

# GRS Online

## Student Handbook



Geneva Reformed Seminary  
Online Campus

# GENERAL COURSE INSTRUCTIONS

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## *Geneva Reformed Seminary, Online Campus*

As you proceed through the course, please feel free to contact Geneva Reformed Seminary to report any problems you might have with the lectures, to seek help with topics that need further clarification, or even to discuss your study plans.

GRS is a graduate theological school, and, as such, offers courses at an advanced level. Graduate studies require considerably more reading and more writing. The suggestions given here are general and apply to most courses. Check the syllabus for the specific elements for your particular course.

### ***Course Materials***

These course materials put you into the classroom where the course was originally presented. You should print the available Word or PDF documents for hands-on use during the lectures. Listen carefully to each lecture. Take notes as you listen. If you desire, you can go back and review the difficult portions. This is an advantage of distance education that is not available in a classroom.

### ***Suggested Procedure***

1. Read the complete syllabus and course outline carefully before beginning any lesson.
2. Read the assigned textbook readings before listening to the recordings.
3. As you listen to the lectures, follow the instructions carefully.

### ***Time Limit***

The time limit to complete your course work for credit is four (4) months. Before you begin any of the lessons, you should plan your time for the course. If you are unable to finish within the time limit, you must contact the GRS office to discuss an extension. This should be done at least two weeks before the deadline.

### ***Course Requirements***

The syllabus for each class will detail the expected assignments, examinations, and papers.

### ***Required Textbooks***

The syllabus lists all the textbooks you will be expected to read and study for the course.

### ***Suggested Reading***

Professors will often suggest additional reading for each lesson. Many of the standard words can be found online or are available in Bible programs such as *BibleWorks* or *Logos*. These are recommended resources particularly if no other library is accessible.

### ***Determination of Grade***

Carefully note in each course syllabus the way your grade will be determined.

### ***Examinations***

You should make arrangements for a proctor—who could be a pastor, professional educator, or some person acceptable to GRS/Online—who will receive your examinations, monitor you as you take them, and forward them directly to GRS/Online. This proctor cannot be a relative or another GRS student.

At least two weeks before you complete your coursework, please contact our office to request your exam. Make arrangements with your proctor for when and where you will actually take the examination. The proctor will be given a set of instructions with the procedure for an examination. Please do not ask the proctor to make exceptions for you. That might invalidate your work.

Since the proctor is doing you a favor and is not paid for this work, it would be considerate for you to reimburse the proctor for cost of postage, etc.

### ***Research Paper***

1. If a research paper is a requirement of your course (see your course syllabus), it is to be submitted by you at the appointed time specified in the course syllabus. NOTE: Specific instructions regarding the paper are listed in the course syllabus.
2. The paper should emphasize primary sources whenever possible, in addition to secondary sources. Give fair treatment to opposing viewpoints.
3. The paper must not be over the number of typewritten pages states (12-point type font size, Times New Roman or equivalent; not counting title page, table of contents, notes, list of references and bibliography). You **must** use Kate Turabian. The paper should include a title page, table of contents, headings and subheadings, footnotes, and bibliography. Book title should be italicized and not underlined. See pages 3-8 for general typing instructions, as well as sample footnote and bibliography forms.

### ***Writing Evaluation***

Usage: vocabulary, spelling, and word choice

Grammar: punctuation, sentence structure, and syntax

Precision: headings, paragraph formatting, topic sentences, and focus

Persuasiveness: support for proposition and passion

Presentation: word processing and academic style

### ***Content Evaluation***

Biblical references and support

Scholarly references: historical, current, journals, and perspective

Conceptual organization: outline, logic, and conclusions

Clarity of ideas: specific propositions, illustrations, and examples

Be sure that your name appears on all pages submitted in any form.

## **Distance Education Study Helps**

First, discipline yourself to set aside regular time for this work. Choose a time of the day when others will not disturb you. Block the time as if you were going to the seminary each week for class over the next four months. Do not let other activities interfere with your study time.

Second, take the examinations as soon as you have finished the lessons they cover. Plan your work so as to complete the study in three months, well before the four-month time limit.

## General Instructions for Papers

### 1. Research

Be sure to read enough about the subject of your paper before attempting organization and composition.

### 2. Organization

Make sure your paper treats the subject assigned. Every part of the paper should be relevant to the major theme. Make sure your paper has a good thesis statement as well as topic sentences for the paragraphs. Think about and plan carefully the unity and direction of the paper. Use transitions when appropriate.

### 3. Style

Use clear sentences to express yourself. Avoid awkward constructions such as the passive voice. Aim for conciseness of statement.

### 4. Sources

After doing preliminary research, go to primary sources. Do not quote someone who is merely quoting someone else. Take the time to run down the original reference. For example, when you are going to refute a critic, check what the critic himself has said in his own book.

Check yourself carefully to make sure that you do not plagiarize. Plagiarism includes (1) failure to document information, (2) failure to indicate direct quotes, and (3) failure to paraphrase properly.

### 5. Mechanics

Use correct form for footnotes, bibliography, and margins. Be sure that spelling, grammar, and punctuation are correct. Be sure to allow yourself enough time for careful proofreading of your finished paper.

#### Overall Format of Paper:

1. title page
2. outline page (use table of contents form)
3. number of pages of text specified in the syllabus
4. bibliography page
5. statement of time and number of pages read in preparation (place at bottom of bibliography page)  
Example: TIME: 20 hours  
PAGES: 134

#### Sources for Style for Form:

Sheridan Baker, *The Practical Stylist* [808 B177], 1-43 (or Baker's *The Complete Stylist*)

Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7<sup>th</sup> ed.

1. **paper** Use 8 ½ x 11 inch paper of good quality.
2. **margins** Nothing should be typed in the margins  
**top:** one inch (first page, title page, table of contents, bibliography page have a two-inch margin; paper title paper title is typed in all caps two inches from the top of the page)  
**bottom:** one inch  
**left:** 1 ½ inches  
**right:** one inch
3. **indention** Indent each paragraph, lengthy quotation, footnote, or bibliography entry **one-half inch**. The footnote line at the bottom should be two inches long.
4. **page numbers** Place the page number for the first page at the center one-inch margin from the bottom of the page and a double space below the last line of type. Succeeding pages should have page number in the upper right-hand corner, one inch from the top and one inch from the side. Double space down to the first line of text.
5. **corrections** Minor corrections may be made neatly with a pen (**not** a pencil).
6. **binding** Bind pages together **only** with a staple. Do not place the paper in a plastic binder.
7. **type** Use Times New Roman, Palatino, or a similar font with a 12-point size. Do **not** use justified right-hand margins. (You can get a Turabian template by e-mailing [sbarrett@grsonline.org](mailto:sbarrett@grsonline.org), which will have the correct margins, font, etc.)
8. **spacing** Regular text should be double-spaced. Lengthy quotations (over three lines), footnotes, and bibliography entries should be single-spaced.
9. **word divisions** Avoid hyphenation if possible. Never hyphenate between pages, and do not use one- or two-letter divisions. If you do hyphenate, be sure that the word is divided corrected.
10. **paragraph divisions** A portion of a paragraph should have at least two lines on any one page (avoid “widows”).
11. **underlining** If you are not able to print italic type, you may use underlining wherever Turabian refers to italics (Tur. 4.14).

**Sample Footnote Forms**  
(including modifications of Turabian's 7<sup>th</sup> edition)

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<sup>1</sup>J. Barton Payne, *The Theology of the Older Testament* (Grand Rapids: Zondervan Publishing House, 1962), 20-21.

<sup>2</sup>Morton Smith, "The Present State of Old Testament Studies," *Journal of Biblical Literature* 88(1969): 28.

<sup>3</sup>H. A. Hoffner, "Some Contributions of Hittitology to Old Testament Study," *Tyndale Bulletin*, no. 20 (1969): 28-29.

<sup>4</sup>K. A. Kitchen, "Egypt," *The New Bible Dictionary*, ed. J. D. Douglas (Grand Rapids: Wm. B. Eerdmans Publishing Co., 1962), 349.

<sup>5</sup>Benjamin Breckinridge Warfield, *The Inspiration and Authority of the Bible*, ed. Samuel G. Craig (Philadelphia: Presbyterian and Reformed Publishing Co., 1948), 374, n. 67.

<sup>6</sup>C. F. Keil and F. Delitzsch, *The Pentateuch*, trans. James Martin (Grand Rapids: Wm. B. Eerdmans Publishing Co., n.d.), 1:467.

<sup>7</sup>Gerhard von Rad, *The Theology of Israel's Historical Traditions*, vol. 1 of *Old Testament Theology*, trans. D. M. G. Stalker (New York: Harper & Row, 1962), 175.

<sup>8</sup>A. A. MacRae, "Nuzi," *The Zondervan Pictorial Encyclopedia of the Bible*, ed. Merrill C. Tenney (Grand Rapids: Zondervan Publishing House, 1975), 4:470-73.

<sup>9</sup>H. L. Ginsberg, "Ugaritic Studies and the Bible," *The Biblical Archaeologist Reader*, 2, ed. David Noel Freedman and Edward F. Campbell, Jr. (Garden City, N.Y.: Anchor books, 1964), 49-50.

<sup>10</sup>John W. Haley, *Alleged Discrepancies of the Bible* (1874; reprint, Grand Rapids: Baker Book House, 1977), 33.

<sup>11</sup>S. N. Kramer, trans., "Lipit-Ishtar Lawcode," in *Ancient Near Eastern Texts*, ed. James B. Pritchard, 3<sup>rd</sup> ed. (Princeton: Princeton University Press, 1969), 160.

<sup>12</sup>R. Laird Harris, "hsh," *Theological Wordbook of the Old Testament*, ed. R. Laird Harris (Chicago: Moody Press, 1980), 1:305-7.

<sup>13</sup>E. Kautzsch, ed., *Gesenius' Hebrew Grammar*, trans. A. E. Cowley, 2<sup>nd</sup> ed. (Oxford: Clarendon Press, 1910), sec. 124d. [or §124d]

<sup>14</sup>C. Keil, *Biblical Commentary on the Book of Daniel*, trans. M. G. Easton (Grand Rapids: Wm. B. Eerdmans Publishing Co., n.d.), 203-13.

<sup>15</sup>*Ibid.*, 215.

<sup>16</sup>*Ibid.*

<sup>17</sup>Haley, 17.

<sup>18</sup>S. D. Toussaint, review of *Decision Making and the Will of God*, by Garry Friesen with J. Robin Maxson, in *Bibliotheca Sacra* 140 (1983):76-78.

<sup>19</sup>H. S. Nyberg, *Studien zum Hosebauche* (Uppsala: Uppsala Universitets Årsskrift, 1935), 64, quoted in James Barr, *Comparative Philology and the Text of the Old Testament* (Oxford: Clarendon Press, 1968), 74.

<sup>20</sup>Charles Lee Feinberg, "The Value of Archaeological Studies for Biblical Research," in *Tradition and Testament: Essays in Honor of Charles Lee Feinberg*, ed. John S. Feinberg and Paul D. Feinberg (Chicago: Moody Press, 1981), 274.

<sup>21</sup>James A. Montgomery, *A Critical and Exegetical Commentary on the Book of Daniel*, The International Critical Commentary (New York: Charles Scribner's Sons, 1927), 66-72.

<sup>22</sup>J. E. H. Thomson, "Exposition," in *Daniel*, vol. 29 of *The Pulpit Commentary*, ed. H. D. M. Spence and Joseph S. Exell (New York: Funk & Wagnalls Co., n.d.), xliii-xliv.

<sup>23</sup>J. Coert Rylaarsdam, "Introduction and Exegesis," "The Book of Exodus," in *The Interpreter's Bible*, ed. George Arthur Buttrick, 1 (New York: Abingdon Press, 1952): 845.

<sup>24</sup>Guy P. Couturier, "Jeremiah," in *The Jerome Biblical Commentary*, ed. Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy (Englewood Cliffs, N.J.: Prentice-Hall, 1968), 1:319.

<sup>25</sup>C. W. Eduard Naegelsbach, *The Book of the Prophet Jeremiah Theologically and Homiletically Expounded*, trans. and ed. Samuel Ralph Asbury, vol. 12 of *Lange's Commentary on the Holy Scriptures*, ed. Philip Schaff (1871; reprint, Grand Rapids: Zondervan Publishing House, n.d.), 188.

<sup>26</sup>Delbert R. Hillers, *Lamentations*, vol. 7A of The Anchor Bible, ed. William Foxwell Albright and David Noel Freedman (Garden City, N.Y.: Doubleday & Co., 1972), xix-xxiii.

<sup>27</sup>Gleason L. Archer, Jr., *A Survey of Old Testament Introduction*, rev. ed. (Chicago: Moody Press, 1974), 366.

### **Sample Bibliography Forms** (including modifications of Turabian's 7<sup>th</sup> edition)

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- [1] Payne, J. Barton. *The Theology of the Older Testament*. Grand Rapids: Zondervan Publishing House, 1962.
- [2] Smith, Morton. "The Present State of Old Testament Studies." *Journal of Biblical Literature* 88 (1969): 19-35.
- [3] Hoffner, H. A. "Some Contributions of Hittitology to Old Testament Study." *Tyndale Bulletin*, no. 20 (1969): 27-55.
- [4] Kitchen, K. A. "Egypt." *The New Bible Dictionary*, edited by J. D. Douglas, 337-53. Grand Rapids: Wm. B. Eerdmans Publishing Co., 1962.
- [5] Warfield, Benjamin Breckinridge. *The Inspiration and Authority of the Bible*, edited by Samuel G. Craig. Philadelphia: Presbyterian and Reformed Publishing Co., 1948.

- [6] Keil, C. F., and F. Delitzsch. *The Pentateuch*, translated by James Martin. Grand Rapids: Wm. B. Eerdmans Publishing Co., n.d.
- [7] von Rad, Gerhard. *The Theology of Israel's Historical Traditions*. Vol. 1 of *Old Testament Theology*, translated by D. M. G. Stalker. New York: Harper & Row, 1962.
- [8] MacRae, A. A. "Nuzi." *The Zondervan Pictorial Encyclopedia of the Bible*, edited by Merrill C. Tenney, 4:470-73. Grand Rapids: Zondervan Publishing House, 1975.
- [9] Ginsberg, H. L. "Ugaritic Studies and the Bible." *The Biblical Archaeologist Reader*, 2, edited by Edward F. Campbell, Jr., and David Noel Freedman, 34-50. Garden City, N.Y.: Anchor books, 1964.
- [10] Haley, John W. *Alleged Discrepancies of the Bible*. 1984; reprint, Grand Rapids: Baker Book House, 1977.
- [11] Pritchard, James B., ed. *Ancient Near Eastern Texts*. 3<sup>rd</sup> ed. Princeton: Princeton University Press, 1969.
- [12] Harris, R. Laird, ed. *Theological Wordbook of the Old Testament*. 2 vols. Chicago: Moody Press, 1980.
- [13] Kautzsch, E. ed. *Gesenius' Hebrew Grammar*, translated by A. E. Cowley. 2<sup>nd</sup> ed. Oxford: Clarendon Press, 1910.
- [14] Keil, C. *Biblical Commentary on the Book of Daniel*, translated by M. G. Easton. Grand Rapids: Wm. B. Eerdmans Publishing Co., n.d.
- [18] Toussaint, S. D. Review of *Decision Making and the Will of God*, by Garry Friesen with J. Robin Maxson, in *Bibliotheca Sacra* 140 (1983): 76-78.
- [19] Barr, James. *Comparative Philology and the Text of the Old Testament*. Oxford: Clarendon Press, 1968.
- [20] Feinberg, Charles Lee. "The Value of Archaeological Studies for Biblical Research." In *Tradition and Testament: Essays in Honor of Charles Lee Feinberg*, edited by John S. Feinberg and Paul D. Feinberg, 265-91. Chicago: Moody Press, 1981.
- [21] Montgomery, James A. *A Critical and Exegetical Commentary on the Book of Daniel*. The International Critical Commentary. New York: Charles Scribner's Sons, 1927.
- [22] Thomson, J. E. H. "Exposition." In *Daniel*. Vol. 29 of *The Pulpit Commentary*, edited by H. D. M. Spence and Joseph S. Exell. New York: Funk & Wagnalls Co., n.d.
- [23] Buttrick, George Arthur, ed. *The Interpreter's Bible*. 12 vols. New York: Abingdon Press, 1952-57.
- [24] Couturier, Guy P. "Jeremiah." In *The Jerome Biblical Commentary*, edited by Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy, 1:300-36. Englewood Cliffs, N.J.: Prentice-Hall, 1968.



- [25] Naegelsbach, C. W. Eduard. *The Book of the Prophet Jeremiah Theologically and Homiletically Expounded*, translated and edited by Samuel Ralph Asbury. Vol. 12 of *Lange's Commentary on the Holy Scriptures*, edited by Philip Schaff. 1871; reprint, Grand Rapids: Zondervan Publishing House, n.d.

The Bible. King James Version.

*New American Standard Bible*. La Habra, California: The Lockman Foundation, 1971.

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### Index of Forms

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article in an edited book 9, 12, 20  
article in a reference work (Bible dictionaries and encyclopedias) 4, 8  
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## **Financial Information**

### **Expenses**

Tuition fees per credit hour

- For students not under care.....\$150
- For students under care.....\$125
- Audit fees per hour .....\$ 75

Fees are subject to change.

### **Payment plans**

Students should plan on full payment of all fees at the beginning of each term or in equal installments by the end of the term. Requests for alternative payment arrangements must be approved by the office. The seminary does not desire that any student be forced to interrupt his study for financial reasons and will do what is possible in terms of payment schedules. From time to time, funds are available for student assistance. Inquiries for financial assistance should be made directly to the president of the seminary.

# Examination Request Procedure

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In order that we may serve our students in a more efficient manner, we have developed the following Exam Request Procedure. Please read these instructions carefully and use this system to request the exam. To request an exam you **must** use the online examination request form. Following are the instructions:

1. Go to [www.grsonline.org](http://www.grsonline.org).
2. Click on the orange “M” Moodle link on the top-right portion of the page in the main menu on the left.
3. Click on the Examination Request Form link.
4. Fill in **every** box on the form. If you do not complete the entire form, it will not process and you will receive a message indicating the error. There are other errors which may occur (for example, if you request an invalid exam or if you have entered a course for which you are not registered, etc.) and you will be given instructions to correct the error.
5. You must choose to have the exam sent by e-mail or U.S. mail.
6. If you choose e-mail, you must complete the box titled “Proctor’s Address” (e-mail or U.S. mail) with a valid e-mail address. Make sure that you are registered for the course and that you enter your proctor’s e-mail correctly.
7. If you choose U.S. mail, then you must complete the box titled “Proctor’s Address” (e-mail or U.S. mail) with a valid U.S. postal address.
8. Request your exam two weeks before you plan to take it and enter the proper date in the date you plan to take the exam box.
9. Click the send information box at the bottom of the form.

You have completed your part of the Exam Request process, and the correct exam will be sent to your proctor. Please follow up with your proctor to be sure that the exam was received. If the exam was not received, call 1-800-477-7058 or 1-864-268-7071.

Please feel free to submit feedback as you utilize this tool.