



RAVENTREE

MYSTERIUM



REVELATUM

ACADEMY

STUDENT HANDBOOK



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Welcome & Overview

Welcome to Raventree Academy! This handbook serves as your guide and overview of many of the most important aspects of the Academy. Whether you are looking for registration policies, our non-discrimination statement, or general etiquette policies, you can find it here. If you have any questions regarding anything within the Handbook, or were unable to find an answer here, please reach out to the Office of Student Affairs; they will be happy to assist you.

Raventree's mission is to re-enchant the scholarly world, and bring together diverse traditions of academia, mysticism, and magick into a single institution and community. We draw on the spirit of the medieval liberal arts education, the soul of the modern university, and of course, the many practitioners and enchanters throughout history.

Structure

Raventree is structured in the vein of any other institution of higher learning, albeit adapted both for its small size and its unique vision.

Rector

The Rector is responsible for the day-to-day governing of the Academy, and helps maintain the big picture with regards to staff, faculty, and students. You will hear from them at Academy-wide meetings, regular newsletters, and other communications to the entire institution.

Office of Academic Affairs

Provost

The Provost is responsible exclusively for the faculty and academic portions of Raventree. Faculty and academic affairs fall under their purview, as does curriculum growth and management.

Dean of Curriculum

The Dean of Curriculum reports to the Provost, and is responsible for the creation and maintenance of courses and majors/minors at RTA.

Discipline Deans

Each of the seven Disciplines at Raventree is overseen by a Dean. The Dean coordinates faculty within the Discipline, helps with Discipline-specific curriculum management, and oversees the students within their Discipline.

Office of Student Affairs

Dean of Students

The Dean of Students is responsible for general student affairs, outreach, coordinating events, and in general maintaining the community and student body at RTA.

Registrar

The Registrar maintains academic records and assists students and faculty with registration, as well as academic advising.

Director of IT

The Director of Information Technology (IT) is responsible for web design, learning management system maintenance, and any other technology related areas and activities at RTA.

New Students

As new students at Raventree, we want to ensure that the start of your studies is as smooth as possible! We have a variety of resources for you in the Admissions Office on our website, and once you receive your forum login information, you will find resources there as well. Please feel free to reach out to staff, faculty, and fellow students as you orient yourself to RTA. After paying your initial tuition fee and receiving login information, you will need to submit a Plagiarism Certificate through your orientation course (more information on this is provided below in the Handbook under 'Academic Integrity' and will also be included in your Welcome email).

As a new student, you will be enrolled in your required courses (EW 100 & 101, LR 100 & 101) for a total of 10 credits, upon receipt of your plagiarism certificate. Once you have completed these required courses, you will be asked to declare your Major of study at Raventree. This does not lock you into a Major for the rest of your duration here; it merely helps us ensure you have a Discipline home and have designated Faculty and peers to begin coordinating with. We also encourage you to spend time familiarizing yourself with the Student Handbook and the forums as a new student, in addition to exploring our website and its many resources.

New Student Pre-Registration Checklist

Have you...

....Completed the Plagiarism Tutorial within the Student Orientation Course and submitted your Plagiarism Certificate?

....Completed the first four Required Courses at Raventree?

....Declared your Major (& Minor, if desired) by submitting your decision to the Office of Student Affairs?

If so, you are ready to enroll in courses!

Selecting Your Major and Minor

With seven Majors at Raventree and almost two dozen minors, students have a variety of options in how they wish to structure their academic journey. While there are requirements for every major and minor, the academic majors are designed to enhance student's opportunities for exploration in other disciplines, if they so desire.

Students are not required to declare their major until after they have completed the four required courses for all students (EW 100 & 101, LR 100 & 101). Once they have completed the introductory course sequence, they will then need to select a Major pathway which they would like to pursue. Students will then declare their Major (please visit the Registrar's Office on how to do this).

When it comes to selecting which Major to pursue, we encourage students to consider their own interests, goals, experiences, and motives. Students can peruse the course catalog and Raventree's website to gain a better understanding of each of the Disciplines, as well as consulting the Major and Minor Pathways documents. We encourage those with questions to reach out to fellow students, faculty members, or staff.

Students are not required to select a Minor while at Raventree. However, many students find it a useful way to augment their studies, and select one or more Minors.

At this time, we are considering allowing students to pursue more than one Major. Please speak with the Registrar if you are interested in pursuing a double Major, and they can assist you in providing additional resources.

Please note that students may switch their Major, or add or drop a Minor, at any point in their academic career. The forms for completing this may be found under the Office of Academic Affairs.

Timeline for Completing Your Major

At Raventree, students pursue an academic major from one the seven disciplines. A major consists of a minimum of 96 credits of courses, and the complete outline for any given major or minor

can be found in the Major Pathways or Minor Pathways documents in the Office of Academic Affairs.

The courses at the Academy are further subdivided into four different “levels” – these Levels represent varying degrees of difficulty and subject matter, not academic terms or years. For each major, roughly 24 credits are completed at each Level.

Students are permitted to enroll in a maximum of 10 credits at a time, and most students will enroll in 9 credits at a time. Students are expected to complete a minimum of two classes per year at Raventree to ensure that they remain in good academic standing. This ensures that the students are progressing well in their studies.

At this rate, students are expected to complete roughly one Level per every two calendar years. The timeline for completing a full major (without any minor) is therefore roughly 8 years from start to finish. This may of course be more or less, depending on the individual student, the nature of their program, and their own personal circumstances.

It should also be noted that although students are required to declare a Major pathway of study, they may study courses at their leisure, and take as many courses beyond their Major requirements as they desire.

Graduation

While for many of our students, the journey of learning is their primary goal in attending Raventree, we do of course reward students who completed their Major with a Certificate of Completion for their Pathway, with additional Certifications for any Minors received. To learn more about Graduation, please visit the Office of Academic Affairs.

The Academic Year

At Raventree, the academic year runs the entire calendar year, but is split into roughly three equal terms. Courses at Raventree are primarily designed to be completed at a student’s own pace, so the terms serve not as temporal restrictions for completing classes, but rather as spokes for the Academy as a whole to utilize during the turning of the year.

A holiday marks one of the major observed turning points of the year, but the Academy will continue business as usual on these days (albeit with special observances for the particular day). Recesses mark periods where the Academy will remain open for students to continue their courses, but faculty have no requirements to grade or respond to students at this point. Official Academy business is placed on hold during recesses, as students, faculty, and administrators alike are given a reprieve from the academic bustle and a chance to relax.

Please note that the specific dates for certain holidays and feast days may be moveable; the dates provided below are approximations. Refer to the present Academy Calendar for more accurate dates.

Summer Term (May 1st – July 31st)

Holidays

Beltane – May 1st

Summer Solstice – June 20th/21st

Breaks

Summer Recess (June 1st – June 9th)

Fall Term (August 1st – January 2nd)

Holidays

Lughnasadh/Lammas – August 1st

Autumnal Equinox – September 20th/21st

All Hallow's Eve – October 31st

Winter Solstice – December 20th/21st

Breaks

Autumn Recess (September 1st – 10th)

Yule Recess (December 22nd – January 2nd)

Spring Term (January 3rd – April 30th)

Holidays

Candlemas/Imbolc – February 2nd

Vernal Equinox – March 20th/21st

Walpurgisnacht – April 30th

Breaks

Spring Recess (April 1st – April 10th)

Registration

Students are permitted to register only for courses for which they have the required pre-requisites satisfactorily completed (with a “C” or higher) AND have the requisite Level standing. Students’ Level standing is based off of the credits they have completed. Once 21 credits have been attained at any given Level, the student is then classified by the next highest Level.

Example: Once a student completes 22 credits of 100-level courses (Level 1) they will be classified as a Level 2 student, having exceeded the requisite 21 credits of 100-level courses.

Withdrawing from a Course

Due to the manner of registration at Raventree, students are unable to withdraw themselves from a course. In order to be withdrawn from a course, they can either contact the instructor of the course directly, or submit a Withdrawal Request through the Registrar’s Office. As this does not occur immediately, students are advised to think carefully with regards to their registration.

Course Load

At Raventree, 8 credits are considered full-time and the maximum allowable amount of credits for a student to be enrolled in at a time is 10. This is based off of the faculty’s consideration for what an average student could manage at any given time, especially given that the Academy represents only one facet of students’ lives, in addition to their mundane responsibilities and engagements.

An overload *may* be granted to students upon petition to the Registrar at the Academy. An overload will allow students to register for more than 10 credits at a time at the Academy. Except in extraordinary circumstances, First Year students are prohibited from receiving an overload *and* must have a faculty sponsor in order to petition for the overload.

An overload may be granted to students who have demonstrated an ability to handle challenging academic years at Raventree, or students who demonstrate to the Registrar that they have the necessary additional time in their lives to devote to more classes at once. Furthermore, an overload may be granted to students if their planned path of study requires it for any reason (for instance, if a course the student is interested in is offered only during a specific term or year).

Academic Integrity

As a scholarly institute, academic integrity is of the highest importance at Raventree Academy, and we take any academic transgressions very seriously. Conversely, we strive to ensure that students are in an environment which rewards their dedication, and gives them the tools necessary to maintain academic integrity. Magick and the study thereof is a personal pursuit; academic dishonesty only harms the student and our community.

Raventree's policy on academic dishonesty is to give students a *single* warning with regards to academic integrity, after which the student can face expulsion from the university. If a student is determined to have plagiarized, they will receive an automatic zero for the assignment, as well as a warning from the faculty member, and a notice will be made to the Dean of Student's Office. Furthermore, any student found to have committed plagiarism will be given resources on how to avoid plagiarism in the future. A second transgression of academic integrity will lead to expulsion from the Academy, unless extenuating circumstances were present; this may be decided at the discretion of the Dean of the student's discipline.

For our purposes, we define plagiarism as the willful use of another's ideas verbatim or without proper citation; this can be copying and pasting entire paragraphs or failing to properly paraphrase or cite a source. We expect students to hold themselves to a university level ethos when it comes to academics at Raventree, and as such, we expect students to pass Indiana University's Plagiarism Test before beginning courses at Raventree. The link to register for this course is provided here: <https://plagiarism.iu.edu/certificationTests/index.html>. This certificate will be completed as part of the initial student orientation course within the Moodle platform of Raventree.

Students must receive a certificate indicating that they have passed and understood the plagiarism tutorial before beginning any courses at Raventree. Should students have already completed this course at another institution, for any reason, they may upload their certificate as proof; otherwise, they will need to take the self-paced tutorial and pass the quiz.

Students may take the plagiarism certificate at either the undergraduate or graduate level; either one will satisfy the requirements for Raventree.

With regards to proper citations in coursework, students are advised to follow common MLA or APA citation formats, *unless otherwise directed by the instructor of their course*. However, we realize that students come from a variety of backgrounds and are welcome to use any citation style, such as those listed here: <https://www.scribbr.com/citing-sources/citation-styles/>.

We realize many students at Raventree enjoy working together and collaborating on assignments and projects, and we highly encourage this! However, turning in another student's work (unless it is a group project and all names are properly attributed on the document) as your own is plagiarism. We want to see your own work, in your own words, in order to foster our environment of learning.

If you have any questions regarding the academic integrity policies, or are worried you might accidentally plagiarize, please speak with a faculty member or reach out to the Office of Academic Affairs. We are happy to assist you, and can offer tools and resources to ensure you maintain academic integrity and represent both the Academy and yourself in the best light possible.

Sources

When it comes to magick, we realize that literature can span the breadth of truly enchanting to barely worthwhile. We encourage students to use a broad variety of sources when researching for assignments or to satisfy their own curiosity; however, we do ask that sources such as Wikipedia and ChatGPT not be utilized for academic works. Wikipedia can be an excellent starting point to find reputable sources for a topic, but it itself makes a poor source, as it can be edited by anyone.

Keep an open, but critical, mind when evaluating sources, and always keep in mind the following criteria:

- Who is the author(s) of the material? What is their expertise or background?
- What is the purpose of the material you are reading?
- Who is making the material available?

If you need help finding reputable sources, visit the “Suggested References” page on Raventree’s website as a starting point, or ask a faculty member or fellow student. The Library within the RTA forums has many excellent suggestions for literature by topic and discipline.

Academic Probation

Students at Raventree are expected to maintain satisfactory academic standing while attending RTA. This means that students are passing (with a “D” or better) at least 2 courses every calendar year at RTA. Failure to do so will result in academic probation; this includes the student being prevented from registering for any more courses until meeting with the Office of Student Affairs, and can ultimately result in disenrollment from the university.

If a student is struggling to pass or complete courses at an adequate rate, they are encouraged to reach out to faculty or their academic advisor, or the Office of Academic Affairs, to receive resources and advice on how to manage their academics.

Suspension & Mediation

Students may be suspended for a few reasons at RTA, such as academic dishonesty, improper behavior towards a fellow student or faculty member, or a violation of any of the other policies laid out in this handbook. Suspension entails freezing the student out of their account for a period of up to two weeks, at the discretion of the Provost. They will not have access to the Academy, the forum, or any other aspects of the Academy.

Before suspension occurs, any student may seek mediation, whether their issue is with another student, faculty, or staff member. The mediator will most likely be the Provost, unless the Provost delegates this position to another Dean, at their discretion. Mediation will give both parties

an opportunity to find a solution to their situation without resorting to suspension. If the Academy is seeking the suspension of a student due to a violation of policies, the student may still seek mediation, but can ask for a senior student or instructor to sit in on the mediation (the student or faculty member is to be chosen at random).

Student Life

Clubs & Student Organizations

In addition to our academic apparatus, Raventree also fosters a vibrant community for students outside of the classroom. This includes clubs and other student organizations, which receive support and structure from the Academy staff and faculty, but are ultimately run by students. These organizations are expected to be accessible for all students and faculty, even though they may ultimately cater to students with certain interests or backgrounds.

Any extracurricular organization at Raventree must have a faculty advisor and a student representative. Student representatives may either be elected by the organization or may volunteer for the position; this is up to the organization. Student representatives will work with Student Affairs to answer any requests the Office may have, ensure that the organization remains in compliance with all policies and procedures, and to coordinate outreach and events.

Non-Discrimination Policy

Raventree Academy is not only an academy of magick, but also a community of individuals from around the globe, with many diverse backgrounds and stories. Our diversity is our strength, and we make every effort to ensure that RTA is a welcoming environment for all. As such, any forms of discrimination, on any basis, including but not limited to: sex, religion, nationality, race, color, sexual orientation, gender identity, creed, national origin, disability, or military status, will not be tolerated at RTA in any form or fashion. Discriminatory behavior or speech will result in immediate suspension from the Academy, and can ultimately result in a student or faculty member's removal from the Academy.

Please follow the 'Golden Rule': Do unto others as you would wish them to do you! Treat others with respect and kindness, and keep an open mind. Disagreements are only natural, but be sure to be polite and thoughtful in your responses, and refrain from "flame-throwing" or "trolling". Again, inflammatory behavior is strictly against our policies, and will result in immediate action taken against the offending party. If you feel that someone is discriminating against you in any fashion, please go to a faculty or staff member and speak with them. We take discrimination seriously at RTA.

Etiquette

In addition to our non-discrimination policy, we also would like to remind all at Raventree that we are dedicated to a respectful and becoming manner at the Academy. Please ensure to use

polite language when interacting with peers, faculty, staff, visitors, and anyone else you may encounter at RTA. Remember that as an affiliate of any form (student or employee) at RTA, you represent not only us, but the wider magickal community.

Please refrain from using swear words, slurs, or other forms of impolite language on the forums or in classes at RTA. This is simply to ensure that nothing is lost in translation, and we maintain an environ of respect and pleasantry. If you have doubts about publishing something to the forums or writing in an assignment, check with someone else at RTA before posting!