

{Academic Information}

General Requirements for Admission to All Programs

Credentials

In order to be admitted to registration as a regular student in the Seminary (for all locations and programs), the applicant must present ordinarily the following credentials to the Director of Admissions, Westminster Theological Seminary, P.O. Box 27009, Philadelphia, PA 19118:

- 1. A completed application** on a form supplied by the Office of Admissions (available online at www.wts.edu) including personal statements and a spouse statement, if applicable.
- 2. A non-refundable application fee** (see page 141). A late fee is added for applications received after the deadlines indicated. (International students should see page 40 regarding requirements pertaining to checks.)
- 3. A church reference** on a form supplied by the Office of Admissions (available online at www.wts.edu) from the minister or session of the church of which the applicant is a member, or from another source approved by the Director of Admissions.
- 4. An academic reference** on a form supplied by the Office of Admissions (available online at www.wts.edu) from a college professor under whose guidance the applicant has pursued studies, or from another source approved by the Director of Admissions.
- 5. A full official transcript(s)** of the applicant's undergraduate and graduate level work. If more than one institution was attended, there should be a transcript from each school in which the student took 12 credits or more. (An official transcript is one that is sent directly from the institution in a sealed envelope.)



2010-2011

{Academic Information}

ADMISSION REQUIREMENTS

If it is opened before it reaches the Office of Admissions, it then becomes unofficial.) If the transcript does not show the completion of a baccalaureate degree at the time of application, a final transcript must be submitted before final admission can be granted. 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.

The transcript must show the attainment of a baccalaureate degree. 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. While it is not possible to prescribe one pattern as normative for all pre-seminary education, a degree of mastery is recommended in the following areas: English; history; philosophy; natural sciences; social sciences; ancient, classical, and modern foreign languages; and Bible.

6. All applicants whose native language is not English, or for whom English was not the language of instruction from the primary grades (regardless of U.S. citizenship or residency), must take the TOEFL and TWE. See the TOEFL and TWE section on pages 40-41. International applicants should also see the International Students section on page 40. International students 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.
7. Th.M. and Ph.D. applicants should see pages 77-81 and 87-94, respectively, for additional requirements.

8. Additional requirements

The Seminary will examine the credentials with a view to ascertain whether the applicant is of good moral character and is of serious purpose.

The Seminary may grant admission on the basis of the credentials submitted or the Director of Admissions may make one or more of the following requests of the applicant:

1. To meet with a representative of the Seminary for a personal interview.

2. To take one or more of the parts of the Graduate Record Examination administered six times a year at various centers throughout the country.

Unless otherwise requested, applications uncompleted by the date stated by the applicant as the date of enrollment in the Seminary will not be retained. Once application materials are submitted, no materials will be returned to the applicant.

Application Deadlines

International/Canadian applications (from applicants who require a student visa) are accepted as stated below. Late applications will be considered for the following year.

Master of Theology and Doctor of Philosophy **December 15**
(late deadline with fee January 31)

Doctor of Ministry **February 24**
(late deadline with fee March 31)

Master's-level programs **February 15**

U.S. applications are accepted as stated below. Late Th.M., Ph.D., and D.Min. applications will be considered for the following year. Late applications to all other programs will be considered only if accompanied by the late fee (see page 141); however, late applications will NOT be considered for U.S. financial aid.

Master of Theology and Doctor of Philosophy **December 15**
(late deadline with fee January 31)

Doctor of Ministry **February 24**
(late deadline with fee March 31)

Master's-level programs

Summer or Fall entrance **March 1**

Winter or Spring entrance **September 30**

Any applications received after these deadlines will not be processed without a late fee.

Special Needs

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 Policy for Addressing the Academic Needs of



2010-2011

{Academic Information}

ADMISSION REQUIREMENTS

Students with Disabilities can found on the Westminster website (www.wts.edu) or obtained from the Student Affairs Office.

Non-Native English Speakers (TOEFL and TWE)

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. 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.

Minimum required score for admissions to the Seminary is 570 or 600 (230 or 250 computer-based [CBT] or 88 or 100 internet-based [iBT] respectively), depending on the program (see chart). Students who are admitted to the Seminary but score less than 640 (273 CBT or 111 iBT respectively), on the TOEFL must register for a course in PT 031P Advanced Theological Writing during their first semester on campus, or, for D.Min. students only, during the D.Min. Orientation module. Students must take the course each subsequent semester until the course is passed and the course must be passed in order for the student to graduate. There is a tuition fee for this course (see course description for PT 031P).

Minimum Required Scores:

TOEFL	Internet-Based	Computer-Based	Paper-Based	TWE	TSE
M.A., M.A.R., M.Div.	88	230	570	4.5	-
D.Min.	88	230	570	5	-
Th.M., Ph.D.	100	250	600	5	50

All applicants to Th.M. and Ph.D. programs must submit, in addition to the TOEFL and TWE score, a score of not less than 50 on the Test of Spoken English (TSE-A). This test is part of the internet-based TOEFL (iBT) but not part of the computer-based (CBT) or paper-based TOEFL and requires an additional fee. It is administered twelve times per year at centers around the world.

The TOEFL and TWE exams are required for those whose native language is not English. If the applicant's native language is not English, but he or she has been educated in English from the primary grades through undergraduate work, he or she will be exempt from taking the TOEFL and TWE exams.

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

International Students

Students of high academic standing from other countries are encouraged to apply to the Seminary. However, applicants should note that, while some limited financial assistance for tuition may be awarded by the Seminary (see page 146), complete financial support is not granted to any student. International students must seek additional means of support elsewhere.

International students (on F1 or J1 visa status) need to be enrolled full-time in the fall and spring semesters, according to the Seminary and the United States government policies. For full details, contact the International Student Coordinator.

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.

In addition to the following, applicants from other countries should follow the application procedure outlined under the "General Requirements for Admission to Programs" section beginning on page 38. Applicants whose native language is other than English



{Academic Information}

ADMISSION REQUIREMENTS



should also see the Non-Native English Speakers (TOEFL and TWE) section on page 40.

In order for the applicant to receive from the Director of International Students the Certificate of Eligibility (Form DS-2019 for J visas or Form I-20 for F visas) necessary to obtain the visa for nonimmigrant students, the applicant must have final approval of admission as a full-time student and financial documentation showing sufficient resources for his or her length of study in the United States.

All students on either a J visa or an F visa are required to study full time. The maximum number of semesters allowed to complete each degree program on a full-time basis (except as noted) is as follows: M.A., 4 semesters; M.A.R., 6 semesters; M.Div., 8 semesters; Th.M., 4 semesters; Ph.D., 12 semesters; D.Min. students are considered less than half-time from the start of the D.Min. degree. International students should always allow three years to complete an M.A.R. and four years to complete an M.Div., due to Greek and Hebrew requirements.

An applicant may be requested to attend an interview with a designated Seminary representative in the applicant's home country where practicable. A confidential report from the interviewer becomes part of the required credentials for application.

Students coming to the United States for the first time are encouraged 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 until they can determine what coverage they need and be enrolled in a plan here (see page 21 regarding health insurance requirements).

Sponsors documented on affidavit of support forms must be legitimate and committed to giving the amount indicated. If they fail to support the student, his or her tuition scholarship (if applicable) will be revoked, which may result in withdrawal from Westminster.

Notification of Admission

After reviewing the credentials submitted, the Seminary will notify the applicant of the decision about admission. Registration for course work is contingent upon receipt of a transcript showing completion of any prerequisite degree.

Deferment

An admitted student may defer matriculation for up to one year by notifying the Office of Admissions in writing.

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 (see page 141) no later than June 1 for those who plan to matriculate in the summer or fall semester and no later than November 1 for those who plan to matriculate in the winter or spring semester. If the applicant is admitted after this due date, the deposit is due immediately upon receipt of the admission letter. This deposit is applicable to tuition when the student registers for classes. It is not refundable if the student does not enroll. (International students should see page 40 regarding requirements pertaining to checks.)



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

Registrar's Office

General Registration Information

Registration is contingent upon receipt of a transcript showing completion of any prerequisite degree. Registration dates are stated in the academic calendar. No student is permitted to register for any course after the first ten days of the semester.

A late registration fee will be charged in the event that a student fails to register at the time designated for that purpose (see page 141).

Each student is responsible for meeting his or her degree requirements, though the Registrar and faculty advisors will provide information and help.

The student is required to inform the Registrar of any changes in course registration, at the earliest possible opportunity. Students are to inform the Student Affairs Office of any change of address.

Attendance

It is expected that each student will attend every 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.

Academic Standing

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 as follows:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0

In addition to the student meeting due dates and using correct English, the following table will serve as general criteria for grade levels for the M.Div., M.A.R., and M.A. 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.



{Academic Information}

REGISTRAR'S OFFICE

In a course in which a failing grade has been received (including Incomplete/Fail), a student who has feasible reasons may ask the professor to grant permission to take a re-examination or complete a reassignment of sufficient quality to raise the grade to an F/D. Such work must be completed within 21 days after notification of the failing grade or, in the case of spring semester courses, between the opening of the semester and September 30 of the following academic year. If the grade is raised to an F/D, the student receives credit for the course, but no grade points are counted in calculating the student's general standing.

Repeating a Course

When a student repeats a course with an 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.

Academic Withdrawal

Students whose cumulative academic average at the completion of 24 semester hours in the M.Div., M.A.R., or M.A. program is 1.75 or lower are not permitted to continue in the institution (see sections on Academic Probation and Withdrawal/Reinstatement). However, if the faculty considers it probable that, in the future, the student will be able to make satisfactory progress, it may readmit him or her to the institution, upon petition, and grant whatever credit for work completed it deems appropriate. To be eligible to graduate, students in these programs must have a cumulative academic average of 1.80 or higher.

Students in the Th.M. and Ph.D. programs are required to maintain an academic average of 3.00 during the program. Students whose cumulative academic average at the completion of three courses in the Th.M. or Ph.D. program is lower than 3.00 are not permitted to continue in the institution.

Students in the D.Min. program are required to have an academic average of 3.00 in order to graduate.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) measures the quality of a student's academic work as being adequate to receive the desired degree. The qualitative and quantitative SAP requirements for students in the M.Div., M.A.R., M.A., or Certificate program are as follows:

1. For students who have completed their first semester (including at least two courses taken and with less than 24 credit hours completed): the student's GPA must be 1.76 or above.
2. For students who have completed 24 credit hours: the student's cumulative GPA must be 1.80 or above and the student must have a minimum credit completion rate of 67% (the student must have completed 67% of the credits he or she attempted). Credits attempted but not completed include 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 "grace" period.

Students receiving financial aid should refer to the Financial Aid section for special SAP requirement.

Academic Probation

Academic probation is a warning that the student's academic work does not meet the seminary's SAP requirements. A student in the M.Div., M.A.R., M.A., or Certificate programs will be placed on academic probation if:

1. A student who has completed his or her first semester (including at least two courses taken and with less than 24 hours completed) has a GPA that is 1.75 or lower. This student must raise his or her GPA by the semester that he or she meets or exceeds 24 hours of course work in an official program or be administratively withdrawn from his or her program.
2. Students who have completed 24 hour credit hours: the student's cumulative GPA is between 1.76 and 1.80. This student is required to raise his or her GPA to 1.80 or above to be approved to graduate.



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

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.

A student who has completed 24 credit hours and meets the minimum cumulative GPA requirement but whose term GPA falls below 1.76 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 may be placed on academic probation. If the student's term GPA is less than 1.76 for two consecutive terms, the student must meet with the Dean of Students a second time and might be administratively withdrawn.

Dropping and/or Adding Courses

Once a student has registered for a semester or term, he or she is granted the privilege of dropping and/or adding courses within a defined "grace" period. A dropped course does not appear on a student's transcript.

Drop/Add deadlines

The "grace" period to add and/or drop courses begins after the student has registered and ends on the tenth day of Fall and Spring semester classes, and on the fifth day of summer and winter terms. Drop/Add deadline dates are listed in the catalog's Academic Calendar (see page 156). If a course is less than a month in length, an appropriate comparable time for dropping the course will be set. After the "grace" period a student is not permitted to register for any course.

Drop/Add procedure

If a student wants to drop or add a course(s), he or she should submit to the Registrar's office a completed Drop/Add form.

Drop/Add fees

Students are charged a Drop/Add fee per course change (see page 141).

Refunds

Refunds for dropped courses on or after the first day of the semester will result in a partial tuition refund to the student. The refund amount will correspond to the percentage of the enrollment period that remains in the semester or term in which the course(s) is being dropped. See page 143 for full refund information.

Impact on Financial Aid: Since dropping and/or adding courses might affect financial aid eligibility, students with financial aid are required to notify the Financial Aid office of their intention to drop and/or add a course(s).

Withdrawing From Courses

After the Drop/Add "grace" period, a student may withdraw from a course(s) only with the written permission of the instructor and Registrar. For that course, the student will be assigned a W (Withdrawn from course) grade on their transcript record. The effective date for withdrawing from a course is the date on which approval is gained from the Registrar. Withdrawal under any other circumstances will result in a failing grade in the course.

Withdrawal Deadline

Deadline to withdraw from a course(s) is the tenth week of the fall or spring semester and the second week of the summer or winter term. Course Withdrawal deadline dates are listed in the catalog's Academic Calendar (see page 156).

Students who withdraw from a course(s) after the last eligible day to withdraw will be assigned an F grade for the course(s).

Refunds

Refunds for withdrawn courses will result in a partial tuition refund to the student. The refund amount will correspond to the percentage of the enrollment period that remains in the semester or term in which the course(s) is being dropped. See page 143 for full refund information.

If a student drops or withdraws from all of his or her courses for any semester or term, he or she will be withdrawn from the Seminary. Exceptions will apply if approved by the Registrar's Office. A student may apply for reinstatement if he or she desires



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

to return to the Seminary at a later time. (See Withdrawal/ Reinstatement section on page 46.) Refunds for dropped courses (or withdrawal from the Seminary) on or after the first day of the semester will result in a partial tuition refund to the student (see page 143). The refund amount will correspond to the percentage of the enrollment period that remains in the semester or term in which the course(s) is being dropped. See page 143 for full refund information.

Course Prerequisites

Certain courses have prerequisites that are required to be completed in order for a student to register for those courses. Other courses require that the prerequisites be taken concurrently. All prerequisites are listed in the Course Description section of the catalog under the individual courses. With compelling reason, students may request a waiver of these prerequisites. All requests must be approved by the faculty member who teaches the course. Forms are available through the Registrar's Office. Waiver approvals should be acquired prior to a student's registration.

Final Examinations

Final examinations are given during an announced period at the conclusion of each academic term. In all M.Div., M.A.R., and M.A. courses in which theses, reports on assigned readings, or other special assignments are required, either in place of or in addition to a final examination, these theses and reports must be handed in on or before the date set by the professor in charge, which date shall not be later than the last day of classes for the term. In Th.M. and Ph.D. courses, this date is indicated in the academic calendar.

Any student who requests to take a final examination at a time different from the published schedule, but within the examination period, must complete a request form ten days prior to the *beginning of the examination period*. Request forms are available from the Student Affairs Office. Initial approval by the Dean of Students is required. If approved, then the professor's approval must be obtained. The student must take the examination at the time approved; the time limit stated on the examination paper must be observed.

An Incomplete must be requested for an examination to be taken after the end of the examination period.

Incomplete Requests (Extension for Completion of Course Requirements)

If extenuating circumstances (unusual and unavoidable circumstances which hinder completion of assigned work) prohibit the student from completing a course on time, a grade of Incomplete may be given. To receive a grade of Incomplete, a student must 1) obtain an Incomplete form from the Registrar's Office, 2) secure written approval on the form from the professor, and 3) return the form to the Registrar who will seek the appropriate faculty committee approval. Petition for the Incomplete must be made by November 30 for the fall semester and by April 30 for the spring semester. At the professor's discretion the grade will or will not be reduced. If approval is granted, the work must be completed within four weeks from the last day of examinations; otherwise a grade of Inc/F will be received. No Incompletes will be granted for graduating students for classes taken in the spring semester of their last year.

Changing Program or Emphasis

Changing Program

A student enrolled in an M.Div., M.A.R., M.A., or Certificate program who is interested in changing from one program to another should speak to the Director of Admissions. In addition, a student who is interested in changing from the M.Div. to the M.A.R. or M.A. program is required to speak with the Dean of Students.

Changing Emphasis within a program

An emphasis within an M.Div., M.A.R. or M.A. program may be changed by arrangement with the Registrar. Changes become effective at the beginning of the following semester (September 1 or February 1). Please see page 141 for the processing fee.

Leave of Absence

Any student who encounters unusual career or family circumstances that cause interruption in participation in his or her



{Academic Information}

REGISTRAR'S OFFICE

program may write to request one leave of absence, for a period up to three years. The letter should specify the reasons for the request and the amount of extra time desired. This letter should reach the Registrar two months before the student's next registration. If the leave of absence is approved, the student will be notified by the Registrar's Office. 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 or personnel.

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 a leave of absence 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 administratively withdrawn.

The student will notify the Registrar of any change of address while on leave and will confirm by letter to the Registrar, one month before the expiration date of the leave, that he or she will resume the program.

Students receiving Title IV financial aid assistance who wish to take a leave of absence should contact the Financial Aid Office for potential restrictions. Please see page 151-155 for more information.

Withdrawal/Reinstatement

Withdrawal

A student planning to withdraw from the Seminary, whether during the academic semester/term or at its close, should report that fact to the Registrar in writing. If the withdrawal notification is received during a semester/term, the date of withdrawal will be the date

of notification. If the notification is received between semesters/terms, the date of withdrawal will be the day after the last day of exams of the previous semester.

A student is withdrawn if he or she does not enroll in any semester of the academic year or if he or she drops or withdraws from all of his or her classes during the progress of any semester. A student is administratively withdrawn if he or she has 1) a grade point average too low to continue, (cumulative GPA is 1.75 or lower after completion of 24 credit hours), 2) a bill outstanding, or 3) violated the honor system. (For the seminary's Honor System, please see "About Westminster" section.)

A student who withdraws from the Seminary following the final date to drop a course (see the Academic Calendar, pages 156-159), will receive a grade of F for each course not completed.

Reinstatement

Should a withdrawn student desire to return to the Seminary, he or she should submit a written request to the Registrar, stating the desired date of entrance, desired program, along with enclosed fee (see page 141). The student will be notified by the Registrar's Office if he or she is approved for reinstatement. Approval for reinstatement is at the discretion of the Seminary.

If a student has been withdrawn for longer than two years, has not been in a degree program, or wishes to change to a program other than the one of his or her previous enrollment, he or she should send a new application form and fee to the Director of Admissions.

In addition, if the student had been enrolled in the Th.M., Ph.D., or D.Min. program, a re-entry fee (see page 141) will apply at the first registration after reinstatement unless the student had been out of the program such a short time that only the current semester's or year's continuation fee is owed.

A student readmitted will be subject to all program requirements, as well as all financial and academic policies current at the time of return, and will pay the same tuition as new students entering that program at the same time.



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

Graduating in Absentia

Westminster has a strong heritage of learning in community. Our commencement ceremony is a significant time in which this community comes together to send our graduates into the world to do the Lord's work. Because of this, we wish for all graduates 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 of the Seminary. A student's request to graduate in absentia will be considered if one of the following 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.

Requests to graduate in absentia should be submitted in writing to the Academic Affairs Office.

Transcript Requests

Requests for a transcript should be in writing from the student to the Registrar's Office, accompanied by the appropriate fee (see page 141). Transcript Request Forms are available from the Machen receptionist or on the Westminster website (www.wts.edu). Altering a record is an act of fraud.

Students' Rights of Privacy and Access to Records

Westminster accords to all students all the rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. The policy is available in the Registrar's Office, and is summarized below. In addition, announcements concerning this are distributed to students at each registration.

General information, which the Seminary may give out at its discretion, includes the student's name, spouse's name, address, telephone number, program and year of study, dates of attendance, degree(s) awarded, most recent school attended, citizenship, and church affiliation. If a student wishes any of this information withheld, he or she may write to the Registrar within two weeks after the first day of classes for the fall or spring semester and the request will be honored during the academic year in which the letter

was received. A student may authorize release of certain additional information by writing to the Registrar.

Other information from the student's educational record is confidential and available only for appropriate use by faculty, administrative officers, and personnel in the offices of the Registrar, Director of Admissions, and Dean of Students, as well as by persons from accrediting agencies, persons with a judicial order, and persons requesting information in an emergency to protect the health or safety of students or others. Under FERPA, these persons are permitted access to particular information as needed.

By writing a request to the Registrar, a student may review his or her record to the extent provided by FERPA. Westminster is not required to permit students to inspect confidential letters and recommendations received prior to January 1, 1975. If a student has signed a waiver, information from a recommendation is not available to him or her. Application materials, once submitted, become the property of Westminster. Under no circumstances will a student be permitted to copy or have returned to him or her any recommendation.

Transcripts received from other schools will not be returned to a student.

Special Students

A student not seeking to earn a degree from Westminster may register for courses as a Special Student. Students from other seminaries or graduate schools may also take courses as special students for transfer back to their institutions. To be classified as a Special Student, the following items must be forwarded to the Office of Admissions:

1. A completed Special Student application form
2. Application fee (see page 141)
3. A completed Church Reference form
4. Evidence of having earned a baccalaureate degree (copy of transcript or diploma)
5. Students whose native language is not English need to meet the same TOEFL and TWE requirements listed on pages 40-41.

Deadlines and late fees for Special Student applications are the same as for applications to regular programs. Applicants will be



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

notified promptly as to their admission by letter from the Director of Admissions.

Special Student status permits the student to register for courses during one academic year. To continue studies beyond this period, admission to a regular degree program of the Seminary is required.

Financial Aid is not available to Special Students, and in most cases international students cannot be granted visas as Special Students.

Knowledge of the English Bible

A thorough knowledge of the English Bible is expected of all recipients of the M.Div., M.A.R., and M.A. degrees at Westminster. Every student entering the Seminary should do so with as comprehensive a knowledge of the English Bible as possible.

The English Bible Assessment will be administered to all entering students during Orientation for evaluation purposes. This examination will not count for credit. If a student receives a perfect score on the English Bible Assessment, the student will not need to take the English Bible Exam.

Each student is required to take the English Bible Exam no earlier than after one year of full time study (or after completing 24 credit hours) and no later than the end of the winter term examination period of the year in which a student expects to graduate. If a student finishes coursework during the fall semester or winter term, the exam must be passed by the September of his or her last fall semester. The examination will be administered at the beginning of each semester and at two other times during each academic year (see the academic calendar for exact dates). All questions will be taken from the English Standard Version Study Bible in conjunction with the English Bible Exam Study Syllabus. See the English Bible Exam link on the Westminster website (www.wts.edu) for information on obtaining the syllabus.

If the exam is not passed in the specified time, with a minimum score of 80 percent, the student must take PT 013P *English Bible Survey*. For tuition charge, see Financial Information.

Theological Writing Standards

The ability to produce quality written work in English is expected of all Westminster degree recipients. Mid-career students and students from a non-liberal arts background find it helpful to review English rhetoric and grammar, and strengthen their research and citation skills. International students with extensive English language training, as well as those with advanced degrees in other professional fields, find it advantageous to learn the expectations of American academic writing; to study the special features of theological genres; and to receive feedback on their linguistic accuracy. Westminster is committed to helping students improve their writing through the PT 031P/033P Advanced Theological Writing course and through individual tutorials at the Westminster Center for Theological Writing.

All non-native English speakers must take PT 031P/033P *Advanced Theological Writing I, II*, unless their TOEFL and TWE scores are higher than 630 (267 computer, 111iBT) and 5.5 respectively. Faculty members may also require a student to enroll in PT 031P/033P *Advanced Theological Writing*. The Registrar will be notified by the faculty member if a student is required to take the course. See the course description on pages 123-124 for further requirements. For tuition charge, see Financial Information. No auditing of the course is permitted.

Short-term tutorials and editing services are available through the Center for Theological Writing. Faculty members may direct students whom they identify as needing help on their writing to receive tutoring at the Writing Center. See page 15 for more information.

Transfer of Credit

An official determination of transfer credit will be considered after acceptance into a degree program at Westminster. After acceptance, the anticipated student should:

- Step 1.** Review the transfer credit policy
- Step 2.** Review the catalog's description of programs and courses to compare work done at the other institution with Westminster's requirements
- Step 3.** Consult with the Admissions office regarding any questions related to Steps 1 and 2 above



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

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

After a student registers, requests for transfer credit should be reviewed with the Registrar's Office. Approval for transfers must be secured from faculty department heads.

The transfer credit granted will reduce accordingly the number of hours required at Westminster.

Transfer of credit from accredited graduate theological schools:

1. Credits normally must have been earned in an accredited graduate theological school and be reported on an official transcript. (Please see "Transfer of Credit from Unaccredited Institutions" section below.)
2. Transfer Credit (from another institution from which the student has not received a Master's degree): An M.Div. student must take at WTS at least 40 credit hours of study, excluding Greek, Hebrew, English Bible Survey and Advanced Theological Writing courses and normally including the final 24 hours of study. M.A. and M.A.R. students must take at WTS at least 24 credit hours of study, excluding the above mentioned courses. These hours normally include the final 24 hours of study.
3. Shared Credit (transfer of credit from a completed 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 degree at Westminster. In the case of the M.Div. program, at least 46 credit hours of study at Westminster will be required and at least 28 credit hours for the M.A.R. or M.A. program. In all of the cases cited above, the credits required at Westminster will normally include the final 24 hours of study.
4. Only courses in which a grade of C- or above was received will be considered for transfer credit to an M.A., M.A.R. or M.Div. degree program. Only courses in which a grade of B or above was received will be considered for transfer credit to a Th.M. or Ph.D. degree program.
5. Credits on a quarter system are figured as a two-thirds equivalent of our semester system.

6. Courses may be transferred as required or elective credit. It is easier to apply credit to elective hours than to required courses (in which content may not be the same).
7. The emphasis chosen in the M.A.R. or M.Div. program could make a difference in the number of credits that are transferred. For example, the M.A.R. and M.Div. - General emphasis allows more elective hours.
8. 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 M.A.R. or M.Div. 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 to be transferred toward required credit for the M.A.R. or the M.Div. (for a total of nine hours in Old Testament, New Testament, and Systematic Theology together).
9. Courses completed at WTS or elsewhere that are more than ten years old will not be considered for transfer credit or be applicable to a present WTS M.Div., M.A.R. or M.A. program. Course work between five and ten years old will be accepted only with the approval of the appropriate department.
10. Study completed more than five years prior to registration for the Ph.D. or Th.M. program cannot be credited to the student's work in this program.
11. A maximum of 2 modular courses may be granted toward the D.Min. program.
12. No transfer credit is granted for the Certificate program.
13. Grades are transferred only from a WTS program in which no degree was earned.

Transfer of credit from an equivalent degree program at an unaccredited institution:

1. Students in the M.A.R. or M.Div. program who seek transfer credit of courses from an equivalent degree program completed at an unaccredited institution must supply the following:



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

- 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.
2. 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.
 3. Only courses in which a grade of B or above was received will be accepted for transfer credit.
 4. No more than 15 semester hours from an unaccredited institution will be accepted for transfer credit toward a student's degree program at WTS.

Transfer of credit from The Christian Counseling & Educational Foundation (CCEF):

1. Upon approval by the Registrar, credit earned for coursework completed at CCEF is transferable to the M.Div., M.A.R., or M.A. programs.
2. 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.
3. 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.

Auditing

A limited number of auditors are permitted in most 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.

Restrictions: Course availability for audit is subject to the approval of the instructor. A non-Th.M./Ph.D. student must obtain the instructor's approval in order to audit a Th.M./Ph.D. course. Auditing of language courses, English Bible Survey, Advanced Theological Writing, D.Min. modules, modular, short-term (less than one month), and distance courses (see page 52) is not permitted.

Registering as an auditor

Persons desiring to audit are required to secure the permission of the Registrar, complete the necessary registration, and pay a non-refundable fee for each course audited (see page 142).

Special Categories

Full-time students and their spouses, full-time members of the faculty and staff and their spouses and children, and part-time employees may audit courses without charge. All others pay one-half the tuition rate they would be charged to take a course for credit.

Former Westminster graduates pay one-fourth the tuition they would be charged to take a course for credit. If the course is at or below the level of the degree they received from Westminster, there is no charge to audit. For this purpose, the Ph.D. and Th.M. degrees are considered as on an equal level. An M.A. degree is considered as a lower degree than the M.Div. and M.A.R. degrees. A Certificate is not considered a degree program. The spouses of full-time students are permitted to audit only up to the number of credit hours for which the spouse is currently enrolled.

Occasional visitors must seek permission of the instructor for each class they wish to attend and will not have the privilege of participation in class discussion. All persons desiring to audit should complete the necessary registration forms with the Registrar's Office.

Church Leader Audit

The Church Leader Audit offers an opportunity for people in positions of church leadership to audit courses. Westminster offers one free course audit per semester for those in official ministry positions in the church. This is available for four people per church per semester. An Application Form from the auditor and a Letter of Recommendation from the sending church is required. Eligible



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

courses are from the M.A., M.A.R. and M.Div. degree programs of study only. Restrictions mentioned above apply. Please be sure to submit application as early as possible so that classes may be planned for space availability; some courses may be closed due to high enrollment. See the Westminster website (www.wts.edu) or contact the Admissions Office for further information and application forms.

Independent Study Courses

Qualified students may make arrangements with available faculty to do research courses on subjects of interest and value. These courses will be conducted by means of assigned reading, a thesis, conferences with the professor, and, at the option of the professor, an examination. Such courses may be pursued only by students who are also registered for class work, unless they have previously attained in this institution a general academic standing of 2.80 or better. No more than 25 percent of credit hours (excluding credits for language courses) for any of the M.Div. (23 hours), M.A.R. (14 hours), or M.A. (14 hours) programs may be taken by independent study courses. Distance Learning courses offered through the Institute of Theological Studies (see pages 52-53) are included in the independent study courses.

To register for an independent study course, a student must first submit an Independent Study Request form to the Registrar's Office for approval. If it is necessary to drop an independent study course, the normal tuition refund schedule will apply.

Taking independent study courses for required courses in the curriculum is strongly discouraged, and may only be taken with the approval of the faculty member who normally teaches the course and of the Faculty Committee of Three. If a student encounters extreme career or family hardship, the student may submit a Petition form to the Registrar's Office along with the Independent Study Request Form.

Certificate in Christian Studies Program

A 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.

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

The Certificate will be earned after the completion of 25 semester hours of M.Div., M.A.R., or M.A. courses. All courses in the Certificate program must be taken under the auspices of Westminster Theological Seminary. Included must be AP 101 *Introduction to Apologetics* and ST 101 *Introduction to Systematic Theology*. Greek and Hebrew are not approved for credit toward the Certificate program. As with other degree programs, these languages do not count toward required credit hours. Language work was not the intention of the Certificate program.

Students who earn a Certificate in Christian Studies from Westminster and desire to apply this work toward an M.Div., M.A.R., or M.A. 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 M.Div., M.A.R. or M.A. program.

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

Certificate in Biblical and Urban Studies

A Certificate in Biblical and Urban Studies program is offered for men and women currently ministering or desirous of ministering in urban areas surrounding Philadelphia who would like to take graduate-level courses from Westminster but do not desire to enter a degree program.

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

The Certificate will be earned after the completion of 25 semester hours. All courses in the Certificate program must be taken under the auspices of Westminster Theological Seminary. Included must be AP 101 *Introduction to Apologetics*, ST 131 *Survey of Reformed Theology*, and ten hours of core urban courses as follows: PTM 151 *Mission to the City*, PTM 143 *Contextual Theology*, PTM 171 *Mission*



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

Anthropology, PTM 373 *Mission and Mercy Ministries*, PTM 671/673 *Urban Mission Seminar* (two semesters). Greek and Hebrew are not approved for credit toward the Certificate program. As with other degree programs, these languages do not count toward required credit hours. Language work was not the intention of the Certificate program.

Students who earn a Certificate in Biblical and Urban Studies from Westminster and then desire to apply this work toward the M.A. - Urban Mission must surrender the Certificate prior to graduation. Students should be aware that not all courses will transfer to the M.Div. or M.A.R. program.

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

Holy Land Studies

The Seminary is associated with the Jerusalem University College (www.juc.edu). Students who participate in this program may receive academic credit upon approval by the Registrar, in consultation with the relevant department coordinator, and scholarship aid may be granted to help defray the costs of such participation. 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 Jerusalem University College (JUC) as indicated:

1. Elective course work for the M.Div. or the M.A.R. program(s) may be selected from among approved Master's-level courses at JUC. A student may request transfer of up to 18 elective hours based on the student's program.
2. Up to one-third (two courses) of the course work for either the Th.M. in Old Testament or the Th.M. in New Testament may be selected from among approved Master's-level courses at JUC.
3. Up to one-third (five courses) of the course work for the Ph.D. in Hermeneutics and Biblical Interpretation may be selected from approved Master's-level courses at JUC. Normally, students will need to complete additional work in each of the Master's courses taken at JUC in order for those courses to count in Westminster's Ph.D. program. Arrangements for this additional work should be made in advance through the coordinator of the

Ph.D. Field Committee at Westminster and in consultation with the appropriate faculty member at JUC.

4. Any academic work completed by a Westminster student at JUC will be regarded as transfer work when it is applied to the student's program at Westminster.
5. Westminster students who, under provisions (1), (2), and (3) above, take any work at JUC ordinarily will be expected to participate in an approved Reformed ministry in Israel.

Distance Learning and the Institute of Theological Studies

Westminster offers a limited number of media-based Distance Learning courses. Courses may be applied towards the degree programs offered on the Philadelphia campus or towards the Certificate in Christian Studies. As with independent study courses, students who are applying earned credits towards a degree program may complete up to 25 percent of the required semester hours by Distance Learning.

The Distance Learning program includes courses developed by Westminster and by the Institute of Theological Studies (ITS), a consortium of 23 other seminaries, all of which are committed to the inerrancy of Scripture. The approved audio-programmed independent study courses, created under the auspices of either Westminster or ITS, are available at the Master's level. Beside each course title is listed the individual who teaches the audio course, the amount of credit involved in the course, the department at Westminster which offers the course, and the charge for the program materials for the current academic year (prices are subject to change and do not include the textbooks). Those courses, which are marked with an asterisk (*), may also be available at the doctoral level upon petition to the appropriate Field Committee.

In order to receive credit for one of these courses, a student who has been admitted to Westminster should first discuss his or her plan with the Registrar's Office. The Registrar's Office will then assist the student in securing written permission from an available faculty member who will supervise the course. This written permission, along with payment for tuition and program materials, must then be presented to the Registrar during one of the normal



2010-2011

{Academic Information}

REGISTRAR'S OFFICE

registration periods. These courses are registered under the initials of the Westminster professor and shown as Res.: (WTS or ITS #) (title) (hrs.). All course work must be completed by the end of the semester for which registration was made. Distance courses may not be taken over the winter term.

Students taking courses at the Philadelphia campus should not take required courses on tape without the permission of the Faculty Committee of Three.

Distance Education courses produced by The Christian Counseling & Educational Foundation are not eligible for Westminster credit while a student is taking courses at Westminster. CCEF's Distance Education courses may be permitted for transfer to Westminster (see Transfer of Credit for the policy on transferring courses from CCEF). Coursework must be completed (including having been graded) prior to matriculation to Westminster to be considered for transfer.

ITS materials must be ordered through the Registrar's Office. Students living at a distance from the Seminary may register by mail or email; the registration materials and payment for tuition and program materials must reach the Registrar's Office at least three weeks prior to the registration date for the term during which the student wishes to take the course. There will be an additional fee charged for shipping materials to students.

Course materials should be ordered through the Registrar's Office. Materials will be ordered approximately three weeks prior to the semester that course is taken. The last day to register for a distance learning course is three weeks before the start of the semester. If it is necessary to drop the course, the normal tuition refund schedule will apply.

Most of these courses will be counted as program electives. A few, with the written permission of the Registrar and the Faculty Committee of Three, may be counted as program requirements; in these cases, the required course for which the ITS course may be counted is indicated below. Prices for course materials are subject to change.

WTS 220, 1 *Introduction to Systematic Theology*. Dr. Richard Gaffin. Two semester hours. Systematic Theology. (Can be substi-

tuted for ST 101 *Introduction to Systematic Theology*.) Fall semester only. (\$50.00; MP3 format only)

WTS 230, 1, 3 *Introduction to Apologetics*. Dr. William Edgar. Three semester hours. Apologetics. (Can be substituted for AP 101 *Introduction to Apologetics*.) (\$75.00; MP3 format only)

WTS 270, 1, 3 *The Ancient Church*. Dr. William Barker. Two semester hours. Church History. (Can be substituted for CH 211 *Ancient Church*.) (\$50.00; MP3 format only)

For a list of current prices and available mediums, please see www.itscourses.org.

ITS 120, 1, 3* *Proverbs*. Dr. Bruce Waltke. Three semester hours. Old Testament.

ITS 180, 1, 3 *Reformation Church History*. Dr. Robert Godfrey. Three semester hours. Church History. (Can be substituted for CH 311 *Reformation*.)

ITS 200, 1, 3 *Urban Mission and Ministry*. Dr. Roger Greenway. Two semester hours. Practical Theology.

ITS 210, 1, 3 *Missionary Encounter with World Religions*. Dr. Harvie Conn. Three semester hours. Practical Theology.

ITS 290, 1, 3 *Epistle to the Hebrews*. Dr. Dennis Johnson. Three semester hours. New Testament.

ITS 300, 1, 3 *Introduction to World Christian Missions*. Dr. William Taylor. Two semester hours. Practical Theology.

Academic Policy for Dallas Westminster Students

The Dallas Teach-Out Agreement made and entered into as of November 2009, by and between Redeemer Theological Seminary, Inc., and Westminster Theological Seminary, Inc. supersedes all other noted academic policies. For questions and concerns, please contact the Registrar's Office.



2010-2011