



REFORMED EPISCOPAL SEMINARY

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

STUDENT HANDBOOK

General Information, Policies, & Procedures
2025-2026

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MISSION, VISION & VALUES

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 (RES) is accredited by the Association of Theological Schools (ATS) and approved by the PA Department of Education to offer the Master of Divinity Degree (M.Div.) and the Master of Arts (MA) in Theological Studies. RES is authorized and fully recognized by the Theological Commission of the Reformed Episcopal Church (REC) and the Anglican Church in North America (ACNA)

INQUIRIES CONCERNING

Academic Advising	Assigned Advisor(s)
Accreditation Issues	Mr. Harrington
Address/Mail/Mailboxes	Mrs. Walsh
Admissions / Prospective Students	Mrs. Walsh
Billing	Mrs. Walsh
Chapel	Dr. Patterson
Class Schedule and Registration	Mrs. Walsh
Financial Aid	Mr. Riley
Immigration	Mr. Riley
Internship/Field Education	Mr. Riley
Keys	Mr. Riley
Library	Mr. Harrington
Maintenance/Facility Issues	Mr. Riley
Parking	Mr. Riley
Pastoral Care	Mr. Riley
Policy Matters	Mr. Harrington
Populi	Mr. Brinkman
Recycling	Mr. Riley
Student Life	Mr. Riley
Technology and Printing	Mr. Brinkman
Transcripts	Mrs. Walsh
Tuition	Mrs. Walsh
Website	Mr. Brinkman
Work Study	Mr. Riley

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

GENERAL INFORMATION

STUDENT RIGHTS AND RESPONSIBILITIES

Your seminary education at Reformed Episcopal Seminary (RES) is both a commitment and a relationship. Understanding your rights and responsibilities, as well as the seminary's expectations will help to foster a focused, productive, and meaningful experience. To support this effort, RES provides each student, faculty, or staff with access to the official Student Handbook, conducts a new student orientation at the start of each academic year, and publishes updates as needed. While the handbook outlines key policies, additional details may appear in course catalogs, syllabi, or other distributed materials. Students are responsible for familiarizing themselves with these resources and seeking guidance from faculty or staff when questions arise.

RES expects students to engage in their education with integrity, diligence, and humility, reflecting the values of Christian ministry. In turn, students can expect RES to prepare them for gospel ministry in alignment with the standards of the Association of Theological Schools (ATS), the Theological Commission of the Reformed Episcopal Church (REC), and the Anglican Church in North America (ACNA). Students must uphold these standards in all aspects of their academic, personal, and ministerial conduct, as well as understand the consequences for failing to meet the expectations set out within the seminary's policies.

STUENTS WITH DISABILITIES

Reformed Episcopal Seminary (RES) is committed to providing reasonable accommodations to otherwise qualified students with disabilities and has formulated this policy for addressing those needs while upholding the seminary standards for learning, scholarship, and formation.

PARKING & ACCESS

Students, faculty, and visitors should park in the parking lot on the west side of the Seminary/Church complex. The round-a-bout in front of the building is reserved for deliveries, emergencies, and faculty exceptions. Students, faculty, and visitors should enter the building via the red door on the west side of the Seminary/Church complex unless otherwise authorized.

The seminary building should be open 8:30-3:30 (M,T,W) or on any day when in-person classes are in session. On a rare occasion, students may be granted a key or other access to the building. Students & faculty are responsible for assisting in turning off lights and securing all doors upon exiting after finish of the last class of the day.

CLASSROOM IDENTIFICATION

- **Classrooms 1 & 2, the Conference Room, and the Student Lounge** are located in the main hall of the seminary wing on the west side of the facility.
- **Sanctuary** is located in the church wing on the east side of the facility. Musical instruments in the sanctuary should not be used by students without administrative permission.
- **Multipurpose Hall** is located between the seminary and church wings of the facility.
- **Parlor/Lounge** is located in the church wing of the facility and is not for student use unless otherwise authorized.

DINING

The Seminary has provided a Student Lounge for socialization and enjoyment. **It is the designated area to consume food and beverages.** Meals are not served, but the lounge does have refrigerator & microwave. Keurig coffee pods are available for \$.25. Food and beverages should not be taken or consumed outside the lounge. Beverages in class (or any other area of the building) should have a secure container top. Please clean up after yourselves to help us maintain a clean and welcoming atmosphere for the whole seminary community.

RESTROOMS

Students should use the restrooms between the Church & Seminary wings of the building or downstairs in the Library. The restroom near the faculty office is reserved for faculty.

SEMINARY BOOK SERVICE

RES operates a student book service. These books are often discounted. Please talk with the Dean of Students or Librarian for access or reference the 'Bookstore' tab in the Populi system.

HOUSING

RES has NO campus residential student housing. Students are encouraged to take advantage of housing opportunities near the seminary, their church, or place of work. The seminary administrator has a list of local options.

OFFICE SUPPLIES/TELEPHONE/COPY MACHINE

Various office supplies are available on top of the student mailboxes or at the circulation desk in the library. Please, return items to their proper location immediately after use. Office supplies in other locations, including the copier room, are for staff & faculty use only. Office telephones and the fax machine are to be used by students only in an emergency and with permission.

The copy machine/printer in the seminary hall and in the library are available for student use. Please talk to the IT department about access. Students should pay .10/page for every copy or page printed.

VISITORS

Visitors are encouraged at RES and even to attend classes with the approval of the teaching professor and the Dean. Please notify the Dean's Office prior to bringing a visitor on campus and with sufficient notice so that a proper introduction and welcome may be granted to your guest. Visitors who attend more than one class session (unless they are a student's spouse) are expected to pay the respective Audit and Student Service fees.

EPISCOPAL VISITS

Throughout the academic year the seminary welcomes visiting bishops from the Reformed Episcopal Church (REC), the Anglican Church of North America (ACNA), GAFCON, the Continuing Churches, and other ecclesiastical bodies. Guest bishops will often preach during our Wednesday chapel service, gather with us for lunch and a time of instruction, and hold a question & answer session. We encourage all students and faculty to attend these visits to learn more about the greater Anglican church and its mission throughout the world.

WORSHIP/CHAPEL

Every student should be actively involved in a local church during their education at RES as this is vital to their spiritual development, Christian duty, and training for ministry. Chapel is held daily, and Holy Communion is celebrated weekly (or more frequently as requested/required.) All full-time students are required to attend the Wednesday Holy Communion service, and other chapel services on days they have a class preceding or following the chapel. Chapels are conducted by both faculty and students. Offerings received in Chapel are considered alms and will be designated for missions and projects outside the Seminary.

COMMUNITY CONVOCATIONS

RES holds Community Convocations throughout the year at which faculty members and guests deliver lectures of common interest to the community. These gatherings are designed to encourage and promote student learning as well as faculty teaching and research. All students are required to attend.

COMMENCEMENT

All graduating students must be in good academic standing and have settled all financial obligations, including the graduation fee, with the Business Office prior to commencement. All current students are required to attend, whether graduating or not, and are to vest in cassock. Graduates are responsible for providing their own vestments. Academic hoods may be borrowed by M.Div. and MA graduates or purchased from the office. Please contact the RES Business Office in advance to coordinate guest arrangements.

CHRISTIAN FORMATION & STUDENT DEPARTMENT

The goal of theological education is not merely academic excellence, but the spiritual formation and Christian character of all our students. Upholding the integrity of the Church and the godly character of its leaders are integral to our mission and partnership with the church. Therefore, during their studies at RES, students are also expected to grow in knowledge, spiritual discipline, and character. RES challenges its students to live in conformity with the basics of Christian conduct as presented in the Holy Scriptures, the creeds, and the historic beliefs and practices of the church catholic.

Student Conduct

Evaluation of student conduct falls within the purview of the Office of the Dean of Students. The Seminary reserves the right to discipline and even expel student whose conduct is found to be unsatisfactory or unbecoming.

Student conduct is considered in two primary contexts: the first is academic violations addressed in the Honor Code. The second is character and spiritual violations addressed in the Policy Unbecoming Behavior.

Other policies related to student conduct include, but are not limited to, those found in the Sexual Harassment and Sex Offense Policy and the Drug and Alcohol Policy, the Discrimination, Harassment and Retaliation Policy, and the Technology Use Policy. All of which can be found in the Student Handbook.

The Student Handbook also outlines the Seminary's policy on expected student behavior for things such as smoking, the consumption of alcoholic beverages, the unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on school property, or as part of any seminary activity. Violations of proper conduct can result in a student's dismissal from RES.

For other specific questions regarding conduct, the Seminary refers to the Holy Scriptures, the practices of the undivided church, the civil law, and the Community Life Statement found in this handbook as the standard for appropriate behavior.

Community Life Statement

Reformed Episcopal Seminary sets and expects the following standards of Seminary community life:

- We affirm that the Scriptures of the Old and New Testaments are the ultimate guide for our values, attitudes, and behaviors in all relationships.
- We will seek to foster the development of spiritual maturity through maintaining a personal devotional life and through participating in community worship and prayer.
- We will seek to keep the unity of the Spirit through the bond of peace, and in gentleness, patience, and humility, accept one another in love.
- We will seek to encourage one another to mature in Christlikeness by attempting to speak the truth in love in the classrooms, in business affairs, in social relationships, and in all other areas of our common life.
- We will seek to encourage unity in families through responsible relationships.
- We will seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, experience, gifts, and goals.
- We will seek to become involved individually and corporately with the Church in ministering to spiritual and social needs within and beyond our own community.
- We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice such as that based on race, sex, and academic or socio-economic status.
- We renounce behaviors such as distortion of God's Word, deception, falsehood, drunkenness, stealing, and sexual immorality such as premarital intercourse, adultery and homosexual behavior. Violations of these moral standards, such as, for example, sexual misconduct or unrepentant lying, will be treated as any other policy violation and will be subject to disciplinary action, including expulsion from school and/or termination of employment.
- We believe where conflict or sin occurs in the Seminary community, a biblical process such as stated in Matthew 18:15-20 should be followed to seek correction, forgiveness, restitution and reconciliation. Instances of crime and reported discrimination and harassment should be addressed following the Seminary's crime-reporting policy and its policy on discrimination and harassment.
- We will seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others' conscience and the good of the community.
- We will seek to encourage the cultivation of such spiritual attitudes as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

DRESS CODE

Those persons training for Christian Ministry are expected to exemplify the highest standards of Christian conduct and character. In addition to their academic robe, 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 also permitted to wear Cassocks to class.

M.Div. students are required to purchase either a cassock or preaching gown by the end of their first semester. Others are encouraged to do likewise but are not required. Cassocks are the expected dress for those leading/assisting in chapel worship and participating in graduation. The Dean of Students Office can assist in the selection and acquisition of required vestments.

ADDICTIVE OR CONTROLLED SUBSTANCES

Christians throughout history have had a variety of convictions about the use of alcohol & tobacco. While some abstain for conscience, health, and other reasons while others do not. However, we also do not want to be a stumbling block for our brother or sister in Christ. Therefore, we ask the community to maintain charity & avoid condemnation in this regard while maintaining restraint when prudence or concern for another warrants it, knowing that these same issues will arise in your community, church, and place of ministry in the future. Your time in seminary may be a good time for formulating a charitable and pastoral response.

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

SMOKING & ALCOHOL

Smoking is NOT permitted in the RES building. Any use of alcohol on RES property must conform to the laws of the Commonwealth of Pennsylvania and the admonitions of Scripture. Drunkenness, unseemly conduct, underage drinking, or the furnishing of alcohol to minors are all grounds for immediate expulsion. Students may not bring alcohol to class or chapel.

DISCIPLINE

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

COMMUNICATION

SEMINARY DIRECTORY

For security and confidentiality reasons the seminary does not produce a printed directory. There is a searchable RES directory in Populi containing names, addresses and phone numbers of the RES faculty, staff, and students. **(WARNING)** *The information contained in the directory is for individual academic use. Under no circumstances may the information in the directory be shared with any outside person or entity, nor may it be used for commercial purpose or solicitation (whether charitable or personal) without the express, written permission of the Dean.*

MAIL, MESSAGES, & EMAIL

Each in-person student is provided with a mailbox located in the Student Lounge. This is where students will receive mail, messages, graded classwork, etc. Faculty and Staff mailboxes are also located in this same area. Please be sure to check your mailboxes on a weekly basis.

Students are expected to utilize email and the Populi messaging system to communicate with faculty, staff, and other students. Please be sure that your contact information in Populi is updated and be sure to check your e-mail on a regular, weekday/business day basis.

No information or mode of communication related to the seminary, including information within Populi, may be used for illegal, commercial, or other non-seminary business.

ANNOUNCEMENTS AND SEMINARY BULLETIN BOARDS

Please regularly check the bulletin board located in the student lounge as well as your Populi newsfeed for information concerning scheduling, job opportunities, special events, etc. Any item(s) to be posted physically/digitally should be cleared by the administrative office before posting.

INCLEMENT WEATHER AND EMERGENCY NOTICES

In the event of inclement weather or other emergencies, the Seminary may cancel/postpone classes.

Please keep your phone number and other contact info updated in Populi and use the verification process to subscribe to seminary texts. This text service is used for weather notices, emergency warnings, and to relay other time-sensitive announcements.

STUDENT IDENTIFICATION CARD

Each student in-residence will be issued a Student Identification Card within 60 days of the beginning of the semester. Student IDs will be placed in the student mailboxes.

MOBILE PHONES

To preserve the educational and spiritual atmosphere of the seminar, mobile phones must be silenced in class and during chapel.

COMPUTER AND INTERNET USE

RES provides students, staff, and faculty with access to computers and the internet to facilitate their Seminary responsibilities. Users must use these systems appropriately and minimize personal non-RES related activity.

ACADEMIC & FINANCIAL

CLASS ATTENDANCE

Class attendance at RES is mandatory. Students who fail to attend 80% of the class sessions (i.e., miss more than three sessions) will not be permitted to take the final exam and will receive an "F" for the course – regardless of the circumstance, excuse, or explanation. Please note: Instructors have no authority to deviate from this policy.

EXCEPTIONS TO ONLINE ENROLLMENT

Students enrolled in the M.Div. program or pursuing a full-time course of study will be expected to take all classes in person unless written permission is obtained from the Seminary Dean.

M.Div. and full-time M.A. students who live within the five counties (Philadelphia, Montgomery, Bucks, Delaware, and Chester) will not be permitted to enroll in online classes.

ACADEMIC HONOR, PLAGARISM, AND AI

RES operates under an academic honor code, and it is expected that all students adhere to the pledge, *“I pledge, on my honor, I have neither given nor received assistance in this examination/paper beyond that permitted by the instructor in charge of this class.”*

Consequences for Violation of the Honor Code

The first violation of the Honor Code will be categorized as either serious (willful and intentional and/or large in scope) or non-serious (unintentional and careless and/or small in scope).

A non-serious first violation may result in failure of the assignment or test in question and possibly failure of the course.

A serious first violation will result in failure of the course and could result in suspension from the Seminary for one semester. A second violation will result in failure of the course and either suspension for one year or expulsion.

The Dean of Students, in consultation with the reporting faculty member, will consider the facts regarding any suspected violation of the Honor Code and recommend action to Seminary Dean who will consider the recommendations and deliver their conclusion to the student and the faculty member.

Plagiarism and the Use of AI Tools

Plagiarism is 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, academic integrity, and RES policies.

Use of an AI Generators such as ChatGPT, iA Writer, MidJourney, DALL-E, etc., is explicitly prohibited at Reformed Episcopal Seminary. The information derived from these tools is based on previously published materials. Therefore, using these tools without proper citation constitutes *plagiarism*. Additionally, be aware that the information derived from these tools is often inaccurate or incomplete. It is imperative, therefore, that all work submitted for any course or practicum should be the student’s own. Students may not use any form of artificial intelligence (AI) in the research, production, or editing of academic work. This includes programs using the name or considered at “machine learning”, “generative AI”, or any other description or title representing the same.

Plagiarism will not be tolerated in any form (including the use of generative AI.) **Acts of plagiarism will, at a minimum, result in a grade of an “F” for the course, and possible suspension and expulsion from the Seminary.**

UNBECOMING BEHAVIOR

Reformed Episcopal Seminary seeks to shape a student's character as well as their academics, so that they might exhibit a deep love for the triune God, His Word, His truth, and His Church and an increasingly Christ-likeness in every aspect of their lives and ministry.

While the Honor Code addresses academic violations, this part outlines the Seminary's policy on obvious character and spiritual violations—issues that are either unsatisfactory or unbecoming of one preparing to minister to Christ's flock. The goal of this policy is the restoration and well-being of the student, the preservation of Christ's name, and upholding the integrity and reputation of the Seminary.

A Student's conduct is under the supervision of the Dean of Students. The institution reserves the right to dismiss from the institution a student whose conduct is found to be unsatisfactory or unbecoming. Conduct that warrants immediate dismissal is judged at the discretion of the Dean of Students. It includes, but is not limited to, serious breaches of moral behavior or ethical standards.

The Dean of Students will document any behavior that warrants immediate dismissal and report it to the Dean of the Seminary, who will form an *ad hoc* review board. The board will consist of the Deans, the Ordinary, and a member of the faculty and will meet to consider the recommendation and deliver its conclusion to Student Success. A student's dismissal will be announced to the faculty.

For conduct that does not warrant immediate dismissal, the Dean of Students will speak to the student about their present circumstances as the first step of intervention. This initial investigation will determine a course of action to assist in correcting the problem which may include, but is not limited to, offering counsel, soliciting advice from additional Seminary faculty/staff, and communication with the student's church(es).

If the student persists in unsatisfactory or unbecoming conduct, the Dean of Students may issue a first and final warning to the student.

If after the first and final warning the student persists in unsatisfactory or unbecoming conduct, the student may be administratively withdrawn from the institution. Any scholarships will immediately be revoked. In the case of international students, they and their families must return to their home country within 14 days, as stipulated by the federal government (see NAFSA 8 C.F.R. § 214.2(f) (5) (iv)).

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 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 semester will be assessed a \$25 late fee per course upon registration. Late Fees must be paid before attending class. All payments are due by the start of the first week of classes. After the first week of classes a 1.5% late fee will be assessed on all unpaid balances at that time unless other payment arrangements have been made. All overdue balances owed the RES may be

assessed a monthly late fee of 1.5 %. Students with outstanding financial commitments at the end of the semester will not be eligible to register for the next semester.

Scale for Tuition Payment Rebates After Withdrawal*

If no more than...

- ...one class has passed; 3/4 tuition payment refund is allowable.
- ...two classes have passed; 1/2 of tuition payment refund is allowable.
- ...three classes have passed; 1/4 of tuition payment refund is allowable.
- If more than 3 classes have passed, no tuition is refundable.
- **Fees are non-refundable.**

**These policies may be superseded by DoD policy for students using VA or military funding.*

WITHDRAWAL/AUDIT/CHANGE STATUS

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

SCHOLARSHIPS

The seminary does provide limited institutional scholarships ranging from partial to full tuition scholarships. Eligibility for scholarships is determined during the application review process. Scholarships are awarded based on a variety of factors such as: membership in the Reformed Episcopal Church, ACNA, or continuing Anglican Churches, academic performance and promise, character, and call to ministry among others. Scholarships are for **tuition expenses only**. Textbooks, fees, and living expenses are the student's responsibility.

Continuance of a student's scholarship during their time at RES is dependent upon academics, performance, church involvement, and financial availability.

Federal Financial Aid in the form of loans is available as are a limited number of private scholarships. Students are encouraged to locate scholarships and support from their local church, denomination, and other giving entities to fund their seminary education.

DISENROLLMENT

Students must make normal progression toward the completion of their degree or certificate. Once admitted to RES, each student should consult with their advisor to map out an appropriate plan for the completion of the degree or certificate in a timely manner as described below:

M.Div. students:

- Full-time students will earn the degree within four (4) years of enrollment.
- Part-time students should complete the degree in no more than six (6) years.

M.A. students:

- Full-time students should complete the degree in three (3) years.
- Part-time students should complete the program in five (5) years.

Failure to make satisfactory academic progress may result in probationary status or disenrollment from the Seminary. Any student who exceeds these limits will be disenrolled from the program. WP (Withdrew Passing) or WF (Withdrew Failing) will be added to the permanent record for a student who desires to withdraw.

LATE DROP LIMIT

Students may 'late drop' up to 12 credits during their RES career. Late dropping a course that takes you over the 12-credit limit is not allowed.

INCOMPLETE/TIME EXTENSION REQUEST

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

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. If a student is granted an Incomplete but fails to fulfill the course requirements by the specified date, a grade of zero will be entered for those assignments and the grade earned recorded.

FAILURE

Required courses, for which a failing grade is earned, must be repeated. Failed electives may be repeated, or another elective may be substituted. All failing grades remain on the student's transcript and are averaged in their GPA.

ACADEMIC STANDING AND ACADEMIC PROBATION

Students are expected to excel in their academic work as well as their pastoral and spiritual formation as well as maintain a courseload which keeps them on time for graduation according to their program. (Appx. 10cr./sem. for an MA; 15 cr./sem. for MDiv.)

To remain in good academic standing students are expected to maintain a 2.0 GPA. Student standing is evaluated at the completion of each academic year once a student has completed 12 credits. Students with a GPA under 2.0 will be placed on Academic Probation by vote of the faculty. Students on probation will have their academic performance evaluated each semester.

A student on probation who receives a failing grade continues with a GPA below 2.0 for two a second semester may be dismissed, have scholarships revoked, and lose the ability to receive federal student loans. (Note: some scholarships may have stronger requirements)

A student will be removed from probationary status once their cumulative GPA rises to 2.25. A student on probation must have all their registrations approved by the Academic Dean and may not take more than 12 credits per semester. 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.

Any student failing (F) a class will be required to repay the tuition cost if they are on scholarship.

ENROLLMENT STATUS: FULL-TIME / PART-TIME / OVERLOADS

Students taking fewer than 12 credits/term are considered part-time. Students taking 12 (or more) credits/term are considered full-time. Dropping a course may change your status from full-time to part-time and may also have repercussions on your financial aid. Taking more than 19 credits/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 (Fall & Spring) will be dropped from the roll. To be reinstated they will have to reapply for admission. Inactivity is defined as not registering for at least one course for credit during the 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 semester to remain on the student roll another year. This is in addition to the \$50 student service fee that students must pay each semester to remain on the roll without activity. Activity exceptions may be granted by the Registrar's Office in conjunction with the Business Office in extreme circumstances.

WAIVER OF COURSE REQUIREMENTS

The waiver of course requirements is designed especially for students who may have studied a related course as an undergraduate. In this case students must sustain an examination and be approved by the Academic Dean, Registrar, and Department Chair to qualify. Waivers are given for non-elective courses only. Credits and grades are not given for waiver of course requirements. Students receiving a waiver will be required to take other course work to fulfill the total number of credits required 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 ATS or another accrediting agency recognized by the US Department of Education. A minimum grade of 'B' must have been earned for consideration. Students are required to present an official transcript and a catalogue of the year in which they took the course(s). The grade for transfer courses will appear as 'XFER' or "TR" and will not be averaged into a student's GPA. Courses taken more than ten years previous may not be transferred to RES. Of the 90 credits required for the M.Div. at RES, no more than one-third may be applied to the degree through transfer. Of the remaining credits, one-third must be taken on campus/in residence.

TRANSCRIPTS

Students can receive an *unofficial transcript* of their academic course work any time by logging on to Populi and printing one themselves. *Official transcripts* are issued at a charge of \$10 per copy. In accordance with privacy laws, transcripts can be issued only with written consent of the student. Official transcripts are not issued in the event a student has an outstanding obligation with RES.

GRADING SCALE

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

CR: Credit

WP: *Withdrew Passing*

WF: *Withdrew Failing*

INC: *Incomplete*

XFER: *Credit Transferred from another institution*

FIELD EDUCATION

All students must have an approved field education site and supervisor on file with the Dean of Students office. The Internship and Field Education evaluation form must be completed each semester showing the student's involvement in pastoral, ministry, and education activities in the parish. Field Education supervisors assess the student's formation in these activities with special attention to the student's ministry goals.

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. To ensure sites provide adequate training for every candidate, any one site may not have any more than two RES students in each year of the RES program without seminary approval. For first and second-year students, the Field Education site must be approved by the Dean of Students before the third week of each semester. A senior site must be approved by the summer before the student's final year of classes. Please see the Field Education Internship Handbook for more detailed guidelines and expectations.

HONORS POLICY

The traditional honors of *Cum Laude*, *Magna Cum Laude*, and *Summa Cum Laude* give recognition in three ascending gradations of excellence. These honors may only be awarded to a graduate who has completed over half of their Diploma or M.Div. program credits at RES (>50 credits).

The general standard for these academic honors is as follows:

- *Summa Cum Laude*
 ≥ 3.90 GPA
- *Magna Cum Laude*
 ≥ 3.75 GPA
- *Cum Laude*
 ≥ 3.50 GPA

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

FINAL EXAMINATION

All M.Div. students must pass a comprehensive examination administered by RES 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 Easter terms. Students may retake the exam if needed. To graduate in a given academic year a student must pass the comprehensive examination before May 1.

LIBRARY PROCEDURES

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

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

Fines for overdue books are *twenty-five (25) cents/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. You should bring only a laptop; no writing implements will be permitted.

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

When book or periodical from any section of the library is used, regardless of whether you have checked it out, please place it in the slot in the CIRCULATION DESK.

The COPY MACHINE in the Library is for student use. The cost is 10 cents/copy. (Two-sided copies are 20 cents)

Food and beverages are prohibited in the library.

TECHNOLOGY USE POLICY

The purpose of this policy is to ensure that all users understand their privileges and responsibilities in relation to the computer, network, and Internet resources provided by the Seminary. If you have questions or require clarification about any of the provisions of this policy, please contact the Director of Technology (IT@res.edu). Violation of this policy may result in discipline up to and including expulsion from academic programs at Reformed Episcopal Seminary.

Scope

This policy covers all persons accessing a computer, telecommunications or network resource of Reformed Episcopal Seminary, including any campus data network, electronic mail, file sharing, printing, and web and telephone services.

Campus Equipment Resources

Public Computing Resources

Computers for student academic work are located in the library and are available for use by registered RES students. Two printers, one on each of the ground and one in the library, are for registered RES student use.

All users of public computing resources must abide by guidelines posted with the resource. Anyone requiring assistance should contact the Help Desk. Tampering with cabling or equipment, installation or upgrading software, or attempted modification to workstation system settings is strictly prohibited.

Public Access Workstations

Public access workstations in the Library are provided for dedicated purposes (i.e. access to the Library system, Internet access). These workstations may not be used for any other purpose. Unless indicated, users may not attempt to access the administrative Seminary network. Printing from public access workstations in the Library is exclusively for search results.

Software

Users may not install or upgrade software without permission from the Technology Department.

Classrooms

The computer and audio-visual equipment in the classrooms are for faculty use only. Students may only use this equipment as part of a class with faculty supervision or with permission from the Technology Department.

Equipment Care

All users are to handle the computer resources provided by the Seminary with care. Users may not attempt to repair, upgrade, or perform any type of maintenance on computer workstations or peripherals unless permission has been granted by the Technology Department. The Help Desk is to be contacted immediately with any computer equipment issue.

Network and Internet Resources

Email

The Seminary offers Reformed Episcopal Seminary email accounts (@res.edu) to students. All users are expected to use email in a manner honoring to Christ and consistent with biblical standards. Chain letters or messages for personal financial gain, promotion, advertising, or commercial activity are prohibited. Messages that contact profane, sexually explicit, or degrading language are prohibited and may be grounds for disciplinary action.

Internet and Other Data Sources

It is the responsibility of each student in the Reformed Episcopal Seminary community to use the services provided by the Seminary's campus network and computing systems appropriately and in compliance with all Seminary, federal, state, and local laws and regulations.

Reformed Episcopal Seminary expects all of its students to act appropriately at all times and in a manner consistent with the mission to which God has called the Seminary. Actions that are unacceptable in other settings are also unacceptable on the Seminary network, computing systems, and other electronic services, including 1) harassment in any form; 2) usage related to pornography and racially derogatory, discriminating, threatening or abusive communication; 3) failure to respect the property and rights of others; 4) forgery or other misrepresentation of one's identity; and 5) distribution of copyrighted materials without the permission of the copyright owner.

STUDENTS WITH DISABILITIES POLICY

Reformed Episcopal Seminary (RES) is committed to providing reasonable accommodations to otherwise qualified students with disabilities and has formulated this policy for addressing those needs while upholding the seminary standards for learning, scholarship, and formation.

All reasonable measures will be taken to provide an equal opportunity for students with disabilities to study and thrive at RES in accordance with the [Rehabilitation Act of 1973](#), the [Americans with Disabilities Act of 1990](#), and the [Pennsylvania Human Relations Act](#). Furthermore, this policy serves as a guide for faculty, administration and staff in reasonably accommodating and serving students with disabilities within the Seminary community.

Federal and state law prohibit RES from discriminating against otherwise qualified students with disabilities.

Definitions

As defined by the law, “disability” is used to refer to a person who (1) has a physical or mental impairment that substantially limits one or more of the major life activities of such an individual, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

Reasonable accommodation will refer to measures taken in the form of modification or adjustment to ensure that an otherwise qualified student has full and equal access to Seminary sponsored programs. Accommodation will vary depending on the class or activity and on the needs of the individual. The goal will be to accommodate the student and establish equity without giving unfair advantage or diminishing Seminary requirements, expectations, or standards. Accommodation measures must not alter the material or challenge the integrity of the course, the material it is designed to impart, or the skills it wishes to evaluate. The measures are intended to be effective, and reasonable, but may not be exactly as the student wishes or requests.

Student Responsibility

It is the responsibility of the individual student to make any and all needs known to the Seminary.

1. After a student enrolls and before the add/drop deadline for the term in which the student matriculates, a request for accommodation must be provided to the Dean of Students by the student's medical professional. The request should state the medical reason for accommodation and a recommendation of the type of accommodation the student needs.
2. After the documentation of the disability and recommendations of accommodation have been received and reviewed, measures for accommodation will be proposed by the Dean of Students in writing.
3. The student must then provide permission for letters of notification to be sent to his or her instructors. Instructors should review the proposed accommodation. Concerns or objections regarding the proposed accommodation should be brought to the Dean of Students.

Faculty and Staff Responsibility

Faculty and staff are advised to only make accommodation for students who have taken the proper measures to bring their requests or concerns through the appropriate channels.

1. Initiation of proposed accommodation will begin with the Dean of Students.
2. After the student's documentation of the disability has been reviewed and accommodations proposed, a letter of notification will be sent to the student's professors for that term at the student's agreement and request.
3. The Dean of Students Office will then encourage students to introduce themselves to their professors and to discuss the practical application of the proposed measures.

Concerns or objections regarding the proposed accommodation should be brought to the Dean of Students especially if the faculty or staff member has reservations about potential unfair advantages to the student or the alteration of course material or curriculum objectives.

Suggestions for Practical Application of This Policy

The following is taken from the Americans with Disabilities Act (ADA) regulations regarding examinations and courses (28 C.F.R. §36.309).

General Guidance

Any private entity that offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or post-secondary education, professional, or trade purposes shall offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.

Courses

Any private entity that offers a course covered by this section must make such modifications to that course as are necessary to ensure that the place and manner in which the course is given are accessible to individuals with disabilities. Required modifications may include changes in the length of time permitted for the completion of the course, substitution of specific requirements, or adaptation of the manner in which the course is conducted or course materials are distributed.

A private entity that offers a course covered by this section shall provide appropriate auxiliary aids and services for persons with impaired sensory, manual, or speaking skills, unless the private entity can demonstrate that offering a particular auxiliary aid or service would fundamentally alter the course or would result in an undue burden. Auxiliary aids and services required by this section may include taped texts, interpreters, or other effective methods of making orally delivered materials available to individuals with hearing impairments; Brailled or large print texts or qualified readers for individuals with visual impairments and learning disabilities; classroom equipment adapted for use by individuals with manual impairments; and other similar services and actions. Courses must be administered in facilities that are accessible to individuals with disabilities or alternative accessible arrangements must be made.

Alternative accessible arrangements may include, for example, provision of the course through videotape, cassettes, or prepared notes. Alternative arrangements must provide comparable conditions to those provided for nondisabled individuals.

Examinations

Any private entity offering an examination covered by this section must assure that:

1. The examination is selected and administered so as to best ensure that, when the examination is administered to an individual with a disability that impairs sensory, manual, or speaking skills, the examination results accurately reflect the individual's aptitude or achievement level or whatever other factor the examination purports to measure, rather than reflecting the individual's impaired sensory, manual, or speaking skills (except where those skills are the factors that the examination purports to measure);
2. An examination that is designed for individuals with impaired sensory, manual, or speaking skills is offered at equally convenient locations, as often, and in as timely a manner as are other examinations; and
3. The examination is administered in facilities that are accessible to individuals with disabilities or alternative accessible arrangements are made.

Required modifications to an examination may include changes in the length of time permitted for completion of the examination and adaptation of the manner in which the examination is given.

A private entity offering an examination covered by this section shall provide appropriate auxiliary aids for persons with impaired sensory, manual, or speaking skills, unless that private entity can demonstrate that offering a particular auxiliary aid would fundamentally alter the measurement of the skills or knowledge the examination is intended to test or would result in an undue burden.

Auxiliary aids and services required by this section may include (if feasible) taped examinations, interpreters, or other effective methods of making orally delivered materials available to individuals with hearing impairments; brail or large print examinations and answer sheets or qualified readers for individuals with visual impairments or learning disabilities; transcribers for individuals with manual impairments; and other similar services and actions.

Alternative accessible arrangements may include, for example, provision of an examination at an individual's home with a proctor if accessible facilities or equipment are unavailable. Alternative arrangements must provide comparable conditions to those provided for nondisabled individuals.

SECURITY, FIRE, SAFETY POLICIES & REPORTING

Safety at RES is a community responsibility. RES encourages you to help maintain your safety by using common sense practices such as being aware of your surroundings, exercising caution in walking alone in isolated or poorly lit areas, reporting suspicious activity, and not leaving your car or office unlocked or your personal belongings unattended.

RES does not employ security or law enforcement personnel. The Springfield Police Department occasionally patrols the seminary campus as part of their routine duties. Springfield Township Police have authority over any illegal acts on campus.

Reporting emergencies, non-emergencies, and crime on campus

An emergency is any immediate threat to life and/or property that requires response from police, fire or emergency medical personnel. Your judgment often determines whether an incident is an emergency. If you are in doubt, call 911. All faculty, staff, students and visitors are authorized to call 911 in the event of an emergency. When 911 is called, the Dean of Students, the President, or the Office Administrator should also be notified.

Reports for non-emergency incidents may be filed with the Springfield Township Police Department by calling 215-885-1600.

Reformed Episcopal Seminary requires that all emergencies, crimes, and fire-related incidents be reported to the Dean of Students, the President, or the Office Administrator in addition to any local fire or law enforcement authorities. Victims or witnesses of crimes are encouraged to report any incidents, and the Seminary is committed to support them and protect their confidentiality to the extent possible under the circumstances. The Seminary cooperates with state, local, and federal authorities with respect to campus safety and security.

Written reports on both emergencies and non-emergencies should be filed with the Seminary within 72 hours of an emergency or non-emergency call to the police department. The Dean of Students or President may assist in filing the report.

If a sexual offense occurs, reference and follow the Seminary's Sexual Harassment and Sex Offense Policy and Procedures, found later in this section. RES does not have policies or procedures regarding confidential crime reporting. In compliance with HEOA requirements, the seminary will, upon written request, disclose to the alleged victim of any crime of violence or sex offense the results of any disciplinary proceeding conducted by the seminary against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

Emergency notifications

The Seminary will provide emergency notifications via email and/or text messaging to students and employees. Emergency notifications are disseminated to the seminary community via text and email connected with an individual's Populi account. This is just one reason to keep your Populi account updated should any changes occur to your contact information.

Fire Safety

Everyone should be familiar with the location of emergency exits and fire extinguishers on campus. Please contact the Seminary Admin or Dean of Students if you have any fire or safety related concerns.

Other than the annual distribution of these reports as outlined at the beginning of this section, RES does not have programs to inform students and employees about campus security procedures and practices and encourages students and employees to be responsible for their own security and the security of others.

Maintenance Concerns & Considerations

The Facilities Department and its various subcontractors are responsible for general campus maintenance and safety hazard prevention. Should you have any concerns or notice any potential safety hazards, please report them to the Seminary Admin, office@res.edu, and the Facilities Department will be informed.

CLERY ACT REQUIREMENTS & ANNUAL REPORT

Clery Act Requirements & Reporting

To provide a safe and secure campus for all its faculty, staff, students, and visitors, Reformed Episcopal Seminary has established various policies and procedures in addition to following the US & PA Department of Education guidelines and reporting procedures including the Jeanne Clery Campus Safety Act (the Clery Act.) The Clery Act is a federal consumer protection law that requires institutions of higher education participating in the federal student financial aid program to disclose information about certain crimes on campus, on or in buildings or property owned or controlled by the Seminary, and on publicly owned property immediately adjacent to the campus. This effort requires the seminary to:

- Issue campus alerts, timely warnings and emergency notifications.
 - Timely Warnings are Clery Act required notifications that go out to the entire seminary community to alert of a potential or ongoing threat of a Clery Reportable Offense or in case of seminary closure or class delays due to inclement weather, natural disasters, or other unsafe conditions
 - Timely warnings alert the campus community of Clery Act Crimes that pose a serious or continuing threat to the campus community.
 - Emergency Notifications inform the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees.
- Consider and address any property or facility issues to enhance campus safety.
- Collect, classify, and count Clery Act crime reports and statistics.
- Publish an **Annual Security Report** containing Clery Act crime statistics and safety and security related policy statements and inform all current and prospective students and employees of its availability.
 - Each year, Reformed Episcopal Seminary publishes an Annual Security Report which includes crime statistics for the previous three years, campus security & reporting policies, and victim support programs.
 - These reports contain Clery Act crime statistics from the previous three years that were reported to local law enforcement agencies, that occurred on the Reformed Episcopal Seminary campus located at **800 Church Rd., Oreland, PA**, and public property within, or immediately adjacent to campus.
 - As we have no on-campus student housing, we are not required to complete the Annual Fire Safety Report included in the Annual Security Report. However, this handbook does include important information about fire safety policies and procedures at RES.
 - **If you are unable to print the report from the website, a printed copy of the report may be obtained by contacting the seminary Administration Office at 610-292-9852.**
 - The seminary also submits Clery Act crime statistics (and fire statistics related to on-campus student housing facilities) to the U.S. Department of Education each fall through web-based data collection.

Additional Information

- The Office of the Dean of Students at Reformed Episcopal Seminary is responsible for the oversight of student safety on campus, as well as all training, compliance, and reporting associated with the Clery Act and similar state and local requirements.
- The seminary does not employ campus security or law enforcement personnel. Therefore, we do not maintain a Daily Crime Log of reported criminal incidents but rely on cooperation with and information from local law enforcement agencies.
- The seminary provides educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, stalking, and hazing.
- The U.S. Department of Education created [The Handbook for Campus Safety and Security Reporting](#) as a reference guide for higher education institutions to follow in meeting the campus safety and security requirements of the amended Higher Education Act of 1965.
- For more information on how the Clery Act is helping to make campus communities safer, please visit the [Clery Center](#).

Annual Security, Fire, & Safety Report

This information is provided by the Dean of Students Office as part of Reformed Episcopal Seminary's commitment to safety and security and in compliance with federal and state law, and pertains to the seminary campus located at **800 Church Rd., Oreland, PA** in Springfield Township, PA (and 826 2nd Ave, Blue Bell, PA in Whitpain Township prior to 12/15/2025)

Prospective students/employees can request a printed or paper copy of the report. Current students and employees are given directions where to find the report online. The report is produced each year by October 1st. Statistical reports available upon request.

Crime Records & Reporting of Crime Statistics

In accordance with Pennsylvania's Uniform Crime Reporting Act and College and University Security Regulations, crime on the seminary's campus property is reported to the Pennsylvania State Police. These statistics will be shared, upon request, with the Pennsylvania Department of Education and the Office of the Attorney General. Also, in accordance with the United States Campus Security Act of 1990 (Clery Act), the seminary collects crime statistics for the United States Department of Education.

State law requires that crime statistics be determined by dividing the number of crimes by full-time equivalent students and non-student employees. The following is a statement of all crime at the Seminary's campus for the most recent three-year period. The rate of crime is based on the actual number of full-time-equivalent (FTE) students and non-student employees. The index in the table below is based on incidents per total FTE of students (residential + online) and non-student employee.

SEXUAL HARASSMENT & SEXUAL OFFENSE POLICY

Reformed Episcopal Seminary (RES) upholds a historic, biblical conviction that every person, being created in the image of God is endowed with an innate value and dignity regardless of their background or individual difference, and therefore prohibits sexual harassment, dating violence, domestic violence, rape, sexual assault, stalking, or any type of aggressive sexual behavior by its students, staff, faculty, volunteers, or any other member of the Seminary community. This policy also complies with Title IX of the Educational Amendments of 1972. Likewise, seminary affirms the clear teaching of scripture which confines sexual activity within the bounds of holy matrimony between one man and one woman, therefore, any premarital or extramarital activity, and especially that which is forced, is a clear violation of biblical teachings and seminary policy.

Training and Notification

At the annual new student orientation, students are given training related to dating violence, domestic violence, sexual assault, and stalking, as well as various campus safety procedures and practices, as well as provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims. This information is also available in the student handbook.

Definitions

1. **Sexual harassment** is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. The definition includes forms of offensive behavior as well as gender-based harassment of a person by someone of the same sex. The following is a list of examples of sexual harassment:
 - a. Unwanted verbal or physical sexual advances either directly or indirectly;
 - b. Offering benefits in exchange for sexual favors;
 - c. Making or threatening reprisals after a negative response to sexual advances;
 - d. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
 - e. Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes;
 - f. Verbal abuse of a sexual nature: graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, telephone calls, or invitation;
 - g. Physical conduct such as touching, assaulting, impeding, or blocking movements;
 - h. Creating a hostile environment that interferes with educational opportunities.
2. **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic nature with the victim. This violence includes but is not limited to sexual, physical abuse, or abusive taunting and threats.
3. **Domestic Violence.** Violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child, or a person who is cohabitating with or has cohabitated with the victim.
4. **Rape.** If a person engages in non-consensual sexual intercourse, utilizing physical force,

coercion or threat, actual or implied, the act is considered rape. A person is unable to consent to sexual intercourse if he/she is mentally incapacitated, asleep, intoxicated or impaired from drug or alcohol consumption, or unconscious. **Acquaintance Rape** occurs when a person is forced, by someone who is known to him/her, to engage in sexual activity despite objections or reservations.

5. **Sexual Assault** is any harmful or threatening nonphysical behavior of a sexual nature such as threats or intimidation, or an actual, attempted or threatened unwanted sexual act accomplished against a person's will by means of force, duress, manipulation, or fear or when a person is incapacitated or impaired due to sleep, unconsciousness or substance use.
6. **Stalking.** According Pennsylvania law, a person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Consent

Consent is asking someone for their permission to do something and accepting their answer. It involves asking, listening, and respecting. It is not just the absence of a "no." It is clear, coherent, voluntary, specific, ongoing, and informed. Some barriers to giving consent are age, disability, sleep, unconsciousness, and being under the influence or impaired from using alcohol or drugs. Other barriers to consent can include a compromised ability to refuse, such as the following: intimidation and/or fear, misuse of authority, physical force, a weapon(s), and threat(s).

Protocol for Sexual Harassment Complaints

Your rights and Responsibilities. Under federal and state law, it is a student's or employee's right and obligation to report instances of sexual harassment to the Seminary. Both federal and state law and Seminary policy protects those who report harassment whether they themselves are the victims of the harassment or are witnesses to it from reprisal. Because problems related to harassment may be of a personal or sensitive nature, students or employees may discuss incidents of harassment with several people within Seminary administration. Those with whom students or employees may wish to discuss such incidents include, but are not limited to, the Dean of Students, Chaplain, or President. The Seminary prefers that individuals submit complaints or reports in written form so that facts may be accurately documented. However, oral reports will also receive prompt attention and be given equal consideration.

Informal Report. A person may contact the Dean of Students when s/he wishes to discuss an incident. Confidentiality will be maintained. However, when the health and safety of a student or employee are involved, it may be necessary to inform others.

Formal Report. A person may provide a written or taped statement after the initial contact to discuss an incident. The detailed statement shall be provided directly to the Dean of Students (or if the complaint involves the Dean of Students, to the President). The fact-finding process shall

be handled in the following manner:

1. A meeting shall be arranged which will include the Dean of Students (or President) and the person who made the complaint. The purpose of this meeting is to gather information relating to the complaint and to determine a possible resolution of the matter.
2. A meeting shall then be arranged which will include the Dean of Students (or President) and the accused individual, if the accused individual is a student. If the accused individual is an employee, the appropriate administrator will also attend the meeting. The purpose of this meeting is to notify the accused of the allegation, to gather information from the accused, and to determine a possible resolution to the matter.
3. As a result of these meetings, one of the following may occur:
 - a. The complaint may be withdrawn and no further action taken.
 - b. If the complaint is lodged against a student and if evidence strongly indicates that the accusation is true, the Dean of Students (or President) may take appropriate disciplinary action in the form of a written reprimand (with documentation of such to be included in the student's file), suspension, or dismissal.
 - c. If the complaint is lodged against an employee and if evidence strongly indicates that the accusation is true, the appropriate administrator may take appropriate disciplinary action in the form of a written reprimand (with documentation of such to be included in the employee's file), suspension, or termination.
4. In response to the disciplinary action, the accused, if a student, has the right to a hearing headed up by either the Dean of Students or the President. If the accused is an employee, s/he has the right to a hearing headed by the appropriate administrator.
5. After the hearing, either individual (complainant or accused), if a student, may appeal directly to the Dean of Students or President, or, if an employee, to the appropriate administrator, whereupon the Seminary's procedures for addressing grievances will be followed. For a student, the grievance procedure can be found in the student handbook. For an employee, the grievance procedure can be found in the employment manual.
6. The investigation process will be concluded at any point at which the complainant withdraws from participation in the process.

Protocol for Offenses — Dating/Domestic Violence, Rape, Sexual Assault and Stalking

Immediate Response: The following steps should be taken in any instances of physical or sexual abuse or threats to well-being in any sex offense situation.

1. Get to a safe place.
2. Try to preserve all physical evidence. In the case of any bodily contact, physical abuse or sexual abuse, do not wash, take a shower, use the toilet, apply medications, or change clothing if possible. If changing clothes is necessary, put all clothing worn at the time of the attack in a paper rather than a plastic bag.
3. Contact someone who can be trusted to be with and support you through the decision making, medical treatment, and interviews which will follow. **THIS IS YOUR RIGHT.** This might be a close friend, family member, roommate, or advisor.
4. Get medical attention as soon as possible to assure your physical well-being and to collect important evidence for future legal action. It is important to seek immediate and follow-up medical attention order: (1) to assess and treat any physical injuries that may have been

- sustained and (2) to determine the risk of sexually transmitted diseases or pregnancy.
5. Contact the Dean of Students Office or one of the resources listed in the Emergency Response section of this policy as soon as possible to begin to receive support. The long-term negative psychological effects of such an incident may be minimized with the early help of a trained professional counselor.
 6. When calm, the student or employee should prepare written notes of the incident.

Report the Incident

1. Assistance in notifying the local police will be provided by the Dean of Students Office, if requested. A statement will be taken to document what happened, including a description of the assailant(s), and whether or not the assailant(s) was/were known to the victim. Questions will be asked about the scene of the crime, witnesses, and what happened before and after the incident. These questions are part of a standard investigation. A support person may be present during the interview.
2. Reporting an incident is a separate step from choosing to prosecute. When a report is filed there is no obligation to continue with legal proceedings or Seminary disciplinary action. Adjudication through the Seminary disciplinary system, the criminal justice system, or both is at the discretion of the victim.
3. Victims considering filing a criminal complaint may ask a local police officer to take part in the interview process. Victims may request that their identity be kept confidential until/unless a commitment is expressed to proceed with criminal prosecution.
4. A victim may decline to notify the authorities but is not required to do so.

Seminary Action

1. A student or employee who has been the victim of a sex offense and is considering Seminary action shall arrange to meet with the Dean of Students.
2. When a student or employee reports to the Seminary that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the Seminary will provide the student or employee a written explanation, inclusive of the student handbook or the employment policy manual respectively, of the students' or employee's rights and options, with its information on procedures to follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred; information on how the Seminary will protect the confidentiality of victims and other necessary parties; and services for victims.
3. The Seminary will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, and working situations or protective measures.
4. The Seminary will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.
5. The Seminary will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
6. In cases involving alleged sex offense, both the complainant and the accused are entitled to

the same opportunities to have an advisor present during a disciplinary proceeding.

7. Both the complainant and the accused shall be informed of the outcome of the proceeding with respect to the alleged sex offense and sanction, if any, of the accused. NOTE: Compliance with this requirement does not constitute a violation of FERPA.
8. A student or employee who is the victim of a sex offense has several options regarding how the case is handled. The student or employee may choose to:
 - a. Press criminal charges through the local police department;
 - b. Press charges through both the judicial and Seminary disciplinary systems concurrently;
 - c. Press no charges but request a facilitated meeting with the assailant to discuss the incident; or
 - d. Press no charges but have the Dean of Students discuss the incident with the assailant.
9. If the student or employee chooses to participate in the Seminary adjudication process, s/he must contact the Dean of Students. Charges may be filed directly by the complainant or by the Seminary on the basis of the complainant's written statement. If the complainant is a student, such charges are handled in accordance with the Non-Academic Grievance Policy as outlined in the student handbook. If the complainant is an employee, such charges are handled in accordance with the Grievance Procedure outlined in the employment policy manual. The outcome of cases charging sex offense will be made known to both the complainant and the accused.

Disciplinary Procedures

1. The following sanctions may be imposed following a final determination of the Seminary's disciplinary proceeding regarding sex offenses.
 - a. **Disciplinary Dismissal:** In extreme situations, students may be dismissed or an employee terminated from the Seminary for serious and/or repeated violations. A student dismissed or employee terminated for disciplinary reasons may be prohibited from visiting on campus or attending Seminary functions. In such a case, after one year, the student or employee may submit a written request to the Dean of Students requesting permission to visit on campus. To gain reentrance to a degree program or employment at the Seminary, such students must follow regular admission procedures and such employees must follow regular job application processes.
 - b. **Disciplinary Expulsion/Permanent Dismissal/Termination from Employment:** In extreme cases, a student may be permanently dismissed or an employee terminated from the Seminary. A student who has been expelled or an employee who has been terminated may not apply for readmission or return to the campus for any reason. Expulsion or termination requires approval of the President.
2. If the student or employee wishes to dispute the alleged charges, the student or employee shall arrange to meet with the Dean of Students to resolve the disagreement.

Appeals Process

Following a disciplinary decision, a student or employee has a right to appeal the disciplinary action. Appeal requests must be made in writing within three calendar days after receipt of the written decision, and must state the basis for the appeal. Appeals are considered when the student

or employee believes one or more of the following conditions exist:

1. The discipline imposed is disproportionate to the offense (including consideration of the student's or employee's prior offenses or willingness to cooperate);
2. The student or employee was not accorded his/her rights as outlined by this policy and this failure significantly affected the student's or employee's right to receive a fair hearing;
3. The decision was not supported by sufficient evidence;
4. New evidence has become available that would have significantly altered the results.

Written appeals shall be submitted to the President with a copy to the Dean of Students. The Dean of Students will be invited to submit a response to the appeal. Imposition of discipline may be deferred pending the review of the appeal request.

The President will provide a written determination to the student or employee within five days.

Parental notifications for students under age 21: The Seminary may notify the parents of students under the age of 21 of disciplinary violations, suspensions, or expulsions related to alcohol or controlled substances. In such cases, parents are notified only after appeals have been satisfied. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the Seminary's notification to them.

Emergency Response Resources

- Laurel House: 800-642-3150
- Victim Services Center of Montgomery County: 888-521-0983
- National Domestic Violence Hotline National Sexual Assault Hotline
- These organizations can provide counseling, health, mental health, victim advocacy, legal assistance, and victim and immigration assistance.

Sex Offender Registration and Access to Related Information

The Federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires that sex offenders, already registered in a state, provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Pennsylvania's Megan's Law, 42 PA.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or been adjudicated delinquent of certain sex offenses listed in 42 PA.C.S. §§ 9795.1 and 9795.2. Additionally, the [Pennsylvania State Police](#) are required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police has [established this website](#) according to the requirements of 42 PA.C.S. § 9798.1 and as under section 121 of the Adam Walsh Child Protection and Safety Act of 2006. Information regarding the possibility of registered sex offenders on the campus of Reformed Episcopal Seminary may also be obtained from the [Springfield Township Police Department](#) by

calling 215-885-1600, 8900 Hawthorne Lane, Wyndmoor, PA 19038.

The Federal Campus Sexual Assault Victim's Bill of Rights

Survivors shall be notified of their options to notify law enforcement. Accuser and accused must have the same opportunity to have others present. Both parties shall be informed of the outcome of any disciplinary proceeding. Survivors shall be notified of counseling services. Survivors shall be notified of options for changing academic and living situations.

Background

The Campus Sexual Assault Victim's Bill of Rights was signed into law by President George W. Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education. The Campus Sexual Assault Victim's Bill of Rights exists as a part of the campus security reporting requirements commonly known as the Jeanne Clery Act.

Institutional Responsibilities with Respect to the Law

The Seminary will fully comply with orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

The Seminary will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)).

DISCRIMINATION, HARASSMENT, & RETALIATION POLICY

Reformed Episcopal Seminary will not tolerate any behavior that constitutes unlawful discrimination, harassment, or retaliation on account of sex, race, color, national origin, age, disability, and handicap or other legally-protected classification or activity. Violation of this policy may result in discipline up to and including expulsion from academic program and/or termination of employment at RES.

For policies and procedures regarding sexual harassment, please see the Sexual Harassment and Sex Offense Policy and Procedures in the Security and Fire Safety Report earlier in this handbook.

Definitions

For purposes of this policy, “harassment” refers to any unwelcome verbal, visual or physical conduct, comments, communications or treatment of a discriminatory nature about, relating to or because of a person’s race, color, national origin, age, or disability, or other legally-protected classification or activity, that has the purpose or effect of unduly interfering with an individual’s work or academic performance; creates an intimidating, hostile, or offensive work or academic environment; or otherwise adversely affects an individual’s academic or employment opportunities.

Examples of harassment include but are not limited to: making inappropriate or offensive jokes or remarks relating to race, color, national origin, age or disability; using e-mail or other methods of communication to disseminate such jokes or remarks; accessing such offensive material using Seminary equipment; distributing such jokes or remarks received from others outside RES.

Reporting Procedure

Reformed Episcopal Seminary is committed to prompt, diligent and impartial enforcement of this policy. The seminary strongly encourages any person who feels that he or she has been subjected to any type of discrimination, harassment, or retaliation, or believes he or she has witnessed such conduct, to report it promptly. Failure to report incidents of harassment promptly will hinder RES’ ability to investigate a complaint of harassment and will limit RES’ ability to stop and prevent further harassment. Cooperation in reporting acts of harassment is essential to an effective anti-harassment policy. You are encouraged to provide as much information as possible so that a fair and effective investigation may follow.

Reports of harassment should be made to the Dean or Associate Dean of Students.

If reports are made to anyone else, the person receiving the complaint must promptly inform one of the above designated parties so that they may take the appropriate steps to investigate the complaint.

Investigation Procedure

The Dean or Associate Dean of Students who received the complaint, or his or her designee, shall conduct an investigation with the assistance, as needed, of one of the other people occupying the above-named positions and/or the Chief Academic Officer.

All investigations will be conducted promptly, thoroughly, and discreetly so as to protect, to the fullest extent consistent with a thorough and appropriate investigation, the dignity and privacy of the persons involved. The principal investigator will report the results of the investigation to the complainant.

Appeal Procedure

In the event the complainant believes that the complaint has not been satisfactorily resolved by the principal investigator, the complainant should promptly report the matter to one of the other principal investigators.

The Accused

If it is determined, after thorough investigation, that the accused has violated this policy, such person will be subject to appropriate disciplinary and/or corrective measures commensurate with the seriousness of the particular offense or other relevant circumstances, up to, and including, expulsion from academic programs.

Retaliation in any form against someone who exercises his or her right to make a complaint under this policy or against any individual who provides information related to any such complaints is strictly prohibited and will in itself constitute cause for appropriate disciplinary action.

Persons accused of harassment are warned that any form of retaliation taken against a person submitting a complaint or participating in the investigation of a complaint will be grounds for disciplinary action, including expulsion from academic program and/or termination of employment at RES.

DRUG AND ALCOHOL POLICY

In the interests of community sensitivities, the general consumption of alcoholic beverages is prohibited on campus. Any such exceptions should be approved by the administration.

Illicit drugs are strictly prohibited. The Seminary will cooperate fully with local police in prosecuting offenders who possess, use, or sell drugs. The Seminary has adopted strict disciplinary sanctions regarding possession, use, or sale of illicit drugs.

Any student or employee who unlawfully possesses, uses or distributes illicit drugs or alcohol will be subject to criminal sanctions provided by federal, state, and local law in accordance with the Controlled Substance Act. The sanctions under the federal Controlled Substances Act include imprisonment of up to life and fines for each violation. Under the Pennsylvania Controlled Substances, Drugs, Device, and Cosmetic Act, a person may be imprisoned for up to 15 years or fined up to \$250,000 for each violation.

For updated information regarding the federal Controlled Substance Act, and penalties for the possession and trafficking of illicit drugs, please visit the U.S. Drug Enforcement Agency's website: <https://www.dea.gov/>. For information regarding the Pennsylvania Controlled Substances, Drugs, Device and Cosmetic Act, please visit the Pennsylvania Department of Health's website: https://www.health.pa.gov/topics/Documents/Laws%20and%20Regulations/DDC_Act.pdf.

The Seminary considers a violation of the drug and alcohol policy serious and, subject to applicable law, will take the following appropriate actions itself in response to a violation:

1. Any student or employee convicted by a court of law of being under the influence of alcohol, on- or off-campus, shall be given an immediate warning. A subsequent offense of the same nature, at any time, is sufficient cause for a three-year probation. Counseling may be required as a condition of continuing enrollment/employment. A subsequent offense of any nature, whether described or not described in this Policy, warranting probation which coincides with the probation described for this offense, is sufficient cause for termination of enrollment/employment after due process.
2. Any student or employee convicted by a court of law of being under the influence of illicit drugs or of illicit possession or distribution of alcohol, on- or off-campus, shall be immediately placed upon a three-year probation and may be required to seek counseling as a condition of continuing enrollment/employment. A subsequent offense of the same nature, or of another nature, described in this section or not described in this section, warranting probation which coincides with the probation prescribed for this offense, is sufficient cause for termination of enrollment/employment after due process.
3. Any student or employee observed, by two or more witnesses, to be in possession of alcoholic beverage in any Seminary building or consuming alcoholic beverage on Seminary property shall be given an immediate warning. A subsequent offense of the same nature, at any time, is sufficient cause for a three-year probation and counseling may be required as a condition of continuing enrollment/employment. A subsequent offense of any nature, described in this section or not described in this section, warranting probation which coincides with the probation prescribed for this offense, is sufficient cause for termination of

enrollment/employment after due process.

4. Any student or employee observed to be in possession of illicit drugs, on- or off-campus, shall be reported to law enforcement authorities. The Seminary will cooperate fully in lawful prosecution, including testimony with regard to any accused in a court of law. Any student or employee arrested for such an offense may be suspended until proven guilty or innocent by a court of law. Any student or employee subsequently convicted of possession of illicit drugs shall have his or her enrollment/employment immediately terminated upon due process.

Health Risks Associated with the Use of Illicit Drugs and Alcohol Please see the health risk information at the following website: <https://nida.nih.gov/research-topics/commonly-used-drugs-charts>.

Drug and Alcohol Abuse Education and Prevention Programs

In distributing this document, the Seminary annually distributes to all students and employees information about the physical and psychological dangers of drug and alcohol abuse, as well as a summary of legal sanctions. If an employee recognizes a personal addiction or abuse problem, he or she is encouraged to use the Seminary's health insurance plans, as appropriate, to address his or her problem. Conscientious efforts to seek help for an alcohol or substance abuse problem will not be noted in personnel records. In addition, the confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved. The Christian Counseling & Educational Foundation (CCEF) is available to counsel and refer resources to anyone with need in this area.

Reformed Episcopal Seminary will pay the cost of an initial counseling session at CCEF for any student or employee who needs help to overcome drug/alcohol abuse/addiction. CCEF may refer the student or employee to another provider of services for inpatient or outpatient treatment. Most services are provided by social workers, psychologists or psychiatrists at private offices, and clinics or hospitals. Services generally fall into one or more of the following categories: (1) counseling/therapy; (2) detoxification/treatment; and (3) rehabilitation/re-entry. Some of these services may be at least partially covered by one's health insurance.

GRIEVANCE POLICY

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

Purpose

In providing the procedure for students to lodge a complaint regarding issues at Reformed Episcopal Seminary, the Seminary's desire is for students to know they have a voice on the peer level as well as the institutional level. As a Seminary, RES' ultimate procedural purpose is to honor Christ in how Christians deal with their differences and disappointments. The general guidelines will follow the biblical mandates given in Matthew 18 as to how to process concerns personally and corporately.

Context

In two primary contexts in the Seminary are complaints lodged.

One is the area of academic and/or administrative concerns. In this context, policies and procedures that deal with academic concerns and financial issues will be addressed.

The second context has more to do with things that involve the community as a whole. This context would include attitudes and actions that affect individuals or groups within the campus community. Code of conduct issues are used in responding to grievances expressed within the second context.

Academic Grievance Policy

An academic appeals process exists to resolve any academic problem that cannot otherwise be settled in a biblical manner and assures fairness to all parties concerned.

1. The student should first go to the professor and/or administrator to express the concern. If a third party is necessary, the Dean of Students is available to assist.
2. If the issue is still unresolved, the student should submit a written appeal to the Deans Council through the Dean of Students regarding the issue. The Deans Council will render a written decision.
3. If the student is not satisfied with the decision of the Deans Council, then the student may submit a subsequent written appeal to the President requesting a hearing.
4. The President in consultation with the Chief Academic Officer may or may not grant the request. If granted, the President will appoint an *ad hoc* committee of faculty to hear the case.
 - a. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.

- b. The decision of the President or the *ad hoc* committee is considered final, subject only to review by the Educational Outcomes Committee of the Board to affirm that the appeals process was properly observed.

Non-Academic Grievance Policy Guidelines

For all general grievances not covered under other campus policies, a similar process outlined above is to be followed in the non-academic realm.

1. Go to the person or parties and express the concern.
2. If the issue is still unresolved, the student should submit a written appeal to the Dean of Students regarding the issue. Depending on the issue, the Dean of Students may request input from the Deans Council, which will render a written decision.
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Conclusion

The Dean of Students Office is to be seen as the umbrella for addressing all complaints. Information regarding the process of filing a grievance and an informal context to discuss the issue are important beginnings to the process.

POLICY CHANGES

RES reserves the right to alter any of its policies and procedures as circumstances require. RES 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 ATS. Students will be notified of any changes or new policy and procedures.

ACKNOWLEDGEMENT

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

_____/_____
Student's Signature/Date