

REFORMED EPISCOPAL SEMINARY

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

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

www.reseminary.edu

Student Handbook

2016-2017

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.**

**Please turn in the signed Acknowledgment 2016-17
along with completed Student Information Form
in the Office Mailbox on the second floor.**

Inquiries Concerning . . .

Academic Advising	Dr. Riches
Accreditation Issues	Dr. Riches
Address/Mail/Mail Boxes	Rev. France
Admissions	Rev. France
Billing	Rev. Riley
Book Service	Rev. France
Chapel	Rev. France
Class Schedule and Registration	Rev. France/Dr. Riches
Disciplinary Issues	Dr. Riches
Financial Aid	Rev. France
Housing	Rev. Riley
Immigration	Rev. France
Internship/Field Education	Dr. Riches
Keys	Rev. Riley
Library	Rev. Buchanan
Maintenance Issues	Rev. Riley
Parking	Rev. Riley
Pastoral Care	Dr. Crouthamel
Policy Matters	Dr. Riches
Populi	Rev. France
Prospective Students	Rev. France
Reconciliation of the Penitent	Bishop Hicks/Dr. Riches
Recycling	Rev. Riley
Student Life	Rev. Riley/Mrs. France
Technology and Printing	Mr. Wright
Transcripts	Rev. France
Tuition	Rev. Riley
Website	Rev. Buchanan
Work Study	Rev. Riley/Mrs. France

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.

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.

“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.

Please check the RES website [www.reseminary.edu] for instructions first.

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

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 serve 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 available 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 by the designated student parking area.

STUDENT SERVICES FEE

All full-time students are required to pay a \$175 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 in its entirety by 8/30/16, the total fee is only \$500 for the entire academic year, including the summer. 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 cans marked for that purpose. The Student Government is responsible to make sure that students pay the costs for these items and making sure coffee and printing supplies are replenished.

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. 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 academic life. Other committees shall be appointed as needed by the student body or requested by the faculty. The committees in charge of coffee and printing shall make sure that money collected to cover the cost of these services is deposited with the business office weekly and will communicate with the office when new supplies are needed. If there is not enough money to cover the costs of supplies, it is the responsibility of the committee under the guidance of the business office to collect and adjust fees as needed.

VISITORS

Visitors are encouraged to attend classes on occasion 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 **MUST** 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 particularly 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 in their work.

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 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 from traditionally Anglican Diocese in the Anglican Church of North America and beyond. Guest Bishop will often preach in chapel on Thursdays and gather with us for lunch and a time of instruction, and Questions & Answers. This is noted as Bishops' Hour on the schedule. 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 attend this important event in the life of the Seminary each year. There is a graduation fee of \$150 to be paid by May 1 by those expecting to graduate. In addition, graduates are responsible for their own vestments at Commencement. Academic Hoods can be loaned to graduating M.Div students. Academic Hoods are also available for purchase. The ordering process takes eight weeks and the cost is approximately \$265.

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. This information is also available through Populi.

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 in the Herter Study Center. This is where mail, messages, and returned class work will be placed. 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.

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 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 restrictions posted so that the office staff can operate efficiently. The copying machine located in the Library is for student use. The copy fee is 10 cents a copy.

CLASSROOM IDENTIFICATIONS

There are five classrooms: The Wailes Conference Room [adjacent to the Library], the Higgins Lecture Hall, the Herter Study Center, and the Chancellor's Office in the main building and the Nicholson Classroom in the Professional Building. The Herter Study Center, the Dining Hall, the Lounge and the Recreation Room are available for student use throughout the day. Other rooms are regularly reserved for class and meeting use.

DINING HALL

The 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, 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 set down in the Library. No food is allowed in the Wailes Conference room. Beverages carried into class or any other area in the building should have a secure top on the container. The Dining Room and kitchen is provided for the comfort of all. Please use the area with care and courtesy for others by cleaning and putting away the items you use. Please do not linger at the tables when others are waiting for a space to eat.

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 office suite on the left as you enter the building is for Seminary use. That area contains the Lounge, the Nicholson Classroom, Rev. Jenkin's office, a Recreation Room and a quiet Study Room. We hope to have a kitchenette area there in the near future. The rest of the building is office space occupied by tenants. 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 may also bring in your cans and other metals from home. If you have any questions, please see Rev. Riley.

LAVATORIES

With the exception of the lavatories along the hallway in the administrative area, all lavatories 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. See Rev. David France for details. Most books are offered at 25% the retail price. The convenience of a campus bookstore is dependent on student support.

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. The rate for rooms is \$400/month plus utilities. In addition all dorm residents are responsible for lawn maintenance and snow removal as indicated in the lease. Housing is available to students on a first come/first served basis. Housing may be available on a daily and weekly basis, as well as for a full academic year. (For the 2016-2017 academic year, there are two basement rooms available.) . The Seminary has long-term plans to add additional housing. Please support the "Building for the Future Campaign."

Reformed Episcopal Seminary has limited housing available for students. Current housing availability is “by room” in the Seminary dorm house at 832 Second Ave. Preference is given to full-time students. Leases run yearly generally from August to August. Rent for a single room is \$400 per month plus utilities and upkeep of the house and the grounds of the Seminary campus, and cleaning the common areas of the house. Utilities are shared equally by all residents of the house. Each resident of the house is also expected to share equally in the work of maintaining the Seminary grounds, including lawn mowing and snow removal. 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 only 30 days notice. The three parking spots to the left of the walkway when facing the house are reserved for dorm residents.

OFFICE SUPPLIES/TELEPHONE/FAX MACHINE

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

CLASS ATTENDANCE

Class attendance at RES is mandatory. Any student who misses more than two (2) sessions of a class 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.

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 and Holy Communion is celebrated daily as well. 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* and the *ACNA Texts for Common Prayer* are employed. Offerings received in Chapel are designated for special needs by the student, faculty and administration. If you have a suggestion, please see the Chancellor 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 chapels sessions for each required chapel section. (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 the Practicum for that quarter. Missed chapels may be made up with permission by attending another scheduled chapel, including Fridays Saturdays and Sundays. Please register for all chapel

sessions that you MIGHT 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 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. Others are encouraged to do so. The cassock will be used regularly for chapel worship and for graduation. The Seminary Admissions Office will assist in 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. In a time when the integrity of the Church is under close scrutiny, the godly character of its leaders is of paramount importance. Students in the course of their study at RES are expected to grow in knowledge, spiritual discipline, and character.

DEPORTMENT 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.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY AND PROCEDURES

The Controlled Substances Act of 1970 (modified by congressional action in 1984) and the Anti-Drug Abuse Act of 1986 provides penalties for the unlawful manufacture, distribution, and dispensing of controlled substances. The Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to have policies in place to prevent the unlawful possession, use, and distribution of illicit drugs and/or alcohol by employees and students.

Reformed Episcopal Seminary restricts the use of alcohol on campus or in any school buildings including dormitory space according to federal and state laws and the admonition of Scripture. Underage drinking and the furnishing of alcohol to minors is prohibited outside of lawful sacramental use. RES persons (students and employees) who abuse or become addicted to alcohol or drugs will be subject to disciplinary action.

This policy addresses six areas as outlined by the Drug-Free Schools and Communities Act Amendments:

- 1. Prohibition of unlawful possession, use, or distribution of drugs or alcohol;**
- 2. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol;**
- 3. Description of the health risks associated with the use of illicit drugs and alcohol abuse;**
- 4. Description of counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;**
- 5. Statement of disciplinary sanctions for employees or students imposed by RES;**

6. Biennial schedule to review this program and to ensure that disciplinary sanctions are consistently enforced. The administration of this policy and its procedures is overseen by the Academic Affairs Committee, which is responsible for the annual distribution of this document to students and all employees. Students receive the policy and its procedures electronically at the beginning of each academic year through the campus email system. It is also found in the Student Handbook, which is distributed annually at Opening Convocation. The policy and its procedures are distributed at the joint Faculty and Staff at the beginning of the Academic year. It is also available in the Faculty Policy and Procedures Manual and the Staff Policy and Procedures, which is also distributed each fall.

a. Prohibition of unlawful possession, use or distribution of drugs or alcohol. RES prohibits employees and students from the illegal possession, use, manufacture or distribution of any controlled substance or drug paraphernalia on its premises or in conjunction with any of its activities, whether on campus or off, or the abuse of any drugs and/or alcohol which impairs the ability of persons to function as an employee or student in a normal, safe and alert manner.

<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol. State and federal laws related to the possession or distribution of alcohol, illegal drugs (including marijuana), or materials for manufacturing drugs vary, but may include arrest; fines (from tens to hundreds of thousands of dollars); time in jail or prison; confiscation of property; loss of driver's license; and a criminal record that could bar employees or students from certain types of employment. No person under the age of 21 (a minor) is allowed to possess or consume alcoholic beverages in the State of Pennsylvania. Any person who provides alcohol to a minor is subject to arrest and prosecution. Employees are required to report any drug or alcohol related convictions under a criminal drug statute for violations occurring in the workplace or during the performance of work related duties or activities within five days after the conviction, as required by the Drug-Free Workplace Act.

c. Description of the health risks associated with the use of illicit drugs and alcohol abuse. Well known health risks related to alcohol abuse use include: hangover; weight gain; high blood pressure; depressed immune system; cancer; liver

disease; alcohol poisoning; heart or respiratory failure; malnutrition; impotence; nerve damage; memory loss; birth defects; coma; and death. Excessive alcohol use may be a sign of alcoholism, a condition that seriously compromises personal health, family and social relationships, financial stability, and capacities for work. Longterm health risks related to various classes of drug usage and abuse include: heart attack or highly elevated heart rate; respiratory or circulatory failure; coma; tremors, seizures; nausea; depression; psychosis; paranoia; memory impairment; cognitive problems; infertility; weakened immune system; lung damage; impotence; unpredictable and violent behavior; dizziness; headache; and death as indicated by the Bowles Center for Alcohol Studies, University of North Carolina at Chapel Hill.

See also:

Center for Disease Control

<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

<http://www.cdc.gov/nchs/fastats/drug-use-illegal.htm>

Effects of Alcohol and Drug Abuse

<http://alcoholism.about.com/od/effect/u/Risks.htm>

Center for Substance Abuse Research, University of Maryland

http://www.cesar.umd.edu/cesar/drug_info.asp

National Institute on Alcohol Abuse and Alcoholism

<http://www.niaaa.nih.gov>

d. Description of counseling, treatment, or rehabilitation or re-entry programs that available to employees or students.

RES does not provide counseling, treatment, or rehabilitation services for employees or students. The Director of Guidance and Placement, the Chaplain, and the Dean's office are available to help students connect with counseling and treatment services in the Philadelphia area and recommend counselors. Employees may also contact these individuals for a list of local programs addressing their particular need.

SMOKING

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

ALCOHOL

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 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 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.

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.

Scale for Tuition Payment Rebates

If a student has attended no more than one (1) week, three-fourths of tuition payment refund is allowable.

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

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

If a student has attended more than three (3) weeks, no tuition is refundable.

LATE FEES

All overdue balances owed the Seminary may be assessed a 5% late fee on the 15th of each month. If a student does not pay fees by the stated deadline or as agreed they may be barred from class and/or have their registration cancelled. A \$50 reinstatement charge will apply in addition to any other tuition and fees owed.

WORK/STUDY REQUIREMENTS

Work Study is part of the Seminary's curriculum for learning and formation. Every full-time student, including non-scholarship students are expected to contribute at least 5 hours of work per quarter. Each student receiving a full scholarship is required to give three hours work per week (30 hours per quarter) to the Seminary. Students receiving 2/3 scholarships are required to work 2 hours per week (20 hours per quarter). Students receiving 1/3 scholarships are required to work 10 hours per quarter. Part-time students will be assigned work-study hours commensurate with their work-load and scholarship. Every work study student reports to Rev. Riley. Students should check in with Rev. Riley

regularly to make sure that they are completing their job adequately. An accurate record must be kept of hours completed in the book inside the entrance to the library. Students are responsible of to have Rev. Riley fill out a Work Study Evaluation form with him/her each quarter and submit it to the Dean's office. Students who do not complete their hours will be charged at \$30 per hour for incomplete work study hours upon completion of the current quarter. Students who do not complete their job adequately will be placed on probation and could lose their scholarships. Students who do not have their Work Study Evaluation form completed by the end of the quarter will be deemed to have not completed their work study responsibility.

ACADEMIC ADVISOR

Students should consult with their academic advisor before registering for classes each quarter, before changing their status or program, or changing their registration. Your academic advisor is listed in Populi. If you do not have an advisor assigned, please see Rev. France.

WITHDRAWAL/AUDIT/CHANGE STATUS

Students may withdraw from a course by dropping or changing status to audit without notation on their transcripts the first two weeks of a quarter. Beginning the third week of the quarter, the notation WP (Withdrew Passing) or WF (Withdrew Failing) will be added to the permanent record. Beginning the fifth week of a quarter, students may not withdraw from a course or change status. Students desiring to change status or drop a course after the drop/add period must file a "*Permission to Drop/Audit Course(s) and or Change Student Status*" form by the stated deadline. A student may withdraw from a maximum of 15 credits in this fashion in any one program.

Students who desire to withdraw from RESeminary in entirety in a given quarter due to exceptional circumstances must complete the *Request for Withdrawal from Seminary Form*. If approved a notation of W will be entered on their transcript for all classes that quarter. Students who withdrawal from the Seminary may apply continue their studies in a future quarter. Student Inactivity policy applies. When a student withdrawals from the Seminary any scholarship awards are forfeited. Students will be reconsidered for scholarships when they reapply.

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 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 work for the 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 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 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.

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. 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, that 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 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.

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 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.

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 can receive an *unofficial transcript* of their academic course work any time by logging on to Populi. 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 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 their second year or beyond. (In particular cases an exception may be made to allow for 3 or 4 students 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.)

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 the Master of Divinity 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 Middler year and would be awarded honors based on successful completion of the dissertation and vote of the faculty.

FINAL EXAMINATION

All 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 one 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.

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 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 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 MACHINE in the Library is for student use. The cost is 10 cents/ copy.

NO FOOD OR BEVERAGE ALLOWED IN THE KUEHNER MEMORIAL LIBRARY.

No FOOD ALLOWED IN THE WAILES CONFERENCE ROOM. Beverages are allowed with a tightly sealed cup.

GRIEVANCE POLICY

If a student has a complaint or a grievance with a faculty, staff person, policy or event at Reformed Episcopal Seminary, they may file that complaint in writing with the Dean. The decision of the Dean may be appealed through the Chancellor to the Academic Affairs Committee. If a student's complaint is against the Dean it should be filed in writing through the Chancellor and to the Academic Affairs Committee. The decision of the Academic Affairs Committee is final.

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
2016-17

I, _____, acknowledge I have read and understand the policies contained in the 2016-15 “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

_____/_____
Dean's Signature/Date

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.

Church attending while at Seminary this year: _____

Pastor/Rector/Immediate Supervisor's Name: _____

Field Supervisor Contact Information:

Address _____

Zip Code: _____ - _____

Home Phone: _____ **E-Mail:** _____

You may also be assigned a Seminary Internship Supervisor.

PLEASE RETURN THE COMPLETED FORM TO THE OFFICE MAILBOX.