

REFORMED EPISCOPAL SEMINARY

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

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

www.reseminary.edu

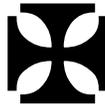
**GENERAL INFORMATION
POLICY AND PROCEDURE**

0219 REV

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 2018-19
along with completed Student Information Form
in the Office Mailbox on the second floor.**



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

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. Deems
Class Schedule and Registration	Rev. Deems/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/Rev. Broberg
Maintenance Issues	Rev. Broberg/Rev. Riley
Parking	Rev. Broberg
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. Broberg
Student Life	Rev. Deems
Technology and Printing	Rev. Riley
Transcripts	Rev. France
Tuition	Mr. Riley
Website	Rev. Buchanan
Work Study	Mr. Riley

Seminary Mission, Vision and 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.

ACCREDITATION AND AUTHORIZATION

Reformed Episcopal Seminary is an accredited school of the Association of Theological Schools and is approved to offer the Master of Divinity Degree. The Seminary is authorized and fully recognized by the Theological Commission of the Reformed Episcopal Church and by 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 first. CBS RADIO (KYW 1060 AM) and television 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 RIGHTS AND RESPONSIBILITIES

The rights and responsibilities for students are detailed throughout this handbook, other supplemental, manuals and procedures, and in the course catalog and syllabi. It is the responsibility of students to be aware of all Seminary rules and processes. Students should seek advice from the appropriate faculty or staff, if they have any questions about the Seminary rules and processes. (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 student rights and responsibilities as well as procedures and consequences 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 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 \$210 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 9/07/18, the total fee is only \$600 for the entire academic 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 on the rolls and are auditing classes are not taking any 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 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.

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 Bishops 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 important that all students attend this important event in the life of the Seminary each year. Prizes are given to students that excel in various areas of academics and student life, who are present at Commencement. There is a graduation fee of \$150 to be paid by May 1 by those expecting to graduate. All students should wear their cassocks to commencement and 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 students. Academic Hoods are also available for purchase. The ordering process takes eight weeks and the cost is approximately \$150.

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. 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 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 classroom areas: 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 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, Mohrfel Lounge and the Hart Recreation Room in the Professional building are available for student use throughout the day.

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 set down in 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 Recreation area. These areas are provided for the comfort of all. Please use them 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 suite on the left as you enter the building is home to the Mohrfeld Lounge, the Nicholson Classroom, Rev. Jenkins's office, the Hart Recreation Room, the Culbertson Study Room, and the Kitchenette. 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. Please make sure all metal gets I the bin in the dining hall or to the appropriate area of the garage. If you have any questions, please see Rev. Broberg.

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. When purchasing books and others items on Amazon please consider supporting your Seminary through Amazon Smile.

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 and weekly basis, as well as for a full academic year.

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. 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. 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 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 alms and designated for missions and projects outside the Seminary. If you have a suggestion, please see 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 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. See Rev. Deems for more information/

Master of Divinity students who participate in the 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. The integrity of the Church and 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.

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 are on Seminary grounds.

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. All payments are due by the end of 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 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 two (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.

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

LATE FEES

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

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 and their assigned work study supervisor 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 to have Rev, Riley or their work study supervisor 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. Deems.

WITHDRAWAL/AUDIT/CHANGE STATUS

Students may withdraw from a course by dropping or auditing or change 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*.

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 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 course 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 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.

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 are more are considered full-time. Dropping a course may change your status from full-time to part-time and may also have financial aid repercussions. 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 roles. 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. This is in addition to the \$50 student service fee that students must pay each quarter they remain on the role.

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' 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 RE, no more than two thirds may be applied to the degree through transfer. The last 45 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. 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 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.

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

Food and beverages are prohibited in the library/

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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 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 to the Academic Affairs Committee. The decision of the Academic Affairs Committee is final and will also be communicated in writing.

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
2018-19

I, _____, acknowledge I have read and understand the policies contained in the 2018-19 “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 separate Seminary Internship Supervisor.
PLEASE RETURN THE COMPLETED FORM TO THE OFFICE MAILBOX.