

# STUDENT HANDBOOK

## 2024-2025



### WASHINGTON THEOLOGICAL SEMINARY

**Main Campus:** 11240 Waples Mill Road, Suite 201, Fairfax, VA 22030

**Extension Teaching Site:** 1911 North Ft. Myer Drive, Suite 108, Arlington, VA 22209

**Tel:** (703) 712-7888 **Emergency:** (703) 762-6937 **Email:** [info@wtsva.edu](mailto:info@wtsva.edu) **Website:** [www.wtsva.edu](http://www.wtsva.edu)

**Washington Theological Seminary Student Handbook**  
**Copyright ©2024 Board of Trustees**  
**All Rights Reserved**

**Contact**

11240 Waples Mill Road, Suite 201, Fairfax, VA 22030  
Phone (703) 712-7888 Emergency: (703) 762-6937 Email: info@wtsva.edu  
Website: www.wtsva.edu

**About This Handbook**

The *Student Handbook* is the Seminary's authoritative public document for policies and procedures governing the Seminary student body.

**Legal Authorization**

Washington Theological Seminary is a 501(c)(3) nonprofit corporation. The primary purpose of this Corporation is to provide Christ-centered classical education for service to the church and the world. The Seminary is authorized by the Commonwealth of Virginia to offer credits and degrees.

**Accreditation and Approvals**

Washington Theological Seminary is a religious institution exempt from State regulation and oversight in the Commonwealth of Virginia under the provisions of Chapter 21.1 (Chapter 2, article 3) of Title 23.1 of the Code of Virginia. WTS's primary purpose is to provide religious training and theological education awards only degrees and diplomas that carry the titles of biblical studies related. WTS provides the following theological educational degree programs:

1. Bachelor of Theology (Th.B.)
2. Master of Christian Education (M.C.E.)
3. Master of Divinity (M.Div.)
4. Doctor of Christian Education (D.C.E.)

Washington Theological Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS) (15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category IV institution by the TRACS Accreditation Commission on April 26, 2022. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

WTS is authorized by the U.S. Immigration and Naturalization Service to process Form I-20 enabling prospective international students to apply for an F-1 Student Visa.

**Statement of Non-Discrimination**

Washington Theological Seminary does not discriminate on the basis of race, color, sex, nationality, ethnic origin, or disability in the administration of its educational policies, admissions policies, hiring practices or any other school-administered programs. It does reserve the right to make academic, admissions and employment decisions based on religious principles as permitted by the Constitution, Title VII of the Civil Rights Act of 1964 (as amended) and applicable federal and state laws.

The Seminary ensures the rights of all individuals to equal employment opportunity and excludes from its employment policies any consideration not directly and substantively related to merit and performance. The nondiscrimination policy of the Seminary is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

- \* Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq.(pertaining to handicap/disability);
- \* Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq. (pertaining to race, color and national origin);
- \* Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq. (pertaining to discrimination in employment on the basis of race, color, religion, sex, and national origin);
- \* Title IX of the 1972 Education Amendments and 34 CFR 106 et seq.(pertaining to sex); The Age Discrimination in Employments Act of 1975; and
- \* The Americans with disabilities Act of 1990.

In compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Seminary does not discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era, or because of their medical condition. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the Seminary subscribes to the fundamental importance of a multicultural and diverse workforce and student body and seeks to enhance the pluralism in its programs and in the makeup of its student body, faculty and staff by actively encouraging applications from members of all groups that are underrepresented in higher education.

### **Private Policy**

Washington Theological Seminary safeguards the personal information of all students and employees in accordance with industry best-practices and Federal guidelines. The Seminary collects and maintains only that personal information which is necessary to facilitate its business operations and educational programs. It protects this data using secure physical and/or electronic storage methods and disposes of data no longer required in accordance with best-practices for physical and/or electronic disposal. Since WTS does not receive federal funding under the Department of Education (ED), provisions under the Family Educational Rights and Privacy Act (FERPA) do not apply. However, the College voluntarily complies with most provisions of FERPA as a matter of course, particularly those regarding privacy of students' records and their right to request copies of those records.

## TABLE OF CONTENTS

|   |    |
|---|----|
| FOUNDATIONAL STANDARDS.....   | 5  |
| STATEMENT OF FAITH.....   | 5  |
| MISSION STATEMENT .....   | 6  |
| INSTITUTIONAL GOALS .....   | 6  |
| EDUCATIONAL OBJECTIVES.....   | 6  |
| ACADEMIC POLICIES .....   | 8  |
| ACADEMIC FREEDOM .....  | 8  |
| REGISTRATION AND ENROLLMENT .....                                     | 8  |
| ACADEMIC LOAD AND MAXIMUM COURSE LOAD .....                           | 8  |
| Full-time students .....  | 8  |
| Part-time students .....  | 9  |
| WITHDRAWAL.....   | 9  |
| NON-DEGREE SEEKING STUDENTS.....                                      | 9  |
| ADD AND DROP POLICY .....   | 9  |
| LATE REGISTRATION .....   | 9  |
| ATTENDANCE.....   | 10 |
| AUDITING COURSES .....  | 10 |
| LEAVE OF ABSENCE (LOA) .....  | 10 |
| REDUCED COURSE LOAD AND LEAVE OF ABSENCE: INTERNATIONAL STUDENTS..... | 10 |
| GRADE SYSTEM .....  | 10 |
| Passed (P) or Failure (F).....  | 11 |
| Repeated Course (“R”).....  | 11 |
| In Progress .....   | 11 |
| Incomplete (I) .....  | 11 |
| Withdrawal (“W”) .....  | 11 |
| Grade Changes.....  | 11 |
| SATISFACTORY ACADEMIC PROGRESS (SAP).....                             | 12 |
| PROBATION AND TERMINATION .....                                       | 12 |
| INTELLECTUAL PROPERTY AND COPYRIGHTS .....                            | 12 |
| ACADEMIC HONOR.....   | 13 |
| ACADEMIC INTEGRITY .....  | 13 |
| ACADEMIC GOOD STANDING .....  | 13 |
| ACADEMIC HONORS .....   | 14 |
| STUDENT LIFE .....  | 15 |
| PURPOSE OF STUDENT SERVICES .....                                     | 15 |
| HOUSING INFORMATION.....  | 15 |
| DISABILITIES SERVICES .....   | 15 |
| PARKING LOT .....   | 15 |
| ATTENDANCE.....   | 15 |

|   |    |
|---|----|
| STUDENT CODE OF CONDUCT .....                       | 15 |
| GENDER-SPECIFIC FACILITIES.....                     | 16 |
| ACADEMIC PROPERTY .....                             | 16 |
| DRESS CODE .....                                    | 16 |
| SEXUAL CONDUCT.....                                 | 17 |
| USE OF ALCOHOL.....                                 | 17 |
| USE OF TOBACCO.....                                 | 17 |
| THE STUDENT’S PLEDGE.....                           | 17 |
| VIOLATIONS OF THE CODE OF CONDUCT .....             | 17 |
| HEARING COMMITTEE.....                              | 18 |
| STUDENT GRIEVANCE POLICY AND DUE PROCESS .....      | 18 |
| STUDENT SERVICE .....                               | 20 |
| ACADEMIC COUNSELING.....                            | 20 |
| LIBRARY SERVICES AND LEARNING RESOURCES .....       | 20 |
| Student Lounge.....                                 | 20 |
| Library/Learning Resources .....                    | 20 |
| Copyright Laws .....                                | 20 |
| MINISTRY AND OTHER SERVICE OPPORTUNITIES .....      | 20 |
| STUDENT GOVERNMENT .....                            | 20 |
| EMERGENCY PROCEDURES.....                           | 20 |
| HEALTH AND STUDENT INSURANCE .....                  | 21 |
| DISRUPTIVE BEHAVIOR.....                            | 21 |
| SCHOLARSHIP POLICY .....                            | 22 |
| Types of Aids.....                                  | 22 |
| Internal regulation of Scholarship.....             | 23 |
| Scholarship Requirements and Granting Process ..... | 23 |
| PRIVACY AND SAFETY .....                            | 24 |
| CAMPUS SAFETY AND EMERGENCY PLAN .....              | 24 |
| DECLARING AN EMERGENCY.....                         | 24 |
| BUILDING LOCKDOWN.....                              | 25 |
| BUILDING EVACUATION .....                           | 25 |
| COMMUNICATION DURING EMERGENCIES.....               | 25 |
| WEAPONS .....                                       | 25 |

# FOUNDATIONAL STANDARDS

## STATEMENT OF FAITH

Washington Theological Seminary adheres to the following Statement of Faith:

### **The Bible**

The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.

### **The Trinity**

The triune, Godhead—one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit. The Father: God the Father, the first person of the Divine Trinity, is infinite Spirit—sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

### **The Son**

The Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

### **The Holy Spirit**

The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

### **Historicity**

The full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

### **Redemption**

The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

### **Salvation**

Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

### **Last Things**

The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

### **Biblical Creation**

Special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

### **Satan**

The existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

## **MISSION STATEMENT**

Washington Theological Seminary provides a biblically integrated education to equip students and His people for works of service, in the name of the Lord Jesus Christ, through ministry and professional occupations.

## **INSTITUTIONAL GOALS**

In line with its Mission Statement, Washington Theological Seminary will strive to achieve the following institutional goals:

### Spiritual Understanding and Knowledge of Bible Doctrine and Truth

WTS is committed to providing every WTS graduate opportunities to encounter better academic disciplines, God's wisdom and spiritual challenges through a well-organized curriculum. WTS will help students demonstrate their personal maturity through spiritual and intellectual ways.

### Scholastic Excellence

WTS is committed to offering, achieving and maintaining higher academic qualities in teaching, research, and writing. The quality of teaching will be enhanced through varying teaching models, proper evaluation, and feedback. The development of new innovative teaching models and excellent teaching materials will be supported and appreciated.

### Competency in Vocational Ministry

WTS is committed to meeting the demands of the present-day Church. WTS will continue to develop programs to provide students opportunities to train for a wide range of Christian service.

### Involvement in Christian Service through Church and Society

WTS is committed demonstrating and calling out a quality of discipleship based on a biblical creationism worldview which applies the biblical standards of love and forgiveness to all human relationship. WTS will help churches establish a relationship between evangelism and social issues based on a biblical creationism worldview.

### Spiritual Growth and Leadership

WTS is committed to strengthening the theological foundation and the development of spiritual growth and leadership of faculty members by giving opportunities to integrate ideas, research and current theological topics.

### Understanding and Acknowledging Biblical Creationism Worldview

WTS is committed to featuring a series of Biblical Creationism Worldview Programs, such as seminars and public presentations and forums, in order to cultivate the ability of Christians to be scientifically apologetic. WTS will endeavor to provide an atmosphere in which students and faculty can have meaningful interactions through lectures, seminars, and social media.

## **EDUCATIONAL OBJECTIVES**

Based on its Mission Statements, Washington Theological Seminary will endeavor the following educational objectives:

1. Spiritual understanding and growth  
To nurture in students the desire for a proper relationship and commitment to Jesus Christ and encourage them to show their desire in oral and/or written format.
2. Knowledge of Biblical doctrine and truth  
To assist students in the acquisition of a thorough knowledge of the Bible and its systematized teaching, and to enable them to demonstrate their knowledge of the Bible and the understanding of Christian doctrine.
3. Scholastic excellence

To promote in students the importance intellectual discipline and attainment through a growing comprehension of truth and to equip them to demonstrate advanced knowledge and skills in a biblical and theological perspective.

4. Competency in vocational ministry

To prepare students to assume professional roles in the mission of the Christian Church and to encourage them to demonstrate their skills and knowledge within ministry and/or professional fields.

5. Involvement in Christian Service

To encourage students to use their training through field education to reach others for Christ and to make them actively represent their Christian lifestyles of service and leadership.

6. Involvement in Christian Service

To encourage students to use their training through field education to reach others for Christ, and evangelical leadership and to help them demonstrate noticeable progression in their spiritual expedition and evangelical leadership formation.

7. Understanding and Acknowledging Biblical Creationism worldview

To prepare students on how to answer questions regarding faith in Jesus Christ and Biblical Creationism even in the age of advanced science worldviews and to help them demonstrate the proper attitudes base on the Biblical Creationism Worldview on varying issues around the World.



# ACADEMIC POLICIES

## ACADEMIC FREEDOM

WTS fully supports the ideal of academic freedom. Our faculty members are free to discuss any subject matter in the classroom and to introduce students to any and all perspectives on those subjects, even when those perspectives do not align with the Seminary's Statement of Faith or core values. As a Christian institution, we believe that academic freedom must be tempered by religious conscience, however; therefore, our faculty are not free to advocate perspectives that are contrary to the Seminary's Statement of Faith or core values in the classrooms. Faculty are free to use whatever books, music, art, and other materials they deem necessary for adequately introducing students to subject matter and perspectives, as long as those materials are not explicitly pornographic (as traditionally defined—i.e. appeals primarily to prurient interest).

Students are free to research and publish on any topics; however, students are not authorized to speak on behalf of the seminary in publications without the expressed, written consent of the Board of Trustees. Students should also avoid publishing material that could bring discredit on the seminary or its administrators, faculty, staff, and students. WTS encourages students to be actively engaged in their communities and churches; however, they may not speak in an official capacity as a representative of the seminary without specific authorization (verbal or written) from appropriate administrators or the Board of Trustees. In all interactions with faculty, fellow students, and the public, inside or outside of the classroom, students should strive to ensure that their actions and conduct reflect favorably on the seminary and on our Lord and Savior, Jesus Christ.

## REGISTRATION AND ENROLLMENT

Students are responsible for registering themselves for their courses for each semester they are enrolled at the Seminary. Prior to each seminary, the Registrar will announce the period of open registration, at which time students will be able to register for courses by downloading and completing the registration form on the Seminary website.

## ACADEMIC LOAD AND MAXIMUM COURSE LOAD

Academic load at Washington Theological Seminary is used to determine the Satisfactory Academic Progress (SAP), Time limitation for Graduation regulations, and relevant Federal regulations. Full-time enrollment and maximum course load are defined in the chart given below:

### Full-time students

#### Undergraduate level

| Registration Period | Full-Time Credit Hours | Maximum Course Load |
|---------------------|------------------------|---------------------|
| Fall                | 12-18                  | 21                  |
| Winter (J-Term)     | 3                      | 6                   |
| Spring              | 12-18                  | 21                  |
| Summer (J-Term)     | 3                      | 6                   |

\* In a specific circumstance, however, a student can take up to 9 credit hours on the basis of Dean of Academic's discernment.

#### Graduate level

| Registration Period | Full-Time Credit Hours | Maximum Course Load |
|---------------------|------------------------|---------------------|
| Fall                | 9-12                   | 18                  |
| Winter (J-Term)     | 3                      | 6                   |
| Spring              | 9-12                   | 18                  |
| Summer (J-Term)     | 3                      | 6                   |

\* In a specific circumstance, however, a student can take up to 9 credit hours on the basis of Dean of Academic's discernment.

### Doctorate level

| <b>Registration Period</b> | <b>Full-Time Credit Hours</b> | <b>Maximum Course Load</b> |
|----------------------------|-------------------------------|----------------------------|
| <b>Fall</b>                | 6                             | 9                          |
| <b>Winter (J-Term)</b>     | N/A                           | N/A                        |
| <b>Spring</b>              | 6                             | 9                          |
| <b>Summer (J-Term)</b>     | N/A                           | N/A                        |

An excessive academic load can affect student learning and performance. Students are not allowed to enroll in an academic load of more than Maximum Course Load. Students may register one or more courses beyond the full-time credit hours allowed with Academic Dean's approval, but shall not exceed the maximum course load in a semester.

### **Part-time students**

#### Undergraduate level

Students in Bachelor's program enrolled in less than Twelve (12) credits for undergraduate level per Semester are considered part-time in the Bachelor's Program.

#### Graduate level

Students in Master's program enrolled in less than Nine (9) credits for undergraduate level per Semester are considered part-time in the Master's Program.

#### Doctorate level

Students in Doctoral program enrolled in less than Six (6) credits for undergraduate level per semester are considered part-time in the Doctoral Program.

## **WITHDRAWAL**

Students may withdraw from classes within the first week of the semester without affecting their Grade Point Average (GPA). Withdrawal from enrolled classes after the Add and Drop period will result in a "W" grade recorded in the official transcript. Withdrawals are not permitted during the final three (3) classes of instruction except in cases of serious illness or accident. In this case, a grade of "F" will be automatically entered in the student's academic record.

## **NON-DEGREE SEEKING STUDENTS**

A student in a Non-Degree Seeking Program is defined as a student who is not seeking to work toward a degree. With the Admissions Department's decision, students who have not completed and met the Admissions requirements may enroll, observe, and register for courses as a non-degree student.

## **ADD AND DROP POLICY**

During the first week of the Semester, courses may be dropped and an equivalent number of courses may be added without penalty. No other Adding courses are allowed after the Add and Drop period without the prior approval of the Academic Dean except under the circumstances that would apply in the case of incomplete grades.

A student who wishes to ADD/DROP a class(es) after Add & Drop period must:

1. Fill out Add and Drop Form
2. Approved by Academic Department
3. Submit the completed Add and Drop form to the Registrar's Office.

## **LATE REGISTRATION**

Continuing students register courses after the add and drop period (after first weeks) will be charged a Late Registration Fee. Students returning from a Leave of Absence or from withdrawal status are allowed up to the Second week of the Semester to enroll in classes without any late registration fee. No enrollment or addition of any course is permitted, if a

student has missed more than three (3) weeks of classes, without a written approval of the Academic Dean.

### **ATTENDANCE**

Washington Theological Seminary requires attendance at all classes for credit, and students are expected to attend classes and arrive in a timely manner to accrue participation in the educational program. The instructor is solely responsible to maintain student attendance at each class session.

Three (3) unexcused tardies equals one (1) absence. Students who are consistently tardy for class or disruptive during class instruction may affect the academic grades.

Faculty is responsible to notify students who have more than 30% of absences and shall report to the Seminary. Once the Seminary receives a notice from the faculty, the Registrar's office will issue academic warnings to students. If the student's behavior in class attendance does not improve, a grade of "F" will be automatically entered in the student's academic record and may result in the forced-withdrawal, and/or termination from the course(s) or the program of the study.

Excused absences are defined as illnesses, emergency situations, family emergency situations, legal proceedings, and/or other unavoidable obligations that limit the student's ability to attend classes. The students are responsible to report the faculty for any excused absences with supporting evidence(s).

### **AUDITING COURSES**

A student who wishes to audit a class must complete an audit application. A non-student who wishes to audit a class at WTS must submit the request or notify in writing to the Registrar's office and submit the Admissions Application with supporting documents. Auditing students will only be allowed in cases the seats are available.

Auditing classes will be recorded as "AU" on Official Transcript, and will not be included in the student's GPA.

### **LEAVE OF ABSENCE (LOA)**

Students may request for Leave of Absence from enrollment at WTS for up to two (2) consecutive semesters. If the student cannot return to WTS after two (2) consecutive semesters, the student will be automatically recorded as having withdrawn from enrollment at WTS, and therefore must submit an application for readmission before returning to the school.

The Leave of Absence Request Form can be requested from the Registrar's Office. The Leave of Absence is effective upon the approval from the Academic Department.

### **REDUCED COURSE LOAD AND LEAVE OF ABSENCE: INTERNATIONAL STUDENTS**

If an international student is unable to continue with his or her course load due to illness or other health problems, the student should talk to the International Student Advisor/DSO at the earliest opportunity. The DSO may allow the international student to take a reduced course load (RCL) for the semester or allow a Leave of Absence for Medical Reasons up to twelve (12) months, renewing on each term based on new or continuing medical condition. The student must submit the DSO's approval letter to the Registrar's Office along with medical documentation when submitting the Leave of Absence Request Form. Medical documentation must be from a licensed (1) Medical Doctor, (2) Doctor of Osteopathy, or (3) Clinical Psychologist. RCL start date shall be the day the DSO approves the leave.

Students may also request for RCL to complete their course of study in the current term.

### **GRADE SYSTEM**

Grades are based on the progress in achieving course goals and is reported as a letter grade based on the grading system adopted by Washington Theological Seminary:

| Grade       | Grade Points | Descriptions         |
|-------------|--------------|----------------------|
| A+, A       | 4.0          | Excellent            |
| A-          | 3.73         |                      |
| B+          | 3.33         | Good                 |
| B           | 3.0          |                      |
| B-          | 2.73         |                      |
| C+          | 2.33         |                      |
| C           | 2.00         | Fair                 |
| C-          | 1.73         |                      |
| D+          | 1.33         |                      |
| D           | 1.00         |                      |
| F           | 0.00         | Minimally Acceptable |
| P           | N/A          | Failure              |
| I           | N/A          | Pass                 |
| AU          | N/A          | Work Incomplete      |
| W           | N/A          | Audit                |
| R           | N/A          | Withdrawn            |
| TC          | N/A          | Repeated Course      |
| In Progress | N/A          | Transferred Credits  |
|             |              | In Progress          |

### **Passed (P) or Failure (F)**

Courses graded on a Pass (P) / Fail (F) basis are not included in the calculation of a student's cumulative GPA, but included in the calculations of the Minimum Completion Percentage and Maximum Time Frame. The unit credits of a course with an "F" or "P" grade will be added to total units attempted.

### **Repeated Course ("R")**

Students may freely repeat any courses previously taken for improved grades. The original grade for the course will become "R" and the grade for repeating course will appear on the transcript. The original grade will not count towards the student's GPA. Only one registration for the course, with the higher grade, will be counted toward the total number of credits required for graduation.

Students are strongly encouraged to seek academic counseling from the Academic Department before repeating a course.

### **In Progress**

Courses in progress appear on the bottom of the transcript, and the final grade is due upon the completion of the semester.

### **Incomplete (I)**

Incomplete grade ("I") signifies that the student was unable to complete the course requirement(s), and thereupon requested the instructor for an "I" grade and that the instructor agreed. The instructor may add conditions for the completion of the course beyond what is prescribed in the syllabus. The instructor must give the final grade before the following semester reporting to the Registrar's Office. Any incomplete grade remaining after the following semester will automatically convert to an "F" grade unless the instructor requests an extension to the Grade Revision Period.

### **Withdrawal ("W")**

Students who withdraw from a course after the Add and Drop period will receive a "W" grade on their Academic Record.

### **Grade Changes**

Any changes to the final grades must be requested by the instructor to the Registrar in written document during the Grade Revision Period. Any student who wants his/her grade changed must first inquire to the instructor. The instructor may assign extra work for the grade change. The student is responsible for ensuring that all required assignments and other documents are submitted to the instructor.

The instructor holds rights to deny a Grade Change after the final grade submission. The student may appeal to the Academic Office for the grade change after the initial denial. The Academic Office may intervene on behalf of the student if and only if the student has rightful reasons to have his / her final grade changed.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

“Satisfactory Academic Progress” (SAP) means acceptable progress towards completion of an approved course of study, which is required by Federal regulations. Washington Theological Seminary requires that all courses be successfully completed in order to complete and graduate from an enrolled program.

SAP is maintained by meeting the following requirements:

1. Maintained minimum Grade Point Average:
  - a. Bachelor of Theology: 2.0 or higher on a 4.0 scale
  - b. Master of Christian Education: 2.5 or higher on a 4.0 scale
  - c. Master of Divinity: 2.5 or higher on a 4.0 scale
  - d. Doctor of Christian Education: 3.0 or higher on a 4.0 scale
2. Enroll in a recommended average academic course load (see “Full-Time Student” under "Academic Load" Section in this Catalog) within the Maximum Academic Load regulation (See “Maximum Academic Course Load” in this Catalog).
3. Maintain adequate and sufficient academic progress to complete the degree within the prescribed length of the program. Any extension in completing the curriculum must be approved by the Academic Department; any such extension must be informed to the DSO of the Seminary.

Students on Academic Probation due to unsatisfactory progress or failure to meet SAP regulation, will have two (2) academic semesters or one (1) academic year as a Grace Period in order to improve their grades to maintain the required level of academic progress (SAP). Students on Academic Probation must improve the unsatisfactory GPA within the next two (2) semesters; Students on Academic Probation after the next two (2) consecutive semesters will be dismissed from WTS.

Students who do not meet SAP regulation will result in academic probation for two (2) academic semesters or one (1) academic year. If the student fails to meet the minimum academic achievement for more than two consecutive semesters, the student will be terminated from the program of study.

### **PROBATION AND TERMINATION**

Students who do not meet the level of Satisfactory Academic Progress will be placed on Academic Probation. Furthermore, a student may be placed on Academic Probation for a violation, intentional or unintentional, of WTS policies and regulations.

Students placed on Probation must meet with the Dean of Students for student conduct counsels and/or the Academic Dean for academic counsels. Students must clear the Probation status within two (2) consecutive semesters. The Probation period may be extended with approval from the Academic Department if and only if the student on Probation has legitimate reason(s) to be granted an extension.

Students who fail to clear the probation within the given probation period will be terminated from their programs of study. A student may be dismissed without a Probation period from WTS if a student has intentionally committed a violation of WTS policies and rules, or the county, state, federal and/or governmental laws. The Tuition Refund Policies will be applied to dismissed student(s).

\*\*The students placed on Academic Probation will be separately maintained by the Office of the Registrar.

### **INTELLECTUAL PROPERTY AND COPYRIGHTS**

Students are responsible for upholding national and international laws and policies regarding intellectual property and copyright. Any use of Artificial Intelligence (AI) in any classwork, assignments, papers, dissertations, or any other

written work is strictly prohibited.

### **ACADEMIC HONOR**

At WTS, Academic Honor is taken seriously. All faculty, staff, and students must adhere to Title 17 of US Code. All copyrighted materials must be used under the “fair use” of the material as specified in 17 USC §107 and §108(a). Intentional infringement of copyright law will be considered as the violation of academic honor at WTS.

If a student is found to have violated his or her academic honor beyond reasonable doubt during any part of their studies, including cheating in an examination and/or plagiarizing in the completion of assignments, the student will receive an automatic “F” grade for the course and will be placed on Academic Probation.

If a student is suspected of violating his or her academic honor, the instructor must first communicate with the student to clear any reasonable doubts. If the instructor is clear that there has been a violation and the student should fail to respond to the instructor’s questions, the instructor must report their findings to the Academic Dean and notify the student.

Any student who is accused of violating his or her academic honor may challenge the accusation through the Dean of Students. Upon the student’s challenge, the academic committee will conduct an investigation, during which the Dean of Students will represent the student’s interest. The Academic Department will make the final decision based on the institutional investigation.

If the student does not contest the charges, the Registrar will record the automatic “F” grade with the note of “violation of academic honor,” on the student’s record, and the Academic Dean will issue the Academic Probation, which will be separately maintained at the Office of Registrar.

### **ACADEMIC INTEGRITY**

Washington Theological Seminary upholds the highest standards of honesty. By their enrollment at Washington Theological Seminary, students agree to refrain from the use of unauthorized aids during testing (including, but not limited to, technology devices such as digital cameras, cell phone cameras, pen-based scanners, translation programs, all applications involving Artificial Intelligence, and text-messaging devices), to refuse to give or receive information on examinations, and to submit only those assignments which are the result of their own efforts and research.

To maintain quality education, and to achieve WTS’s delineated educational outcomes, all students shall:

- Students are expected to express themselves truthfully and honestly in all facets of their academic work and personal relationships with the faculty, staff, and students. Students must do their own work, and their work alone, on all assignments, exercises, and examinations, oral or written, except where disclosed properly and fully in citations, footnotes, endnotes, bibliographies, and/or other appropriate forms, and only within the limits allowed by the instructor and commonly recognized academic standards. Students must avoid plagiarism, misrepresentation, misappropriation of the work of others, any use of Artificial Intelligence, or any other form of academic dishonesty, whether intentional or the result of reckless disregard for academic integrity. Such academic dishonesty may be grounds for disciplinary action by the instructor and the administration up to and including dismissal from the Seminary.

Plagiarism is a serious offense that compromises academic integrity. As the *MLA Handbook* notes, “A writer who fails to give appropriate acknowledgement when repeating another’s wording or particularly apt term, paraphrasing another’s argument, or presenting another’s line of thinking is guilty of plagiarism.”

Breaches of these standards warrant academic and disciplinary consequences. Policies and procedures, including appeal procedures, are detailed below.

### **ACADEMIC GOOD STANDING**

Academic Good Standing is defined as the minimum acceptable cumulative GPA for graduation in each program of study:

- Undergraduate program: 2.0 on a 4.0 scale
- Graduate program(s): 2.5 on a 4.0 scale
- Doctorate program: 3.0 on a 4.0 scale

### **ACADEMIC HONORS**

To honor academic achievement, the Seminary publishes an Honors List at the close of each regular academic term. To qualify for the Honors List, students must be enrolled full-time in a degree program and earn a GPA of 3.50 or better for the term.

Additionally, students who earn an average of 3.5 or above in courses taken at Washington Theological Seminary are graduated with Latin Honors as follows:

- 3.50-3.66 cum laude
- 3.67-3.83 magna cum laude
- 3.84 and above *summa cum laude*

To qualify for these honors, a student must complete at least thirty (30) credit hours at Washington Theological Seminary.

# STUDENT LIFE

## **PURPOSE OF STUDENT SERVICES**

The purpose of student service and development is to enhance the student's commitment to ministry regardless of vocational calling and to provide an educational environment with the necessary services that will facilitate the student's spiritual development. Furthermore, we strive to create a supportive environment by offering school activities and special programs through which our students will be able to grow in their relationship with our Lord and with each other.

## **HOUSING INFORMATION**

Washington Theological Seminary is a nonresidential seminary, i.e., the Seminary does not provide on or off-campus student housing. There is abundant local housing in the vicinity of the Seminary, and there are numerous private housing agencies that can assist students in finding housing. Area and local newspapers and special free publications also provide extensive information about available housing in the area.

## **DISABILITIES SERVICES**

The Seminary is committed to complying with all mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with handicaps may request for reasonable accommodations to the Dean of Students. A medical certification of disability or documented disability status is required to make a decision of any accommodations and services from the Seminary.

## **PARKING LOT**

Both the main campus and teaching site offer enough parking places during class hours. Students does not need a permit to use the parking lot.

## **ATTENDANCE**

Individual instructors will list their attendance policies in their course syllabi, however, as a rule, students are expected to attend every class meeting unless excused by the instructor in advance. In cases of unexpected circumstances preventing attendance, students should notify the instructor by e-mail of the absence at their earliest convenience as a matter of courtesy. Instructors may cite unexcused absences as a cause for lowering a student's course grade in a given term. Full-time students are expected to attend all WTS-sponsored formal events and part-time students are highly encouraged to do so.

## **STUDENT CODE OF CONDUCT**

### Christ-Centered

One of the core tenets of Washington Theological Seminary is that our school is Christ-Centered. We exist to equip students to serve Christ and the world. Our mission begins in the classroom where instructors and students encourage and support one another to be salt and light in the world.

### Salt and Light

Students are reminded that Washington Theological Seminary is a Christian institution. Its reputation in the community depends entirely on the behavior of faculty, staff, administrators, and students. Whether students are on campus or off, they represent Christ and the Seminary in their conduct, attire, and the activities in which they participate. "Whether therefore you eat, or drink, or whatever you do, do all to the glory of God." (I Corinthians 10:31).

### Sound Doctrine



Washington Theological Seminary expects students to hold to sound doctrine as expressed in the Seminary Statement of Faith. The Seminary expects students to embrace the Scriptures as their only authority on all matters of doctrine and practice. Students at Washington Theological Seminary will study the great historic Christian creeds, confessions, and councils, and the great theological debates in Church history. We do not expect students to arrive with a thorough understanding of doctrine and theology, but encourage free and open discussion and debate on these matters within the framework of our common Christian faith. Students are not required to pledge their assent to any particular orthodox creed or confession within the wide realm of the historic Christian faith, and the Seminary will not require students to violate their consciences with regard to Christian doctrine.

#### An Edifying Environment

Every student deserves a nurturing and supportive environment in the classroom and on campus. As fellow members of the body of Christ, faculty, staff, administrators, and students are expected to seek to edify one another in accordance with Scriptural injunctions like Galatians 6:1-2 and 1 Thess. 5:11-15.

Harassment in any form will not be tolerated. Victims of harassment should report it to the instructor and/or the Dean of Student Services. The instructor and/or the Dean of Student Services will individually counsel the individual(s) involved. Students who persist in inappropriate behavior towards school officials or fellow students will meet with the Seminary President and will be subject to suspension or expulsion.

Note: If a student is the victim of threatened or actual physical assault or if the incident involves violation of local, state or Federal law, the student should immediately contact appropriate law enforcement officials and then notify the Dean of Students.

#### **GENDER-SPECIFIC FACILITIES**

In keeping with Biblical truth that God created male and female as separate and distinct humans, the Seminary expects students to use the restrooms and facilities conforming with their biological sex at birth.

#### **ACADEMIC PROPERTY**

The name or the symbols of Washington Theological Seminary may not be published, reproduced, stored, transmitted, or appropriated, in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, for commercial or academic use without prior written permission of the Board of Trustees or its duly appointed agent(s). All other unauthorized uses of the Seminary name and symbols are prohibited.

Recording of lectures, presentations, discussions, or any other Seminary-sponsored activity or event, in any form (e.g., audio, video, photograph, stenograph) is prohibited without the expressed permission of the appropriate professor or the Academic Dean. If granted, such permission extends only for individual, private and temporary use. Such recordings may neither be copied, permanently stored or archived, published nor distributed in any form, including (but not limited to) e-mail and personal or public web sites, without the expressed permission of the Academic Dean.

#### **DRESS CODE**

Students are required to dress appropriately for all Washington Theological Seminary meetings and gatherings. In all respects students must strive to ensure their dress reflects their commitment to being salt and light in a fallen world. Clothes should be neat, clean, modest, and should be consistent with the student's biological sex. Clothing should not contain any language or symbols that can be construed as racist, mean-spirited, bigoted, or sexually suggestive. Initial decision on disputed clothing lies with individual instructors. Final authority rests with the Seminary President. Students should also strive to maintain gender-appropriate grooming standards with regard to hair styles and personal hygiene.

When faculty or staff members believe a student's pattern of dress and behavior violates the intent of the dress policy, they will inform the Dean of Students (DSS), who will meet with the student and suggest appropriate corrective actions. If the student fails to take corrective actions and/or continues conduct which violates the dress policy in his or her pattern of dress and behavior, the DSS will bring the student to the Dean of Academics who will counsel the student to

take corrective action. If the student fails to comply, the Dean of Academics will hear any denial or remarks from the student. The Dean of Academics will then present a recommendation to the Seminary President, who will make a final determination on the matter.

### **SEXUAL CONDUCT**

In keeping with Biblical truth that God created marriage to be exclusively the union of one man and one woman and that intimate sexual activity is to occur exclusively within that union, unmarried students must abstain from all intimate sexual conduct. The college will not admit students who are married to more than one person or to an individual of the same biological sex and will take steps to dismiss students who enter, or plan to enter, into a same-sex marriage.

### **USE OF ALCOHOL**

As in all things, all persons associated with the Seminary are expected to follow Scriptural teaching regarding the use of alcohol. Personnel are expected to obey Scriptural injunctions (Romans 13:13, 1 Corinthians 5:11 and 6:10 and Ephesians 5:18, e.g.) against drunkenness.

While Scripture does not forbid consumption of alcohol, particularly wine, it does teach that believers should avoid eating certain foods or drinking alcohol if it offends a brother or causes him to stumble, (Romans 14:21). Therefore, while the Seminary does not forbid the consumption of alcohol in moderation, it does require that such consumption be done in one's home and never in the presence of individuals who are offended by the practice. Additionally, alcohol should never be brought on campus or consumed at any official WTS function (including student outings organized by Seminary personnel).

### **USE OF TOBACCO**

Though Scripture does not specifically address the use of tobacco, it does offer general guidance that individuals are to treat their bodies with respect as made in the image of God and as temples of the Holy Spirit. (Gen. 1:27, 1 Cor. 6:19). The Seminary does not condone smoking (including e-cigarettes) or the use of tobacco products. The premises of all seminary facilities (to include parking lots) are smoke-free and tobacco-free zones. The Seminary forbids anyone from smoking or using tobacco in any form on the premises of any Seminary facility.

### **THE STUDENT'S PLEDGE**

The Student's Pledge is part of the Washington Theological Seminary Student Code of Conduct. Students indicate that they have read, understood, and pledged to comply with the Code of Conduct by setting their hand to this Pledge.

*As a Washington Theological Seminary student, I represent the Lord Jesus Christ and the Seminary to the academic community, the local community, the church, and the world. Therefore, I pledge to uphold this Code of Conduct at all times while a student at Washington Theological Seminary. I pledge myself to honor my role as an ambassador of Christ in my attire, activities, conduct, and culture. I pledge to conduct myself with a high standard of academic honesty, integrity, and wisdom. And I pledge my commitment to community life at Washington Theological Seminary—to love and honor others and actively cultivate an environment of grace and personal holiness.*

### **VIOLATIONS OF THE CODE OF CONDUCT**

Students who are accused of or confess to egregious violations of the Student Code of Conduct will be called to appear before the Disciplinary Hearing Board, which includes two faculty members and one student representative. The Board will hear the accusation and supporting evidence, and will also hear any denial or remarks from the student. The Board will then present a recommendation to the Academic Dean, who will make a determination as to disciplinary actions, if appropriate.

If the Disciplinary Hearing Board or Academic Dean recommends dismissal, the Academic will present the matter to the Seminary President who will make the final decision.

Students may appeal decisions of the Disciplinary Hearing Board and the Academic Dean to the President according to the Grievance Policy, which is set forth below.

Students who persistently violate the Code of Conduct or who are found to have committed a significant infraction are subject to one of the following disciplinary actions. (The President of the Seminary, upon recommendation of the Disciplinary Hearing Board and the Dean of Academics, will make this determination):

- a. Probation. Students placed on Probation are considered to be at risk of not completing their studies at Washington Theological Seminary. To be removed from probationary status, students must demonstrate by their cheerful compliance and good behavior that they are capable of adhering faithfully to the standards of student conduct at the Seminary. Failure to keep the terms of Probation may result in suspension or dismissal from the Seminary.
- b. Probation with restrictions. Because of the loss of trust resulting from any Code of Conduct violation, students on Probation may be subject to special restrictions or terms of accountability.
- c. Suspension. Suspension is the loss of the privilege of attending classes and Seminary events for a fixed duration of time.
- d. Dismissal. Students who have been dismissed from Washington Theological Seminary are no longer registered as students. They must turn in their Student ID card, library books, and any other materials on loan from the Seminary. Expelled students would be required to follow the application process for new students should they desire to return to the Seminary.

## **HEARING COMMITTEE**

Prior to implementation and in conformance with due process of any action from the Seminary, a hearing session is given to students before an impartial committee. An opportunity to appeal any decision that is considered to be unfavorable is the right of students provided by the Seminary. The Hearing Committee will be formed upon the nature of the action time to time determined by the Seminary.

## **APPEALS AND GRIEVANCE**

### **Informal procedure**

Informal procedure is a voluntary and an alternative method resolving any complaints and/or dispute between the parties before moving to the formal procedure. It is recommended by the Seminary to attempt the informal procedure at the earliest stage possible if both parties agree to participate. Human Resources and support from the Seminary are available for consultations and mediations at a safe and private setting to discuss any dispute and/or incident(s) that the student may wish to resolve at this level.

Students who may seek any support from the Seminary shall notify the school of the student's name, contact number, and a full description of the incident. Students may use the Student Grievance Form which will not be kept by the Seminary after the dispute is resolved, unless this process moves to the formal procedure at the student's request.

The institutional supports available to students that include, but not limited to:

- Academic Dean (Academic dispute)
- Dean of Students (Non-academic dispute)
- Appropriate personnel requested by the student or the parties

If the dispute is not resolved at this level, the student may move to the formal procedure of the Student Grievance Policy.

**Formal procedure**

Students have the right to appeal any complaints that involve faculty, students, or administration. The student who wishes to make an appeal should submit a Student Grievance Form to the Student Service Department. Student Service Department will review the Grievance and bring forth the issue to the Hearing Committee.

The Dean of Students has the responsibility of examining the complaint and dealing with the involved parties on a one-on-one basis.

Students with academic grievances may consult the individual faculty members involved and then, if necessary, the Chief Academic Officer. If a grievance is not satisfactorily resolved, the student may appeal directly to the Hearing Committee for a final resolution.

Grievance procedures and due process exist to keep a healthy environment in which proper Christian conduct can be maintained. Thus, WTS deals with such matters according to biblical principles, and not in a manner that brings division and factions.

WTS strives to provide a nurturing Christian environment for its students. A student that has a complaint may do the following:

- Use the suggestion box provided in the campus
- Have counsel with the Admissions Office
- File a complaint with the Dean of Students

Students who find that their concerns have not adequately been addressed or solved by the school administration, may contact our state approval agency:

**State Council of Higher Education for Virginia (SCHEV)**

101 N. 14TH St., 10TH FL  
James Monroe Building  
Richmond, VA 23219 - 3659  
Tel: (804) 225-2600  
Fax: (804) 225-2604

**Transnational Association of Christian Colleges and Schools (TRACS)**

15935 Forest Road,  
Forest, Virginia 24551  
Tel: (434) 525-9539

# STUDENT SERVICES

## ACADEMIC COUNSELING

The seminary's academic counseling services assist students in reaching their educational goals by providing orientation for a successful academic experience at Washington Theological Seminary, helping to clarify career and academic goals, and assisting with course selection and program planning. Academic counseling and guidance are available upon the request at the registrar/admission office.

## LIBRARY SERVICES AND LEARNING RESOURCES

### Student Lounge

There is a student lounge which has tables and chairs for eating, studying, and relaxing. The lounge is equipped with a refrigerator, microwave oven, water dispenser, kitchen sink, and coffee maker for students to use in preparing meals or snacks. Students are encouraged to use the student lounge for visiting, relaxing, or studying in an atmosphere where conversation and discussion are encouraged.

### Library/Learning Resources

The Washington Theological Seminary library houses a representative collection of books, periodicals, and journals in the disciplines relevant to the seminary's course offerings and programs.

With the growth of the Seminary, the library's collections are continually being updated and expanded to meet the needs of new programs and curricula.

The Seminary library is open between the hours of 9:00 A.M. and 5:00 P.M., Monday — Friday. The library is closed on Saturday and Sundays.

### Copyright Laws

Students may copy library resources, but copyright laws prohibit extensive duplication. For guidance, see the statement on plagiarism in the Catalog or in the Student Handbook, as well as these web pages:

<http://www.copyright.gov/title17/92chap1.html#106>

<http://www.middlebury.edu/about/handbook/ug-college-policies/ug-policies/academics/acad-honesty>

[http://www.umuc.edu/library/libhow/copyright.cfm#fairuse\\_included](http://www.umuc.edu/library/libhow/copyright.cfm#fairuse_included)

## MINISTRY AND OTHER SERVICE OPPORTUNITIES

Washington Theological Seminary does not provide job placement services for its students. However, the Seminary provides other personalized student services to assist students in reaching their educational goals. Students should contact the Dean of Students for assistance or direction to services for their personal needs.

## STUDENT GOVERNMENT

Student government must be made up and administered entirely by students and should become the representative body of students. The Student Council of WTS is made up of students who desire to serve their fellow students by developing and organizing programs that will enrich their spiritual and social life in the seminary. The council serves as a voice between students and the administration to allow for a free exchange of ideas about the seminary life at WTS. Students are encouraged to contact any of the members of the Student Council to pass along ideas or to offer suggestions about programs or events they would like to see offered at WTS. Students may also contact members to share concerns that they want communicated to the administration. The student government is an excellent chance for students to develop leadership abilities. By participating in the election process, developing legislation and being the voice of the students, the members establish themselves as campus leaders.

## EMERGENCY PROCEDURES

In the event of a Medical Emergency:

- Call 911

- Stay with the injured person
- If qualified, provide medical treatment
- DO NOT attempt to move the patient unless necessary

In the event of a Fire:

- Pull the alarm and evacuate the building immediately (if qualified use an extinguisher)
- After evacuation, if possible call 911 to give further information
- Gather and wait at the prearranged meeting area (Student Houses and Residence Halls)
- DO NOT re-enter until the “All Clear” has been given

If observing a crime, act of violence, or suspicious condition:

- Call 911 to provide information
- Intervene only if it can be done safely
- If it is unsafe, evacuate the area immediately

In the event of an accident in a seminary or vehicle:

- Call the police and request services needed
- Secure the scene
- Obtain and provide vehicle, driver, and insurance information
- File a report with Student Service Department as soon as possible

If a disaster is declared:

- Activate department call trees
- Activate department Emergency Plan
- Follow the instructions of Emergency Responders and Officials

If a hazardous spill occurs:

- Call 911
- Secure the area if it is safe to do so
- DO NOT attempt to clean up the spill unless you are trained to do so

In the event of an ammonia leak:

- Follow all warnings
- Leave the building immediately
- Move a minimum of 300 feet up wind
- Call 911 with any pertinent information

## **HEALTH AND STUDENT INSURANCE**

The Seminary does not provide on-campus health-care services. However, the Seminary provides students with assistance in acquiring health insurance.

## **DISRUPTIVE BEHAVIOR**

Washington Theological Seminary shall not tolerate any disruptive behavior in a learning environment convened by a faculty member or staff member in its educational facilities, as enrollment at the Seminary is a privilege and not a right.

Disruptive behavior by a WTS student is defined as any act which denies others the freedom to receive an education, to attend scheduled classes, to study, to receive services, to speak, to be heard, to pursue research or to receive faithful care. Such behavior is antithetical to academic freedom and to the rights of all members of the WTS academic community.

Initial situations of mildly disruptive behavior shall be managed informally by a staff or by a faculty member based upon that individual's personal judgment at the time. However, if disruptive behavior progresses or is of serious nature in its initial form, the formal procedure shall be as follows:

1. An instance of disruptive behavior shall result in an immediate oral and public warning by the WTS staff or faculty member(s).
2. A subsequent instance may result in the expulsion of the student for the day from the premises (room, hall, classroom, etc.) by the WTS staff or Faculty member(s).
3. Continued disruptive behavior may result in the expulsion of the student permanently by the Washington Theological Seminary. A statement of the reason for permanent expulsion shall be given in writing by the Academic Office or Student Service Department with a copy provided to the Registrar for placement in the involved student's file.
4. Student may appeal the disciplinary action(s) listed herein above, within five (5) working days to the formed Academic Council or Hearing Committee depends on the type of disciplinary action(s) in accordance with the provisions for appeal and due process.

In addition, disruptive behavior, which constitutes a threat to persons and/or property, will be immediately referred to the Academic Office, Dean of Students or President, depending on the disciplinary action type, for adjudication and disciplinary sanction according to the published Student Grievance Procedure in Student Handbook.

The Seminary shall report to the U.S. Citizenship and Immigration Services (USCIS) any foreign student holding an F-1 student visa who has been dismissed from the Seminary for Disruptive Behavior on campus.

Any serious disruptive behavior or criminal behaviors or cases of imminent danger on the campus shall be referred to appropriate law enforcement authorities and shall be immediately reported to the Police Department of Fairfax County (703) 691-2131 (non-emergency) or call 911 (emergency).

## **SCHOLARSHIP POLICY**

Washington Theological Seminary offers eligible students' various scholarship opportunities as follows:

1. Minority Scholarship Award
2. Academic Achievement Scholarship Award\*
3. Work Study Scholarship Award\*
4. Active Pastor and Missionary Scholarship Award\*
5. Pastor, Missionary and Current Student Family Scholarship Award
6. Referral Scholarship Award\*
7. Sponsor Matching Scholarship Award\*

### **Types of Aids**

#### **Minority Scholarship**

It is a system that gives scholarships to students who are eligible for minority missions. If you request a Minority Scholarship, you can fill out a Minority Scholarship application and send it to the Scholarship Committee or the Student Department. The Scholarship Committee will discuss the application and will make the final decision.

#### **Academic Achievement Scholarship\***

The Scholarship Committee will offer Academic Achievement Scholarship to students who demonstrate excellence in academic performance each semester (GPA greater than 3.8), showing good example from other students, and sincere for the kingdom of God in the ministry.

#### **Active Pastor and Missionary Scholarship\***

Active Pastor and Missionary Scholarship will be offered to students each semester who are an active pastor, an associate pastor or an active missionary. The candidate must work in a seminary, church, or mission agency recognized by the WTS. The student needs to submit a reference letter, which must be on the logo background of the organization, and should include the name and signature of the head of the church or mission

organization. The Scholarship Committee examines the scholarship fund and makes the decision of granting the scholarship or not.

### **Pastor, Missionary and Current Student Family Scholarship**

Pastor, Missionary and Current Student Family Scholarship will be granted to the student who is one of the immediate family members (husband, wife, and children) of an active student in WTS. After a student has applied to the scholarship, the Scholarship Committee examines the scholarship fund and makes the decision of granting scholarship or not.

### **Referral Scholarship\***

If a current student refers a new student to WTS, the school offers Recommended Scholarships by some portion of the tuition fee to support their education (books and other supplies). Those who request to receive a Recommended Scholarship must submit the recommendation to the Office of Finance with signature of the referred student (new student) within four weeks of school registration. The referring student (current student) must be paid full tuition for the coming semester and then the school will offer Recommended Scholarships. The Scholarship Committee examines the scholarship fund and makes the decision of granting scholarship or not, after an Admissions Officer reviewed the referral recommendation process.

### **Sponsor Matching Scholarship\***

If a student requests a church or institution to donate a scholarship to a school to the WTS for the expansion of the kingdom of God, or if an individual, church, or institution donates a scholarship to WTS, the scholarship committee examines it and decides to grant Sponsor Matching Scholarship to the student each semester.

*\* Scholarship opportunities are evaluated and student(s) of the award(s) are selected in each semester by the Scholarship Committee. Granted scholarships may be subjected to a cancellation during each semester if the recipient violates the full-time status requirement or withdraws from the Seminary.*

### **Internal Regulation of Scholarship**

1. The Scholarship Committee Members are Dean of Students (Chair), Academic Dean, Director of Business (CFO), and one member from the Admissions Office or Program Directors.
2. The Scholarship Committee holds its committee meetings two (2) times a year during Winter and Summer terms.
3. The Committee reviews and evaluates the application and supporting documents of each prospective recipient.
4. The amount of scholarship is estimated by the Scholarship Committee.
5. The President proposes to the Board for approval and implementation.
6. The Dean of Students will notify each student of the award.
7. Students may not receive more than one (1) scholarship each academic term.
8. Students must repay their scholarship even if they don't complete your program or if they drop out (or withdraw) from the Seminary.

### **Scholarship Requirements and Granting Process**

1. WTS awards all scholarships to students who meet the SAP requirement of WTS each term.
2. Students must maintain a full-time status on the applying term.
3. Students must submit scholarship applications to the Student Service Department by 1<sup>st</sup> week of January for Spring and 1<sup>st</sup> week of August for Fall semester.
4. Scholarship Committee reviews and evaluates an application and supporting documents of each prospective recipient.
5. The Student Service Department will notify the student of the award after approvals.
6. The amount of scholarship awarded will be reflected on the student's account.

*Minority Scholarship and Pastor, Missionary and Current Student Family Scholarship Award: If a student withdraws from the Seminary without completing the degree program enrolled or becomes a part-time student during the awarded semester, the student must repay the total amount of scholarship he/she has been awarded from Washington Theological Seminary.*



## **PRIVACY AND SAFETY**

### **Student Records and the Family Educational Rights and Privacy Act (FERPA)**

Student records are confidential and are maintained and released in accordance with applicable law. Students and parents can find further information about FERPA by visiting its website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>).

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (commonly referred to as the Buckley Amendment), generally prohibits the release of information about students and former students without their consent to parents, spouses, military, law enforcement, prospective employers, federal investigators, or other parties. This Act also assures the student of the right of access to, challenge of, and review of educational records. Educational records are defined as those records, files, documents and other materials which:

1. Contain information directly related to a student,
2. Maintained by the Seminary or by a person acting for the Seminary.

The seminary's Office of Admissions and Records is the seminary's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures students' right to privacy and confidentiality and is instituted to protect each student.

If a student believes that his/her record contains inaccurate information, this matter should be brought to the attention of the Director of Admissions and Records. If the problem cannot be informally resolved, the student should follow the official procedure (a copy of which is available in the Office of Admissions and Records) for a resolution of the problem.

Information which cannot be classified as student records is:

1. Information provided by the student's parents in connection with financial aid;
2. Confidential letters of recommendation on file prior to January 1, 1975;
3. Information maintained by a seminary official or employee which remains in his/her sole possession;
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the Seminary, and
5. Information about the student maintained by the Seminary in the normal course of business pertaining to the student's employment, if he/she is employed by the Seminary.

## **CAMPUS SAFETY AND EMERGENCY PLAN**

Students should review the following information to ensure they know how to respond rapidly in the event of a natural or manmade emergency. Emergencies can include, but are not limited to things like severe weather, earthquakes, fires, nearby chemical spills, armed intruders, hostage situations, bomb threats.

### **DECLARING AN EMERGENCY**

All personnel, whether faculty, staff, administrators, or students are empowered to warn those around them if they believe a situation has arisen that puts anyone at risk of physical harm. Anyone suspecting that a dangerous situation is imminent or occurring should yell out a warning to those around them and should call 911 as quickly as possible. In cases where physical harm may befall persons remaining in the building, the warning should include the phrase, "Evacuate, evacuate!" If the situation involves threat to persons who leave the building, or if it involves a dangerous intruder who may attempt to enter the building, take immediate steps to lockdown the building and notify personnel to remain in the building and to take cover as needed. As soon as nearby persons have been warned, the individual identifying the danger should seek out the nearest Seminary faculty or staff member or administrator to pass on the details of the situation to the Seminary President as quickly as possible.

**BUILDING LOCKDOWN**

If it becomes necessary to lockdown a WTS facility, the senior administrator or faculty member present will assume responsibility for ordering the lockdown and for coordinating with law enforcement officials to determine when it is safe to end the lockdown. This individual will communicate situation updates to everyone in the building at regular intervals.

**BUILDING EVACUATION**

Upon entering any building or office at the main campus or the extension site, students should familiarize themselves with exit routes by taking note of exit signs, doors and accessible windows. In the event of an emergency, students should make their way, by the safest available egress route.

**COMMUNICATION DURING EMERGENCIES**

Seminary administrators will make every attempt to communicate relevant information to everyone affected by the emergency. They will use phone, text, and e-mail messages as appropriate. In cases where electronic communication tools are unavailable, they will employ runners to carry messages between campus facilities insofar as these runners can travel safely between locations.

**WEAPONS**

Students, visitors, faculty, and staff are not allowed to bring weapons on campus or to keep them on the premises without the written permission of the Academic Dean. All weapons must be properly registered in accordance with applicable state laws and individuals must carry applicable firearms licenses on their persons at all times when carrying the weapon(s) on campus or in their vehicles on campus grounds.