

REFORMED EPISCOPAL SEMINARY

GENERAL INFORMATION, POLICIES, & PROCEDURES

2023-2024



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

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Blue Bell, PA 19422-1257

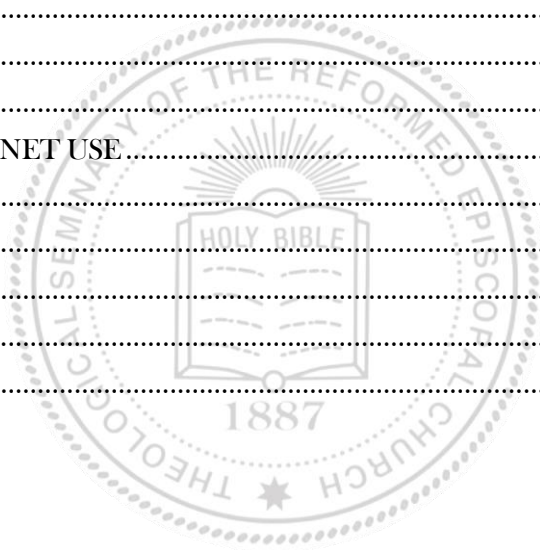
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SEMINARY MISSION, VISION, & VALUES STATEMENTS

Mission

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

Vision

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

Values

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

GENERAL INFORMATION, POLICIES & PROCEDURES

ACCREDITATION AND AUTHORIZATION

Reformed Episcopal Seminary (RES) is accredited by the Association of Theological Schools (ATS) and approved 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	Mr. Hoyt
Admissions / Prospective Students	Mr. Brinkman
Billing	Mr. Hoyt
Chapel	Dr. Patterson
Class Schedule and Registration	Mr. Hoyt
Financial Aid	Mr. Riley
Housing	Mr. Hoyt
Immigration	Mr. Brinkman
Internship/Field Education	Dr. Patterson
Keys	Mr. Hoyt
Library	Mr. Harrington
Maintenance/Facility Issues	Mr. Riley
Parking	Mr. Riley
Pastoral Care	Dr. Patterson
Policy Matters	Mr. Harrington
Populi	Mr. Brinkman
Recycling	Mr. Riley
Student Life	Mr. Riley
Technology and Printing	Mr. Brinkman
Transcripts	Mr. Hoyt
Tuition	Mr. Hoyt
Website	Mr. Brinkman
Work Study	Mr. Hoyt

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

INCLEMENT WEATHER EMERGENCIES

In the event of inclement weather, the Seminary may cancel/postpone classes. The following resources are available to you for instruction/guidance, updates, and information:

- RES website (<https://www.reseminary.edu/>)
- CBS Radio (**KYW 1060 AM**)
- Television stations (**CBS3** and **CW Philly 57**)
- Log on to **KYW1060.com** for school closings. (Seminary ID #: Montgomery County #1030)

Please update your phone number in Populi and use the verification process to subscribe to seminary texts. This text service is used for weather, emergencies, and other time-sensitive announcements.

STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of students are detailed throughout this handbook. Other supplements, manuals, and procedures may be found in the course catalog, syllabi, or will be distributed as necessary. It is the student's responsibility to be aware of RES rules and processes and follow them accordingly. Students should seek advice from the appropriate faculty or staff if they have any questions.

Students are expected to conduct themselves in a civil manner that reflects openness to educational experiences. Students have a right to expect the RES "to prepare and train them for ministry of the Gospel" in accordance with the standards of the ATS, the Theological Commission of the REC, and the ACNA. It is the student's responsibility to act honorably in all phases of student life and to understand the student rights, responsibilities, procedures, and consequences - should their behavior not appropriately conform to RES policies.

STUDENT PARKING

Students are permitted to park on the south side of the RES building (826 2nd Ave.) and on the paved lot in front of/around the side of the Milton C. Fisher House (832 2nd Ave.). (NOTE) Please leave three spots next to the walkway of the Fisher House for tenants.

The parking area on the west side of the RES building (826 2nd Ave.) is reserved for the use of staff, faculty, and visitors. The parking lot of our Commercial building (831 DeKalb Pk.) is reserved for tenants, assigned staff, and visitors.

STUDENT ENTRANCE

Students are asked to enter the RES building (826 2nd Ave.) through the canopied stairway facing the designated student parking area.

STUDENT SERVICES FEE

All students are charged a quarterly service fee which defrays the cost of library databases, parking, technology, and other student services. Please consult the Tuition and Fees chart for the most up to date rates for Full-time, Part-time, and Auditing students per quarter. (NOTE) The costs of copying, printing, and coffee are NOT covered by the basic student services fee and students must

pay for these items in the containers marked for that purpose.

STUDENT GOVERNMENT

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

VISITORS

Visitors are encouraged to attend classes with the approval of the teaching professor and the Dean. Please notify the Dean's Office of your desire to bring a visitor so 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, there will be visits from bishops of the Reformed Episcopal Church (REC), the Anglican Church of North America (ACNA), the Continuing Churches, etc. Guest bishops will often preach in our Wednesday chapel services, gather with us for lunch and a time of instruction, and hold a question & answer session.

FRIENDS of REFORMED EPISCOPAL SEMINARY

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

COMMUNITY CONVOCATIONS

RES holds Community Convocations throughout the year. Faculty members and special guests deliver lectures of common interest to the community, which also serve to encourage and promote faculty teaching and research. All students and faculty are expected to attend.

COMMENCEMENT

For RES' annual commencement, all students scheduled to graduate must be financially current (to include their graduation fee) and in good academic standing. All attending students, whether graduates or not, should wear cassocks at the event. Please coordinate with the RES Business Office regarding guests prior to the event. In addition, graduates are responsible for their own vestments for Commencement. Academic Hoods may be loaned to graduating M.Div. and MA students or

are available for purchase.

SEMINARY 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 any commercial purpose or any kind of solicitation (whether charitable or personal) without express, written permission of the Dean.*

MAIL, MESSAGES, EMAIL, SPECIAL POLICY

Each in-residence student is provided a mailbox located in the Herter Study Center. This is where students will receive mail, messages, graded classwork, etc. Faculty and Staff mailboxes are in the hallway outside Higgins Lecture Hall.

Certain events such as construction, weather, or other emergencies may require the implementation of new policies or the amendment of policies in this book. RES reserves the right to alter any of its policies and procedures as circumstances require. Students are responsible for being aware of policy changes. Please check your e-mail on a regular, weekday/business day basis and mail on a weekly basis.

ANNOUNCEMENTS AND SEMINARY BULLETINS

Please regularly check the bulletin board located in the hallway outside Higgins Lecture Hall as well as the 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.

STUDENT IDENTIFICATION CARD

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

MOBILE PHONES

Mobile phones must be silenced in class and chapel.

CLASSROOM IDENTIFICATION

There are five classroom areas in the Main building (826 2nd Ave.) area:

- (114) Wailes Conference Room [adjacent to the library]
- (201) The Bishops' Classroom
- (208) Herter Study Center
- (209) Higgins Lecture Hall
- (214) Rudolph Classroom

The Peach Dining Hall in the Main building is available for use throughout the day.

DINING

The Peach Dining Hall is provided for socialization and enjoyment. **It is the designated area for consuming food and beverages.** Meals are not served, but there is a refrigerator, microwave, and vending machine for your use. Bottled water, Keurig coffee, and tea are available for purchase. Food and beverages should not be taken or consumed in the library or Wailes Conference room. Beverages carried into class (or any other area of the Main building) should have a secure container top. Please use these areas with care and courtesy for others by cleaning up after yourselves and putting away the items you use.

PROFESSIONAL BUILDING

The Professional Building (831 DeKalb Pk.) is part of the RES campus and is located directly across from the Main building (826 2nd Ave.). The Book Service is in the rear of this building. The rest of the building is rentable office space. Please be respectful of the commercial tenants and treat the common areas of this building as a quiet study area.

RECYCLING

Please recycle all paper, plastic, and metal cans by placing them in the marked recycling containers.

RESTROOMS

Except for the restrooms along the administrative hallway, both restrooms in the Main building are unisex.

SEMINARY BOOK SERVICE

The RES operates a discount student book service. It is at the back of the Professional Building.

HOUSING

The ranch house to the south of the main RES building is the Milton C. Fisher House and is part of the RES campus. Housing is available to students on a first come/first served basis. Housing may be available on a daily, weekly, and/or monthly basis. The duplex next door to the Fisher House at 854 2nd Ave. includes two apartments which are available for lease with priority given to the RES community when available.

Current housing is available “by room” in the Fisher House at 832 2nd Ave. Preference is given to full-time students. Rent for a single room is \$675 per month (utilities included), plus upkeep of the house, the grounds of the RES campus (e.g., snow shoveling) and cleaning the common areas of the house. Payment of the first month’s rent and one month’s rent-worth in security deposit is due before moving in. Residents are responsible for cleaning their own rooms. All major changes to the house including paint and carpet colors must be approved by the RES administration. Residents of the house are expected to refrain from illegal and immoral activity and follow other policies of the RES in their resident life at RES. Residents who do not follow RES policies or fall behind in rent and/or utility payments by more than one month may be evicted with 30 days’ notice. The three parking spots to the left of the walkway when facing the house are reserved for Fisher House residents.

OFFICE SUPPLIES/TELEPHONE/FAX MACHINE

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

CLASS ATTENDANCE

Class attendance at RES is mandatory. Students who fail to attend 80% of the class sessions (i.e., miss more than two 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.

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 and on campus. 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.

WORSHIP/CHAPEL

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

HOMILETICS AND LITURGICS PRACTICUM

All M.Div. students must enroll in the Homiletics and Liturgics Practicum each term. RES requires nine (9) complete quarters of Homiletics/Liturgics Practicum for graduation.

Students are expected to be immersed in the spiritual discipline of communal prayer. *Matins* and *Compline* services are held each day when classes are in session, and all students are expected to attend each day they have scheduled classes.

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

CHRISTIAN FORMATION

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

DEPARTMENT AND DRESS CODE

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

ADDICTIVE OR CONTROLLED SUBSTANCES

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

SMOKING & ALCOHOL

Smoking is NOT permitted in the RES buildings, including the residential spaces. 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.

PLAGIARISM

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

HONOR

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

FINANCIAL REQUIREMENTS

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

Scale for Tuition Payment Rebates

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.

WORK-STUDY REQUIREMENTS

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

Work Study is part of the RES’s curriculum for learning and formation. In addition, RES is a ‘Working Institution’ which means the community’s activities support the mission and ministry of the RES, keeping education more affordable. Students who have received work-study grants will be expected to fulfill their commitments in a timely and efficient manner.

WITHDRAWAL/AUDIT/CHANGE STATUS

Students may withdraw from a course by dropping, auditing or changing status without notation on their transcripts through the *second* week of a quarter. Starting the third week a withdrawal is considered a late drop and the notation WP (Withdrew Passing) or WF (Withdrew Failing) will be added to the permanent record. A student who desires to withdraw from RES must complete the *Request for Withdrawal from the Seminary* Form. Once a term has begun all changes must be processed through the registrar’s office. For courses meeting during an irregular term 1 week = 3 hours.

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.

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.

A 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 would take you over the 12-credit limit is not allowed.

INCOMPLETE/TIME EXTENSION REQUEST

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

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

FAILURE

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

POLICY ON ACADEMIC STANDING AND ACADEMIC PROBATION

Students are expected to excel in their academic work as well as their pastoral and spiritual formation. To remain in good academic standing students are expected to maintain a 2.0 GPA. Student standing is evaluated at the completion of each academic year once a student has completed 12

credits. Students with a GPA under 2.0 will be placed on Academic Probation by vote of the faculty. Students on probation will have their academic performance evaluated quarterly. If a student on probation receives a failing grade in a course or receives a GPA below 2.0 for two consecutive quarters, it is grounds for dismissal, based upon a faculty vote. A student will be removed from probationary status when their cumulative GPA rises to 2.25. A student on probation must have all of their registrations approved by the Academic Dean and may not take more than 16 credits per quarter. Academic Probation and dismissal may be appealed to the Academic Affairs Committee in accordance with the grievance policy. The decision of the Academic Affairs Committee is final.

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

WAIVER OF COURSE REQUIREMENTS

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

TRANSFER OF CREDIT

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

thirds may be applied to the degree through transfer. The last 50 credits must be taken at RES.

TRANSCRIPTS

Students can receive an *unofficial transcript* of their academic course work any time by logging on to Populi and printing 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

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

CR: Credit

WP: *Withdrew Passing*

WF: *Withdrew Failing*

INC: *Incomplete*

XFER: *Credit Transferred from another institution*

COMPUTER AND INTERNET USE

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

FIELD EDUCATION

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

Field Education is an important part of spiritual, pastoral, and moral formation. Sites and Field

Education Supervisors must be approved by the Dean's office. To ensure sites provide adequate formation for every candidate, any one site may only have two RES students in each year of the RES program. The Site must be approved by the Dean before the second week of the quarter. Please see the Field Education Internship Handbook for more detailed guidelines and expectations.

HONORS POLICY

Faculty vote to bestow honors to a student. Traditional honors of *Cum Laude*, *Magna Cum Laude*, and *Summa Cum Laude* give recognition to three ascending gradations of academic excellence in all a student's studies and may be awarded to a graduate who has completed over half of their Diploma or M.Div. program credits at RES (>75 credits).

The general standard for these academic honors is as follows:

- *Summa Cum Laude* \geq 3.90 GPA
- *Magna Cum Laude* \geq 3.75 GPA
- *Cum Laude* \geq 3.50 GPA

The faculty vote to confer these honors approximately two months before graduation. In addition to GPA, faculty consider all aspects of students' academic performance and participation.

The faculty may also grant graduation with honors and highest honors to student who complete and successfully defend a dissertation before the completion of their program. Such students 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 Advent Quarters. Students may retake the exam if needed. To graduate in a given academic year a student must pass the comprehensive examination before May 1.

GRIEVANCE POLICY

If a student has a complaint or a grievance with a faculty member, staff person, policy or event at 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.

LIBRARY PROCEDURE

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

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

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

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 in the Wailes Conference Room. You should bring only a laptop; no writing implements permitted.

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

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

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

Food and beverages are prohibited in the library.

POLICY CHANGES

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 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

