 12:00 PM. 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.

## **COMMENCEMENT**

Commencement exercises are held each year as an opportunity for the student body, faculty, staff, family and friends to honor those graduating. It is mandatory that all students would desire to honor their colleagues by attending this academic milestone. Graduates are responsible for their own vestments at Commencement. Academic Hoods are loaned to graduating M.Div students. Academic Hoods are available for purchase. The ordering process takes eight weeks and the cost is approximately \$200.

## **SEMINARY DIRECTORY**

All students will be issued a copy of the Seminary directory containing names, addresses and phone numbers of the Seminary faculty, staff and students.

## **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 student is provided a mailbox located near the Higgins Lecture Hall. This is where mail, messages, and returned class work will be placed. Please use the mailboxes if you need to send a message to another student or to a faculty member. 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.

## **CELL PHONES**

It is **MANDATORY** that you turn off your cell phone when class is in progress. If your cell phone goes off during class, the professor has the authority to dismiss you from class and/or record that class period as a cut.

## **ANNOUNCEMENTS AND SEMINARY BULLETIN**

Please regularly check the bulletin board located in the hall 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 restrictions posted so that the office staff can operate efficiently. The **COPYING MACHINE** located in the Library is for student use. Everyday copying for academic use is covered by the student services fee. More extensive copying, such as whole chapters of books or extensive notes or papers, should be arranged with the administrative office at 10 cents a copy.

## **CLASSROOM IDENTIFICATIONS**

There are four classrooms: The Wailes Conference Room [adjacent to the Library], the Higgins Lecture Hall, the Herter Study Center, and the Chancellor's Office. The Herter Study Center and the Student Lounge are available for student use throughout the day. Other rooms are reserved for class and meeting use only.

## **STUDENT LOUNGE**

The Student Lounge is provided for socialization and enjoyment. It is furnished informally, for your comfort. It is **THE** designated area for consuming food and beverages. Beverages should **NOT** be carried to class or any other area in the building (except the Library and Conference Room) without a **SECURE** top on the container. Under no circumstances should food or beverage be consumed in the Library or Conference Room. The Lounge (kitchen) is provided for our comfort. Please use the area with care and courtesy for others by cleaning and putting away the items you use.

## **RECYCLING**

The Seminary is in the process of implementing a recycling program. See Mrs. Abboud.

## **LAVATORIES**

With the exception of the lavatories along the hallway in the administrative area, all lavatories are unisex.

## **SEMINARY BOOK SERVICE**

The Seminary operates a discount student book service. *See Mr. Scott Wilson for details.*

## **OFFICE SUPPLIES/TELEPHONE/FAX MACHINE**

Various office supplies are generally available on top of the student mailboxes. Office telephones and *the fax machine are to be used by students on an emergency basis only.*

## **CLASS ATTENDANCE**

Class attendance at RES remains mandatory. Any student who misses more than two (2) sessions of a class must write the faculty a letter explaining why that student should not fail the course. The faculty will determine whether the student may continue in the class or receive a failing grade. The instructor of the class may consider late arrivals or early departures as absences.

## **WORSHIP/CHAPEL**

You are encouraged to be involved actively in a local church during your educational program at RES. This is a vital part of your training for ministry. Chapel is held daily. Holy Communion will be celebrated weekly. All students, full and part time, are required to attend when on campus. Chapel is conducted by faculty and students. The format varies, but the *Reformed Episcopal Book of Common Prayer* is employed. Offerings received in Chapel are designated for special needs by the students and faculty.

Regular attendance at Chapel is a substantial part of the requirement for successfully sustaining Homiletics and Liturgics Practicum. Accordingly, any student who misses more than four (4) chapel services in a quarter must petition the faculty to explain why the student should be given credit for the Practicum for that quarter. **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 on each day classes are in session. The coordination of these services is the students' responsibility.

Master of Divinity students who participate in the full scholarship program are required to purchase a cassock in the second quarter of the students' first academic year. The cassock will be used regularly for chapel worship and for graduation. The Seminary Business Office will assist in selection and acquisition of required vestments.

## **CHRISTIAN FORMATION**

The goal of theological education is not merely academic excellence. In a time when the integrity of the Church is under close scrutiny, the godly character of its leaders is of paramount importance. RES believes that its primary responsibility is to assist its students in the formation of Christian character.

## **DEPARTMENT AND DRESS CODE**

RES believes 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 tie and a button-down shirt 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 tobacco, alcohol, or illegal drugs in Seminary facilities.

## **DISCIPLINE**

Discipline is administered through the Provost's office. Cases are handled individually and pastorally rather than legalistically. Normal procedures involve intervention and counsel. Some cases may call for reprimand, probation, suspension, or even expulsion.

## **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.

## **HONOR**

RES requires the following pledge to be utilized upon the completion of final exams/papers: *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 'O' (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.

Students who have not matriculated (*completed application paperwork process*) by the end of their second quarter of classes will be required to begin the process again, thereby incurring another \$50 Application Fee.

### **Scale for Tuition Payment Rebates**

*If a student has attended no more than two (2) weeks, three-fourths of tuition payment refund is allowable.*

*If a student has attended no more than three (3) weeks, one-half of tuition payment refund is allowable.*

*If a student has attended no more than four (4) weeks, one-quarter of tuition payment refund is allowable.*

*If a student has attended more than four (4) weeks, no tuition is refundable.*

## **WORK/STUDY REQUIREMENTS**

Students who have not completed their Work/Study requirement by the end of the quarter will not be permitted to sit for classes the following quarter. Each student participating in the Work/Study program is required to give two hours per week (20 hours per quarter) of work to the Seminary. An accurate record will be kept of hours completed; uncompleted hours will be calculated at \$28 per hour due upon completion of the current quarter.

## **WITHDRAWAL/AUDIT/CHANGE STATUS**

Students may withdraw from a course by dropping or auditing or change status without notation on their transcripts through the *fourth* week of a quarter. After the fourth week, 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* .

## **INCOMPLETE/TIME EXTENSION REQUEST**

All work for a course should be completed within the academic term, unless a *Time Extension Request Form* has been properly executed with the Registrar 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 *Request for a Status of Incomplete* may be submitted to the Registrar with the approval of the professor, before the last day of classes. When an Incomplete is granted, all 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, the instructor may either average the term grade without the missing work or record a grade of "F". If a student is granted an Incomplete but fails to fulfill the course requirements by the specified date, a grade of "F" is recorded.

## **FAILURE**

Required courses for which a failure 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.

## **EXTERNAL/SEMINARY AT A DISTANCE CREDIT**

Students who elect to take one of the external course offerings, as an elective, are required to pay the per credit hour fee (over and above tuition) plus the cost of the tapes and textbooks. Such circumstance must be approved by the Registrar. The Seminary reserves the right to use Seminary At A Distance courses as part of the regular curriculum, in which case the cost for the course will be covered by normal tuition payment.

## 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 approved institutions. 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' and will not be averaged into a student's GPA. Most courses taken more than ten years previously may not be transferred to RES.

## TRANSCRIPTS

Students receive an *unofficial transcript* of their academic course work within three months of the end of each quarter. Official transcripts are issued only to academic institutions and other specific organizations at a charge of \$5 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.*

# 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 **RESERVE** sections may be checked out. Take them to the Circulation Desk for assistance. When any book is returned whether or not you have checked it out, please place it in the slot in the **CIRCULATION DESK**.

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 ARCIVE 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 to the right of the Library entrance. 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 in the Circulation Desk is \$1/day.

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

The **COPYING MACHINE** in the Library is for student use.

## NO FOOD OR BEVERAGE ALLOWED

**IN THE KUEHNER MEMORIAL LIBRARY or WAILES CONFERENCE ROOM**



**ACKNOWLEDGMENT**  
**2011-12**

**I, \_\_\_\_\_, acknowledge I have read and understand the policies contained in the 2011-12 “Student Handbook” distributed to me by *Reformed Episcopal Seminary*. I further commit to comply to the policies and regulations contained therein.**

\_\_\_\_\_/\_\_\_\_\_  
*Student’s Signature/Date*

\_\_\_\_\_/\_\_\_\_\_  
*Registrar’s Signature/Date*

 **PLEASE COMPLETE FOR THE STUDENT DIRECTORY**

**Full Name:** \_\_\_\_\_ **(Include Middle Initial)**

**Circle One:** Rev. Dr. Mr. Mrs. Miss Ms. **Spouse's Name:** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_ **Zip Code:** \_\_\_\_\_ - \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Day Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Spouse's Email:** \_\_\_\_\_

*Your spouse will be alerted to monthly meetings of the Ministry Wives group. The meetings are held the third Saturday of each month at St. Paul's RE Church, Oreland, PA, at 10 a.m.*

**PLEASE RETURN THE COMPLETED FORM TO THE OFFICE MAILBOX.**