



# **Admission, Financial and Academic Policies**

## **Gospel-Centered Transformation**

# Admission

## PHILOSOPHY AND STANDARDS

Western Seminary's educational mission is to "serve as a catalyst and resource for spiritual transformation by providing, with and for the church, advanced training for strategic ministry roles." This mission can best be fulfilled if Western Seminary attracts and admits the right kind of students to its training programs.

This admissions philosophy takes into account more than the applicant's academic record. Western seeks to admit and nurture men and women whose lives evince the goals, gifts and graces consistent with the ministry roles for which Western provides training. They should be characterized by genuine compassion for others, a willingness to submit to the authority of Scripture, a spiritually-focused vision ambitious for the glory of Christ, a teachable spirit, and a conviction of a divine commission for Christian ministry.

Western's students represent a broad range of denominational and doctrinal backgrounds. All students are expected to join the rest of Western's community in affirming the evangelical convictions represented by the Statement of Faith of the World Evangelical Alliance (see footnote below), and to exhibit a teachable attitude in their studies. Students should also understand that instruction from full-time faculty will reflect the more specific doctrinal statements represented by the Faculty Teaching Position (page 155).

## ACADEMIC ADMISSION STANDARDS

Applicants must have earned a four-year baccalaureate degree or its full educational equivalent from a college or university accredited by a United States association holding membership in one of the six regional accrediting associations, membership in the Association of Universities and Colleges in Canada, membership in the Association for Biblical Higher Education, or from an institution which maintains similar academic requirements and standards.

General admission requirements include a cumulative grade point average of 2.5 (on a 4.0 scale) for the Master of Divinity, Graduate Studies Diploma, and Graduate Studies Certificate programs, and 3.0 for the Master of Arts, Master of Theology, Doctor of Missiology, and Doctor of Ministry programs.

Western Seminary recommends that an applicant's undergraduate degree contain a minimum of 35 semester hours of the liberal arts and sciences within the following specific areas:

English (composition & literature).....	6
Philosophy .....	2
Psychology .....	2
History (Western civilization).....	4
Speech .....	2
Natural science .....	4
Social science .....	4
Foreign language .....	4
Additional liberal arts and sciences.....	7

Applicants may be accepted on a provisional or probationary basis, if their previous record indicates a weakness but with promise of greater achievement possible. Common areas of limitations include but are not restricted to:

1. An unaccredited baccalaureate degree. Provisional acceptance for completion of satisfactory work. Additional coursework may be required.
2. Low grade point average. Provisional acceptance for completion of satisfactory work.
3. A lack of a specific admission requirement. Students may be permitted to enroll for one or more courses while they complete a specific requirement for admission to a degree program.

## ADMISSION CATEGORIES

**DEGREE OR DIPLOMA STATUS.** A student who has been admitted to a certificate, diploma, master's or doctoral program at Western Seminary with all appropriate privileges and responsibilities is a degree or diploma status student. Specific admission requirements for each program are outlined elsewhere in this catalog. Degree and diploma applicants use the regular application materials and procedures.

## WORLD EVANGELICAL ALLIANCE STATEMENT OF FAITH

*We believe...*

in the Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct...

One God, eternally existent in three persons, Father, Son, and Holy Spirit...

Our Lord Jesus Christ, God manifest in the

flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory...

The Salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit...

The Holy Spirit, by Whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ...

The Unity of the Spirit of all true believers, the Church, the Body of Christ...

The Resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

**NON-DEGREE STATUS.** A student who has been admitted to enroll for one or more courses without the intention of completing a program at Western Seminary is a non-degree status student. The student must satisfy the general admission requirements of the Seminary as described above. A limited number may be admitted each semester, and enrollment is restricted in some courses. Non-degree students are expected to complete the same coursework requirements as degree or diploma students. Under certain conditions, credits accrued are later accepted for degree requirements at Western Seminary or may be transferred to another graduate institution. The non-degree status is considered a one-semester admission category, subject to renewal. A student enrolled in the non-degree status may complete up to 12 credits without being granted degree admission. The graduate studies (non-degree) application materials are used. This application includes an admission statement. Non-degree students are subject to the same deadlines and fees as regular students.

### UNACCREDITED DEGREE ADMISSIONS

An applicant with a baccalaureate degree from an unaccredited institution (see Academic Standards above) may seek admission by special review. A copy of the institution's catalog, setting forth the program of instruction, faculty credentials, and learning resources, shall be submitted at the time of application. The applicant may be asked to provide additional information to establish the equivalency of the prior education with accredited institutions.

### ENGLISH LANGUAGE PROFICIENCY

All incoming students whose first language is not English are required to take the Test of English as a Foreign Language (TOEFL). Students who score below an established level will be required to complete additional training in English prior to seminary courses. The purpose of this requirement is to enable all students to make rapid progress in the comprehension and mastery of their chosen program of study. Information on the TOEFL exam is available at [www.ets.org/toefl](http://www.ets.org/toefl). Because the TOEFL exam is given only a limited number of times each year, the applicant should allow sufficient time for the results to be included in the seminary admission process. The institution code of Western Seminary, to be supplied for the test, is 4968.

### MEASLES IMMUNIZATION DOCUMENTATION (PORTLAND CAMPUS ONLY)

The State of Oregon (OAR 333-050-0130) requires that all first-time students who are taking courses for credit at the Portland campus provide documentation of two doses of the measles vaccine. If you fail to provide the Seminary with documentation of required measles immunizations, we are legally obligated to prevent you from attending classes after your first semester. In addition, if you are attending Western on a non-immigrant visa (F1 international students, or R1, R2, HB1, H4 visa classes) and you have not previously been properly immunized with the measles vaccine, you are required by law to have received at least the first of two doses of measles (Rubeola) vaccine no more than 28 days prior to the beginning of your class attendance at Western. You will then be required to receive your second dose prior to attending classes in your second semester.

### BACKGROUND CHECKS

A background check must be completed by all M.A. in Counseling and M.A. in Marital and Family Therapy students prior to or during their first semester of study. If any discrepancies are found between the background check and the student's application, the student will be subject to immediate dismissal. Please contact the Admissions Office at Western Seminary for details about how to obtain a background check.

### APPLICATION

Applications are generally specific by degree, and requests should indicate the program of interest. The applications are available on the website. Students may complete the application online or download the forms and submit them. Applicants may contact the following for more information:

#### WESTERN SEMINARY PORTLAND/ONLINE

5511 S.E. Hawthorne Blvd.  
Portland, OR 97215-3367  
503.517.1800 or 877.517.1800

#### WESTERN SEMINARY SAN JOSE

469 El Camino Real, Suite 205  
Santa Clara, CA 95050  
408.356.6889 or 877.900.6889

#### WESTERN SEMINARY SACRAMENTO

2924 Becerra Way  
Sacramento, CA 95821  
916.488.3720 or 800.250.7030

### ADMISSION REQUIREMENTS

General admission materials include official transcripts from all postsecondary schools, institutes, universities, and seminaries. A recommendation from the applicant's pastor and three personal letters of recommendation (on forms provided by Western Seminary) regarding the applicant's Christian character and leadership potential are required. Applicants must provide a written statement of Christian experience covering the areas of personal faith and growth, previous ministry experience, strengths and weaknesses for study and future service, vocational objectives, major life events, and family relationships. A non-refundable fee of \$50 must accompany the application.

Please note, applicants to the M.A. in Counseling, M.A. in Marital and Family Therapy, Th.M., D.Min. and D.Miss. programs will be required to complete additional application steps.

### APPLICATION DEADLINES

All forms should be completed and returned to the Admissions Office by the application deadlines published on our website. Application materials are considered current for one year from the date on which they are received.

Once the Seminary has received the entire application, the Admissions Committee will review the application and notify the applicant in writing regarding admission status. If more information is needed, the applicant will be contacted either by telephone (if possible), by email or in writing. Applicants are welcome to call the Admissions Office to verify the arrival of documents such as transcripts and recommendations.

# International Students

This school is authorized under federal law to enroll non-immigrant alien students.

## ADMISSION REQUIREMENTS

International student applicants are expected to meet the same admission standards as other applicants. A four-year, postsecondary, baccalaureate degree or its full educational equivalent, with above-average marks, is required. International student applicants must state, in detail, why he or she believes it is necessary to enroll at Western Seminary instead of completing theological and ministerial studies in his or her own country. The chosen degree program at Western should be compatible with his or her vocational and ministry objectives. International students are required to continue working toward a degree as a full-time student at all times. They are not permitted to enroll as non-degree students.

## ADMISSION PROCESS

1. Request a Pre-Application Questionnaire. This brief form requests personal information, church relationship, academic record, financial information, conversion experience and call to ministry, degree program of interest and immigration status. Any questions or hindrances to admittance will be discussed upon receipt of the Pre-Application and, when pre-admission standards are met, a formal application will be sent.
2. Upon receiving a formal application, follow the process described, including sending a \$50 application fee, statement of Christian experience, and personal references (forms provided). Official transcripts are required from all institutions attended following secondary school. To be official by U.S. standards, the transcript must be sent directly from the college or university to the Admissions Office of Western Seminary.
3. Present proof of English language proficiency. (See explanation.)
4. Present proof of financial support. (See explanation.) Forms will be sent upon receipt of application.
5. Official admission is not granted until a complete review of all required documents is conducted by the Admissions Office. The last step in the process is the issuing of the Certificate of Eligibility for F-1 Student Status (Form I-20), which is necessary to obtain the F-1 international student visa. This cannot be done until all materials are received, including proof English proficiency and proof of financial support.
6. All international applications must be postmarked no later than April 1 for the upcoming fall semester. Completed materials must be received no later than June 1 in order to allow time for visa processing. Those applying for scholarship assistance should submit all application materials early, so that they arrive no later than April 1. International students are highly encouraged to submit applications for entry in the fall semester. Some programs, such as the Doctor of Missiology, require fall admission.

## ENGLISH LANGUAGE REQUIREMENTS

Applicants, for whom English is not their first language, are required to demonstrate evidence of English proficiency for graduate study. The standard for this is through the Test of English as a Foreign Language (TOEFL). The seminary requires a minimum score of 25 on each of the four section tests of the TOEFL-IBT (600 on the paper-based exam or 250 on the computer-based exam and a 4.5 writing score) for admission to the Th.M., D.Miss. and D.Min. programs. Admission to the M.A. in Counseling, M.A. in Marital and Family Therapy, M.A. in Ministry and Leadership Coaching Track and Certificate in Transformational Coaching programs requires scores of 20 (each) on the reading and writing sections and 25 (each) on the speaking and listening sections of the TOEFL-IBT. For admission to the M.Div., M.A. (other than the M.A. in Counseling, Marital and Family Therapy or Ministry and Leadership Coaching Track), Graduate Studies Certificate and Graduate Studies Diploma, the seminary requires a minimum score of 20 on each of the four section tests of the TOEFL-IBT (550 on the paper-based exam or 213 on the computer-based exam and a 3.5 writing score).

To obtain information about the TOEFL as well as to register online, please visit [www.ets.org/toefl](http://www.ets.org/toefl). Since the TOEFL exam is given only a limited number of times each year, the applicant should allow sufficient time for the results to be included in the seminary admissions process. The institution code of Western Seminary, to be written on the test paper, is 4968.

## FINANCIAL REQUIREMENTS

International students are required to provide a financial guarantee that will cover their study and living expenses for one year. It is expected that, barring unforeseen circumstances, adequate funding will be available from the same or equally dependable sources for subsequent years. This is a United States Citizenship and Immigration Services requirement. The financial guarantee must include living expenses for any dependents as well. The guarantee must indicate the individual(s) or organization(s) that will actually provide the funds for study and living expenses. This is accomplished by:

1. Showing that the international student is sponsored by an organization which will guarantee the necessary support and round-trip transportation for the student and dependents; or
2. Producing a letter from a financial institution indicating that the student has sufficient funds to cover the cost of tuition, books and fees, living expenses for the student and family, and round-trip transportation; or

Providing similar proof, from individuals or organizations wishing to contribute to the student's support, that sufficient funds exist to cover the international student's financial obligations. A signed statement must be provided from individuals that they will actually provide this finance.

## EMPLOYMENT

The terms for F-1 international student status do not permit employment except on the campus of study. Spouses or children of F-1 students are forbidden to work on or off campus in any capacity or to accept payment

of any kind (unless they hold resident alien status or are U.S. citizens.) Because Western Seminary is not a residential campus, few jobs are available on campus. These jobs are generally not available to entering students, as hiring is usually prior to the arrival of new students.

### MEDICAL INSURANCE

Due to the high cost of medical care, Western Seminary cannot assume the financial responsibility for hospitalization and medical expenses for students. All students are required to purchase health insurance, or provide proof that they have current medical insurance from their organization or family which meets the standard set by the Seminary. At orientation, the Seminary will provide information about a suitable health insurance plan. Registration cannot be completed until enrollment is completed for a health plan or proof of comparable insurance is submitted.

### HOUSING

Western Seminary is not a residential campus and does not provide housing accommodations. Western Seminary provides a list of recommended apartments and possibilities. Typically, housing accommodations cannot be secured before arrival. However, for Portland campus students, the WorldView Center is an affiliated non-profit organization which provides housing for international students at a reasonable rate. Housing there can be guaranteed if plans are made well in advance. In addition to furnished accommodations, everything needed is supplied — food, computer, internet connection, study space, etc. Students can come with only a suitcase. The WorldView Center is located just five blocks from Western Seminary's Portland campus.

For more information:

**IICC: WORLDVIEW CENTER**  
6012 S.E. Yamhill  
Portland, Oregon 97215 USA  
Phone: 503.235.3818  
FAX: 503.234.1639  
email: [office@worldviewcenter.org](mailto:office@worldviewcenter.org)  
website: [worldviewcenter.org](http://worldviewcenter.org)

### FULL-TIME STATUS

According to U.S. law and Department of Homeland Security regulations, as well as seminary policy, international students are required to maintain a full-time study load throughout the academic year. The minimum full-time study load for the Master of Divinity, Master of Arts, and Graduate Studies Diploma/Certificate programs is eight credits. For the Master of Theology and Doctor of Missiology programs, the minimum full-time study load is six credits. For the Doctor of Ministry program, the minimum full-time study load is three credits. No more than one class or three credits of online coursework can count toward the minimum full-time study load. A vacation period, typically the summer semester, is allowed after two semesters of full-time status.

### INTERNATIONAL STUDENT OFFICE

The International Student Office at Western Seminary is tasked with all matters related to international students. It is overseen by the International Student Coordinator with additional support from Student Services staff. The International Student Coordinator helps to varying degrees in all areas of the student experience for international students (recruitment, admissions, advising, student life, etc.) In addition, the International Student Coordinator is available to answer questions, provide counsel and encouragement, and assist students with their adjustment to the new academic environment and culture. From each student's initial inquiry to departure, the International Student Office is involved in meeting student needs and guiding students through the steps to succeed at Western Seminary. The International Student Office also sponsors a number of events to help international students, starting with an international student orientation each fall. From time to time there are also workshops dealing with relevant topics such as adjusting to life in the United States, filing taxes, navigating the health system, etc.



# Expenses 2013-2014 Year

Western Seminary attempts to keep the cost of education as low as possible without jeopardizing its educational standards. Students pay about half of the entire cost of their education through tuition fees. The Seminary reserves the right to change fees and policies when necessary. Current information may be secured by contacting the Business Office on the Portland campus.

## Admissions

Application (non-refundable).....	\$50
Transfer transcript evaluation.....	\$50
Counseling admission tests.....	\$60
Advanced standing examination fees	
One-time sitting fee .....	\$50
Each credit waived by Advanced Standing .....	\$25

## Tuition & Fees

### MASTER'S LEVEL COURSES:

Credit .....	\$510 per hour
Audit .....	\$175 per hour
Audit, coaching classes.....	\$375 per hour

### DOCTORAL LEVEL COURSES:

Credit D.Min. ....	\$535 per hour
Credit D.Miss.....	\$560 per hour
Audit .....	\$185 per hour
PTS 711 materials fee .....	\$125
Final project dissertation continuation (1 credit each semester until completion).....	D.Min.: \$535 per hour
.....	D.Miss.: \$560 per hour

### SPECIAL PROGRAMS:

Enrichment .....	\$175 per hour
Advanced Studies Certificate – application .....	\$50
CEU fee (in addition to audit or enrichment tuition) varies by learning activity	
Perspectives (hosted off campus) .....	\$175 per credit
Certificate in Transformational Coaching .....	\$1,750
Re:Train .....	\$75 per hour

### GRADUATION FEES:

Master's Degree/Diploma .....	\$195
Doctoral Degree.....	\$250
Dual degree earned within same academic year.....	\$225
Graduate Studies Certificate.....	\$30
Partners in Ministry participants .....	\$30
[Note: Graduation fees are paid by all graduates, including those graduating in absentia.]	

### SPECIAL FEES:

Course change add (per change) .....	Waived 2013-2014
Course change drop (per change) .....	\$25
Materials fee (CNS 581) .....	\$150 per semester until complete

Materials fee (CNS 525) .....	\$60
Materials fee (MFM 500M) .....	\$50
Materials fee (PTS 561L and CNS 562K) .....	\$90
Language courses (NTS 501, 502, 508, 509; OTS 501, 502, 508, 509) system-wide language fee .....	\$60 per course
Library microfiche .....	\$25
Library binding .....	\$25
Thesis/Dissertation personal copy .....	\$25 each
If binding needed before graduation:	
..... add \$20 shipping and handling	
To ship personal copies via UPS (in the lower 48 states):	
..... add \$13 for one copy	
..... add \$3 for each additional copy	
Copyright fee (optional) .....	\$60
Delinquent account fee .....	\$50 per month
Transcript requests	
For processing within 7-10 business days .....	
..... \$5 per electronic copy	
For processing within 7-10 business days .....	
..... \$7 per paper copy	
For processing within 3 business days.....	
.....\$15 per U.S. address plus \$5 per copy	
Copying pages from prior catalogs .....	\$5-20
Diploma reorder fee (first diploma included in grad fee)....	\$20

## BOOK COSTS

Expenses for textbooks average about \$300 per semester the first year and \$250 per semester for subsequent years.

## HEALTH INSURANCE

Since the Seminary cannot assume responsibility for medical and hospitalization expenses, all Portland campus students and all international students are required to provide evidence of medical-hospital insurance coverage or to enroll in a program recommended by the Seminary. The school will provide information about several suitable plans from which to choose. Further information is available from the Student Services Office.

## TUITION PAYMENT POLICY

Tuition payment is due in full by the end of the first official week of the semester.

Tuition may be paid by Visa, MasterCard or Discover in person, online or by mail. Personal checks are preferred to avoid credit card processing fees.

An alternative payment plan is available for students who are not able to pay their tuition in full at the beginning of the term. This plan is administered by TuitionPay and payments are made directly to them. There is a per-semester charge for this service, but if payments are made on time, no late fees will be charged.

A student may not register/ for classes, secure grade reports or transcripts, or attend classes in any subsequent semester if he/she has not completed payment for courses already taken.

Failure to pay a past-due account results in the account being turned over to a debt-collections firm. The institution reserves the right to add to the debt any collection and court costs subsequently associated with collection of the debt.

### **CANCELLATION OF REGISTRATION FOR NON-PAYMENT**

Students may not register for classes, secure grade reports or transcripts or attend classes in any subsequent semester if he or she has not completed payment for courses already taken. If a student is delinquent on account, the Seminary reserves the right to cancel registration for non-payment. Western Seminary does not have individual payment plans for students who are currently enrolled. If a student's registration is cancelled, the student may not re-enroll until his or her account is cleared and appropriate payment has been made for new enrollment. Notification of cancellation of registration will be sent by the Assistant Controller via email. Students should contact the Assistant Controller with questions.

Registration will be cancelled on the first day of the third week for students with less than 12 credits successfully completed. Students with 12 or more credits successfully completed may receive additional communication prior to cancellation.

Failure to pay a past-due account results in the account being turned over to a debt-collections firm. The institution reserves the right to add to the debt any collection and court costs subsequently associated with the collection of the debt.

### **COLLECTION PROCESS FOR PAST-DUE ACCOUNTS**

Tuition is due the first week of the semester. An account becomes delinquent after the first week of the semester. Accounts will be turned over to collections four months after the tuition is due. (For example, if tuition is due the first week of September and the balance is not clear by January, the account will be turned over to collections.) Collection efforts are not initiated against a person who is making reasonable, regular payments against his or her balance in a timely and realistic fashion.

### **TUITION REFUND POLICY**

Tuition refunds for courses dropped (net reduction in the number of hours) are calculated according to the number of class hours that have elapsed at the time of the drop. Refunds incrementally decrease as elapsed class hours increase. Students are granted 100%, 75%, or 50% refunds. After a certain number of class hours have elapsed, no refund will be granted. Contact the business office or the online Student Information System for the specific refund deadlines for a given class. Doctoral students should consult with the Business Office for refund information.

# Financial Aid

Everyone comes to Western Seminary with different resources and circumstances. Most students finance their seminary education through a combination of personal employment, spouse's employment, pledged support, institutional funding, and/or federal loans. Thoughtful, realistic financial planning is essential. The Financial Aid Office is ready to help you.

The basic qualification for financial assistance (including student loans) is that a student must be enrolled at least half-time in a certificate, diploma, or degree program. Non-degree students are not eligible for financial aid. Students should file the Free Application for Federal Student Aid (FAFSA). Additional applications may be required for specific institutional funds. Awards are contingent on application, eligibility and availability of funds.

Under normal circumstances, the maximum amount of institutional gift assistance will be limited to 20% of tuition costs. Institutional grants and scholarships may be "stacked," but only to a maximum of 20% of tuition costs. All awards, institutional and federal, are coordinated by the Director of Financial Aid. Other parties are involved in the process as needed or required according to the parameters of the fund.

Please see the financial aid pages on our website ([www.westernseminary.edu/aid](http://www.westernseminary.edu/aid)) for information about financial aid including instructions and applications for specific scholarships. You are also encouraged to call the Financial Aid Office at 503.517.1800 to further discuss your specific situation or for questions on applications and/or eligibility.

## EMPLOYMENT (PORTLAND CAMPUS)

The Seminary provides limited assistance in finding employment for students and spouses. Local employers frequently contact the Seminary with employment opportunities; these announcements are made available through the Student Services Office. Each year there are a limited number of positions on campus in maintenance and the library. Graduate assistantships and graduate fellowships are also available. The Placement Office maintains a listing of part- and full-time ministry openings throughout the metropolitan area. Faculty members also help students secure local ministry positions, particularly in the fields of pastoral ministry, counseling, youth ministry, and Christian education.

## FINANCIAL AID AWARDS

The amount of financial aid a student receives is calculated using a formula established by the U.S. Department of Education. The formula takes into account such things as student and/or family income, family size, number of family members in college, income, assets, and certain types of expenses. Free Application for Federal Student Assistance (FAFSA) data is processed by the central processor, and the Expected Family Contribution (EFC) is calculated. This information is forwarded to the applicant (on the Student Aid Report, or SAR) and to Western Seminary, if listed as one of the schools designated to receive data. The EFC is compared to the student's Cost of Attendance (COA) and financial need is determined.

## SPECIAL CIRCUMSTANCES

If your family should experience one or more of the following situations, you may file a special/unusual circumstance letter to update your information:

- Loss of wages
- Death of a spouse
- Divorce or separation
- Retirement of a spouse
- Medical/dental costs that are exceptional or unexpected
- K-12 private school tuition costs
- Loss of child support
- Support paid to extended family members
- National or natural disaster

Situations we cannot consider include:

- Inability to liquidate assets
- Consumer debt
- Mortgage payment
- Leaving employment to return to school
- Property taxes

Please note, those families who submit appeals will be selected for verification of financial documentation.

## ELIGIBILITY FOR FINANCIAL AID

Only students who have been officially admitted to Western Seminary and are enrolled in a degree-seeking program are eligible for financial aid from the Seminary. For federal aid, a student must meet the requirements established by the U.S. Department of Education to be an eligible recipient of financial aid. For continued eligibility, each student is expected to maintain Satisfactory Academic Progress (SAP) toward his or her degree and meet any other conditions of the award. Failure to do so may result in the student being placed on financial aid warning or termination of the student's eligibility to receive financial aid. Eligibility for aid varies depending upon whether or not a student is enrolled full time. Full-time enrollment is defined as the following for the purpose of financial aid:

Degree	Full-time	Half-time
Graduate Studies Certificate/Diploma	8+ credits	4-7 credits
All master's degrees (excluding Th.M.)	8+ credits	4-7 credits
Th.M. and D.Miss. degrees	6+ credits	3-5 credits
D.Min. degree	3+ credits	Full-time enrollment required until dissertation phase

Seminary scholarships are prorated based on credits enrolled, but not eligible if the student falls below half-time. To receive Stafford Direct Loans (unsubsidized), students must be enrolled at least half time.



## RETURN OF FINANCIAL AID AFTER WITHDRAWAL

On rare occasions, a student may find it necessary to withdraw from all classes during a semester. If you received financial aid, Western Seminary, as well as yourself, may be required to return all or a portion of the federal financial aid that you already received. This situation could result in you owing aid funds to the Seminary, the government, or both.

Dropping classes after gift aid is applied will result in a reduction of gift aid received. If class reduction places you below the credit eligibility requirements for aid, or if all classes are dropped, all aid will be reversed. (Exceptions are made on a case-by-case basis by Financial Petition.)

If you are considering dropping a session B or C online course or withdrawing from the Seminary, please contact the Financial Aid Office and your academic advisor so that you understand the possible consequences of your decision upon your financial aid award and liability.

**ZERO CREDITS EARNED.** Students who earned zero credits (all grades of F or W, or a combination of the two) during a semester are subject to the return of 50 percent of their federal aid. The Seminary assumes the student has ceased participation in academic activities at the midpoint of the semester. The student will be responsible for any balance due from the loss of funding.

## SATISFACTORY ACADEMIC PROGRESS

The Financial Aid Office must monitor Satisfactory Academic Progress (SAP) for all students receiving financial aid (both federal and institutional) from Western Seminary. To remain eligible to receive financial aid, all recipients must meet two requirements: a quantitative measure or number of credits earned, and a qualitative measure or cumulative GPA each measurement period. Please be advised, this process is separate from the Seminary's Academic Probation review conducted through the Registrar's Office.

SAP is reviewed for all students at the conclusion of each semester. If a student is not meeting SAP requirements at the end of a term, he or she will be placed on a financial aid warning. The student may still receive financial aid during the subsequent semester. If the student continues not meeting SAP during the financial aid warning period, the student will not be eligible for further financial aid assistance. The student may then appeal, explaining why he or she failed to meet SAP requirements, and the appeal will be reviewed. The student may then be placed on SAP probation or on a SAP academic plan.

All students:

1. After the completion of each semester, students must maintain the following minimum GPA per program requirements:

Degree	Cumulative GPA
M.Div., Dip.Div	2.5
Graduate Studies Certificate, Diploma	2.5
M.A. in Ministry and Leadership, M.A. (Intercultural Studies)	3.0
M.A. (Biblical and Theological Studies), M.A. in Counseling/Marital and Family Therapy, Th.M., D.Miss, D.Min	3.0

2. Students must complete, with a passing grade, at least 75 percent of all courses attempted. When calculating the percentage of courses attempted, all credit-bearing courses taken at Western Seminary are considered, regardless of change of degree program. Students wishing to calculate their percentage of courses attempted may review their course history online through the Student Information System. The calculation is as follows: earned credits divided by attempted credits. Attempted credits include classes in which the student receives a failing grade, or in which a student was approved for withdrawal via Academic Petition. All transfer credits will be included in the calculation.
3. The maximum time frame for receiving financial aid is the duration of your program as defined by Western Seminary. Dual degree maximums will be defined in this catalog under program descriptions.

Degree	Maximum credits
Graduate Studies Certificate	16 credits
Graduate Studies Diploma	30 credits
M.A. in Ministry and Leadership	60 credits
M.A. (Intercultural Studies)	60 credits
M.A. (Biblical and Theological Studies)	64 credits
MA. Counseling/Marital and Family Therapy	73 credits
Master of Divinity	90 credits
Master of Theology	25 credits
Doctor of Ministry	30 credits
Doctor of Missiology	36 credits

**SATISFACTORY ACADEMIC PROGRESS APPEALS.** Students who fail to maintain Satisfactory Academic Progress will be denied financial aid by Western Seminary. Students have the right to appeal this decision in writing. Appeals will be reviewed by the Financial Aid Appeals Committee for reconsideration based on extenuating circumstances presented by the student. Decisions by this committee will be considered final. You may obtain a complete outline of the SAP policy and appeal process from the Financial Aid Office.

## SELF-HELP

**FEDERAL DIRECT LOAN PROGRAM.** Western students are eligible to apply for the Federal Direct Loan program. The Seminary encourages students to exhaust all other resources before considering loans. Applicants must be enrolled at least half-time in a degree program and making satisfactory academic progress toward their degree. Applicants must file the FAFSA as well as an institutional loan application. Student Loan checks are disbursed by the Business Office no earlier than the first day of class. Western Seminary recommends that students limit their borrowing to \$13,333 in any 12-month period and total graduate/undergraduate borrowing to \$40,000 at time of repayment. Students wishing to borrow in excess of these recommended limits should contact the Financial Aid Office.

**UNSUBSIDIZED STAFFORD LOAN.** This is a non-need-based loan borrowed under the student's name. Students must be enrolled at least half time in order to be eligible. No payments are required while the student is enrolled at least half time, but interest will accrue. After the student leaves school, there is a six-month grace period in which no payments are required. Students may choose to pay the interest while they are in school or defer it until they start repayment. First-time borrowers are required to complete an entrance counseling session, which details the borrower's rights and responsibilities.

### CRITERIA FOR CONTINUED LOAN ELIGIBILITY

Regular progress is based on the number of credits needed to earn in a two-term loan period the minimum number of credits necessary to earn the Master of Divinity degree within the statute of limitations for that degree, regardless of the program of the student. Our policy requires a loan recipient to complete 10 credits (6 credits for doctoral and Th.M. students) and two semesters before he/she may receive a subsequent loan. *(Please note, for M.A. students this standard is stricter than the seminary's policy for students who are not receiving Title IV assistance.)*

### CRITERIA FOR CONTINUED GRANT ELIGIBILITY

Regular progress is based on the number of credits needed to earn in an academic year (fall-summer), the minimum number of credits necessary to earn the Master of Divinity degree within the statute of limitations for that degree, regardless of the program of the student. Our policy requires all institutional grant recipients must complete 15 credits (9 credits for doctoral and Th.M. students). For all partnership and CB/supporting church grants, students must complete 10 credits within the academic year. *(Please note, for M.A. students this standard is stricter than the seminary's policy for students who are not receiving Title IV assistance.)*

### PRESIDENT'S PATHWAY SCHOLARSHIPS

Our President's Pathway scholarships include both need-based aid and a specific President's Pathway program with additional requirements and aid awards.

**NEED-BASED GRANT.** Grants are based primarily on financial need; however, we encourage all students to apply, as many factors other than financial need are taken into account.

**PRESIDENT'S PATHWAY SCHOLARSHIP.** The President's Pathway Scholarship program recognizes a student's potential for leadership in ministry and ensures access for those students with significant need. For newly admitted students.

### ENDOWED FUNDS AND INSTITUTIONAL AID

**ALUMNI SCHOLARSHIP.** This scholarship is for Master of Divinity graduates of Western Seminary who are pursuing the Doctor of Ministry or Doctor of Missiology degree.

**CARL BERG MEMORIAL SCHOLARSHIP.** This endowed fund is for a student in missions training from Cascade Park Baptist Church.

### CB CHURCH, CB ORGANIZATION OR SUPPORTING CHURCH GRANT.

This grant is for students who are staff members of CB churches, CB agencies or supporting churches, WorldVenture or Missions Door.

**CLARK SCHOLARSHIP FUND.** This scholarship is to aid in the establishment of new churches and/or to establish scholarships for seminary students in accord with such regulations as may be made from time to time by its governing board.

**ESPERANCE SCHOLARSHIP FUND.** This fund was endowed by members of Esperance Baptist Church in Edmonds, WA and is for the benefit of students preparing for ministry service.

**GLOBAL MINISTRY LEADERSHIP FUND.** This fund benefits students of exceptional potential who will fill traditional ministry roles (e.g. pastors and missionaries). Preference will be given to international students who plan to return to their home country for ministry, but American students with appropriate gifting and calling who have the potential to contribute to the enhanced global missional impact of the church should apply.

**HAWTHORNE SCHOLARSHIP FUND.** This scholarship assists students displaying outstanding ministry potential.

**HORRIE ENDOWMENT SCHOLARSHIP.** The income, but not the principal, of this Endowment shall be used to provide scholarships for graduate students at Western Seminary who are involved in the In-Ministry program (Master of Divinity students), students in the distance education program, students involved in ministry at Hinson Church, students who have excellent potential in ministry but do not have the funds to attend Western Seminary or students who need encouragement.

**JOHN R. TURNBULL MEMORIAL SCHOLARSHIP.** The fund assists one or more students with educational costs during the final year of studies.

**MINISTRY PARTNERSHIP SCHOLARSHIPS.** This scholarship is for full-time employees of the following organizations: Cru, Acts 29 Network, The Navigators, Wycliffe, SIL, Village Missions, Jews for Jesus, and Young Life.

**NANCE SCHOLARSHIP.** The Nance scholarship is for those students pursuing a ministry degree.

**ROBERT JACOBSEN JR. SCHOLARSHIP.** This scholarship is for expenses associated with attendance at Western Seminary.

**RADCLIFFE SCHOLARSHIP.** This scholarship is for expenses associated with attendance at Western Seminary.

**SMITH SCHOLARSHIP.** This fund aids music or Christian education/music students affiliated with the CB America association.

**TRAVEL REIMBURSEMENT SCHOLARSHIP.** Prospective students are assisted in visiting our campus by a scholarship.

**WIGGINS SCHOLARSHIP.** This endowed scholarship provides grant aid for one/two students per year.

### PROGRAM SPECIFIC SCHOLARSHIPS

#### MASTER OF DIVINITY

**JESSICA NOBLE SCHOLARSHIP.** These scholarships will be awarded to third-year graduate students at Western Seminary who are involved in the Master of Divinity program and who are planning to be in the pastorate.

Awards from this fund shall be made to one or more students. Awards shall be for one academic year and may be renewable if the recipient maintains satisfactory academic progress.

**VICKY J. MATHER MEMORIAL STUDENT SCHOLARSHIP.** This scholarship assists students in or about to enter the Master of Divinity program who exhibit significant need.

#### **MASTER OF THEOLOGY**

**CLARENCE AND GRACE DEYOUNG MEMORIAL SCHOLARSHIP FUND.** The scholarship is awarded to an outstanding student in or entering the Th.M. program with an emphasis in New Testament Studies.

**MARVIN O. JOHNSON EDUCATIONAL MINISTRY SCHOLARSHIP.** This scholarship is to assist Western Seminary students in their preparation for ministry. Students envisioning teaching or educational ministry as their ministry goal – or those for whom education will be a significant component of their ministry.

#### **DOCTOR OF MINISTRY**

**TON-WOON LIM MEMORIAL SCHOLARSHIP.** This fund provides scholarships to D.Min. students.

#### **INTERNATIONAL STUDENT SCHOLARSHIPS**

**CHATLOS SCHOLARSHIP.** This scholarship is for international students who intend to return to their home country for ministry.

**ENGLIZIAN SCHOLARSHIP.** Scholarships from this fund will be used to assist international students who intend to return to their home country for ministry.

**SUSAN CLARK MEMORIAL INTERNATIONAL SCHOLARSHIP.** Scholarships from this fund will be used to assist international students who intend to return to their home country for ministry.

**WARDIN GLOBAL SCHOLARSHIP.** Established by Albert W. and Anna G. Wardin, this fund assists students from a country other than the United States who intend to return to their home country for ministry.

#### **VETERANS BENEFITS**

Students eligible for veterans' benefits, in general, must be admitted to a program and enrolled as part- or full-time students. Once approved and certified for enrollment at Western, veterans may receive checks directly from the VA or payments may be sent directly to the school by the VA. Only courses which count toward the program will be included in the certification of enrollment. The Veterans Administration's progress requirements are the same as those stated in the Academic Standing and Probation sections of this catalog. Information is available from the veteran's clerk on each campus.

# Registration

## NEW STUDENT ORIENTATION

At the beginning of each semester the Seminary presents a student orientation program. The purpose of the program is to welcome incoming students to the seminary community and provide them with the information and procedures necessary for a smooth transition into seminary life.

During orientation, incoming students meet with faculty and students in both formal and informal settings. Registration instructions, program advising, etc., are also scheduled. A number of presentations and seminars are offered to help incoming students and spouses adjust to their new setting.

Because the orientation programs have proven to be such a valuable experience for students and spouses, the Seminary asks incoming students to view them as mandatory.

## REGISTRATION FOR CLASSES

Class registration is the outcome of the planning and advising efforts of both the student and the academic advisor. A preliminary long-term plan is adopted during the first semester of enrollment. Each semester's course selection is agreed upon during a conference between the student and advisor. Vocational and ministry goals are reviewed at this time.

Registration for continuing students is scheduled during the previous semester, with registration for new and returning students occurring after admission. Students who miss the regular registration periods are allowed to register during the late registration period. A fee is charged for late registration.

A completed registration indicates that the student confirms his or her basic harmony with the doctrinal position of the Seminary and agrees to comply with all of its regulations affecting students. For the general welfare of the school community, those who find they are in disharmony with the doctrinal position or regulations may be asked to withdraw.

## COURSE CHANGES

Students may change their registration with the approval of their program advisor. No course is officially added or dropped until the change has been recorded on the student's enrollment record in the Records Office.

The deadlines for adding and dropping courses are determined on a semester basis. These deadlines may be obtained in the Student Services Office or online in the Student Information System. Students who want to add or drop a course after the deadline should submit an Academic Petition (available on the website) to the Student Services Office. If a student stops participating in a course after the drop deadline without an approved Academic Petition to withdraw, the course will be recorded with a failing grade.

All course changes are the responsibility of the student and must be completed online or submitted in writing. Students who experience difficulty or are unsuccessful in adding or dropping a course with the online Student Information System must submit to the Records Office a written or emailed request for the add or drop prior to the course add or drop deadline.

## CREDIT HOURS AND COURSE LOAD

Western Seminary records learning by the semester hour, which represents 45 hours of classroom experience, academic preparation and research, and field practice. For classroom format instruction, courses generally meet for 750 minutes of instruction per semester credit hour excluding breaks (i.e., 15 hours less break times). For each hour in class the student should anticipate studying approximately two hours outside class. The first semester of enrollment generally requires more time for adjustment and the development of effective study and time management skills. If employment or ministry responsibilities entail more than 20 hours per week, the student may be asked to adjust his or her course load.

Students are advised to plan their course load a year or more in advance. Class schedules are customarily published one or two semesters in advance. A selection of courses for each degree program is available each semester of the year. Students are encouraged to make steady progress toward their degrees while balancing the responsibilities of family, church ministry, and employment. Students are not permitted to enroll for more than 18 credits without written permission from the Dean of Student Development or his designated representative at branch campuses.

For financial aid purposes (including Veterans' benefits), the minimum full-time academic load for the Master of Divinity, Master of Arts, and Graduate Studies Diploma programs is eight credit hours. The minimum half-time load for those programs is four credit hours. For the Master of Theology, Doctor of Ministry and Doctor of Missiology programs, the minimum full-time academic load is six credit hours and the minimum half-time load is three credit hours.

## NON-CREDIT, CONTINUING EDUCATION, AND LIFELONG LEARNING UNITS

Many credit courses and non-credit learning events (e.g., seminars, workshops) may be taken for personal enrichment apart from graduate credit. For approved Seminary-sponsored courses, participants register as auditors and may apply for a record of such attendance, either as an auditor on an official seminary transcript (when admitted to the Seminary), or as a Learning Unit (LU) issued through the Online Campus. The LU is used by Western Seminary to demonstrate progress toward an Advanced Studies Certificate, and is defined as 15 contact hours of satisfactory participation in an approved course or event.

Participants in non-credit courses or events who are required by external agencies or associations to pursue programs of continuing education may request that the Online Campus issue Continuing Education Units (CEUs) appropriate for the learning activity. A CEU fee is required in addition to the course tuition or event fee. The CEU is a nationally recognized measurement of non-credit post-secondary level of learning. Professionals in many fields of service, including pastors, Christian school teachers, chaplains, counselors, and ministry leaders, use the CEU records to verify an educational experience to maintain or improve skills. The Online Campus maintains records of all CEUs.

Under no circumstances will enrichment learning experiences, including LUs or CEUs, be recorded or transferred as academic credit. If an auditor or enrichment participant wishes subsequently to receive credit for such learning, the course must be repeated with all work graded contemporaneously.

### **CLASS ATTENDANCE**

Students are expected to attend and participate in classroom activities as directed by the instructor and as noted in the course syllabus. When a student anticipates that an absence of 20% or more of the class time is necessary, permission in advance by academic petition is required. It is the student's responsibility to make arrangements with instructors for missed class work.

In order for coursework to apply to the Addiction Studies Certificate (see page 105), students must attend at least 70% of the course. Any course in which a student's attendance falls below 70% (even if alternate arrangements are made with the instructor) must be repeated at the minimum attendance standard in order to meet the certificate requirements.

### **LEAVE OF ABSENCE, WITHDRAWAL, AND RE-ADMISSION**

Whenever possible, students should plan extended absences of a semester or longer with their advisors. A master's-level student may take a leave of absence of up to one calendar year. The student's standing in the program will remain active during the leave of absence. A leave of absence is permitted only for students in good standing and does not constitute a waiver of the statute of limitations for completion of the degree.

Students who fail to enroll for three consecutive semesters will be considered to have withdrawn from their degree program and the Seminary. Students who have withdrawn and desire to return will need to apply for readmission through the Admissions Office. Such students will be subject to the catalog requirements in effect at the time of readmission rather than those in effect at the time of initial admission.

Students may withdraw from a class without academic penalty during the course drop period. A withdrawal after the course drop period will be recorded as a failing grade in all courses, unless the student has been granted permission to withdraw without academic penalty by the Administrative Committee. The official withdrawal date is the date the Records Office is notified of the student's intention to withdraw in writing or via a course drop in the online Student Information System.

Students considering withdrawing from the Seminary, regardless of the reason, should meet with the Dean of Student Development or his designated representative (branch campuses) to begin the formal withdrawal process. Withdrawal is not complete until the academic approval form has been signed by Registrar.

Please note that students who have successfully petitioned to be withdrawn from a course must submit a Financial Petition if they wish to be considered for any financial reimbursement.

### **AUDITING**

A matriculated degree student may audit select 500-level courses without credit, assuming registration is made as an auditor. Anyone auditing a course is considered a participant in the class, though the professor may choose to limit the level of participation. Evaluation of assignments and/or examinations is normally not provided to auditors. Enrollment is restricted in some courses—contact the Registrar's Office for assistance. Auditors must attend at least 80% of scheduled class meetings in order to receive transcript notation. Audited classes may be repeated for credit.

Any person who has not been admitted as a degree-status student must apply for admission under the non-degree status using the Non-Credit Application & Registration form (available online) in order to audit. Non-degree status students are subject to the same requirements and fees as regular students.



## Academic Policies

Each student is responsible for knowing and understanding current academic policies and procedures. Ignorance of a policy which appears in published student documents, particularly the catalog or program handbooks, is not a valid reason for granting an exception to any policy.

The Seminary Catalog is the primary document of academic policies. Further information is provided by the Student Handbook, published annually and distributed during New Student Orientation or available from the Student Services office. Current and detailed information concerning policies specific to M.A. in Counseling, M.A. in Marital and Family Therapy, Th.M., D.Min., and D.Miss. degree programs is available from the respective handbooks.

Occasionally, changes are made in the general regulations and academic policies. A curriculum or graduation requirement, when altered, generally is not made retroactive to currently admitted students unless the change is to the student's advantage and can be accommodated within the span of years normally required for graduation.

### STATUTE OF LIMITATIONS FOR COMPLETION OF DEGREE

All course work for a degree offered by Western Seminary must be completed within the established time limit as measured from the date of entry to the degree program.

Seven years:	Doctor of Missiology / Doctor of Ministry
Six years:	Master of Divinity
Five years:	Master of Arts
Four years:	Master of Theology

Western Seminary will terminate the student's program at the end of the statute of limitations unless a plan for timely completion is approved by the Administrative Committee.

### CURRENCY OF COURSEWORK

Coursework applied to a student's degree program must be completed within ten years of the awarding of the degree. Students who are nearing this ten-year limit for application of coursework, based on program re-entry, prior transfer credit, etc., are advised to develop a program completion plan with their advisor to insure that all previously completed credits will be counted toward degree requirements. Any coursework that exceeds the ten-year limit of currency must be repeated. Alternatively, new or re-entering students whose prior coursework exceeds the ten-year limit may request advanced standing by examination up to credit limitations for each degree program as specified below. Advanced standing granted is also subject to the ten year limit for currency and will be removed from application to program requirements if the time limit is exceeded.

### ADVANCED STANDING AND ADVANCED SUBSTITUTES

Qualified M.Div., M.A., and Graduate Studies Diploma students coming from accredited Bible colleges or Christian liberal arts colleges may request exemption from certain required courses. Requests must be made in writing to the Registrar's Office prior to or during the first semester of enrollment at Western Seminary. Exemption will be based on one of the following conditions:

**ADVANCED STANDING.** When undergraduate studies clearly parallel certain

required courses in the master's-level curriculum, the student may request advanced standing toward the master's degree (i.e., actual program reduction of credit hours). Advanced standing is validated by the Registrar following competency exams administered by appropriate Western Seminary faculty under the direction of center chairs. The total amount of advanced standing granted to any student will be no more than 1/4th of the masters degree being sought (e.g., M.Div. = 22), with the exception of the M.A. (Biblical and Theological Studies) which allows up to 32 credits of advanced standing by examination. In general, a minimum of 3/4th of M.Div. and M.A. credit hours must be completed through instruction at the graduate seminary level (advanced standing for M.A. in Counseling or Marital and Family Therapy is limited to 13 credits of Bible and theology courses). Advanced standing is granted for a specific required course in a degree program. Enrolling in that course will nullify the advanced standing action. Students taking a course for audit or enrichment may not take an advanced standing exam for that course. If they wish to receive credit for the course, they must retake the course for credit and pay full credit tuition.

**ADVANCED SUBSTITUTES.** The substitution of advanced divisional courses for required courses (no actual reduction in hours) may be granted in two ways: (1) transcribed courses from undergraduate studies that are equivalent to the appropriate Western Seminary courses; or (2) competency exams related to required Western Seminary courses. With respect to a transcribed course, advanced divisional course substitution will be granted if the undergraduate course(s) was at least 80 percent equivalent of the Western Seminary course, the student earned at least a grade of "B" in the specific course(s) under consideration, and the student has entered Western Seminary within five years of the time he or she completed the undergraduate course. The Registrar, in consultation with the division chair and/or the instructor who regularly teaches the course, will make this determination. Syllabi, textbooks, assignments (et al.) may be required to determine the 80 percent equivalency.

Questions regarding advanced standing and advanced substitutes should be addressed to the Registrar.

### TRANSFER CREDIT AND RESIDENCE REQUIREMENTS

Students enrolled at Western Seminary who desire to take courses at other institutions applicable to their degree programs must have the approval of the Registrar and their program advisor prior to enrolling for such courses.

Students who have completed relevant studies prior to matriculation at Western Seminary may request consideration for the transfer of credit. Western Seminary normally accepts appropriate transfer credit from graduate institutions accredited by the Association of Theological Schools or regional accrediting associations. No transfer credit will be granted for non-degree status students. Incoming students should submit requests for transfer credit evaluations in writing prior to or during the first semester of enrollment. For credit to be granted, the previous work must approximately parallel course content (80% or higher equivalence), as described in Western's catalog, judged by comparison of typical course syllabi. The previous courses must be validated by an official transcript with indication of a grade of "B" (3.0) or higher. Courses assigned a passing grade, rather than a letter grade, will not be considered. The course work must have been completed within five years of the application for transfer credit. If the prior studies were contained within a master's degree, not more than 50% of the prior credits may be accepted in transfer towards the Western Seminary degree.

It is the Seminary's responsibility to determine credit allowed. Courses approved for transfer credit are not entered on the Western transcript and are not considered in the grade point average computation for the purposes of determining continued enrollment and graduation.

Students enrolled in Master of Divinity, Master of Arts, and Graduate Studies Diploma programs are required to complete at least 50 percent of the credits for graduation through Western Seminary. At least the final 20 hours of a master's degree program must be completed in residence at the designated degree-granting campus (Portland, San Jose, Sacramento). Students enrolled in the Master of Theology, Doctor of Ministry, and Doctor of Missiology programs should consult appropriate sections of their program handbooks. Questions regarding the transfer of credit or residency requirements should be addressed to the Registrar.

### INDIVIDUALIZED STUDY

The Academic Dean, or designated representative, in consultation with a faculty advisor and proposed course instructor, may approve an individualized course of study. This elective permits students to design and pursue personalized courses. The course numbers for master's-level studies are generally listed in the catalog with a 580 numeration, 680 for Th.M. To be eligible for approval, the study must:

1. Not replicate a course normally offered in the regular curriculum.
2. Have the support of the faculty member who would potentially supervise the study.
3. Pursue defined objectives which are clearly set forth in a course syllabus prior to registration.
4. Be undertaken by a student maintaining an overall grade point average of at least 3.4 in the degree program.

### INDEPENDENT STUDY

The Administrative Committee, in consultation with a faculty advisor and proposed course instructor, may grant permission for a student to enroll in a regular course through independent study. To be eligible for approval, independent study should not be undertaken solely for personal convenience, but because of scheduling conflicts that prevent the student from taking the course when it is normally offered. An Academic Petition must accompany all requests for independent study, explaining the circumstances which warrant this format, as opposed to an on-campus course. Requests should be submitted to the Administrative Committee via the Registrar well in advance of the first day of the semester.

### COURSE PAPERS

Written assignments are to be typed and in thesis form unless otherwise designated by the instructor. The Student Handbook and appropriate program handbooks describe the various approved styles. A specific professor's policy for written work will be indicated in the course syllabus.

The physical copy of all class reports, papers and so forth which are turned in for a grade in a given class become the property of the professor, though in most cases these are returned to the student. The content and/or ideas of such documents, however, remain the intellectual property of the author and may not be copied or used without permission of the author.

### EXAMINATIONS

Final exams are generally held during the last week of the semester during the regularly scheduled meeting time. Students are expected to take their exams as scheduled. In the case of serious illness, family emergency, or if a student has

three exams scheduled for the same day, arrangements may be made to take the exam(s) at another time during that week. An unexcused absence from any examination will result in a failing grade for that exam.

### EXTENSIONS AND INCOMPLETES

The final deadline for submitting all coursework is the last day of the semester for that campus as noted in the Academic Calendar (p. 18). In the case of serious illness, family emergency, or other non-discretionary circumstances, the instructor may grant an extension. A temporary notation of "I" (incomplete) is assigned until a final grade can be determined. At their discretion, instructors may choose to grant students an extension. While the possibility exists of an extension as long as six weeks beyond the end of the semester, in most cases faculty grant an extension of one to three weeks, depending on the severity of the situation faced by the student. All course assignments not completed by the extended deadline will be given a failing grade. Under no circumstances may this period be extended except by petition and approval of the Administrative Committee.

### DISABILITY POLICY AND PROCEDURES

Western Seminary is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The seminary does not have a program into which all students with learning disabilities fit. Instead, Western students are assisted individually as their needs dictate. It is our goal to assist each Western Seminary student to reach his/her full academic and ministry potential. Some of the learning support services provided for students at Western include arrangements with professors for extended time on tests, providing note takers, arranging tutors, and helping students secure taped texts and other materials.

It is the responsibility of students with disabilities to identify themselves and the nature of the disability. Any student who has a disability which may require accommodation should contact the Seminary's Section 504 Coordinator, Ashley Mitchell, at (503) 517-1819 or amitchell@westernseminary.edu. Her office is at the Portland campus. Students at the northern California campuses may contact Carrie Priest (San Jose Director of Student Services) or Jacob Parodi (Sacramento Student Services Coordinator), or they may contact Ms. Mitchell directly. Appropriate forms will be provided and must be submitted to the coordinator's office.

Documentation for disabilities (including learning disabilities) may be provided only by qualified medical, educational, or psychological professionals. Except when there is a reasonable expectation that the nature and needs of the disability may not have changed, such documentation must reflect assessment done within the past three years. This will enable us to evaluate the information to make sure that our program will be able to support the student's learning needs.

If a student feels he/she is being treated inappropriately based on disability by any department or employee and has been unable to resolve the issue, that student is encouraged to meet with the Section 504 Coordinator. If a satisfactory solution cannot be reached with the Coordinator, the student may initiate formal complaint resolution with the Dean of Student Development by submitting a written complaint to the Dean. Complaints should be submitted to the Dean's office at the Portland campus (5511 SE Hawthorne Blvd, Portland, OR 97215).

A written complaint should include information regarding the action being complained of, the date it occurred, and details about the action, and the relief requested. The complaint must be sent to the Dean within 90 days of the time the action occurred.

The Dean will investigate the complaint or assign an appropriate person to investigate the complaint. The investigation will include an interview with the student, review of any relevant written materials, and interviews with (or written statement from) relevant persons such as the person who took the action.

complained of and witnesses. The investigation will be completed within 30 days of the time the student submitted the complaint to the Dean. The Dean will provide the student with a written decision on the complaint within 45 days of the time the student submitted the complaint to the Dean.

The student may appeal a decision by the Dean to the President in writing (and signed) within 21 days of the Dean's decision. Appeals should be submitted to the President's office on the Portland campus (5511 SE Hawthorne Blvd, Portland, OR 97215). The President will review the written appeal, the decision by the Dean, and the materials gathered during the investigation. The President will provide the student with a written decision on the appeal within 14 days of the time the student submitted the appeal to the President.

NOTE: Time frames may be extended for reasonable cause with agreement of the complainant.

## GRADING

Educational programs at Western Seminary employ a common set of marks to indicate student achievement in a course. The course syllabi detail specific requirements for each level of achievement.

The following criteria are used at Western Seminary in assigning a final grade:

- A = Excellent; superior achievement of course objectives
- B = Good; commendable achievement of course objectives
- C = Satisfactory; acceptable achievement of course objectives
- D = Poor; marginal achievement of course objectives
- S = Satisfactory; adequate achievement of course objectives
- U = Unsatisfactory; insufficient achievement of course objectives
- F = Failure to advance in the course to the extent necessary for credit to be given
- W = Withdrawal; official permission granted to withdraw from the course after the final date for dropping the course

Temporary notations are used:

- I = Incomplete; a temporary extension
- IP = In Progress; continuation into subsequent term

Students enrolled in the D.Min. or D.Miss. programs should consult their program handbooks for interpretation of grades.

The minimum academic requirement for all coursework that applies to the Addiction Studies Certificate (see page 105) must not fall below a 75% passing grade for the course. This does not include individual grades for exams, assignments or quizzes.

Grades have been assigned the following numerical values for the purpose of computing the grade point average:

Grade	Points/Credit	Grade	Points/Credit
A/A+	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0

Students may view grades by logging in to the Student Information System at the conclusion of each semester in which course work is attempted. Courses which are assigned a Satisfactory or Unsatisfactory grade are not computed in the grade point average. Transfer credits are not included in the determination of the grade point average.

A course in which a student has received a grade of C, D, or F may be repeated. When completed, only the last grade will be used in determining the grade point average. However, both grades will appear on the student's permanent record.

A student has one full semester to protest in writing any grade received. The protest must be received in the form of an Academic Petition addressed to the Registrar's Office.

## ACADEMIC STANDING

To remain in acceptable academic standing, the following grade point averages must be maintained:

Degree	Semester	Major	Cumulative
GSC/GSD	2.5	2.5	2.5
M.Div.	2.5	2.5	2.5
M.A.	3.0	3.0	3.0
Th.M.	3.0	3.0	3.0
D.Miss.	3.0	3.0	3.0
D.Min.	3.0	3.0	3.0

## ACADEMIC PROBATION AND DISMISSAL

**ACADEMIC WARNING.** Students are advised that a recent course grade (or grades) is below the required semester or cumulative GPA. The student is required to confer with a designated staff member (which may be the academic advisor or Dean of Student Development) to develop a plan to immediately raise the GPA and be removed from warning status.

**ACADEMIC PROBATION.** Students are advised that recent course grade(s) are either Ds or Fs (first occurrence) or are below the required semester or cumulative GPA (second occurrence). The student is required to confer with the Student Development Office to develop a plan to immediately raise GPA and be removed from probationary status. If the academic probation status continues for a second semester, the student is subject to review by the faculty Student Development Committee for dismissal from the program. If the student is dismissed, he or she may appeal to the Student Development Committee for re-admission. The student must show that there were exceptional circumstances involved and provide evidence indicating that he or she can remove the grade point deficiency within one semester. Appeals for re-admission will be considered for the next semester.

Incoming students may be admitted on academic probation for several reasons:

1. The student's undergraduate grade point average was below the admission standard.
2. The student's baccalaureate degree was granted from a non-accredited institution.

In such cases, the probationary status may be removed after the completion of 12 credit hours of satisfactory work as compared to the required grade point average for acceptable academic standing.

Veterans Administration standards for progress are the same with one exception: recertification will not be granted if, after one semester of probation, the cumulative grade point average has not been raised to the minimum standard.

## STANDARDS FOR COMPLETION OF A SECOND MASTER'S DEGREE

A student who has earned or is working on a master's degree at Western Seminary may earn a second master's degree (M.A. or M.Div.) under the following conditions:

1. The student must meet the normal requirements for admittance to the Seminary and to the specific degree program. The student who has not completed his or her first master's degree may be admitted provisionally to the second degree program, pending completion of the first degree.
2. Credits earned by the student completing his or her first master's degree may be used to meet the requirements of the second master's degree, provided those credits were earned within five years of admission to the second degree program.
3. The student shall meet all requirements for the second degree, including practicum and thesis, if appropriate.
4. Completion of the second degree includes a minimum of 18 semester hours taken at Western Seminary beyond the degree program requiring the greater number of hours.

## GENERAL GRADUATION REQUIREMENTS

In order to graduate from the Seminary, all students must:

1. Give evidence of orthodox belief, genuine Christian character, and conduct consistent with a God-given call to a position of leadership.
2. Demonstrate an ability to use the English language with precision in both speech and writing.
3. Complete the prescribed course of study within the time limitation and achieve the required grade point average as outlined in the catalog.
4. Remove any admission provisions.
5. Complete at least the final 20 credit hours in resident study, except for the Online M.A. (Biblical and Theological Studies) degree program, which only requires six credit hours in residence. Program handbooks contain residency requirements for the D.Min. and D.Miss. programs.
6. Settle all financial obligations, including payment of the graduation fee. Students who have not made satisfactory financial arrangements will not have access to any student services, including transcript, diploma, or enrollment for a second degree.
7. Receive the recommendation of the Faculty and approval by the Board of Trustees for graduation.
8. File all graduation information with the Registrar's Office no later than September 15 of the academic year in which the student plans to graduate.
9. Attend the annual commencement exercises. Permission (in writing) to graduate in absentia must be requested by writing to the Administrative Committee at least six weeks prior to commencement. Such permission is normally granted only when it would cause serious hardship for the student to attend.

Additional graduation requirements for specific degrees are announced in the degree sections of this catalog and the program handbooks.

Master's degree students who have not completed all academic requirements may petition the Administrative Committee for permission to participate in commencement exercises if the following conditions are satisfied:

1. The remaining graduation requirements will be completed by the last day of the summer semester.
2. Eight hours (M.Div.), six hours (M.A.), or four hours (Th.M.) or less remain for completion of the degree.
3. The student has registered for these courses from the regularly scheduled course offerings (online, independent, and individualized studies excluded).

4. All admission provisions are removed.
5. All incompletes are satisfied.
6. All thesis or dissertation requirements are complete.
7. The appropriate graduation fee has been paid.

Students in master's level intercultural studies programs (M.A., M.Div.) may be permitted to participate in commencement prior to completion of their internship/practicum. These students must submit an approved practicum/internship proposal that anticipates the completion of the field requirements within twelve months of commencement. Please consult with the Registrar for additional information.

Degrees are recorded each semester. The last day of the semester, as indicated by the academic calendar, is considered to be the official date of graduation. Commencement exercises are held once per year. A degree is granted only when the Registrar confirms the completion of all academic requirements, the faculty recommends, and the Board of Trustees votes to award the degree.

## RECORDS RETENTION AND TRANSCRIPTS

The Records Office retains a variety of records pertinent to the academic progress of students. These records are available to faculty and staff who have legitimate educational interest in the student. Educational records are released to third parties only with the student's written authorization.

The Seminary retains documents received in the Admissions Office for those who apply but do not enroll for up to two years. For students who do enroll, the school retains documents in their official files for five years beyond the date of last attendance at Western. The basic application materials and the official records of academic achievement at Western are retained permanently.

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs students' rights of privacy and access to their educational records. Students have the right to inspect their files and all materials therein, except those items specifically waived by the student. Students wishing to view their files must make an appointment with the Registrar. Western Seminary students and alumni are entitled to receive transcripts of their completed course work if they have no financial obligations to the seminary. Upon the written, signed request of the student, the Records Office will issue an official transcript to appropriate institutions or individuals.

## PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

Western Seminary designates the following student information as public or "Directory Information." Such information may be disclosed by the Seminary for any purpose, at its discretion: name, student ID number, spouse name, campus mailbox, postal address, telephone number, electronic mail address, program of study, photograph, dates of attendance, degrees conferred, honors recognition, home state or country, and previous institutions attended.

Currently enrolled students may withhold disclosure of any item of information under FERPA, as amended. To withhold disclosure, written notification must be received in the Records Office within the first two weeks of each semester. Forms requesting the withholding of Directory Information are available in the Records Office and on the website. Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually.

## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act 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 student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

(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 student who wishes to ask the Seminary to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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.

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 a record in order to fulfill 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

### HONESTY AND INTEGRITY

Every member of the seminary community is expected to uphold the highest standards of academic excellence, social behavior, interpersonal relationships, moral and ethical conduct, and personal appearance.

The Seminary's policy on academic honesty and integrity assumes that the student is honest, that all course work and examinations represent the student's own work, and that all documents supporting the student's admission and graduation are accurate and complete. Dishonesty in any form is a violation of both the command of God and seminary regulations. As such, it is an extremely serious offense. Violations of this standard include, but are not limited to, plagiarism, cheating, and academic fraud. Plagiarism is defined as taking another's ideas or words and presenting them as one's own. The student must give proper credit to the source of ideas as well as direct quotations.

Dealing with dishonesty is the responsibility of the individual faculty member and options for resolution range from forgiveness with no restitution necessary to failure on the test, assignment, or course. If a student feels he or she has been

unjustly accused or treated unfairly, the student may appeal to the Dean of Student Development. Further information about this policy may be obtained from the Student Services Office.

### REGULATIONS AND APPEALS

It is the desire of Western Seminary to be responsive to the needs of the student in all areas of his or her life. The Seminary has established policies and procedures in both academic and financial areas, as well as personal, moral, ethical, and spiritual development. These policies and procedures are intended to cover most circumstances which arise, but it is recognized that on occasion there are situations which warrant special individual consideration.

If a student feels that his or her situation warrants an exception to academic or financial policies or regulations, he or she is encouraged to file a petition with the Administrative or Financial Appeals Committee, respectively. It is the responsibility of these Committees to investigate the circumstances and make a judgment whether or not such exceptions are warranted. Petition forms are available from the Student Services Office.

### STUDENT HEALTH AND ENROLLMENT

Situations may arise in which a student's ability to benefit from enrollment and/or participate in practicum may be affected by non-academic circumstances, such as physical or emotional health. In such cases, the Seminary reserves the right to confer with the student's health care provider or pastor, pending an appropriate release of information. For sufficient cause, a student may be asked to limit enrollment. The Seminary may also require the recommendation of a professional health care provider before the student may return to full-time enrollment.

### STANDARD OF CHARACTER AND CONDUCT

Western Seminary believes in the freedom for each student to develop morally, ethically, relationally, and spiritually, under the leadership of the Holy Spirit. Students are often viewed as Christian role models, even during training for future positions of leadership. Many maintain positions in ministry or service internships during their education. It is essential that the student exemplify a God-controlled life both on and off the campus and conform to the highest standards of conduct. Western Seminary will seek to support the student in living a life of integrity and continued personal growth. When moral, ethical, or spiritual violations or relational difficulties become known, steps shall be taken to appropriately address areas of concern in character or personal development. Violations of the standard may jeopardize a student's continued enrollment.

A believer's standard of behavior is based on the Bible. While questions about particular practices may be referred to the Office of Student Development, in general, believers should avoid that which is prohibited by Scripture (such as may be found in Mark 7:20-23 and Gal. 5:19-21.) Behavior should also be limited by that which is unwise or not expedient in deference to those within our Western Seminary community and/or the Body of Christ (such as may be found in Rom. 14; 1 Cor. 8), including that which violates civil law, that which violates professional ethics, or that which puts the safety of a person(s) at risk.

The goal of all student discipline is restoration and reconciliation. When a student is distressed and seeks assistance from a staff or faculty member or when the institution has concerns about a student's development or well-being, a referral may be made to the Office of Student Development. Attempts will be made to engage the student in a collaborative effort of accountability, growth, correction, restoration, and/or reconciliation. In most cases, institutional action is reserved for situations wherein students are unwilling to engage positively in a process of correction, growth, and healing. Should circumstances warrant, the student may be given a warning, disciplinary probation, suspension, or dismissal. Action which would interrupt a student's progress in a program (i.e., suspension



or dismissal) will be taken by the Student Development Committee after input from the faculty. In such cases, the student shall receive a written statement of the concerns raised by the appropriate committee. The student shall be given an opportunity to speak before the administrator or committee hearing the matter, may be accompanied by a personal representative, or may bring witnesses.

In the case of unresolved difficulties in moral, ethical, relational, or spiritual development, the student may appeal to the Office of Student Development, the Student Development Committee and, ultimately, the President. Appeal of action at any level must be in writing and be submitted to the Dean of Student Development within 30 calendar days of notification of the action; a personal interview will be granted to deal with any appeal which goes to the President. Any expenses incurred by students (such as counseling, communication costs, etc.) related to restoration, discipline, or appeal shall be solely the financial responsibility of the student. Procedures relating to students enrolled in "in-service" programs (such as D.Min., D.Miss., or online) may differ, although such procedures will always include the opportunity to appear in person (at the student's own expense) and the right of appeal. These procedures are separate from the Professional Assessment of Candidates detailed in the counseling program handbook.