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Reformed Theological Seminary's renewal application to  
operate as an out-of-state institution in Maryland in  
accordance with COMAR 13B.02.01

## OOS RENEWAL

**MARYLAND HIGHER EDUCATION COMMISSION**  
Application for Renewal Approval for Out-of-State Degree-Granting  
Institutions to Operate in Maryland

**Please Note:** A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland. If an additional, new location is being proposed, an Application for Renewal of Approval must be submitted for that location.

**PREVIOUSLY APPROVED LOCATION IN MARYLAND.**

Please provide the complete mailing address.

Fourth Presbyterian Church/5500 River Road/Bethesda, MD/20816

**PROPOSED START DATE OF CONTINUED OPERATION. September 1, 2016**

Applications should be submitted at least 5 months prior to the proposed start date.

**NAME AND ADDRESS OF INSTITUTION APPLYING FOR APPROVAL.**

Name of Institution: Reformed Theological Seminary	
Web Address: www.rts.edu	
OPEID Code: n/a <small>U.S. Department of Education, Office of Postsecondary Education, ID Code -- Title IV eligibility.</small>	
Chief Executives Officer: Ligon Duncan	
Mailing Address:	5422 Clinton Boulevard/Jackson, MS/39209
Telephone:	601-923-1600
Email:	lduncan@rts.edu

**Institutional Liaison:** Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:

Name: Jennifer McGahey

Title: Office Administrator & Registrar

Mailing Address: 1651 Old Meadow Road, Suite 300/McLean, VA/22102

Telephone: 703-448-3393

Email: jmcgahey@rts.edu

\*\*\*\*\* CERTIFICATION \*\*\*\*\*

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

12/16/2016  
Date  
  
Signature of Chief Executive Officer

Please Submit All Information To:

Maryland Higher Education Commission  
Division of Planning and Academic Affairs  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201  
410-767-3268  
[acadprop@mhec.state.md.us](mailto:acadprop@mhec.state.md.us)

A copy of these regulations can be found at the Maryland Higher Education Commission's web site [www.mhec.state.md.us](http://www.mhec.state.md.us) (under Academic Approval Process) along with an on-line application form.

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I. DURATION OF APPROVAL

Approval to operate at a previously approved location in Maryland must be renewed annually. However, "during of after the fifth year of operation in Maryland and during any subsequent renewal cycle, an out-of-State institution may apply for approval to operate in Maryland for an extended period of time up to 5 years." COMAR 13B.02.01.08C(1)

If the location for which you are applying has been annually approved for at least five years, do you wish to seek approval to operate in the State for an extended period of time of up to 5 years?  
 Yes, we wish to be approved for \_\_\_\_\_ years.

II. SUPPORTING DOCUMENTATION

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each approved location, the following Supporting Documentation needs to be included only once for each entire package of applications. CHECK EACH ITEM AS ATTACHED.

Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Have your catalogs, other institutional publications, or awards changed since they were last submitted?  Yes  No If yes, please submit new copies.

Application Fee. (Must accompany all renewals) COMAR 13B.02.01.08B(2)

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. The institution's check should be made payable to: Maryland Higher Education Commission. The application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.

- ✓  Accreditation. (Must accompany all renewals) COMAR 13B.02.01.08B(4)(g)

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to off-campus educational activities. If any of your proposed programs require program accreditation provide evidence of that accreditation.

- ✓  Registration as an Out-of-State Corporation. (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(f)

To transact interstate business in Maryland, the institution must qualify with the State Department of Assessments and Taxation by making the certification required in the Corporations and Associations Article, §7-202, Annotated Code of Maryland. A public institution is not required to qualify as a foreign corporation. However, a business entity affiliated with a public institution or a private institution (profit or non-profit) must qualify as a foreign corporation. The Foreign Corporation Qualification Form may be obtained from the Maryland Department of Assessments and Taxation, Room 809, 301 West Preston Street, Baltimore, Maryland 21201 or on-line at: [www.dat.state.md.us](http://www.dat.state.md.us). Once qualified, the institution must provide a copy of the certificate of good standing issued by the State Department of Assessments and Taxation.

- ✓  Certificate of Compliance With Fire and Safety Codes (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(o)

Please provide a certificate for each approved location for indicating that the proposed facility has been inspected and is found in compliance with local and State ordinances pertaining to fire and safety.

- n/a  Board of Trustees Resolution of Financial Solvency (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(e)

Please provide a resolution from your Board of Trustees addressed to the Secretary of Higher Education stating that your institution is financially solvent.

- n/a  Advertisements COMAR 13B.02.01.07D(3)(p)

Are there new advertisements in print format related to your programs in Maryland?  
 Yes  No If yes, please provide copies of the new advertisements.

- Enrollment Data as Prescribed by the Secretary. (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(q)

Please provide the information requested on the Student Enrollment Data Form found at the end of this application.

- n/a  Teach-out Plan (Must accompany all renewals) COMAR 13B.02.01.08B(4)(j)(iv)

The institution must provide a copy of its teach-out plan allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland.

## II. APPLICATION QUESTIONNAIRE

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.01. It must be completed for each proposed location.

### 1. Programs.

#### ➤ CURRENTLY OFFERED PROGRAMS.

**INSTRUCTIONS.** Please enter the requested information on your **CURRENTLY OFFERED PROGRAMS** in the spaces provided below, or create an attachment (labeled "A-1: Current Programs") to this application with the required information.

(a) Provide a list of your currently offered programs at this location. For each program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
HT508: Classics of Personal Devotions	n/a	Classroom	1 credit	Yes
PT518: Pastoral Ministry	n/a	Classroom	2	Yes
PT526: Worship	n/a	Classroom	3 credits	Yes

#### ➤ NEW PROGRAMS

**INSTRUCTIONS.** Is the institution proposing any new programs at this location?  Yes  No  
**If yes,** please enter the requested information in the spaces provided below, or create an attachment (labeled "A-1: New Programs") to this information with your responses to the following for each new program:

(a) Provide a list of the new programs at this location. For each new program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>

(b) If the information does not appear in the catalog or publication you submitted provide (1) a description of the curriculum; (2) the objectives of each course; and (3) a course schedule for the proposed location

(c) Please provide a brief description of the student population to be served by the proposed new programs.

**2. Educational Need.** Before the Commission may evaluate the readiness of an out-of-State institution to operate or award new degrees in the State, including the offering of an instructional program or a degree level not previously approved, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question in the State. In addition, the out-of-State institution shall demonstrate that the proposed program, for which the institution is making application, meets a critical and compelling regional or Statewide need and is consistent with the Maryland Postsecondary Education. COMAR 13B.02.01.06A&C

**INSTRUCTIONS:** Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-2: Educational Need") to this application and respond to the following questions for each new program:

(a) What critical and compelling Regional or Statewide (Maryland) need and demand do your proposed programs meet? In responding to this question provide documentation as indicated below:

(1) If the programs serve occupational needs, present data projecting market demand and the availability of openings in the job market to be served by the new programs for which the institution is making application. This information may include workforce and employment projections prepared by the federal and State governments, the availability of graduates in the State or region, marketing studies done by the institution or others, and material from professional and trade associations.

N/A

(2) If the programs serve societal needs (include the traditional liberal arts education), provide a

Description of how the proposed programs will enhance higher education in Maryland and contribute society

See Attachment A-2: Educational Need

- (b) If similar programs exist in the State, what are the similarities or differences in your program in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of the programs?

See Attachment A-2: Educational Need

- (c) Is a Maryland employer sponsoring/supporting the application for the program(s) to be offered at this location?

Yes  No

If yes, please attach a letter of support from the employer addressed to the Assistant Secretary, Planning and Academic Affairs. The letter should outline the employer's reasons for selecting the institution and its programs and state the benefits to the employees who participate in the program

**3. Administrative Staff.** The out-of-State institution shall provide for an on-site administrative staff responsible for overall administrative operation of educational activities including counseling, advising, testing orientation, financial aid services, and maintenance of academic records. In addition to being responsible for the administration of the policies and procedures of the parent institution, the designated administrators are responsible for meeting the expectations set forth in this chapter [of the Regulatory Standards of the State of Maryland for Out-of-State Institutions]. The duties and size of the staff shall be adequate for the size of the educational activities offered. COMAR 13B.02.01.15

**INSTRUCTIONS:** Has any previously reported Administrative Staff information changed since your last approval at this location?  Yes  No

If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-3: Administrative Staff Changes") to this application with any changes to the following questions:

- (a) How are you planning to meet the above standard on Administrative Staff?

N/A

- (b) Who will be assigned to carry-out each of these duties? Please include a curriculum vitae/resume for each administrator.

N/A

#### 4. Faculty

**INSTRUCTIONS:** Has any previously reported Faculty information changed since your last approval at this location?  Yes  No

**If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-4: Faculty Changes") with any changes to the following questions:**

(a) List all faculty that are to teach in the first year (or cycle) of the programs at this location. For each faculty member provide the following information: COMAR 13B.02.01.08(4)(m)

- (1) the course(s) the faculty might soon teach;
- (2) the degrees the individual holds
- (3) the degrees areas of specialization; and
- (4) whether or not the faculty member is full-time or part-time (adjunct) at your parent institution

(b) Please include a curriculum vitae/resume for each potential faculty member. For those faculty who are yet to be hired include a job description and minimal qualifications.

**5. Library Resources.** Out-of-State Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible. COMAR 13B.02.01.17A

**INSTRUCTIONS:** Has any previously reported library information changed since your last approval at this location?  Yes  No

**If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-5: Library Changes") to this application with any changes to the following questions.**

(a) How are you planning to meet this standard on Library Resources? Briefly describe the types of materials and titles that you will make available to your students and how they will access them. Will there be provision for bibliographic instruction and/or library orientation?

N/A

**6. Student Services.** COMAR 13B.02.01.18 concerns student services and activities. These shall realistically reflect the stated objectives, purposes, and philosophy of the out-of-State institution. Further, an out-of-State institution shall ensure that all students have access to a well developed program of counseling, testing, advisement, orientation, financial aid, career development, and placement. The institution may determine the specific organization of services, as well as the resources and staffing provided, as long as provision for these services are made. Student activities that complement the instructional program are particularly encouraged. COMAR Section .18 also requires that the out-of-State institutions keep complete and accurate records of admission, enrollment, grades, scholarships, transfer of credits, transcripts, graduates, and other essentials in accordance with standard practice. This includes the physical security and confidentiality of such records. The Section requires as well, a published statement of student rights, privileges, and responsibilities and the school's adherence to its student grievance procedures.



**INSTRUCTIONS:** Has any previously reported Student Services information changed since your last approval at this location?  Yes  No

**If yes,** please enter the requested information in the spaces provided below, or create an attachment (labeled "A-6: Student Services") to this application with any changes to the following questions.

(a) How do you plan to implement the requirements for Student Services cited above?

N/A

(b) Regarding student records describe the security measures the institution takes to ensure the confidentiality, physical, and electronic security of your record-keeping system.

N/A

(c) Does the institution have a published statement of rights, privileges, and responsibilities of students?

Yes  No How will it make this available to its students at the proposed instructional site? \_\_\_\_\_

If this statement is in the Catalog you submitted with the application, please indicate the page number: \_\_\_\_\_

If not in the Catalog you submitted, please provide us with a copy of the statement.

(d) Does the institution have a published student grievance procedure?  Yes  No If this procedure is in the Catalog you submitted with the application, please indicate the page number \_\_\_\_\_. If not in the Catalog you submitted, please provide us with a copy of the grievance procedure.

7. Facilities. (See COMAR 13B.02.01.19).

**INSTRUCTIONS:** Has any previously reported Student Services information changed since your last approval at this location?  Yes  No

**If yes to either question,** please enter the requested information in the spaces provided below, or create an attachment (labeled "A-7: Facilities") to this application with any changes to the following questions.

(a) Has a specific facility been inspected and approved for use as a classroom/laboratory space and been found in compliance with local and State ordinance pertaining to fire and safety?  Yes  No

(1) If yes, please provide a copy of the Certificate of Compliance.

(2) If no, the Certificate of Compliance must be submitted at least 30 days prior to the start of classes.

(b) Describe any special instructional facilities and equipment (computers, audio-visual equipment, etc.) that will be used and available to students in this location.

N/A

(c) Describe what provisions are being made for periodic repair and maintenance of buildings and grounds. What measures are being taken for campus security and fire protection? If dangerous or toxic materials are being handled, what provisions are being made for safe storage, handling and disposal?

N/A

(d) Describe the office (and conference) space available to full and part-time faculty and administrators.

N/A

8. **Distance Education.** "Distance education" means course work for academic credit delivered by telecommunicated instruction to a physical space specifically reserved for the purpose of receiving the instruction, for example, a teleclassroom, and requires the payment of tuition or fees for the instruction. "Distance education" does not include telecommunicated instruction at the student's initiation via an individual personal computer. COMAR 13B.02.01.03(8). An institution operating in Maryland and delivering instruction in Maryland by distance education shall provide evidence to the Secretary of compliance with the standards of good practice found in COMAR 13B.02.01.21.

**INSTRUCTIONS.** Is the institution providing distance education as defined above?  Yes  No  
**If yes,** please contact the staff at the Maryland Higher Education Commission for a copy of the Standards of Good Practice and provide evidence of compliance as an attachment (labeled "A-8; Distance Education") to this application

## Accreditation



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON COLLEGES

January 15, 2013

Dr. Robert C. "Ric" Cannada, Jr.  
Chancellor and Chief Executive officer  
Reformed Theological Seminary  
5422 Clinton Boulevard  
Jackson, MS 39209

Dear Dr. Cannada:

The following action regarding your institution was taken at the December 2012 meeting of the Board of Trustees of SACS Commission on Colleges:

The Commission on Colleges reaffirmed accreditation. No additional report was requested. Your institution's next reaffirmation will take place in **2022** unless otherwise notified.

Please submit to your Commission staff member, preferably by email, a **one-page** executive summary of your institution's Quality Enhancement Plan. The summary is due **February 15, 2013**, and should include on the same page the following information: (1) the title of your Quality Enhancement Plan, (2) your institution's name, and (3) the name, title, and email address of an individual who can be contacted regarding its development or implementation. This summary will be posted to the Commission's Web site as a resource for other institutions undergoing the reaffirmation process.

All institutions are requested to submit an "Impact Report of the Quality Enhancement Plan on Student Learning" as part of their "Fifth-Year Interim Report" due five years before their next reaffirmation review. Institutions will be notified 11 months in advance by the President of the Commission regarding its specific due date.

We appreciate your continued support of the activities of the Commission on Colleges. If you have questions, please contact the staff member assigned to your institution.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW:sf

cc: Dr. Steven M. Sheeley



The Association of Theological Schools  
The Commission on Accrediting

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February 22, 2013

Michael Milton  
Reformed Theological Seminary  
5422 Clinton Blvd  
Jackson, MS 39209-3099

Dear Dr. Milton:

The Board of Commissioners met in Pittsburgh, Pennsylvania, in February 2013 and included on its agenda the report of the joint ATS/SACS comprehensive evaluation committee. The board also reviewed the institution's self-study. After reviewing the information in light of the pertinent Commission standards and procedures, the board voted:

1. To reaffirm accreditation of Reformed Theological Seminary for a period of nine years (spring 2022).

[Note: Because the visiting committee report was considered by the Board of Commissioners nearly a year following the visit, the term of accreditation is nine years, ten years from the time of the visit.]

2. To approve the following degree programs:

**Jackson, Mississippi (main campus)**

Master of Divinity (MDiv)

Master of Arts in Marriage and Family Therapy and Counseling (MA in Marriage and Family Therapy and Counseling)

Master of Arts (MA)

Masters of Theology (ThM) discontinued

Doctor of Ministry (DMin)

Doctor of Philosophy (Intercultural Studies) [PhD (Intercultural Studies)] discontinued

3. To approve the following extension sites and/or distance learning programs:

**Atlanta, Georgia, site, 1580 Terrell Mill Road, Marietta, Georgia 30067**

Master of Divinity (MDiv)

Master of Arts (Biblical Studies) (MA [Biblical Studies])

Master of Arts (Religion) (MA [Religion])

Doctor of Ministry (DMin)

**Charlotte, North Carolina, site, 2101 Carmel Road, Charlotte, North Carolina 28226**

Master of Divinity (MDiv)

Master of Arts (Biblical Studies) (MA [Biblical Studies])

Master of Arts (Theological Studies) (MA [Theological Studies])

Doctor of Ministry (DMin)

**Orlando, Florida, site (Oviedo), 1231 Reformation Drive, Oviedo, Florida 32765**

Master of Divinity (MDiv)

Master of Arts (Biblical Studies) (MA [Biblical Studies])

Master of Arts (Theological Studies) (MA [Theological Studies])

Master of Arts in Counseling (MA in Counseling)

Master of Arts (Christian Thought) (MA [Christian Thought]) discontinued

Masters of Theology (ThM) discontinued

Doctor of Ministry (DMin)

Washington, DC, site, 1651 Old Meadow Road, Suite 300, McLean, Virginia 22101  
Master of Divinity (MDiv)  
Master of Arts (Religion) (MA [Religion])

East Java, Indonesia, site, Bukit Hermon No 1, Malang 65151, East Java, Indonesia  
Doctor of Ministry (DMin)

São Paulo, Brazil, site, Andrew Jumper Presbyterian Graduate Center at Mackenzie University,  
Rua Maria Borba, 15-3° Andar – Vila Buarque - Sao Paulo, SP– CEP 01221-040  
Doctor of Ministry (DMin)

To grant approval to offer a comprehensive distance education program.

4. To encourage that attention be given to maintaining and enhancing the following distinctive strengths:

a. An exemplary assessment program that demonstrates the extent to which students have met the educational goals of the degree programs.

b. A well designed Quality Enhancement Plan, "Our Muslim Neighbors," that addresses an identified curricular gap as well as one of the ATS five themes.

c. A positive collaborative and collegial atmosphere across the RTS system among administration, faculty, staff, and students.

5. To take actions regarding the following area of needed improvement:

To require a report by January 1, 2014, demonstrating the means by which the school assesses that the students have the knowledge, competence or skills that would normally be provided by the specific course for which they have been granted advanced standing (Commission Standard ES, sections 7.4.1 and 7.4.2).

In a separate action, the board considered the seminary's petition to offer the complete Master of Arts (Biblical Studies) at the approved Houston, Texas, extension site (8300 Katy Freeway, Houston, Texas 77024).

After reviewing the information in light of the pertinent Commission standards and procedures, the board voted:

6. To grant approval to offer the complete Master of Arts (Biblical Studies) at the Houston, Texas, extension site (8300 Katy Freeway, Houston, Texas 77024) that had been previously approved to offer 49 percent of the MAR. All students enrolled in the MAR degree will transfer into the new MABS degree.

The actions of the board are effective February 5, 2013. Please contact me if you have any questions.

Sincerely,



Tisa Lewis, Director  
Accreditation and Institutional Evaluation

/sb

CC: Southern Association of Colleges and Schools

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Course descriptions from the College's catalog

# COURSE DESCRIPTIONS

Campus prefixes for course numbers:

01-Jackson / 02-Orlando / 03-Charlotte / 04-Atlanta / 05-Houston / 06-Washington DC / 08-Memphis / 09-New York City / 00-Distance Education

the proper presentation of an acceptable proposal. Faculty from select fields of study will describe the research methods and resources appropriate to various components of the project. Class sessions will consist of both lecture and dialogue with students on their specific topics. Included in the course will be some mandatory research time in the library for building one's bibliography. As an outcome of the course, students should be able both to craft an acceptable project proposal and to begin the research and writing of the project itself.

## HISTORICAL THEOLOGY

00HT502 • 01HT502 • 02HT502  
03HT502 • 04HT502 • 06HT502

**The History of Christianity I. 3 hours**

This general introduction to Christianity in the early and medieval periods focuses on key Christian doctrines and great leaders from Justin Martyr to Martin Luther who made contributions of lasting significance to the Christian Church.

00HT504 • 01HT504 • 02HT504  
03HT504 • 04HT504 • 06HT504

**The History of Christianity II. 3 hours**

A continuation of HT502, concentrating on great leaders of the church in the modern period of church history from the Reformation to the 19th century.

00HT506 • 01HT506 • 03HT506  
04HT506 • 06HT506 2 hours  
02HT506 3 hours

**The Church and the World.**

This is a survey course on the major cultural, theological, and historical developments of the Christian Church in the 20th century to the present. The course will deal with the impact of Christianity on contemporary culture as well as include key figures and movements.

02HT508 • 03HT508 • 04HT508 • 06HT508

**Classics of Personal Devotions. 1 hour**

Devotional writings from the history of the church, as well as from more contemporary Christians, are read and discussed to deepen the student's knowledge of and love for God.

06HT600

**Five Doctors of the Church. 2 hours**

An elective seminar exploring five great theologians of the Church: Athanasius, Basil, Augustine, Aquinas, and Calvin. The seminar includes lectures and student presentations.

06HT605

**Calvin's Institutes. 2 hours**

An elective seminar exploring the history, development, and theological content of the *Institutes of the Christian Religion*. The seminar includes lectures and student presentations.

00HT607 • 02HT607 • 03HT607

**American Presbyterianism. 2 hours**

A survey of the history of American Presbyterianism from its roots in the Calvinist reformed tradition to the present. The course focuses on key historical events and controversies that shaped Presbyterian denominations, major leaders who influenced Presbyterian theology and its prominent institutions, movements that reflected Presbyterian leadership of American religions, and the reciprocal relation between Presbyterianism and American culture.

03HT610

**Ministry in a Postmodern Context. 2 hours**

This course will concentrate on both intellectual and social aspects of the postmodern condition. The goal will be to describe the postmodern context, to reflect on both challenges and opportunities, and to suggest a "third way" beyond wholesale acceptance or rejection of current cultural trends.

01HT702 3 hours

00HT702 • 03HT702 • 04HT702 2 hours

**History and Theology of the Puritans.**

This survey of the historical and cultural background of 17th century Puritanism in Great Britain and North America includes an examination of leading theologians, such as John Owen, Richard Sibbes, Thomas Goodwin, Samuel Rutherford, and Thomas Hooker, and of selected texts.

02HT704

**Baptist History. 1 hour**

This course is a survey of Baptist history from its English roots to present-day American expressions.



# COURSE DESCRIPTIONS

Campus prefixes for course numbers:

01-Jackson / 02-Orlando / 03-Charlotte / 04-Atlanta / 05-Houston / 06-Washington DC / 08-Memphis / 09-New York City / 00-Distance Education

00PT516 • 01PT516 • 02PT516

03PT516 • 04PT516 • 06PT516

**Pastoral Counseling. 3 hour**

An overview of current trends in counseling theory and practice and the role of counseling in public, private and church settings. Basic counseling skills taught in this course include interviewing, assessment, and therapeutic listening in a laboratory situation. Application is made to premarital, family crisis, grief and substance abuse counseling, with emphasis on developing strategies and applying scriptural principles.

03PT518 • 04PT518 • 06PT518

**Pastoral Ministry. 2 hours**

A study of general pastoral care, biblical and professional standards of ministerial conduct, self-image, etiquette, interpersonal relationships, typical problem areas, and possible pitfalls for pastors. Part of the RTS Charlotte course includes hospital chaplain experience.

01PT520 • 02PT520 • 03PT520 • 04PT520 • 06PT520

1 hour

**Church Polity.**

Students examine the biblical data relative to church government and the Book of Church Order. The organization and function of church courts, including discipline and appeals, are considered, and parliamentary procedure is emphasized.

01PT522 • 02PT522 • 03PT522 • 04PT522 • 06PT522

**Communication II. 2 hours**

*Prerequisite: OPT510. For Orlando, OPT524.*

A continuation of Communication I. This course continues to develop the skills required for interpreting and communicating the Bible. Special emphasis is given to sermon composition, including its constituent parts, as well as to the different ecclesial contexts of sermon delivery (e.g., weddings, funerals).

02PT524 1 hour

01PT524 • 03PT524 • 04PT524 • 06PT524 2 hours

**Preaching Laboratory II.**

*Prerequisite: OPT522. For Orlando, OPT510*

Students will preach multiple sermons. Women and other non-ministerial candidates will substitute additional elective course hours for all Preaching Labs.

01PT526 • 03PT526 • 04PT526 • 06PT526 3 hours

02PT526 2 hours

**Worship.**

The purpose of this course is to provide students with the biblical foundations for worship. This course will convince students that gathered worship is legitimate, necessary, important, and should be conducted biblically in both form and content. In addition, the course will address the crucial matters of music, congregational singing, contextualization, "worship styles," and more. The goal is to prepare students to be biblical worshippers, to help others be biblical worshippers, and to be effective leaders in worship.

02PT528

**Theology of Ministry I. 2 hours**

This course continues the themes of the worship course and introduces the student to general pastoral care, biblical and professional standards of ministerial conduct, self-image, etiquette, interpersonal relationships, and typical problem areas and possible pitfalls for pastors.

02PT530

**Theology of Ministry II. 2 hours**

The historical development and biblical principles of management theory and leadership style are examined. Strategic planning, setting goals, budgeting, directing programs, and evaluating results are included.

02PT532

**Preaching Laboratory III. 2 hours**

*Prerequisite: OPT524.*

Students will preach multiple sermons. Women and other non-ministerial candidates will substitute additional elective course hours for all Preaching Labs.

01PT534 • 02PT534 • 03PT534 • 04PT534 • 06PT534

**Field Education Seminar.**

*Prerequisite: 400 hours of field education experience.*

This seminar provides opportunity for theological reflection and discussion of problems, needs, and experiences in ministry. Students are required to write papers about their field experiences and present them to the class for discussion led by the professor. This may be taken in the fall or spring semester.

## Recent Approval Letter



**MHEC**  
Creating a state of achievement

Larry Hogan  
Governor

Boyd K. Rutherford  
Lt. Governor

Anwer Hasan  
Chairperson

Jennie C. Hunter-Covera  
Acting Secretary

October 9, 2015

Dr. Ligon Duncan  
President  
Reformed Theological Seminary  
5422 Clinton Blvd.  
Jackson, MS 39209

Dear President Duncan:

The Maryland Higher Education Commission has received an application from the Reformed Theological Seminary to offer four courses in Maryland as part of its Master of Divinity or Master of Arts in Religion at Fourth Presbyterian Church, 5500 River Road, Bethesda, MD 20816. I am pleased to inform you that the Reformed Theological Seminary is authorized to offer the courses listed below until August 31, 2016.

In accordance with Code of Maryland Regulations (COMAR) 13B:02.01.07D(5), the institution cannot offer more than three of the five courses in any one semester that occur during the approval period.

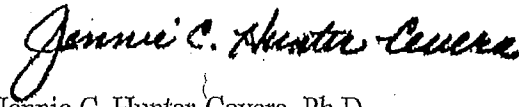
Approved courses:

- o HT 508 Classics of Devotion (1 credit)
- o OT 508 Genesis-Joshua (3 credits)
- o PT 526 Worship (3 credits)
- o OT 516 Isaiah-Malachi (3 credits)
- o PT 518 Pastoral Ministry

An electronic renewal form and the regulations for out-of-state institutions are available on the Commission's website under "Academic Approval Process" at [www.mhec.state.md.us](http://www.mhec.state.md.us). In order to operate at the approved locations after the stated expiration date, the renewal application should be completed and submitted to this office no later than five months before the institution proposes to commence operation for the academic year 2016-2017. If applicable, the use of VA benefits for these programs should be coordinated through Ms. Trish Gordon-McCown, Veterans Affairs Coordinator. She can be reached at 410-767-3098.

Please keep us informed of any changes contemplated in your offerings in Maryland. We look forward to continuing the cooperative relationship developed between your institution and the Maryland Higher Education Commission.

Sincerely,



Jennie C. Hunter-Cevera, Ph.D.  
Acting Secretary of Higher Education

JCHC:JVF:jmc

Cc: Ms. Jennifer McGahey, Office Administrator and Registrar, Reformed Theological Seminary