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1. Welcome

Letter from the President

Welcome to Westminster Theological Seminary! I trust that the following pages will provide the information you need to consider thoughtfully and prayerfully if God would have you study here.

Westminster is a thriving community seeking to understand the meaning of Scripture and apply it to all areas of life. We are guided in this work by three primary beliefs:

- First, we believe that Reformed theology, as defined by the Westminster Standards, most accurately represents the teachings of Scripture. We are therefore boldly committed to confessional, Reformed Christianity.
- Second, we believe that proper interpretation of Scripture requires careful scholarship. We are therefore deeply committed to academic excellence and a Christ-centered hermeneutic shaped by the reformation principle of Sola Scriptura that flows from a conviction that the Bible is the infallible and inerrant Word of God.
- Third, we believe that genuine and effective gospel service requires a heart of love and devotion to Christ. We are therefore passionately committed to spiritual formation.

These core beliefs undergird each degree program we offer as we seek to train leaders who are specialists in the Bible and equipped to proclaim the whole counsel of God for Christ and His global church. Our graduates serve all over the world as pastors, professors, missionaries, counselors, translators, church planters, and in many other capacities. We are grateful for the privilege of being used by God in the training of men and women who, for almost 90 years, have been extending the knowledge of the glory of God in Christ until that knowledge covers the earth as the waters cover the sea (Habakkuk 2:14).

I invite you to join our international community of students and scholars and our thousands of alumni who are serving the church around the globe. We would be honored to help prepare you for a life of Christian service to the glory of our Lord Jesus Christ, the King of Kings and the Lord of Lords. Soli Deo Gloria!



Peter A. Lillback
President

2. About Westminster

Mission and Vision

Westminster Theological Seminary exists to train specialists in the Bible to proclaim the whole counsel of God for Christ and his global church. Committed to extending the knowledge of the glory of God in Christ until that knowledge covers the earth as the waters cover the sea (see Habakkuk 2:14), and with a vision to serve with excellence in global Reformed theological education, we offer graduate-level theological education at our Philadelphia campus.

Specifically, Westminster pursues this mission and vision in three ways. First, we seek to form men for ordained ministry and men and women for gospel service. Second, we seek to teach the whole counsel of God in order to shepherd Christ's church. Third, we seek to engage a changing world with God's unchanging Word through Reformed scholarship.

Core Values

In the pursuit of our mission and vision we hold to the following core values:

- The triune God, Father, Son, and Holy Spirit, is worthy of the worship of all people in all places of his dominion, and this fact must be the fundamental motive for every human activity.
- Scripture, as the very Word of God written, is absolutely authoritative and without error. The Bible-centered curriculum is developed on the basis of our motto, "the whole counsel of God."
- Reformed orthodoxy, as informed by the system of doctrine contained in the Westminster Standards, and secondarily in other Reformed confessions, represents faithfully and accurately what Scripture teaches.
- Biblical exegesis and biblical theology (in the tradition of Geerhardus Vos) in harmony with systematic theology and presuppositional apologetics (in the tradition of Cornelius Van Til) are among the crucial methods to be used in interpreting and applying the teaching of Scripture and in developing a biblical worldview.
- A learned ministry set in the lifestyle of humble and holy affection for Jesus Christ is essential in today's church and world and must be modeled by the board, administration, faculty, and students.
- A fundamental mandate of the church, discipling the nations for the glory of Christ, requires culturally sensitive, theologically competent ministers who have both the ability and the passion to apply the eternal word of Scripture to the changing world in which God has placed us.
- Because there is one body and one Spirit, all who would build up the whole body of Christ must make every effort to keep the unity of the Spirit in the bond of peace.

Westminster is committed to Scripture and to the systematic exposition of biblical truth known as the Reformed faith. In addition to the Westminster Confession of Faith and Catechisms, the Seminary treasures the rich and harmonious diversity of creeds and confessions within the historic Reformed tradition. In particular, it recognizes that the system of doctrine contained in Scripture is also confessed in the Three Forms of Unity (the Belgic Confession, the Heidelberg Catechism, and the Canons of Dort). Westminster desires to be used in the training of ministers of the gospel and others for service in churches committed to the Three Forms of Unity as subordinate standards.

Distinctive Curriculum

Based on our core values, the curriculum of the Seminary includes Westminster's distinctives:

- Study of Scripture in the original languages
- Exegetical theology and covenantal hermeneutics
- Systematic theology grounded in biblical theology
- Presuppositional apologetics
- Reformed confessionalism
- Christ-centered preaching
- Biblical counseling
- Spiritual formation for ministry in the church
- Contextual missiology
- Presbyterian polity

History and Government

Theological education in the United States was originally available only to students who were tutored and mentored by able ministers. In the eighteenth century, a number of pastors were widely known for their willingness to take students under their oversight and guide their reading. A single minister often mentored many students at a time.

When formal theological seminaries were organized, one of the first was the Theological Seminary of the Presbyterian Church at Princeton, New Jersey, where instruction began in 1812. Founded by the General Assembly of the Presbyterian Church in the United States of America, the seminary held to the Westminster Confession of Faith and Catechisms as its doctrinal standards.

Princeton excelled under the leadership of distinguished teachers who devoted themselves vigorously and effectively to the development, propagation, and maintenance of the Reformed faith. Among those best known as teachers of the great scriptural system of theology set forth by Princeton's first professor, Archibald Alexander, were Charles Hodge, J. A. Alexander, B. B. Warfield, Geerhardus Vos, and J. Gresham Machen. But eventually a movement surfaced to end Princeton's adherence to scriptural theology, and in 1929 Princeton Theological Seminary was reorganized under modernist influences.

Among the Princeton faculty who loved the Reformed faith were Robert Dick Wilson, J. Gresham Machen, Oswald T. Allis, and Cornelius Van Til. Almost immediately after Princeton's reorganization, these four men founded Westminster Theological Seminary, and, with others who were invited to join the teaching staff, continued the exposition and defense of the Reformed faith. Over the years, Westminster has prospered as the Seminary has maintained the infallible Scripture as our foundation.

The Seminary is governed by a self-perpetuating board consisting of at least fifteen but not more than thirty trustees, of whom at least one-half but not more than three-fifths must be ministers of the gospel. Each member of the board is required by the charter to subscribe to a pledge of a character similar to that required of the Faculty, and is required to be a ruling or teaching elder in a church that shares the Seminary's commitments and Presbyterian and Reformed heritage. The President of the Seminary is the chief executive officer, directly responsible to the board. Academic policies are established by the President and Provost, with advice from the Faculty, subject to review by the board.

Current members of the Board of Trustees are listed on our [website](#).

Senior Administration

President	Peter A. Lillback
Dean of Faculty	K. Scott Oliphint
General Counsel	James Sweet
Vice President for Advancement	David Garner
Vice President of Campus Life and Dean of Students	Steve Carter
Vice President of Operations	Chun Lai
Dean of Online Learning	Iain Duguid

Accreditation

Westminster is a school of theology at the graduate level. Under a charter from the [Commonwealth of Pennsylvania](#) granted in 1930 and as subsequently amended, the Seminary has the power to grant the degrees of Master of Arts (Counseling), Master of Arts (Religion), Master of Divinity, Master of Theology, Doctor of Ministry, and Doctor of Philosophy. Degrees are granted upon recommendation of the Faculty and by the authority of the Board of Trustees.

The Seminary is accredited by the Middle States Commission on Higher Education and has held this accreditation since 1954, the year in which the Middle States Commission first began accrediting theological seminaries. The Middle States Commission on Higher Education can be contacted at 3624 Market Street, Philadelphia, PA 19104, telephone: (267) 284-5000, fax: (215) 662-5501, website: www.msche.org.

The Seminary is also accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, which is the national accrediting agency for theological schools in the United States and Canada. The following degree programs of the Seminary are approved: MAC, MAR, MDiv, ThM, DMin, PhD. The following extension site is approved as specified: London, United Kingdom. The following degree program is approved at the London extension site: ThM. The Commission on Accrediting of the Association of Theological Schools in the United States and Canada can be contacted at 10 Summit Park Drive, Pittsburgh, PA 15275, telephone: (412) 788-6505, fax: (412)788-6510, website: www.ats.edu. To request more information about accreditation, approval, or licensing, please inquire with the Seminary.

Westminster admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the Seminary. The Seminary does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, or scholarship and loan programs. The Seminary believes that Scripture restricts the ordained ruling and teaching offices of the church to men and therefore does not admit women to the MDiv Pastoral Ministry emphasis and the DMin Pastoral Ministry and Preaching concentrations. Westminster also believes that the Lord has given a variety of gifts to women and men not called to the ordained offices of the church and is committed to training those students for positions of service in the church which do not require ordination. Those students in the non-pastoral track degree programs are considered eligible for financial aid and for other services provided by the Seminary for its students.

Academic Resources

- [Montgomery Library](#)
- [Center for Theological Writing](#)
- [Craig Center for the Study of the Westminster Standards](#)
- [J. Alan Groves Center for Advanced Biblical Research](#)
- [SaRang Korean Mission Center](#)
- [Westminster Theological Journal](#)

Location and Facilities

The Seminary is located on a suburban campus of 15 acres at the intersection of Church Road (Route 73) and Willow Grove Avenue in Glenside (Cheltenham Township, Montgomery County), approximately three miles from the Fort Washington exit of the Pennsylvania Turnpike, and within a half hour of Center City Philadelphia. Visitors are welcome at any time of the year. Prospective students should contact [Admissions](#) to arrange an appointment. For directions, [click here](#).

All communications and packages sent through the postal system should be addressed to:

**P.O. Box 27009
Philadelphia, PA 19118**

Shipments sent by United Parcel Service and freight should be addressed to:

**2960 West Church Road
Glenside, PA 19038**

The Seminary's phone number is (215) 887-5511 or (800) 373-0119.
The Seminary's fax number is (215) 887-5404.

There are five buildings on the main suburban campus:

Van Til Hall was dedicated in 1975 in honor of Cornelius Van Til, former professor of apologetics. It contains air-conditioned classrooms equipped with both audio and video instructional aids, one smart classroom, a student mailroom, a large lobby for receptions or exhibits, and the 350-seat Rust Auditorium, named in honor of Adolf H. Rust, a longtime friend and supporter of the Seminary.

The Montgomery Library, dedicated in memory of James H. Montgomery of Rochester, New York, and of his sister, Marguerite Montgomery, is a three-story stone building, air-conditioned, and containing quiet areas for research. With the addition of the Andreas Academic Center, seating is available for 215 users.

The Andreas Academic Center is a four-story addition to the library, named for honorary trustee Lowell W. Andreas. Here the faculty offices are arranged by departmental floor. This building also houses the J. Alan Groves Center for Advanced Biblical Research, the SaRang Korean Mission Center, the Craig Center for the Study of the Westminster Standards, the Edward J. Young Seminar Room, and the Center for Theological Writing.

The J. Gresham Machen Memorial Hall houses the administrative offices. It also provides dormitory and kitchen facilities for 10 single male students.

The Carriage House provides a place for conversation and respite, including some tabletop sports, for the Westminster community.

Online Learning

Westminster's Master of Arts in Counseling (MAC), is now online, offering a ministry-minded, global community that combines academic studies and practical training to equip students to better help those in need—whatever their vocation.

Westminster Theological Seminary has partnered with the [Christian Counseling & Educational Foundation](#) (CCEF) for a unique curriculum encompassing classes in ministry and theology. In this program students will engage diverse classmates who include pastors, missionaries, youth workers, lay leaders, business people, parents, doctors, and more to grow in giving and receiving biblical wisdom and care. Join faculty online as they discuss student questions. Watch weekly lectures at your own pace. Take one or several classes at a time.

Online learning at Westminster is also accredited by the [Association of Theological Schools](#) and the [Middle States Commission on Higher Education](#) as described above. Authorization to offer online learning in states other than Pennsylvania is approved by the [National Council for State Authorization Reciprocity Agreements](#). For more information contact the Westminster Online Learning team at support@online.wts.edu.

London Campus

Westminster is no longer accepting applications for the ThM degree program in association with the Pastors' Academy at London Seminary.

The Pastors' Academy was established by the Board of London Seminary in 1999 to provide theological refreshment for pastors already serving churches. The purpose of this program is to increase the student's knowledge of the Reformed and Puritan periods and theology, through training and practice in the use of the methods and tools of theological research, and thus to further the student's preparation for pastoral or teaching ministry, or for more advanced graduate study. It is aimed especially at theology graduates, ministers, and missionaries. The facilities consist of a number of single study bedrooms, a launderette, a kitchen facility for making light refreshments, a dining room, lounge, recreation room, chapel, lecture rooms, and library rooms.

There are three library collections on site, including Dr. Martyn Lloyd-Jones's personal library. They are well stocked with books covering Reformation, Puritan, and Nonconformist subjects. The vast resources of the Evangelical Library and Dr. Williams's Library are nearby. The library offers personal computers for word processing and wireless internet access, and the bedrooms have internet access points. Software programs for biblical and theological studies are available.

Residential accommodations (single study bedrooms), if required, are available during the teaching weeks. Residence at the Academy at other times is also possible, subject to availability.

For further information, write directly to the London program at: The Administrator, The Pastors' Academy at London Seminary, 104 Hendon Lane, London N3 3SQ, UK. Telephone: 020-8346 7587. Email: pastorsacademy@londonseminary.org.

3. Campus Life and Student Development

Type of Students

Residential students are those that are enrolled in degree programs that require attendance for on-site instruction. The residential programs include master's level, advanced degree, and modular programs.

Online students are those enrolled in any degree offered fully online. In 2018-2019, the online programs include master's level and visiting student programs. Additional information for [online students can be found here](#).

Student Development

The primary responsibility of the Dean of Students and Associate Deans of Students is to provide pastoral care, counsel, and encouragement for students in our residential programs. They are available for consultation throughout the academic year and are eager to provide, in cooperation with local churches, mentoring support for students during their theological education.

Campus Corporate Worship

One day a week, faculty members and, occasionally, seminary guests, speak in chapel. Seminary administrative offices and the library are closed during this important weekly time for the on-campus seminary community to gather in worship. On another day of the week, prayer groups led by faculty members meet. Students are strongly encouraged to attend both chapels and prayers groups.

On a third day of the week, a preaching practicum time provides training in preaching for students.

Times of worship vary in their form but not in their goal: to remind us of our chief end of glorifying God and enjoying him forever.

Fellowship Groups

Fellowship groups meet regularly on campus during the academic year. More information can be found [here](#).

Conferences

The Seminary regularly sponsors a preaching conference and missions conferences. On these occasions notable speakers, along with many visitors, are invited to the campus. These conferences provide significant times of spiritual growth and development of global vision as students prepare for Christian service.

Health Insurance

All full-time residential students are required to have health care coverage. All international students who enroll in the seminary after 2017, and all international students who request an extension of their program end date, must provide proof of health insurance in the amounts set forth below before they will be permitted to register for classes. Minimum insurance coverage must provide all of the following:

- Medical benefits of at least \$100,000 per accident or illness;
- Remains repatriation coverage of at least \$25,000 per person covered;
- Coverage for expenses associated with medical evacuation to the international student's home country of at least \$50,000 per person covered; and
- Deductibles that do not exceed \$500 per accident or illness.

On-Campus Housing for On-Site Programs

Westminster has 17 rooms on the main campus, housing 20 students. These rooms are only open to full-time, first-year students. During the summer months vacant rooms may be made available to new and returning students enrolled in summer courses or programs. All rooms are furnished, but residents must supply bed linens, blankets, pillows, and towels. Westminster does not require any vaccination records for students living on campus.

On-campus residents may prepare meals in the on-campus residence kitchen. Meals may not be prepared or eaten in residence bedrooms. Students who vacate their rooms at the end of the fall semester because they are not enrolling for winter term must return in the spring semester to the room occupied during the fall semester. Students beginning course work in the winter term or spring semester should be prepared to locate housing off-campus.

In addition, the Seminary leases four one-bedroom apartments to married couples. These apartments are open to full-time residential students and their spouses.

New students interested in applying to reside in Westminster student housing should contact the [Student Development Office](#).

Please see the [Housing webpage](#) for information about off-campus housing.

International students on J-1 and F-1 visas may not arrive earlier than one month prior to the beginning of classes, but they are advised to arrive as early as they are legally permitted to do so to allow sufficient time to settle into a new culture, secure housing, obtain a driver's license, and open a bank account.

Student Diversity

Westminster seeks to be a place that welcomes diversity. During the 2016-17 Academic Year, the following data was reported for the student body:

Full-Time Enrolled Students			
By Gender		By Self-identified Ethnicity	
Male	82%	White	39%
Female	18%	Non-Resident Alien	32%
		Asian	18%
		Black/African-American	4%
		Hispanic	3%
		Undeclared	3%
		Two or more	1%
		Native Hawaiian or Pacific Islander	Less than 1%

Center for Theological Writing

The Center for Theological Writing (CTW) equips students of theology with the tools to write clearly, correctly, cogently, and profoundly. To that end, the CTW offers writing classes and maintains over 100 online writing resources which are open to all current students without charge. In addition, we offer one-on-one consultations and editing for a fee.

- **Writing Consultations:** Consultations are available for all students at all levels. The number of consultation hours available is limited, and an appointment is required. Please see [the CTW web page](#) for more details.
- **Events:** All students are invited to participate in Writers' Circles, a lunchtime workshop series for improving theological writing. There is no charge for participation.
- **Editing Service:** We provide referrals to WTS-recommended editors. Please see [the CTW web page](#) for details.
- **Online and Print Materials:** These include paper guides; sample papers; writing schedules; and handouts on theological writing, study skills and time management; as well as audio-visual recordings of special events and faculty talks on writing.

Westminster Bookstore

The Seminary maintains an [online bookstore](#) for the convenience of faculty and students, where books may be purchased at discounted rates. In addition to textbooks for courses, the bookstore carries a complete line of books relating to theology, church history, apologetics, biblical studies, commentaries, and the Christian life. Purchases from the Westminster Bookstore support the work of the Seminary.

Conduct

Student conduct is under the supervision of the Dean of Students. The Seminary reserves the right to dismiss from the institution a student whose conduct is found to be unsatisfactory or unbecoming. The Seminary refers to the *Westminster Standards*, as based on Scripture, as a standard for behavior.

Student conduct is considered under three primary contexts. The first is academic violations addressed by the Honor Code. The second is character and spiritual violations addressed by the Policy on Unsatisfactory or Unbecoming Behavior. Both the Honor Code and the Policy on Unsatisfactory or Unbecoming Behavior may be found in the [Student Handbook](#). The third is the Westminster Online Community Values, outlined below, which applies to any student taking online courses.

Grievance Policy

In providing the procedure for students to lodge a complaint regarding issues at Westminster, the Seminary's desire is for students to know they have a voice on the peer level as well as the institutional level. As a seminary, Westminster's ultimate procedural purpose is to honor Christ in how Christians deal with their differences and disappointments. The general guidelines will follow the biblical mandates given in Matthew 18 as to how to process concerns personally and corporately.

There are two primary contexts in which complaints may be lodged. One is the area of individual academic and administrative concerns, including financial issues. The second has to do with things that involve the community as a whole, including attitudes and actions that affect individuals or groups within the campus community. Code of conduct policies are used in responding to grievances expressed within the second context.

For information about the process of filing a grievance, please refer to the Grievance Policy in the [Student Handbook](#).

Online Student Life and Student Development

Online Students

Online students are enrolled in any degree offered fully online. Any concerns regarding life as a student should be directed to the Online Learning team at support@online.wts.edu.

Online Academic Catalog

Online Students should reference the [Online Academic Catalog](#) here for the most up to date Academic information. Any and all requirements are updated and captured for the online student in the online catalog.

Online Student Development

The Associate Dean of Online Students will provide pastoral care, counsel, and encouragement to online students as they complete the online program. The dean is available throughout the year to offer support as needed via scheduled appointments. This role is designed to provide specialized student care and pastoral guidance to the online student through partnering with local churches and communities.

Online Health Insurance

All full-time online students are required to have health care coverage. Health care is not offered through Westminster but must be attained through work or a private health care provider.

Facebook and Small Groups

Westminster has designed a unique, private edition of Facebook for our online community. All faculty, students, and staff are connected here to discuss, share resources, engage in small groups, message and video chat, and more. As the student population grows, you'll eventually find groups forming around student interests, job and ministry opportunities, alumni, and more.

A key feature of Westminster online courses are face-to-face small group interactions throughout each course. Ministry is personal and the practice of interacting with diverse peers in a learning environment is essential to growth in ministry capacity. Students will have the opportunities to interact on the topics of ministry and theology with peers of various ages, geographies, cultures, ministry experiences, and professions.

Westminster Bookstore

The Seminary maintains an [online bookstore](#) for the convenience of faculty and students, where books may be purchased at discounted rates. In addition to textbooks for courses, the bookstore carries a complete line of books relating to theology, church history, apologetics, biblical studies, commentaries, and the Christian life. Purchases from the Westminster Bookstore support the work of the Seminary.

Westminster Online Community Values

These values outline what we expect every member of online community to protect and promote. This includes any student taking online courses.

Quality learning requires an environment of engagement, inquiry, and support. Westminster Theological Seminary is committed to the flourishing of all students who participate in our programs. Our Westminster Online Community Values (WOCV) are designed to promote this goal among students, staff, and faculty. All who enroll in, support, or lead courses are required to promote and protect these values throughout all aspects of our programs.

Respect

We are a community that values learning among the culturally and theologically diverse expressions of the church. As an online network, we are able to select an intentionally diverse community that will shape the way we train for ministry. We realize that along with the opportunity to engage different cultures and beliefs, greater diversity can also challenge us to show trust and mutual respect in new and unfamiliar scenarios. As members of the Westminster community, we agree to promote empathy and excel in honor and respect, for everyone we come into contact with during the program.

We expect students to affirm and respect the differences displayed across students, staff, and faculty in all communication and collaboration. Bias, prejudice, and disrespect have no place in our learning community.

Humility

The process of quality learning happens in a community that values free expression, inquiry, and a safe environment to explore ideas. Online communication can make it easier to overemphasize our own perspective. As members of the Westminster community we will assume the best about each other's communication, seek clarification where valuable, and support one another in processing and developing their ideas rather than enforcing our own conclusions.

We expect students to pause, listen, learn to ask great questions, promote others' perspectives, practice challenging our own conclusions, and promote dialogue rather than monologue in all mediums.

Stewardship

We are a community committed to handling sensitive and personal information with care and wisdom. We are vigilant to handle information shared about our ministries and peers as confidential, both inside and outside of courses. Information we share about ourselves should be done with discretion in a way that promotes learning and godliness. Since stewardship of information is a required skill in ministry, it is especially important to begin practicing that skill in earnest now.

We expect students to maintain the highest integrity with sensitive or confidential information in every platform of the program. We have intentionally designed all tools with security in mind, but students must do their part in guarding information.

A student should never share information about another student outside of a small group or course unless granted explicit permission by that person. Students should not share any written or visual material from any of our platforms with an outside audience without the permission of the online learning staff.

Counseling or ministry details may compromise privacy rights. Many students are in sensitive or hostile geographies and could be at risk if accidentally exposed. We operate with wisdom and care when it comes to personal information.

Our Commitment to Each Other

We are each personally responsible to act with honesty and integrity and are accountable to integrate these community values into every aspect of our Westminster experience.

Failure to promote and protect any of these values may be grounds for immediate removal from the program, upon the evaluation of the Westminster Online Learning Team and the Student Development Office of Westminster. If staff, faculty, or students feel these values are being compromised in any place in the program, they are equally responsible to report their concerns to the Westminster Online Learning Team.

Our students, staff, and faculty create an environment of productive and healthy learning when we hold one another accountable to these values as we grow personally and prepare for ministry to the church and world.

Conduct

Online student conduct is under the supervision of the Student Development Office. Online students are held to the standards outlined in the WTS Honor Code and the Westminster Online Community Values Statement. These cover conduct in the areas of academic and character. Any violation of the standards will be evaluated by the Student Development Office, Dean of Online Learning, and the Provost's Office.

Grievance Policy

In providing the procedure for students to lodge a complaint regarding issues at Westminster, the Seminary's desire is for students to know they have a voice on the peer level as well as the institutional level. As a seminary, Westminster's ultimate procedural purpose is to honor Christ in how Christians deal with their differences and disappointments. The general guidelines will follow the biblical mandates given in Matthew 18 as to how to process concerns personally and corporately.

There are two primary contexts in which complaints may be lodged. One is the area of individual academic and administrative concerns, including financial issues. The second has to do with things that involve the community as a whole, including attitudes and actions that affect individuals or groups within the campus community. Code of conduct policies are used in responding to grievances expressed within the second context.

For information about the process of filing a grievance, please contact support@online.wts.edu.

4. Faculty

Westminster is committed to Scripture and to the systematic exposition of biblical truth known as the Reformed faith. Our constitution prescribes the following pledge for every voting member of the faculty:

I do solemnly declare, in the presence of God, and of the Trustees and Faculty of this Seminary, that (1) I believe the Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice; and (2) I do solemnly and ex animo adopt, receive, and subscribe to the Westminster Confession of Faith and Catechisms in the form in which they were adopted by this Seminary in the year of our Lord 1936, as the confession of my faith, or as a summary and just exhibition of that system of doctrine and religious belief, which is contained in Holy Scripture, and therein revealed by God to man for his salvation; and I do solemnly, ex animo, profess to receive the fundamental principles of the Presbyterian form of church government, as agreeable to the inspired oracles. And I do solemnly promise and engage not to inculcate, teach, or insinuate anything which shall appear to me to contradict or contravene, either directly or impliedly, any element in that system of doctrine, nor to oppose any of the fundamental principles of that form of church government, while I continue a member of the Faculty in this Seminary. I do further solemnly declare that, being convinced of my sin and misery and of my inability to rescue myself from my lost condition, not only have I assented to the truth of the promises of the Gospel, but also I have received and rest upon Christ and His righteousness for pardon of my sin and for my acceptance as righteous in the sight of God and I do further promise that if at any time I find myself out of accord with any of the fundamentals of this system of doctrine, I will on my own initiative, make known to the Faculty of this institution and, where applicable, my judicatory, the change which has taken place in my views since the assumption of the vow.

Emeritus Faculty

William Shirmer Barker II, PhD
Professor of Church History, Emeritus

John Frank Bettler, DMin
Professor of Practical Theology, Emeritus

Daniel Clair Davis, DrTheol
Professor of Church History, Emeritus

George Cain Fuller, ThD
Professor of Practical Theology, Emeritus

Richard Birch Gaffin, Jr., ThD
Professor of Biblical and Systematic Theology, Emeritus

Timothy Z. Witmer, DMin
Professor of Practical Theology, Emeritus

Voting Faculty

Gregory K. Beale, PhD
J. Gresham Machen Chair of New Testament
Professor of New Testament and Biblical Theology

Stephen Coleman, PhD
Assistant Professor of Old Testament

John Currie, DMin
Professor of Practical Theology

Brandon D. Crowe, PhD
Associate Professor of New Testament

Iain M. Duguid, PhD
Professor of Old Testament

William Edgar, DrTheol
John Boyer Chair of Evangelism & Culture
Professor of Apologetics

Alexander (Sandy) Finlayson, MLS, MTS
Professor of Theological Bibliography

David B. Garner, PhD
Associate Professor of Systematic Theology

Jonathan Gibson, PhD
Assistant Professor of Old Testament

Peter A. Lillback, PhD
Professor of Historical Theology

K. Scott Oliphint, PhD
Professor of Apologetics and Systematic Theology

Vern S. Poythress, PhD, DTh
Professor of New Testament Interpretation

Lane G. Tipton, PhD
Charles W. Krahe Chair of Systematic Theology
Associate Professor of Systematic Theology

Chad Van Dixhoorn, PhD
Professor of Church History

R. Carlton Wynne, PhD
Assistant Professor of Systematic Theology and Apologetics

Visiting Faculty

Stafford Carson, PhD	Visiting Professor of Practical Theology
Crawford Gribben, PhD	Visiting Professor of Church History
R. Kent Hughes, DMin, DD	Visiting Professor in Practical Theology
Robert William Oliver, PhD	Visiting Professor of Church History
Alfred Poirier, DMin	Visiting Professor of Practical Theology
Frederic Clarke Putnam, PhD	Visiting Professor of Old Testament and Biblical Languages
James Calvin Ward, MMus	Visiting Professor of Church Music
Garry J. Williams, DPhil	Visiting Professor of Historical Theology

Adjunct Faculty

Jason Barrie, DMin	Adjunct Professor of Practical Theology
Iain Campbell, PhD	Adjunct Professor of Church History
Chris Castaldo, PhD	Adjunct Professor of Practical Theology
Joseph J. U. Chi, PhD	Adjunct Professor of Church History
Aaron Denlinger, PhD	Adjunct Professor of Church History
Penny Freeman, EdD	Adjunct Professor of Practical Theology
Robert Evans, PhD	Adjunct Professor of Practical Theology
Richard Gamble, PhD	Adjunct Professor of Church History
Mark Garcia, PhD	Adjunct Professor of Church History
Michael Haykin, PhD	Adjunct Professor of Church History
Ernest R. Holloway III, PhD	Adjunct Professor of Church History
Yannick Imbert, PhD	Adjunct Professor of Apologetics
Mark Jones, PhD	Adjunct Professor of Church History
Robert D. Jones, DMin	Adjunct Professor of Practical Theology
Thomas Keene, PhD	Adjunct Professor of New Testament
Jonathan S. Kwon, ThD	Adjunct Professor of Practical Theology
John Leonard, PhD	Adjunct Professor of Practical Theology
Timothy Lane, DMin	Adjunct Professor of Practical Theology
Diane Mandt Langberg, PhD	Adjunct Professor of Practical Theology
Robert Letham, PhD	Adjunct Professor of Systematic Theology
John S. Leonard, PhD	Adjunct Professor of Practical Theology
Kirk Lowery, PhD	Adjunct Professor of Old Testament
Rod Mays, DMin	Adjunct Professor of Practical Theology
Rolf Meintjes, DMin	Adjunct Professor of Practical Theology
David Murray, PhD	Adjunct Professor of Practical Theology
Douglas O'Donnell, MA	Adjunct Professor of Practical Theology
Gregory Paek, DMiss	Adjunct Professor of Practical Theology

Sung-Il Steve Park, PhD	Adjunct Professor of Apologetics
Richard Phillips, DD	Adjunct Professor of Practical Theology
Hunter Powell, PhD	Adjunct Professor of Church History
David Arthur Powlison, PhD	Adjunct Professor of Practical Theology
Harry Reeder, DMin	Adjunct Professor of Practical Theology
David Rowe, MDiv	Adjunct Professor of Practical Theology
Philip Graham Ryken, DPhil	Adjunct Professor of Practical Theology
James Skillen, PhD	Adjunct Professor of Apologetics
Scott Ward Smith, MA	Adjunct Professor of Practical Theology
William Smith, PhD	Adjunct Professor of Practical Theology
Theodore (Tedd) Tripp, DMin	Adjunct Professor of Practical Theology
A. Craig Troxel, PhD	Adjunct Professor of Systematic Theology
Jeffrey Waddington, PhD	Adjunct Professor of Systematic Theology
Guy Waters, PhD	Adjunct Professor of New Testament
Noel Weeks, PhD	Adjunct Professor of Old Testament
Edward Thomas Welch, PhD	Adjunct Professor of Practical Theology
Sangsub Yoo, PhD	Adjunct Professor of Practical Theology

Lecturers

Leslie Harsch Altena, PhD	Lecturer in Advanced Theological Writing
Laura Andrews, MDiv	Lecturer in Practical Theology
Annette G. Aubert, PhD	Lecturer in Church History
Cecelia Bernhardt, MDiv	Lecturer in Practical Theology
James Bland, PhD	Lecturer in Practical Theology
John Dennis, MDiv, MLA	Lecturer in Practical Theology
Matt Dudreck, PhD	Lecturer in New Testament
Carl Francis Ellis, Jr., DPhil	Lecturer in Practical Theology
Michael Ray Emler, MD	Lecturer in Practical Theology
Steven Estes, ThM	Lecturer in Practical Theology
Bruce R. Finn, DMin	Lecturer in Practical Theology
Jeffrey Forrey, PhD	Lecturer in Practical Theology
Michael Gembola, MAR, MAC	Lecturer in Practical Theology
William W. Goligher, DMin	Lecturer in Practical Theology
Mark R. Gornik, PhD	Lecturer in Practical Theology
Elizabeth W. Groves, MAR	Lecturer in Biblical Hebrew
J. Alasdair Groves, MDiv	Lecturer in Practical Theology
Robert G. Hall, ThM	Lecturer in Practical Theology
Allen Harris, MDiv	Lecturer in Practical Theology
Gregory Charles Hobaugh, ThM	Lecturer in Practical Theology
Daniel Hyde, ThM	Lecturer in Practical Theology
Thomas L. Keene, PhD	Lecturer in New Testament
Monica Mee Yong Kim, MAR	Lecturer in Practical Theology
Frederick Emil Klett III, MAR	Lecturer in Practical Theology
Julie Lowe, LPC	Lecturer in Practical Theology
Ron Lutz, DMin	Lecturer in Practical Theology
Bruce McDowell, PhD	Lecturer in Practical Theology
Stephen J. Nichols, PhD	Lecturer in Church History
J. Mark Sallade, MDiv	Lecturer in Practical Theology
Mark Sarracino, DMin	Lecturer in Practical Theology
Nate Shannon, PhD	Lecturer in Systematic Theology
Stephen Smallman, MDiv	Lecturer in Practical Theology
Winston T. Smith, MDiv	Lecturer in Practical Theology
Todd Stryd, MAR	Lecturer in Practical Theology
Aaron Sironi, MSMFT	Lecturer in Practical Theology
Darby Anne Strickland, MDiv	Lecturer in Practical Theology
Constance Norma Wieler, MS, MDiv	Lecturer in Practical Theology

Online Instructors

James Cassidy, PhD

Gregory Church, MDiv

Glen Clary, DMin

Ben Dunson, PhD

Stephen Fix, MDiv, MA

Eunjin Kim, ThM

Laura Leon, MAR

Stephen Lewis, PhD

Robert Pickard, MDiv

William Ross, MDiv

Daniel Schrock, MDiv

Jeffrey Stivason, PhD

Nathaniel Sutanto, PhD

Joel Zartman, ThM

Online Instructor in Systematic Theology

Online Instructor in Old Testament and Biblical Theology

Online Instructor in Systematic Theology

Online Instructor in New Testament and Biblical Theology

Online Instructor in Old Testament and Biblical Theology

Online Instructor in Church History

Online Instructor in New Testament and Biblical Theology

Online Instructor in Old Testament and Biblical Theology

Online Instructor in Church History

Online Instructor in Old Testament and Biblical Theology

Online Instructor in Systematic Theology and Apologetics

Online Instructor in Systematic Theology

Online Instructor in Systematic Theology and Apologetics

Online Instructor in Church History

5. Admissions

Admission Credentials

In order to be considered for admission as a student in the Seminary (for MDiv, MAR, ThM, DMin, or PhD programs), the applicant ordinarily must submit the following to the Admissions Office:

- A completed application form (available [online](#)) along with the non-refundable application fee.
- Specified personal essays. Essays vary depending upon desired degree program. Essays should be written, edited, and submitted solely by the applicant. Applicants should not seek to have an outside source edit their essays.
- A spouse reference, if applicable. Required reference form provided in the application.
- A church reference from a non-familial minister or session of the church of which the applicant is a member, or from another source approved by the Director of Admissions. Required reference form provided in the application.
- An academic reference from a non-familial college professor under whose guidance the applicant has pursued studies, or from another source approved by the Director of Admissions. An employer may complete the Academic Reference form if the applicant has been out of school for more than four (4) years. Required reference form provided in the application.
- Unofficial transcripts may be submitted for the application review process. An official transcript must be submitted before final admission can be granted. An official transcript is one that is sent directly from the institution to the Admissions Office in a sealed envelope or in a verified electronic format. If it is opened before it reaches the Admissions Office, it then becomes unofficial. An applicant previously registered at Westminster may use the official transcripts provided in his or her previous application, as long as the applicant graduated within the last five years. International applicants must submit official transcripts verified and credentialed through the “Course by Course” evaluation provided by [World Education Service](#) (WES).
 - An applicant’s transcript must show the attainment of a baccalaureate degree. An applicant may be admitted while in the process of completing a baccalaureate degree, contingent upon the successful completion of the degree. The applicant will be fully admitted after submitting a final, official transcript stating the date the degree was conferred and documenting no significant drop in GPA compared to the unofficial transcript.
 - The grades attained shall give promise that the applicant can pursue courses in the Seminary satisfactorily. The transcript should show the broad and comprehensive education essential to theological studies.
- All applicants whose native language is not English, or for whom Standard English was not the language of instruction from the primary grades (kindergarten through fifth grade), regardless of U.S. citizenship or residency, must take the TOEFL. See the Non-Native English Speakers (TOEFL) section below for more detailed information.
- International students enrolled in a residential program who wish to obtain an I-20 or DS-2019 visa eligibility form or an I-20 transfer form from Westminster must indicate sufficient personal financial resources for themselves and their dependents.

Admission Credential Exceptions

Westminster allows an exception for a limited number of individuals over the age of 30 who have completed five years of ministry experience and 60 undergraduate-level academic credits, but who do not hold a baccalaureate degree, to seek admission into the MDiv program. For more information about these exceptions, please contact the [Admissions Office](#).

At the discretion of the Admissions Review Committee, an applicant may be admitted to a degree program for one year on provisional status. After one year, if the student wishes to continue studies at Westminster, the Committee will review the student's transcripts, and if required, updated references, and will make a determination regarding full admittance to the degree program.

Additional ThM Program Admission Credentials

In addition to the regular Admission Credentials mentioned above, a ThM program applicant (Regular and Modular ThM) must present the following to the Admissions Office:

- An unofficial transcript of the applicant's theological program, including an attestation of the attainment of the MAR, MDiv, or first graduate theological degree providing equivalent theological background, or its educational equivalent. The educational equivalent must include at least the standard requirements for Westminster's MAR degree in the same field (Biblical Studies or Theological Studies) that is to be pursued in the student's concentration in the ThM program (Old Testament/New Testament or church history/systematic theology/apologetics). Additionally, applicants must show evidence of knowledge of the original languages of Scripture at least equivalent to the original language requirements for Westminster's MAR degree. Full official transcript(s) of the applicant's theological graduate-level work is required for full admission.
- Course descriptions of the Greek and Hebrew language courses completed in the MAR, MDiv, or first graduate theological degree.
- An academic reference from a non-familial former teacher in the area chosen by the applicant for the ThM concentration (Old Testament, New Testament, church history, systematic theology, or apologetics), under whose guidance the applicant has pursued studies, or from another source approved by the Director of Admissions. An employer may complete the Academic Reference form if the applicant has been out of school for more than four (4) years.

Additional PhD Program Admission Credentials

In addition to the regular Admission Credentials mentioned above, a PhD program applicant must present the following to the Admissions Office:

- Full unofficial transcript of all college work, including an attestation of the attainment of a baccalaureate degree, and a full unofficial transcript of the applicant's theological program, including an attestation of the attainment of a first theological degree. A two-year degree (such as the MAR or the ThM) is acceptable, but a three-year degree (such as the MDiv) is preferred. Applicants with a two-year degree should be aware that the PhD preliminary examinations are designed to test whether one has the equivalent of a Westminster MDiv degree, and therefore they may need to take certain MDiv courses at Westminster. Full official transcript(s) of the applicant's theological graduate-level work is required for full admission. Only applicants who have maintained an overall academic average of at least B plus (or equivalent) in their college and seminary work will be considered for admission as candidates for the degree Doctor of Philosophy.

- The results of the Aptitude Test of the Graduate Record Examination (GRE). This examination is given several times a year at various centers throughout the world by the Educational Testing Service. Information regarding registration for the examination can be found on the Educational Testing Service's [website](#). The Educational Testing Service will transmit the examination results directly to Westminster. (Westminster's code number is 2976; this code number should be noted on materials completed for the Educational Testing Service.)
- Applicants for the PhD in Systematic Theology, Church History, or Apologetics should submit the following:
 - A paper from their master's program in the concentration in which they plan to study. The paper should be no longer than 10 pages.
 - A 3-5 page summary of a dissertation project proposal, including a bibliography of their intended research.
- Applicants for the PhD in Hermeneutics and Biblical Interpretation should submit the following:
 - A major exegetical research paper that they have written that shows their skill in biblical interpretation. The paper should be no longer than 10 pages.
 - A 3-5 half-page summary of a dissertation project proposal, including a bibliography of their intended research.
- Two academic references from non-familial former teachers in the area chosen by the applicant for the PhD concentration, under whose guidance the applicant has pursued studies, or from another source approved by the Director of Admissions. An employer may complete the Academic Reference form if the applicant has been out of school for more than four (4) years. Westminster graduates need supply only one academic reference.

Additional DMin Program Admission Credentials

In addition to the regular Admission Credentials mentioned above, a DMin program applicant must present the following to the Admissions Office:

- A brief resume of the applicant's experience in ministry. A minimum of three years of ministry experience is prerequisite for admission.
- For the DMin in Preaching, an audio file of a sample sermon.
- For the Pastoral Ministry Concentration in Korean, an online personal interview.
- A full unofficial transcript of the applicant's theological program, including an attestation of the attainment of the MDiv degree and evidence of knowledge of the original languages of Scripture. Full, official transcript(s) of the applicant's theological graduate-level work are required for full admission. The applicant must submit course descriptions of the Greek and Hebrew language courses completed in the MDiv.

DMin Program Admission Credential Exceptions

Applicants lacking evidence of knowledge of Greek and/or Hebrew may be admitted, but, in order to graduate, these candidates must satisfy one of the following alternatives for each language in which they are deficient:

- Receive a waiver for study of the language(s) in which the candidate is deficient. This waiver would be based on genuine hardship (such as ministry in a remote area of the world) and significant promise of excellence in DMin work (as evidenced by a record of ministry achievement and academic excellence), and must be approved by the Director of the DMin Program.
- Sustain an additional qualifying exam in the necessary language(s). This exam will be devised by the New Testament or Old Testament department coordinator.
- Complete at a seminary or university a number of credit hours of language study in the language(s) in which the candidate is deficient. The institution and the number of hours must be approved by Director of the DMin Program.

Applicants lacking an MDiv degree may be considered but will not exceed more than 10% of Westminster's total DMin enrollment. Typically, an applicant lacking an MDiv degree must hold an MAR degree from Westminster. In order to be considered these candidates must submit:

- A full transcript of their theological program, including an attestation of the attainment of a Westminster MAR degree and the successful completion of sufficient additional seminary-level study to give them a total of 92 semester hours approved by the Director of the DMin Program. The MAR degree and the additional semester hours must include at least the following:
 - A total of 92 semester hours of seminary-level work distributed among biblical studies (minimum of 28 hours), historical and theological studies (minimum of 18 hours), and practical studies (minimum of 12 hours).
 - Evidence of knowledge of the original languages of Scripture including course descriptions of the Greek and Hebrew language courses completed in the theological degree. Applicants who lack evidence of the knowledge of Greek and/or Hebrew should see the exception noted above.

Under exceptional circumstances an applicant may be admitted who holds a master's degree from an institution other than Westminster and who has demonstrated competencies in ministry, writing, and teaching. Only those who have demonstrated these competencies through published writing and adjunct teaching in a graduate theological institution will be considered.

Special Level Student Admission Credentials

Those not seeking to earn a degree from Westminster may register for courses as a special level student. Students from other seminaries or graduate schools may also take courses as special level students for transfer back to their institutions. The applicant must seek approval from the Admissions Office before applying as a Special Level 1 or 2 student.

The following items must be submitted to the Admissions Office:

- A completed Special Level Student Online Application Form
- Application fee
- Completed Essay as specified by the Admissions Office
- A completed Church Reference form
- Evidence of having earned a baccalaureate degree (copy of transcript or diploma)

- Students whose native language is not English must meet the same TOEFL requirements as regular students

Special Student Level 1 status permits the student to register for master’s level courses for the equivalent of one academic year only. Special Level 2 status permits the student to register for advanced level courses for the equivalent of one academic year only. To continue studies beyond one academic year, admission to a regular degree program of the Seminary is required. Financial aid is not available to special level students, and in most cases international students cannot be granted visas as special level students.

Application Deadlines

Any applications received after these deadlines will not be processed. Deadlines for special student applications are the same as for applications to regular programs.

Doctor of Philosophy	January 15
Doctor of Ministry	June 1
DMin Concentration in Korean (KDMin)	December 15
MDiv and MAR programs	
Summer	June 1
Fall	July 31
Winter	December 1
Spring	December 31
ThM programs in Philadelphia	
Summer and Fall	June 1
Winter and Spring	December 1
Mastering Theological English I	April 1
Mastering Theological English II	June 1

Notification of Admission

After reviewing the credentials submitted, the Seminary will notify the applicant of its decision regarding admission by email. Matriculation for course work is contingent upon receipt of an official transcript showing completion of any prerequisite degree.

For residential students:

Students will subsequently be granted access to all online library resources at Westminster’s Philadelphia campus.

For PhD students:

The Director of Admissions will notify the applicant of the admission decision by email on or before March 15.

Advance Deposit

In order to confirm their intention to enroll in the Seminary, applicants who have been notified of their admission are required to submit an advance deposit prior to matriculation. (See Chapter 11.) This deposit is applied to tuition when the student registers for classes. It is not refundable if the student does not enroll.

Deferment

An admitted student may defer matriculation for up to one year by notifying the Admissions Office through email. At the discretion of the Admissions Review Committee, a deferral may be denied.

Special Accommodations

If an applicant has any disability requiring special attention, he or she must submit documentation of his or her disability, along with details on specific needs to be accommodated, to the Dean of Students 60 days (two months) prior to matriculation. Westminster's Students with Disabilities Policy can be found [online](#).

International Students Studying in Philadelphia

Students of high academic standing from other countries are encouraged to apply to the Seminary. Applicants from other countries should follow the application procedure outlined in the Admission Credentials section above. Applicants should note that, because of United States banking restrictions, checks must be payable in U.S. dollars, drawn on a U.S. bank, with the bank's computer code located in the lower left-hand corner of the check. Checks not meeting these requirements will be returned, which may delay admission.

Applicants must be provisionally admitted into their degree programs and must document sufficient financial resources before their certificates of eligibility forms (I-20 or DS-2019) will be prepared. The Seminary reserves the right to administratively withdraw any student whose financial resources are insufficient to pay the student's tuition and living expenses.

All students on either a J-1 visa or an F-1 visa are required to pursue a full course of study, according to the Seminary and the United States government policies. For details, contact [Student Development](#).

For degree program time limits, see Chapter 8. International students should always allow three years to complete a MAR and four years to complete a MDiv, due to Greek, Hebrew, and Advanced Theological Writing requirements. For students on an F-1 or J-1 visa, no more than one online course per semester or term may count towards the student's full course load.

Students coming to the United States for the first time are required to arrange, while still in their home countries, health insurance coverage that will adequately cover them and any family members who will be accompanying them in the United States. (See Chapter 3 for health insurance requirements.)

Non-Native English Speakers (TOEFL)

An applicant whose native language is other than English, or for whom English was not the language of instruction from the primary grades (regardless of U.S. citizenship or residency), must demonstrate proficiency in English. Applicants to the KDMin are exempt from the English proficiency requirement, since the program is taught in Korean or English with translation provided.

The minimum score for applicants on the Test of English as a Foreign Language (TOEFL) is indicated on the chart below. An official record of the test must be sent to the Seminary by the Educational Testing Center. Photocopies of test results will not be accepted. Only TOEFL test scores are accepted.

Students who are admitted to the Seminary but score less than 111 on the TOEFL iBT must take a test of academic writing prior to the first day of classes. Based on the results of this test, they must be registered for an Advanced Theological Writing (ATW) course in their initial semester/term. If the applicant's native language is not English, but he or she has been educated in Standard English beginning in the primary grades through undergraduate school, he or she will be exempt from taking the TOEFL exam but will be required to take the test of academic writing prior to the first day of classes.

Applicants who do not meet the TOEFL score requirement for admission to Westminster but are otherwise qualified applicants and have a TOEFL iBT score of at least 68 may fulfill the English language admissions requirement by passing Mastering Theological English I (and II if applicable). (See Chapter 7.) Mastering Theological English is available for applicants to all Master’s and ThM programs but is not available for applicants to the PhD program. If a student seeks to switch to a new degree program prior to completing the degree program to which they were originally admitted, the student must meet the English requirements described above.

To register for the TOEFL test, applicants should contact: TOEFL Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA (609-882-6601, www.toefl.org). Westminster’s code number, 2976, should be noted on materials sent to TOEFL Services.

Minimum Required Scores:

TOEFL	Internet-Based	Paper-Based
MTE I	68	
MTE II	85	
Online MAC	100 with speaking score of 23	
MAR, MDiv	88	570 with TWE of 4.5
DMin	88	570 with TWE of 5
ThM, PhD	100	600 with TWE of 5

New Student Orientation

New student orientation helps students integrate into the Westminster community. It introduces students to life at Westminster, casts a vision for how they can make the most of their seminary education, allows them to begin connecting with fellow classmates, and provides essential policy and procedural information.

Orientation has two parts. The first part is completed online, requires filling out the new student forms on the student’s status page, and must be completed at least three weeks before the start of the semester. The second part is the required orientation event on campus.

Both parts of orientation are mandatory for students attending the Philadelphia campus. Only the online portion is mandatory for DMin and Modular ThM.

If a student attending the Philadelphia campus is unable to attend the orientation event, they must obtain special permission from the Director of Admissions at least two weeks prior to the event.

Online Programs Admissions

Admissions Procedure

In order to be considered for admission into an online degree program, prospective students will submit an online application. The application is made up of five (5) parts:

- Personal Interview
- Official Transcripts
- Two (2) Letters of Reference
- Language Background
- Application Fee

Personal interview

This personal interview will be completed online. It is comprised of timed video and written responses that allow the applicant to introduce themselves and describe their motivation for pursuing the degree.

Official transcripts

Official transcripts should show completed degrees earned since secondary school. Electronic transcripts can be sent to admissions@onlinelearning.wts.edu. Hard copies of transcripts should be sent to:

ATTN: Online Learning
Westminster Theological Seminary
P.O. Box 27009
Philadelphia, Pennsylvania 19118

An applicant's transcript must show the attainment of a baccalaureate degree. An applicant may be admitted while in the process of completing a baccalaureate degree, contingent upon the successful completion of the degree. The applicant will be fully admitted after submitting a final, official transcript stating the date the degree was conferred and documenting no significant drop in GPA compared to the unofficial transcript.

Two (2) letters of reference

The letters of recommendation must be from professional sources — not family or friends. They both should be obtained from individuals who can outline the ability of the applicant to excel with graduate level work and give insight into motivation and work ethic. One letter should come from a pastor from the applicant's church and the second letter from a professor. If it has been more than four (4) years since the applicant has been enrolled in school, an employer can complete the recommendation. Please contact the Online Learning admissions team with additional questions: admissions@onlinelearning.wts.edu.

Language background

Information about an applicant's English speaking background will determine whether or not we will require TOEFL scores as part of the application. All applicants who are required to submit TOEFL scores must have an internet based TOEFL score of 100 with a speaking score of 23.

Application fee

A \$100 application fee will be submitted online with the application.

Admissions Credential Exceptions

A limited number of individuals who have completed five years of ministry experience and 30 undergraduate-level academic credits, but who do not hold a baccalaureate degree, may seek admission into the MAC.

Online Application Deadlines

Any application received for online programs will be reviewed ongoing. The Manager of Online Enrollment Strategy is responsible to review and determine final admission to programs.

Change of Degree

Due to the different admission requirements for each program, a student interested in transferring to or from an online program will be required to submit an admissions application to the desired degree program. A student in an online program must have a minimum grade-point average (GPA) of 3.00 to be approved to transfer to the MAR or MDiv program.

Non-Native English Speakers (TOEFL)

All applicants whose native language is not English, or for whom Standard English was not the language of instruction from the primary grades (kindergarten through fifth grade), regardless of U.S. citizenship or residency, must take the TOEFL. Applicants are required to have an internet-based TOEFL score of 100 with a speaking score of 23.

Notification of Admission

After reviewing the credentials submitted, the Seminary will notify the applicant of its decision regarding admission via email. If admitted the student must secure a seat in the course with a \$500 enrollment deposit that will be applied to the first class taken. Matriculation for course work is contingent upon receipt of the deposit within two (2) weeks of admittance.

Deferment

An admitted student may defer matriculation one time for up to one year by notifying the Online Admissions Office through email. At the discretion of the Online Learning Team, deferment can be denied.

Special Accommodations

If an applicant has any disability requiring special accommodation, he or she must submit documentation of his or her disability, along with details on specific needs to be accommodated, to the Associate Dean of Online Students 60 days (two months) prior to matriculation. Westminster's Policy for Addressing the Academic Needs of Students with Disabilities can be found online.

New Student Orientation

New student orientation helps students integrate into the Westminster online community. It introduces students to the online educational experience, casts a vision for the values and focus of the program, allows them to become acquainted with the tools, and provides essential policy and procedural information.

The orientation experience is done online. It will require completing new student forms, setting up the systems needed to be a successful online student and begin practicing the processes of online education. Students must complete this prior to the beginning of their first term.

6. Academic Policies and Information

Attendance

Residential Courses

Students must be appropriately registered to attend classes. Each student is expected to attend every residential class session for which he or she is registered. Absences caused by illness or other justifiable causes will be permitted to a limited extent. If, in the judgment of the instructor, these permitted absences or other (unauthorized) absences endanger the standing of the student in the course, the instructor shall counsel the student concerning the situation. Further absences will normally result in a failing grade in the course.

Online Courses

Students must complete all required coursework for registered courses, including viewing all lectures, attending small groups, and completing assignments. Absences are not offered due to the flexibility of completing the required coursework. If for any reason a student has extenuating circumstances, please contact support@online.wts.edu.

Changes to Program/Emphasis/Concentration

A student enrolled in a residential master's program (MDiv, MAR, or Certificate) who is interested in transferring to another residential master's program is required to submit a Change of Program form to the Registrar's Office after obtaining written acknowledgement from the Dean of Students and his/her advisor. The student's overall academic standing may be a factor in approval of the requested change. A student in an online program (MAC or MACS) must have a minimum grade-point average (GPA) of 3.00 to be approved to transfer to the MAR or MDiv program.

Due to the different admission requirements per program, a student interested in transferring to or from an online program will be required to submit an admissions application to the desired degree program.

A student enrolled in an advanced degree program (ThM, PhD, or DMin) who is interested in transferring to another advanced degree program must consult his/her advisor and then submit an admissions application to the Admissions Office by the admissions application deadline for the program. The student must have completed at least two courses to be considered. KDMin students are not permitted to transfer into any other residential or online program.

A student who wishes to change emphasis within an MDiv or MAR program must submit to the Registrar's Office a Change of Emphasis form. A student who wishes to change concentrations within the ThM, PhD, or DMin program must contact the Registrar's Office.

Program and emphasis changes become effective at the beginning of the semester following approval. There is a processing fee for each change in program.

Courses

Auditing

A limited number of auditors are permitted in most residential courses. Auditing privileges include regular class attendance, copies of all printed material distributed to the class, the opportunity to ask occasional questions in class, and full library privileges. Normally, auditors will not be permitted to participate in classroom exercises or recitations or to make seminar presentations, nor will assignments or examinations be reviewed or graded by the instructor.

Auditing Restrictions

Course availability for audit is subject to the approval of the instructor. A non-ThM/PhD student must obtain the instructor's approval in order to audit a ThM/PhD course. A student in an online program is not permitted to audit residential courses.

Auditing of the following is not permitted: hybrid courses, online courses, English Bible Survey, Advanced Theological Writing courses, Mentored Ministry Integration Seminars, MTE courses, DMin modules and Independent Study courses. For additional courses not available for audit, see Chapter 10.

Permission to audit a biblical language course required for any degree (Greek, Hebrew, Aramaic) is given by the Registrar's Office only to current students who have previously taken the course or its equivalent and who, due to extenuating circumstances, have received approval from the professor. Readmitted students may not audit language courses in preparation for a placement exam. No more than 20 credits per semester (Fall or Spring) and no more than 5 credits per term (Summer or Winter) may be audited.

Church Leader Audit

The Church Leader Audit provides an opportunity for people in positions of church leadership to audit courses. Westminster offers one free course audit per semester/term for those in official ministry positions in the church who are approved for Church Leader Audit status. This status is available for four people per church per semester. Eligible courses are from the MDiv and MAR degree programs of study only. Online courses are not available for a Church Leader Audit. Restrictions mentioned above apply. An application form from the auditor and a Letter of Recommendation from the sending church is required. Please submit application materials as early as possible so that classes may be planned for space availability; some courses may be closed due to high enrollment. Contact the [Registrar's Office](#) for further information and application forms.

General Auditor

A person who is not a current or former student may seek permission to audit a course by submitting the appropriate form and a letter of reference from a pastor or church elder. A person wishing to audit a ThM/PhD course must also provide proof of a master's degree or its educational equivalent, including year the degree was conferred, and the reason for wanting to audit the course. Restrictions mentioned above apply. Contact the [Registrar's Office](#) for further information and applicable form(s).

Auditor Registration and Payment

Anyone seeking to audit is required to secure the permission of the Registrar, complete the necessary registration, and pay a non-refundable fee for each course audited.

Independent Study Courses

Qualified students may make arrangements with available faculty to take research courses on subjects of interest and value. These courses will be conducted by means of assigned readings, a paper, conferences with the professor, and, at the option of the professor, an examination. The faculty member and student must hold a minimum of four conferences during the course, either in person, by phone or through internet video conference. A student wishing to pursue an independent study course must also be registered for one or more on-campus or distance education courses or have previously attained at Westminster a GPA of 2.80 or better. MDiv and MAR students are limited to taking a total of three independent study courses (not including PT 013P-English Bible Survey and Advanced Theological Writing courses). Independent Study courses are offered to students in all degree programs with the exception of online programs, Certificate, Special Level, and London ThM programs. Please refer to Chapter 8 for the independent study limit for students in the ThM and PhD programs.

Registering for an independent study course: A student should first get approval from his/her academic advisor (advanced degree students only) and secure approval from the faculty member who will

supervise the course. The student must then submit an Independent Study Request form to the Registrar's Office for approval. The form must be received no later than the registration or add/drop periods.

Taking independent study courses for required courses in the curriculum is strongly discouraged and will require approval of the faculty member who normally teaches the course and of Academic Affairs. If a student encounters extreme career or family hardship that he or she thinks warrants taking a required course via independent study, the student must submit a petition form to the Registrar's Office along with the Independent Study Request form.

Deadlines: All deadlines for regular courses (e.g., registration, add/drop, withdrawal, incomplete, etc.) and the normal tuition refund schedule will apply. Final examinations are due no later than the last day of the exam period for the fall and spring semesters.

Submission of Course Assignments

Course assignments should be submitted electronically on [Canvas](#) by the deadline indicated by the instructor.

Post-Modular Course Assignment Submission

The deadline for submission in Canvas is, at most, eight (8) weeks after the last day of the term in which the module takes place. See Chapter 8 for DMin coursework submission deadlines.

Online Learning Courses

Priority in registration will be given to students in an online program or in a program for which an online course is required. For students on an F-1 or J-1 visa, no more than one online course per semester or term may count towards the student's full-time course load.

Limitations to Online Courses

In 2018-2019, PTC 251 Marriage Counseling, PTC 522 Counseling in the Local Church, AP 101 Introduction to Apologetics and CH 311 Reformation will be offered residentially. The online versions of these courses are only available for online students. Therefore, residential students should take the residential versions. Exceptions to this policy are only offered in extenuating circumstances.

Only courses in an online program are eligible to be taken online. All other courses (with the exception of independent studies and directed readings) occur residentially and are not approved to be delivered through means other than regularly scheduled, on-campus course meetings.

ThM/PhD Course Eligibility

MAR and MDiv students who have obtained credit for 24 hours of the curriculum or give evidence of possessing exceptional qualifications may elect to take advanced-level courses (ThM/PhD). These courses fulfill three hours of elective credit toward the MDiv or MAR degree. Such students shall have maintained a cumulative grade point average of 3.20 or its equivalent for the preceding academic year, whether in this institution or elsewhere. Additional prerequisites for admission to particular courses may be required by the professor in charge. There is an additional tuition charge for these courses.

Course Changes

Adding or Dropping Courses

Students who have registered for a semester or term may add and/or drop courses within a defined Add/Drop grace period, beginning after the student has registered until the deadline specified below.

A dropped course does not appear on a student's transcript. See "Withdrawal" section for automatic withdrawal due to dropping all courses and exceptions to this policy.

Since adding and/or dropping courses might affect financial aid eligibility, students receiving financial aid are required to notify the Financial Aid Office of their intention to add and/or drop a course.

Students in Residential Programs:

Add/Drop deadlines

Fall/Spring semester	10th day of semester
Summer term	9th day of term
10 week module	7th day of term
4 week module	3rd day of module*
2 week module	2nd day of module*
1 week module	1st day of module*
Online courses	First day of the course

*For one and two week modules, the student must attend the first day of the course if he or she is adding the course. For 4-week Greek and Hebrew language intensives, a student may drop the course by the deadline but must add the course prior to the first day of classes.

If the length of a residential course is other than that specified above, an appropriate comparable time for dropping the course will be set.

Deadlines for adding or dropping a residential course in the fall and spring semesters are listed in the Academic Calendar. After the Add/Drop period, a student is not permitted to register for any course.

Fees: Residential students are charged an Add/Drop fee per course change. (See Chapter 11.)

Students add/drop course(s) in Populi unless otherwise noted. Students with a registration lock on their account should contact the Registrar's Office.

Students in Online Programs:

Students will have the opportunity to register and add/drop courses during a week long open registration time period. Once closed, students will not have the ability to make changes to their enrollment.

Withdrawing from a Course

Residential Students

After the Add/Drop period, a residential student may withdraw from a course only with the written acknowledgement of the instructor and Registrar. For that course, the student will be assigned a 'W' (Withdrawn from course) grade on his or her transcript record. The student must submit a completed withdrawal form to the Registrar's Office. The effective date of withdrawal from a course is the date on which approval is granted by the Registrar. A student who withdraws from all of his or her courses for the fall or spring semester is automatically withdrawn from the Seminary. Exceptions will apply if approved by the Registrar's Office. A student may apply for reinstatement/readmission if he or she desires to resume studies at a later time.

Deadline to withdraw from course(s) - residential programs:

Fall/Spring semester	10th week of semester
Summer term	9th week of term
10 week module	7th week of term
4 week module	3rd week of module
2 week module <i>ThM, DMin, PhD:</i> <i>All other programs:</i>	Post-modular assignment submission deadline 6th day of module
1 week module <i>ThM, DMin, PhD:</i> <i>All other programs:</i>	Post-modular assignment submission deadline 3rd day of module
Online courses	5th day of course

If the length of a residential course is other than that specified above, an appropriate comparable deadline will be set to withdraw from the course. Course Withdrawal deadline dates for the fall and spring semesters and winter term are listed in the catalog's Academic Calendar.

A student who withdraws from a course after the withdrawal deadline will be assigned a failing grade for the course.

See Chapter 11 for tuition refund schedule and information.

Online Students

Online students can withdraw from a course they have already begun, but are not able to complete. A student must submit a form to the Online Learning team. Please email support@online.wts.edu for more details. The effective date for withdrawing from a course is the date on which approval is granted. Students will receive a "W" grade for the course if they withdraw within the first four weeks of the term. Students will receive an "F," failing grade, for the course after the fourth week. Withdrawing from all courses in a term will signal that a student is taking a term off. If a student does not enroll for the following term, the student will be considered withdrawn from the seminary and would need to request reinstatement to resume studies.

Course Prerequisite Waiver

Certain courses have prerequisites that are required to be completed in order for a student to register for those courses. Other courses permit prerequisites to be taken concurrently. All prerequisites are listed in the Course Description section of the catalog under the individual course description. With compelling reason, students may submit a Prerequisite Waiver Request Form to the Registrar's Office. All requests must be approved by the instructor who teaches the course and may also require approval from the department coordinator. Waiver approvals should be obtained prior to a student's registration.

Credit Hour Assignment

For all residential programs, Westminster's academic year is defined as a minimum of two semesters (fall and spring). The fall semester is typically 15 weeks in duration, including an exam period. The spring semester is typically 14 weeks in duration, including an exam period. The winter term plus spring semester combined typically totals 18 weeks, including exam periods. For all online programs, the academic year begins in June and ends in May. It consists of four terms: June, October, January and March, which are 10 weeks in duration except for January term, which is 8 weeks in duration. For financial aid related information, see Chapter 13.

All residential Westminster courses must provide a minimum of 14 hours of instruction per credit hour, excluding the final exam. If an on-campus course is scheduled for less than 14 hours of on-campus instruction per credit, alternative instructional hours approved by the faculty must be added to total 14 hours of instruction. Hybrid courses, when offered, include a combination of on-campus instructional hours and faculty-approved alternative instructional hours and may include a final exam.

Enrollment Status

Enrollment status is determined by minimum number of credits or, for post-coursework phase (after coursework is completed), year in program, as indicated in the table below.

Residential Degrees

Degree	Enrollment Status	Phase of Program	POE (Period of Enrollment)	
			Summer (June–Aug.)	Fall and Winter/Spring ¹
MDiv, MAR, residential MAC	Full time	N/A	9 or more	12 or more
	¾ Time		7-8	9-11
	Half Time		5-6	6-8
ThM, Thesis capstone	Full Time	Course Work	9 (3 co.)	9 (3 co.)
		Post	N/A	2 nd yr. in prog.
	Half Time	Course Work	6 (2 co.)	6 (2 co.)
		Post	N/A	3 rd yr. through 6 th yr. in prog.
ThM, Major Paper capstone	Full Time	Course Work	N/A	9 or more
	Half Time	Course Work	5-8	5-8
PhD	Full Time	Course Work	N/A	9 (3co.)
		Post		Through 6 th yr. in prog.
	Half Time	Course Work	6 (2 co.)	6 (2 co.)
		Post	N/A	7 th and 8 th yr. in prog.

Chart abbreviations: sem. = semester, co. = courses, yr. = year, post = post-coursework, prog. = program

¹Winter term and Spring semester credits are combined to calculate enrollment status.

Online Degrees

Degree	Enrollment Status	Phase of Program	POE (Period of Enrollment)
			Any Term [June, October, January, March]
MAC, MACS	Full time	N/A	6-9
	Part Time		3

Final Examinations/Assignments

Fall and Spring semesters

For residential courses, final examinations are given during an announced period at the end of each semester or term. The final exam period is listed in the Academic Calendar and the final exam schedule is listed in Westminster's [student info center](#). Any residential student who needs to take a final exam at a time different from the published schedule, but within the exam period, must submit a [rescheduling request form](#) to Academic Affairs by the deadline specified on the form. Approval by both the Dean of Students and the course instructor is required. The student must take the exam at the time approved; the time limit stated for the exam must be observed.

If theses, reports on assigned readings, or other special assignments are required—either in place of or in addition to a final examination—the deadline to submit such work is set by the professor in charge, which date shall not be later than the last day of classes of the semester for MDiv and MAR courses. For ThM and PhD courses, the submission deadline is ten calendar days after the last day of classes. At the discretion of the professor, a student may receive permission to submit a paper after the deadline up until the last day of exams. The professor may choose to apply a penalty of a lower grade.

Winter term and Summer subterms

For modular courses in the Winter term or Summer subterms, final examinations, if required, are given at the conclusion of the course. If a final paper, report, or other assignment is required—either in addition to or in place of a final exam—the deadline to submit such work for master’s level courses is set by the professor in charge which date shall be not more than eight weeks from the last day of the term or subterm. For ThM/PhD and tiered courses (courses offered at both the master’s and ThM/PhD level), the deadline to submit such work is eight weeks from the last day of the term or subterm. For the DMin program, please see Chapter 8 for post-modular assignment submission deadlines.

An Incomplete Request must be submitted for permission to take a final exam or submit a final assignment after the last day of exams (fall or spring semesters) or exam date (term or module). See Incomplete Requests section below.

Online courses

The final exam period is outlined in the syllabus of each course, finalizing on the last day of the term. Students should email support@online.wts.edu for assistance with any adjustments to the syllabi.

Grading

A, B, C, and D are passing grades; F is a failing grade. The general standing for the year of every regular student is ascertained by the use of a grade point system. Grade points are assigned to grades as noted on the chart below. A student’s general standing is the result of the total number of grade points earned, divided by the total number of semester hours taken.

The faculty has adopted a four-point grading system with 12 levels for all programs as follows:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Points	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00

In addition to meeting due dates and using correct English, the following table will serve as general criteria for grade levels for all programs. Final grades for each course are awarded at the discretion of the member of faculty responsible for that course.

Grade	Description
A	An outstanding and thoughtful piece of work which shows evidence of reading and research beyond that which was assigned. The student has shown mastery of the subject and offers new insights which are well-supported by cogent and profound arguments.
B	A standard, good piece of work which fulfills the assignment and shows a good grasp of the basic principles. There is substantial evidence of ability to analyze and utilize course content.
C	This work is satisfactory but is lacking in a significant area and does not show a grasp of some basic principles.

D	There are serious problems with this work, though it is still passable. It represents a poor performance in comprehending the course content and only meets the minimal standard of the professor.
F	This work is unacceptable and fails to meet the requirements of the assignment.

Unearned F grade (UF)

A student who does not attend or submit any coursework, or stops attending or submitting coursework, may receive an unearned F (UF) grade for the course.

Administrative F grade

One month after the grade submission deadline, if a professor has not submitted a final grade, the student will automatically be assigned a grade of “n.r.” (“not yet reported”). If no grade is submitted by the end of the following semester, the “n.r.” grade will automatically convert to a failing grade. The student and professor will both be notified when the “n.r.” grade and failing grade are assigned. If the student believes there are extenuating circumstances that warrant removal of the failing grade, the student has three weeks after the end of the following semester to submit a petition to the Registrar’s Office, which will seek a decision from the Faculty Academic Affairs Committee.

Repeating a Course

When a student repeats a course with a failing grade of F, the F remains factored into the grade-point average (GPA), as does the new grade. If a student repeats a course that has been passed, the second grade will be shown on the transcript, but only the first grade will be factored into the GPA.

Permission to Raise a Failing Grade

For a course in which a failing grade has been received (including a former incomplete “I” resulting in a failing grade), a student with extenuating circumstances (unusual and unavoidable circumstances which contribute to the failing grade) might, at the professor’s discretion, be granted permission to take a re-examination or complete a reassignment of sufficient quality to raise the grade to an FD. Such work must be completed within a maximum of 28 days after notification of the failing grade. If the grade is raised to an FD, the student receives credit for the course, but no grade points are counted in calculating the student’s general standing.

Graduation

No student will be granted a degree or certificate whose cumulative grade point average at the completion of the program is lower than what is required for Satisfactory Academic Progress. A degree or certificate shall be granted only to persons enrolled at Westminster at the time of the completion of their program of study. No student in the MDiv or MAR program who lacks the equivalent of the courses in the original languages of Scripture will be granted a degree.

Application for Graduation

A residential student expecting to graduate with a degree or certificate is required to submit to the Registrar’s Office a Graduation Application by April 15 prior to the academic year in which the student expects to graduate. The Registrar’s Office will perform a degree audit for the student and email the results to the student’s Westminster student email address. Residential students whose applications are received by the submission deadline will receive their degree audit results before the start of the following fall semester. Students whose applications are received after the submission deadline are not guaranteed degree audit results before the start of the following fall semester. The residential student is responsible for completing all program requirements, including registering for the appropriate courses, whether or not he or she receives the Registrar Office’s degree audit prior to the fall semester of the expected graduating year.

Online Students expecting to graduate will complete a graduation form through the Online Learning Team. Any questions or concerns can be directed to support@online.wts.edu.

Commencement Ceremony

Residential students who are recommended by the Registrar's Office for graduation should review the [online guide to graduation](#) for further requirements no later than February of their graduating year. All questions regarding commencement should be submitted to [Academic Affairs](#).

Graduating online students are invited to walk in Westminster Theological Seminary's annual commencement ceremony. Graduation is held in Glenside, Pennsylvania at the end of May, after the March term.

Graduating *in Absentia*

Westminster has a strong heritage of learning in community. Our commencement ceremony, therefore, is a significant time in which this community assembles to send its graduates into the world to do the Lord's work. Because of this, all graduates are to be present at the ceremony. However, if a student is not able to attend, he or she must request to receive his or her degree *in absentia*, which is granted only by permission. A student's request to graduate *in absentia* will be considered if one of the following conditions applies:

1. The student has completed the requirements for his or her degree at the end of the winter term.
2. The student will be living outside the continental United States at the time of graduation.
3. The student is an online student and unable to attend the graduation.

Requests to graduate *in absentia* are completed using the graduate information form. Questions about graduating *in absentia* should be directed to [Academic Affairs](#).

Online student should complete the graduation form by emailing support@online.wts.edu.

Incomplete Requests

If extenuating circumstances (i.e., unusual and unavoidable circumstances which hinder completion of assigned work) prohibit a non-graduating student from completing a course on time, an interim "incomplete" grade might be granted. No incompletes will be granted to students for classes taken in the spring/March semester of their graduating year.

Residential Courses

To petition for an "incomplete" grade: A residential student must submit an *Incomplete Request* form to the Registrar's Office with the professor's written approval and recommendation for the additional time, up to a maximum of four weeks from the last day of exams or original assignment deadline, to complete all work. The Registrar's Office will seek the appropriate faculty committee approval.

Online students can complete the necessary forms by emailing support@online.wts.edu.

If approval is granted: the student will be assigned an interim grade of "I" and an extension, which might be less than that recommended by the professor, up to a maximum of four weeks from the last day of exams or original assignment deadline, to complete all work. The completed work must be submitted by the extension deadline to the Registrar's Office (for residential students) or Online Learning Team (for

Online Students), not the professor. At the professor’s discretion the grade will or will not be reduced. The final grade assigned by the professor will replace the “I” grade on the student’s transcript.

Incomplete Request Deadline:

Fall/Spring semester	Friday before the last day of classes
Online learning terms	10 business days before the last day of class
Terms longer than 5-weeks	Friday before the last day of the term
4 & 5 week module	5 business days before the last day of class
1 & 2 week modules	Day before exam, or post-modular assignment submission deadline

The deadline to submit an incomplete request is waived only if the extenuating circumstance occurs after the deadline.

Online Courses

Students are able to petition for an “incomplete” grade when needed by contacting support@online.wts.edu. Additional information will be requested outlining the reason for the request along with desired timeframe, with the approval of the faculty member. Additional time, up to 2 weeks from the last day of class, may be granted to complete all work. The Online Learning Team may seek additional approval from the Dean of Online Learning .

If approval is granted: the student will be assigned an interim grade of “I” and an extension, which might be less than that recommended by the professor, up to a maximum of two weeks from the last day of exams or original assignment deadline, to complete all work. The completed work must be submitted by the extension deadline to the Online Learning office. At the professor’s discretion the grade will or will not be reduced. The final grade assigned by the professor will replace the “I” grade on the student’s transcript. No incompletes will be granted to students for classes taken in the final term, prior to graduation.

The deadline to submit an incomplete request for all online courses is 10 business days prior to the end of the course.

Leave of Absence

Residential Students

Any student who encounters unusual and unavoidable career or family circumstances that cause interruption in participation in his or her program may submit to the Registrar’s Office a petition for a leave of absence (LOA), for a period of one semester up to three academic years. The petition should specify the reason(s) the student believes warrants an LOA and the number of semesters of LOA desired. Supporting documentation might be required. The petition should be received no later than two months prior to the starting semester of the LOA requested. Residential students will be notified by the Registrar’s Office whether or not the LOA is approved. While on a leave, the student is considered a current Westminster student. However, since during a leave the student is not working on his or her program and is exempt from fees, it is expected that the student will not be using Westminster facilities, personnel, or resources.

A student who is a member of a military reserve unit and whose studies are interrupted by a call to active duty must inform the Registrar of his or her call to active duty and the duration of the call. The student shall then be granted an LOA from his or her academic program. A student who returns to his or her academic program within one year of his or her release from active duty shall be reinstated and allowed to

repeat, without charge, those courses in which he or she was enrolled when called to active duty, provided he or she enrolls in those courses the first time the courses are offered after his or her return. A student who fails to return within one year of his or her release from active duty shall be automatically withdrawn.

The student should notify the Registrar of any change of address while on leave and, no later than one month before the start of the semester or term that follows the leave, contact the Registrar that he or she will resume the program.

Students receiving government loans who wish to take an LOA should contact the Financial Aid Office for possible restrictions.

Online Students

Any student who encounters unusual and unavoidable career or family circumstances that cause interruption in participation in his or her program may submit a petition for a leave of absence (LOA), for a period of up to 1 year. The petition should specify the reason(s) the student believes warrants an LOA and the length of LOA desired. Supporting documentation might be required. Any student who is called to active duty while enrolled should contact support@online.wts.edu.

The deadline to receive a petition is one month before the student's next registration period. The Online Learning office will notify the student if the LOA is approved. While on a leave, the student is considered a current Westminster student.

The student should notify support@online.wts.edu of any changes while on leave. Please contact the Online Learning Team with return date, at least one month prior to the returning term.

Students receiving government loans who wish to take an LOA should contact the Online Learning Team for possible restrictions.

Matriculation

Matriculation into a program occurs on the first day of classes of one's initial semester or term after having registered. However, if a new student drops all registered courses before the Add/Drop period deadline of the initial semester or term, that student will be considered as not yet matriculated.

Probation

Academic probation is a warning that the student's academic work does not meet the Seminary's Satisfactory Academic Progress (SAP) requirements. A student in the MDiv, MAR, or Certificate program will be placed on academic probation as follows:

1. For the student who has completed his or her first semester (having completed at least two courses taken but attempted less than 24 credit hours): the student's cumulative grade point average (GPA) is 1.95* or lower. This student must raise his or her GPA by the semester that he or she meets or exceeds 24 hours of coursework in an official program or be administratively withdrawn from his or her program. (*1.75 for students who matriculated prior to 2017-18)
2. For the student who has completed or attempted 24 credit hours: the student's cumulative GPA is between 1.96* and 2.00*. This student is required to raise his or her GPA to 2.00** or above to be approved to graduate. (*1.76 and 1.80 for students who matriculated prior to 2017-18; **1.80 for students who matriculated prior to 2017-18)

A student on academic probation will be required to meet with the Dean of Students before the beginning of the following semester and take a reduced course load or withdrawal will result.

For students in the MAC or MACS programs:

1. For students who have completed their first term (having completed at least one course but attempted less than 12 credit hours): the student's cumulative grade point average (GPA) is 1.95* or lower. This student must raise his or her GPA by the semester that he or she meets or exceeds 12 hours of coursework in an official program or be administratively withdrawn from his or her program. (*1.75 for MAC students in the residential program)
2. For students who have completed or attempted 12 credit hours: the student's cumulative GPA is between 1.96 and 2.00. This student is required to raise his or her GPA to 2.00** or above to be approved to graduate. (*1.76 and 1.80 for MAC students in the residential program; **1.80 for MAC students in the residential program)

A student who has completed or attempted 24 credit hours and meets the minimum cumulative GPA requirement but whose term GPA falls below 1.95* and/or whose course completion rate is less than 67% (the student completes less than 67% of the courses he or she attempts) must meet with the Dean of Students before the beginning of the following semester and might be placed on academic probation. If the student's term GPA is less than 1.95* for two consecutive terms, the student must meet with the Dean of Students a second time and might be administratively withdrawn. (*1.76 for students who matriculated prior to 2017-18)

Students in the ThM, PhD, or DMin program: At the discretion of the appropriate field committee, a ThM, PhD, or DMin student who might otherwise be academically withdrawn might be placed on academic probation. If a ThM or PhD student is assigned remedial work for a Greek or Hebrew competency exam, but does not fulfill that requirement, the faculty maintains the right to place that student on academic probation, pending satisfactory completion of the requirement. (See Chapter 8 - Master of Theology and Doctor of Philosophy.)

Registration

Residential courses

Registration is contingent upon receipt of an official transcript showing completion of any prerequisite degree. Except as otherwise noted, all students are required to register each semester to be enrolled as a current student. DMin candidates in coursework phase are required to register during the spring for the following summer modules. ThM, PhD and DMin candidates who have completed all coursework are required to register as continuing students during the spring registration period for the following academic year. MTE students who have paid their deposits by the deadline will automatically be registered for their program. Registration period dates are stated in the Academic Calendar. No student is permitted to register after the Add/Drop period.

A late registration fee will be charged in the event that a residential student fails to register within the normal registration period. See Withdrawal section regarding automatic withdrawal for failure to register.

Online Courses

Registration for online students occurs during a 1-week period 3-4 weeks before the start of term. Course registration is finalized on the last day of the registration. Students are invoiced tuition at the close of registration and required to pay in full by the date identified by the team. Registration is contingent upon receipt of an official transcript showing completion of any prerequisite degree. Except as otherwise noted, all students are required to register each term to be enrolled as a current student.

Reinstatement/Readmission to the Seminary

If a former student from a residential program desires to resume studies in the semester following a withdrawal period of up to four consecutive semesters, he or she should submit a Reinstatement Request form, along with the reinstatement fee, to the Registrar's Office. The student will be notified by the Registrar's Office if he or she is approved for reinstatement. If the former student desires to resume studies after a withdrawal period of five or more consecutive semesters, he or she must apply for readmission through the Admissions Office. A former student who is otherwise approved for reinstatement/readmission but who wishes to pursue an online degree will be required to submit an application and personal interview to an online program. References will be required as well as, for ESL applicants, TOEFL scores. The application fee will be waived.

If a former online student desires to resume studies in an online program, they should contact support@online.wts.edu. Students are not guaranteed reinstatement to the program. Requests may be reviewed by the Student Development Office and the Dean of Online Learning if needed.

Approval for reinstatement or readmission is at the discretion of the Seminary. A readmitted or reinstated student will be subject to all program requirements, as well as all financial and academic policies current at the time of return.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) measures the qualitative and quantitative aspect of a student's academic work as being adequate to receive the desired degree. SAP requirements are as follows:

Students in the MDiv, MAR, or Certificate programs:

1. For students who have completed their first semester (having completed at least two courses but attempted less than 24 credit hours): the student's GPA must be 1.96* or higher. (*1.76 for students who matriculated prior to 2017-18)
2. For students who have completed or attempted 24 credit hours: the student's cumulative GPA must be 2.00* or higher and the student must have a minimum completion rate of 67% (i.e., the student must have completed 67% of the credits attempted). Credits attempted but not completed are credits for courses from which the student withdraws or for which the student receives a failing grade. They do not include credits for courses that the student dropped during the Add/Drop period. (*1.80 for students who matriculated prior to 2017-18.)
3. To be eligible to graduate, students must have a cumulative GPA of 2.00* or higher. (*1.80 for students who matriculated prior to 2017-18)

Students in an online program:

1. For students who have completed their first semester (having completed at least one course but attempted less than 12 credit hours): the student's GPA must be 2.00 or higher.
2. For students who have completed or attempted 12 credit hours: the student's cumulative GPA must be 2.00 or higher and the student must have a minimum completion rate of 67% (i.e., the student must have completed 67% of the credits attempted). Credits attempted but not completed are credits for courses from which the student withdraws or for which the student receives a failing grade. They do not include credits for courses that the student dropped during the Add/Drop period.

3. To be eligible to graduate, students must have a cumulative GPA of 2.00 or higher.

Students in the ThM, PhD or DMin program:

1. ThM and PhD students required to take one or more competency exam must pass the exam(s).
2. ThM students must maintain a cumulative GPA of 3.00 after the completion of three courses. PhD students must maintain a cumulative GPA of 3.00 during the program of study. In addition, PhD students in the Hermeneutics and Biblical Interpretation field must maintain a 3.00 GPA in the four area seminars. DMin students must have a cumulative GPA of 3.00 in order to graduate.

Students in all programs: All students must complete the program within the maximum program time limit or be administratively withdrawn.

Students required to take Advanced Theological Writing (ATW): The student must take the appropriate ATW course every semester until a passing grade is earned in ATW III. This grade must be earned by the end of the fourth semester.

A student who does not meet the SAP requirement(s) is either placed on probation or administratively withdrawn. Students receiving financial aid should refer to Chapter 12 for additional SAP requirements.

Students' Rights of Privacy and Access to Records

Annual Notification of Rights under FERPA

Annually, the Seminary informs students of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, in the following ways: the annual notification is published in the Seminary's catalog and in the [student info center](#), and an announcement is made from Registrar's Office during the fall registration period. Online Students are notified by the Online Learning Team annually, during the June Term. The annual notification is:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access.

A residential student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. Online students should make requests by contacting the [Online Learning Team](#).

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A residential student who wishes to ask the Seminary to amend a record should write the Registrar's Office, clearly identify the part of the record the student wants changed, and specify why it should be changed. Online students can write the [Online Learning Team](#).

If the Seminary decides not to amend the record as requested, the Seminary will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Seminary discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent (Ref: 34 CFR §99.31).

The Seminary discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Seminary has contracted as its agent to provide a service instead of using Seminary employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Seminary.

Upon request, the Seminary also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

FERPA defines directory information as “[i]nformation contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.” The Seminary designates the following as directory information, which it may disclose at its discretion: student's name, spouse's name, address(es), telephone listing(s), Westminster-assigned student email address, personal email address(es), photograph, program and year of study, enrollment status (e.g., full-time, part-time), dates of attendance, degree(s) awarded, most recent school attended, citizenship, and hometown. According to FERPA, a student's denomination/religious affiliation is not considered directory information and therefore might be considered for disclosure only if the student has provided written consent.

Students may withhold free disclosure of *directory information* (on an “all or nothing” basis) to non-institutional persons or organizations. To do this, the student must submit a completed *Request to Withhold Directory Information* form to the Registrar's Office. A photo ID may also be required. Though a request may be submitted to the Registrar's Office at any time, it must be received by the first week of fall semester classes in order for the student's *directory information* to be withheld from disclosure. The request will be honored until revoked by the student in writing.

If a student elects to withhold *directory information*, no information for that student will be released such that a third party (e.g. loan company, prospective employer, church official, family member, etc.) will be informed that the Seminary has no record of the student's attendance, unless the student submits to the Registrar's Office a written authorization to release information to the designated third party. Also, the student must make all address changes with a signed authorization or in person with an appropriate form of photo ID.

Release of Academic Records

In addition to the student's rights under FERPA, a student may authorize, by submitting a written request to the Registrar's Office, release of academic information to a designated third party in the form of an official letter. Written authorization must include the specific information for release. The Registrar's Office may require that the student submit instead an Official Transcript Request for release to the third party.

Online students can make requests directly to the [Online Learning Team](#).

Limits to Academic Records Access

The Seminary is not required to permit students to inspect confidential letters and recommendations received prior to January, 1, 1975, financial information submitted by parents, or records containing information about another student, unless all reference to the other student is redacted. Students waive their right to view recommendations unless they have previously communicated the contrary to the Admissions Office before submitting their application. Application materials, once submitted, become the property of the Seminary. Under no circumstances will a student be permitted to copy, photograph, or have returned any part of his or her academic records, including transcripts and any materials related to the admissions process.

Solomon Amendment

The Seminary, which receives federal funding via the Federal Direct Student Loan Program, is required under the Solomon Amendment to provide "student recruiting information" to military recruiters from the twelve eligible units within the four branches of the Military Service. "Student recruiting information" consists of: student's name, address, telephone listing, age or year of birth, place of birth, level of education or degrees received, academic major, and the most recent previous educational institution attended. "Student recruiting information" will be withheld only for those students who have submitted a signed Request to Withhold Directory Information form that is still current (i.e., not revoked by the student).

Theological English

Advanced Theological Writing Courses

Advanced Theological Writing (ATW) courses are specially designed to teach international students to write theological English clearly, succinctly, and comprehensibly at the high level of complexity required by seminary courses. Incoming students who score less than 111 on the TOEFL iBT are required to take a placement test to determine which ATW class will best help them meet the required writing proficiency level. In addition, professors who have identified international students as needing improvement in their writing may require students to take the ATW placement test. According to the results, students are placed in one of the courses in the ATW sequence and expected to complete all remaining courses in the sequence. The standard sequence of ATW courses is PT 031p, PT 033p, and PT 037p.

Students required to take ATW must maintain Satisfactory Academic Progress in ATW. The policies pertaining to all non-native English speakers are the same for all degree programs with the exception of the DMIn concentration in Korean. (See Chapter 5.) Students needing to take an Advanced Theological Writing course must register for the course during their first semester on campus. If a new or reinstating student had fulfilled the ATW requirement while previously a student at Westminster, the student is not required to do so again.

Mastering Theological English

Students who qualify for admission to a Westminster program in all respects, with the exception of their TOEFL scores, may satisfy this requirement by successfully completing the Mastering Theological English

(MTE) program. An applicant with a TOEFL score that meets admission requirements may also choose to take MTE to prepare for study at Westminster. Current master's level students who have passed ATW may take MTE II to prepare for further study. See Chapter 7 for program details.

After completion of MTE, a student must begin his or her Westminster program in the subsequent semester. Enrolled students who do not pass MTE will be permitted to retake it at the discretion of the director. Students who complete MTE and then withdraw from the seminary must meet all admission requirements, including retaking MTE, if returning after a withdrawal period of five or more consecutive semesters.

Transcript Requests

Requests for an official transcript should be submitted in writing from the current or former student to the Registrar's Office, accompanied by the appropriate fee. Transcript Request Forms are available in the Registrar's Office and [online](#). Altering a record is an act of fraud.

Online students can make transcript requests via [Populi](#). No fees will be issued for transcript requests.

Transfer Credit/Shared Credit

An official determination of transfer credit will be considered after admission to a degree program.

Steps to seeking transfer of credit: Residential Students

Step 1. Review the transfer credit policy below.

Step 2. Review the catalog's description of programs and courses to compare Westminster's requirements to work done at the other institution.

Step 3. Consult with appropriate office (Admissions Office for anticipated residential students and Registrar's Office for current residential students) regarding any questions related to Steps 1 and 2 above.

Step 4. Submit the Transfer of Credit Request form to the Registrar's office.

Approval for transfer credits must be secured from faculty department coordinators for MDiv, MAR, and residential MAC students and from the advisor for advanced degree students (ThM, PhD, and DMin), unless otherwise noted.

Westminster does not transfer more than the number of credits required for a student's degree and emphasis. Therefore, approved transfer credit reduces accordingly the number of credit hours required at Westminster. Conversely, courses taken at Westminster that are the equivalent of courses for which transfer credit was previously approved will reduce accordingly the approved transfer credit. Transfer credit approval is dependent upon the nature and quality of the work, contingent upon a student's successful matriculation into a degree program, and not effective or applied until successful completion of a student's matriculation semester or term.

Transfer of credit from accredited graduate theological schools

1. Credits normally must have been earned in an accredited graduate theological school and must be reported on an official transcript.
2. A current student who has received pre-approval to take a course at another institution for transfer credit must make arrangements for enrollment at the other institution and report to the Registrar at Westminster in writing before the beginning of the semester when he/she will enroll

at the other institution. If no Westminster course is taken in the semester the student is enrolled elsewhere, the student is withdrawn for that semester and will not pay a fee to Westminster. See Automatic Withdrawal section for exceptions. Failure to conform to these stipulations may result in withdrawal of the student from the program and in the refusal of Westminster to count these courses toward degree requirements.

Residential Master's Programs

3. No transfer credit is granted for the Certificate program.
4. The number of credit hours earned via online courses will reduce the maximum number of credits eligible for transfer, since both are considered "off-campus" courses.
5. Shared Credit (transfer credit from an institution from which the student has completed a master's degree): Ordinarily, the Seminary may accept up to one-half of the credits earned for a first theological master's degree toward a degree at Westminster, not to exceed one-half of the credits required for the MDiv and MAR degrees at Westminster. The minimum number of credit hours of study that a student must complete on Westminster's campus, excluding Greek, Hebrew, English Bible Survey, and Advanced Theological Writing courses, is 46 hours for the MDiv degree, 28 hours for the MAR degree, and 28 hours for the residential MAC degree. For the MDiv and MAR degrees, the final 24 credit hours must be Westminster courses unless a petition for an exception due to extenuating circumstances is approved, except as permitted for CCEF courses in the CCEF transfer credit policy. The maximum number of "off-campus" credits (shared credit and online credits combined) that will be eligible for approval towards a student's degree program is 46 for the MDiv degree, 27 for the MAR degree, and, except as specified elsewhere, 28 for the residential MAC degree.
6. Transfer Credit (from an institution from which the student has not received a Master's degree): The minimum number of credits hours of study that a student must complete on Westminster's campus, excluding Greek, Hebrew, English Bible Survey, and Advanced Theological Writing courses, is 46 hours for the MDiv degree, 28 hours for the MAR degree, and 24 hours for the residential MAC degree. For all of the degrees cited above, the final 24 credit hours must be Westminster courses unless a petition for an exception due to extenuating circumstances is approved, except as permitted for CCEF courses in the CCEF transfer credit policy. The maximum number of "off-campus" credits (transfer credit and online credits combined) eligible for approval towards a student's degree program is 46 for the MDiv degree, 27 for the MAR degree, and, except as specified elsewhere, 28 for the MAC degree.
7. Only courses in which a grade of C or above was received will be considered for transfer credit to an residential MAC, MAR, or MDiv degree program.
8. Grades are transferred only from courses from a Westminster program in which no degree was earned or from courses taken at Jerusalem University College (JUC). (See Holy Land Studies in Chapter 7.)
9. Credits on a quarter system are figured as a two-thirds equivalent of Westminster's semester system.
10. Courses might be transferred as required or elective credit. It is more likely that, if approved, course credit will be applied to elective hours rather than to required courses (since the content or perspective might not be the same).

11. The emphasis chosen in the MAR or MDiv program could make a difference in the number of credits that are transferred. For example, the MAR and MDiv General emphases require more elective hours.
12. A special restriction applies to courses at other institutions in the areas of Old Testament, New Testament, and Systematic Theology, when the courses do not use the original languages. Such courses can normally be transferred for MAR or MDiv credit only as electives. But the coordinator of the department (Old Testament, New Testament, or Systematic Theology, as the case may require) may at his discretion allow up to a maximum of three hours per department to be transferred toward required credit for the MAR or the MDiv (for a total of nine hours in Old Testament, New Testament, and Systematic Theology combined).
13. Greek and Hebrew language courses completed at another institution will not be considered for transfer credit. Greek and Hebrew language courses completed at Westminster will count toward MDiv or MAR degree requirements in the case of reinstatement but will not count in the case of readmission. Students whose language courses do not count toward the MDiv or MAR degree requirements must take the language courses or place out of some or all of them by means of a placement exam. See Chapter 8 for placement exam information.
14. Unless otherwise noted elsewhere, courses completed at Westminster or at another institution that are more than ten years old prior to initial matriculation or readmission will not be considered for transfer credit or be applicable to a present Westminster MDiv, MAR, or residential MAC program. Coursework (except for language courses) between five and ten years old will be accepted only with the approval of the appropriate department. This limitation does not hold in the case of reinstatement. However, please refer to the Seminary's maximum time limit policy for individual programs.

Advanced Degree Programs

15. Only courses in which a grade of B or above was received will be considered for transfer credit to a ThM, PhD, or DMin degree program.
16. Study completed at Westminster or another institution more than five years prior to initial matriculation in the PhD, ThM, or D.Min program cannot be applied for transfer credit to the program that the student is entering. This limitation does not hold in cases of reinstatement or readmission. Credit for study completed in Westminster's PhD, ThM, or DMin program prior to reinstatement or readmission is subject to the approval of the appropriate field committee.
17. Normally, up to two approved ThM/PhD level courses from another institution may be transferred to the ThM program, only one of which may count toward the three required courses in the ThM candidate's concentration. A ThM candidate who has completed the MDiv degree at Westminster may petition the appropriate Field Committee for permission to transfer a third approved ThM/PhD level course, as long as at least two courses in the candidate's concentration are taken at Westminster. However, the number of non-classroom courses taken at Westminster (directed reading and independent study) will reduce the maximum number of courses eligible for transfer credit. See Chapter 8 for non-classroom course limits.
18. Transfer credit toward the PhD program for courses completed in Westminster's ThM program is given depending upon the nature and quality of the work. However, individuals who have obtained a ThM degree from Westminster may be given shared credit for up to four courses. For PhD candidates in the Hermeneutics and Biblical Interpretation field, credit for non-NT or OT courses is not granted unless by exception.

19. Shared credit toward the ThM or PhD degree, for advanced degree work pursued before the completion of requirements for a Westminster MDiv or MAR degree, shall be limited to two courses.
20. PhD candidates in the field of Hermeneutics and Biblical Interpretation: Ordinarily, transfer credit will not be granted for courses completed at other institutions prior to enrollment. With written permission of the advisor, the candidate already matriculated at Westminster may take courses at other graduate institutions to transfer as elective credit. Transfer credit will not be approved for required courses.
21. PhD candidates in the field of Historical and Theological Studies: Up to four courses of advanced work beyond a first theological degree may be approved for transfer credit, if the advanced work is not credited toward an earned degree. However, approved transfer credit is limited to two courses if the advanced work is pursued prior to completion of a first theological degree. Transfer credit must substitute for the “external” courses requirement, while any remaining transfer credit may substitute for any of the other course categories. With the exception of a ThM from Westminster, work credited toward an earned degree is not eligible for shared credit.
22. A maximum of 2 courses may be accepted for elective transfer credit for the DMin program. See Chapter 8 for further restrictions.

Online Master’s Programs

Students can make official requests for master's level course credit to transfer into an online degree. Students interested in applying for transfer credit from other institutions should complete the [transfer request form](#). Courses are approved when approximate equivalency in academic workload, theological perspective, and academic rigor are deemed fulfilled by assessment of Dean of Online Learning and Instructional Quality Coordinator. Approval is contingent upon a student’s successful matriculation into a degree program and is applied upon successful completion of matriculation term. All courses must be completed within past ten years prior to matriculation term and have achieved a C or above.

Transfer of credit from accredited graduate schools

Transfer requests must be earned from an accredited graduate theological school. The Instructional Quality Coordinator will review all requests to determine eligibility and final approval. Courses must be completed within the past ten years of student’s matriculation term and receive a grade of "C" or higher to be considered for transfer. Exceptions may be requested for applicants with consistent ministry experience and application of theological education. While multiple courses might be accepted, usually up to 2 theology courses are accepted. Students may be denied transfer credit.

Sharing credit with another Westminster degree

For those completing the online MAC or MACS degree and another residential degree, a student is able to share up to half of the credits required for the MAC or MACS degree with another degree from Westminster Theological Seminary.

Steps to seeking transfer credit

Step 1: Review the transfer policy, including the CCEF transfer credit policy for all courses being transferred from the Christian Counseling & Educational Foundation

Step 2: Review the course descriptions to determine requirements of WTS courses

Step 3: Complete the [Transfer Request Form](#), include all requested information. Transfer requests are reviewed quarterly and applied to student files once a student has successfully completed a course.

Step 4: Direct any questions to support@online.wts.edu.

Approval for transfer credits will be determined with the support of the Dean of Online Learning.

Transfer of credit from unaccredited institutions

Students in the MDiv, MAR, or residential MAC program who seek transfer credit from courses earned in an equivalent degree program at an unaccredited, graduate level theological institution must supply the following:

- a. A copy of the course syllabus stating the instructor's name and the course requirements for each course for which transfer credit is requested.
- b. At least one sample of coursework submitted in fulfillment of course requirements for each course for which transfer credit is requested.

All decisions are made on a course-by-course basis. Acceptance of one course from an unaccredited institution for transfer credit carries no implication regarding the acceptance of other courses from that institution.

Only courses in which a grade of B or above was received will be accepted for transfer credit.

No more than 15 semester credit hours from an unaccredited institution will be accepted for transfer credit toward a student's degree program at Westminster.

Students in the online MAC program are ineligible to transfer credit from an unaccredited institution other than CCEF. See the policy below.

Christian Counseling & Educational Foundation (CCEF)

Upon approval by the Registrar, credit earned for coursework completed at CCEF is transferable to the MDiv, MAR, or MAC programs.

Only courses in which a grade of C or above was received will be accepted for transfer credit.

Students matriculating in the 2017-2018 academic year or later:

A maximum of 35 credits may be accepted for transfer credit, subject to the specifications listed below, the general transfer credit limitations stated in an earlier section and also the requirements of the student's degree program. (See "Transfer of credit from accredited graduate theological schools" section and Chapter 8 Degree Programs.)

- CCEF courses completed BEFORE September 1, 2017
Up to 35 credits may be transferred with a transfer fee of \$100 per course.
- CCEF courses taken AFTER September 1, 2017
Up to 15 credits may be transferred with a transfer fee, which is the difference in current tuition between the CCEF course transferred and its corresponding MAC course.

Students must take at least one Westminster course during the final semester of coursework.

Returning and reinstating students who initially matriculated during 2011-2012 through 2016-2017 academic years:

Up to 15 semester credit hours may be accepted for transfer credit toward a student's degree program at WTS. Students may take one or more CCEF courses in their graduating year for transfer credit as long as, prior to their graduating year, they notify the Registrar's Office of the CCEF courses and take at least one Westminster course during their final semester of coursework.

Returning and reinstating students who initially matriculated prior to the 2011- 2012 academic year:

Normally, up to two courses may be transferred without tuition payment. Students may request approval for two additional courses to be transferred. Full Westminster tuition is required for these additional courses. No more than four courses will be accepted for transfer credit. For any coursework to be considered for transfer from CCEF, the courses must be completed (including having been graded) prior to beginning any coursework at Westminster.

Transcription of credit from The Resurgence Training Center (Re:Train)

Upon approval by the Registrar, credit earned for coursework completed at Re:Train will be transcribed and accepted toward the MDiv or MAR programs.

Only courses in which a grade of C or above was received will be accepted for transcription.

Up to a maximum of 9 semester credit hours from Re:Train will be transcribed and accepted toward a student's degree program at Westminster. The amount of transcribed credits will vary based upon the degree program requirements. Courses which have been approved for transcription will be considered elective credit.

Please contact the Registrar's Office for the current list of approved courses that may be transcribed from Re:Train.

Transfer of Credit for Courses Taken at Reformed Episcopal Seminary (RES)

The transfer credit policy agreement with RES is aimed at allowing WTS MDiv students who are seeking ordination in CANA/ACNA or REC the ability to take the required coursework for licensure in their denomination.

1. Upon approval by the Registrar, credit earned for RES courses listed below is transferable to the MDiv (general emphasis) program for elective credit.
2. Only courses in which a grade of C or above was received will be accepted for transfer credit.
3. The following courses may be transferred:
 - a. AN 503 Liturgics - 2 hrs.*
 - b. AN 512 Creeds and Councils - 2 hrs.
 - c. AN 615 Anglican Studies - 2 hrs.
 - d. AN 703 Thirty-Nine Articles - 2 hrs.*
 - e. AN 603 Book of Common Prayer - 2 hrs.*
 - f. AN 714 Anglican History and Polity - 2 hrs.

* May count towards the 12 out of 19 elective hours required in Practical Theology

Withdrawal from the Seminary

It is expected that anyone on withdrawn status is not using Westminster facilities, personnel, or resources.

Administrative Withdrawal

A residential student is administratively withdrawn for three reasons: if he or she has 1) not met satisfactory academic progress requirements, having a grade point average too low to continue, 2) not fulfilled financial payment obligations, or 3) violated the Seminary's standards for student conduct, which includes violation of the [Honor Code](#).

Online student will be administratively withdrawn for three reasons: 1) they have not met satisfactory academic progress requirements, having a grade point average too low to continue, 2) they have not fulfilled financial payment obligations, or 3) they have violated the Seminary's standards for student

conduct, which includes violation of the Westminster Online Community Values and/or Honor Code. Any questions should be directed at support@online.wts.edu.

Academic Withdrawal

A residential student in the MDiv, MAR, residential MAC or Certificate program whose cumulative grade point average after the attempt or completion of 24 semester hours is 1.94 or lower, or who does not meet the requirements to remain on probation, is withdrawn from the Seminary. However, if the faculty considers it probable that, in the future, the student will be able to meet SAP requirements, it may reinstate or readmit him or her to the Seminary on probationary status, upon petition, and grant whatever credit for work completed it deems appropriate. A student in the ThM or PhD program is required to maintain a grade point average of 3.00 during the program. A student whose cumulative grade point average at the completion of three ThM/PhD courses is lower than 3.00 is not permitted to continue in the institution, except as detailed in the Probation section. A student in the DMin program is required to have a cumulative grade point average of 3.00 to continue in the program, except as detailed in the Probation section.

If a student required to complete the ATW requirement does not pass ATW within the four semester/term deadline, that student will be withdrawn from the Seminary.

Personal Withdrawal

A residential student planning to withdraw from the Seminary, whether during or between an academic semester or term, should inform the Registrar's Office in writing. If the "Personal Withdrawal" notification is received during a semester/term, the effective date of withdrawal will be the date of notification. If the notification is received between semesters/terms, the effective date of withdrawal will be the last day of exams of the previous semester. A student who withdraws from the Seminary after the final date to withdraw from a course will receive a failing grade for each course not completed.

Personal withdrawal for Online Students is completed by the student by contacting the [Online Learning Team](#). The student may be asked to complete supporting information. The deadline to withdraw from a course is 4 weeks into the term. If a student withdraws after the last eligible day, they will be assigned a grade of "F" for the course.

Automatic withdrawal

A residential student is automatically withdrawn if he or she a) does not register by the end of the Add/Drop period for the semester (fall or spring) or, in the case of ThM students, PhD students in post-coursework phase, and DMin students, for the academic year, b) drops or withdraws from all of his or her courses during the progress of any semester, or c) fails to return after an approved leave of absence. Exceptions to this policy: 1) a student in the Certificate program who has already completed at least one course is considered enrolled for two consecutive semesters following the last semester/term enrolled in courses beyond the Add/Drop period. In the semester following the two consecutive semesters, if the certificate student does not register and complete at least one course, that student is withdrawn by default. 2) A ThM, PhD, or DMin student in coursework phase may submit to the Registrar's Office a petition to remain enrolled as a current student for a given semester, pledging to work on non-coursework degree requirements. The Registrar's Office will seek approval from the appropriate faculty field committee. If granted, the student's enrollment status for that semester would be considered "less than half time." 3) Modular ThM or London ThM students in coursework phase are current if they take at least one course in an academic year. Otherwise, they are withdrawn unless they petition and are approved a leave of absence.

Online students are automatically withdrawn from the program if they do not register for a term after taking two terms off or if they do not register for the following term after withdrawing from a course in the previous term.

7. Non-Degree Programs

Special Level Students

Those not seeking to earn a degree from Westminster may register for courses as a special level student. Students from other seminaries or graduate schools may also take courses as special level students for transfer back to their institutions. The applicant must seek approval from the Admissions Office before applying as a Special Level 1 or 2 student.

Special Student Level 1 status permits the student to register for master's level courses. Special Level 2 status permits the student to register for advanced level courses. Students in either level are limited to the equivalent of one academic year only. To continue studies beyond one academic year, admission to a regular degree program of the Seminary is required. Financial aid is not available to special level students, and in most cases international students cannot be granted visas as special level students.

Certificate in Christian Studies Program

The Certificate in Christian Studies program is offered for men and women who desire graduate-level courses from Westminster but do not desire to enter a degree program.

Upon graduation, the Certificate in Christian Studies student will:

1. Exhibit a deep love for the triune God, his word, his truth, and his church; and a Christ-like humility in relation with others.
2. Demonstrate basic knowledge of Scripture, Reformed theology, biblical theology, church history and apologetics.
3. Demonstrate the ability to apply God's word to a changing world in the student's ministry context.

Admission to the certificate program requires the same qualifications as admission for the MDiv or MAR program. Registration, tuition charges, and all academic procedures and prerequisites are also the same.

The certificate is earned after the completion of 25 credit hours of MDiv or MAR courses. The following courses must be included: AP 101 (Introduction to Apologetics) and ST 101 (Prolegomena to Systematic Theology). Greek and Hebrew courses are not approved for credit toward the certificate program.

Students who have earned a Certificate in Christian Studies from Westminster and desire to apply this work toward an MDiv or MAR degree must surrender the certificate prior to graduation. Before choosing to enter a program beyond the certificate, students should consult with the Registrar's Office in regard to which courses will transfer to the MDiv or MAR program.

In most cases, international students cannot be granted visas for participating in this program.

Time Limit: The maximum time limit to complete the Certificate is 10 years (including any leave of absence or withdrawal period). Petitions for an extension due to unusual circumstances or hardship must be granted by the Faculty Academic Affairs Committee.

Mastering Theological English

Students who qualify for admission to a Westminster program in all respects, with the exception of their TOEFL scores, may satisfy this requirement by successfully completing the appropriate level of Mastering Theological English (MTE).

Mastering Theological English is an intensive language course sequence that equips international students with the high level of skill in theological English required for study at Westminster.

- MTE I is for students with TOEFL iBT scores of 68 - 87 iBT who are applying to the MDiv, MAR, DMin, or Certificate programs; or who are applying to the ThM program and need to fulfill the prerequisite to enter MTE II.
- MTE II is for students with TOEFL iBT scores of 85 - 99 iBT who are applying to the ThM program. Entrance requirements for MTE II can also be met through successful completion of MTE I.

For a sample schedule and a description of the current year's programming, please visit the [MTE web page](#).

Holy Land Studies

The Seminary is associated with the [Jerusalem University College](#) (JUC). Students who participate in this program may receive academic credit upon approval by the Registrar in consultation with the relevant department coordinator. Information concerning Holy Land studies may be secured from the Director of the Program for Holy Land Studies.

Students in the programs indicated below may complete part of their program at the JUC as indicated:

1. MDiv and MAR degree programs: Elective course work may be selected from approved master's level courses at JUC. Approved JUC courses will be regarded as transfer credit when applied to the student's Westminster degree program. Depending on the student's program and emphasis, a student may request JUC transfer credit of up to 18 elective hours. (See Transfer Credit in Chapter 6.)
2. ThM/PhD degree programs: Up to one-third (two courses) of the course work for either the ThM in Old Testament or the ThM in New Testament may be selected from approved master's level courses at JUC. Up to one-third (five courses) of the course work for the PhD in Hermeneutics and Biblical Interpretation may be selected from approved master's level courses at JUC. ThM/PhD students will be required to complete additional work in each of the master's courses taken at JUC in order for those courses to be credited toward Westminster's ThM/PhD programs. Arrangements for this additional work must be made in advance through the student's advisor at Westminster and in consultation with the appropriate faculty member at JUC. The JUC course and additional work will be considered an independent study, with the student receiving a grade that is a weighted average of the additional work and the grade for the JUC course. (See Independent Study Courses in Chapter 6.)

Westminster students who, under provisions (1) and (2) above, pursue any work at JUC ordinarily will be expected to participate in an approved Reformed ministry in Israel.

Visiting Student

Online Courses Only

Those interested in taking online courses without seeking a degree from Westminster can apply to become a Visiting Student. These students will gain access to accredited Westminster online courses for ministry for continued training or transfer credit to other schools. [Request more information here.](#)