

Student Handbook



2020

Westminster Cambodia

Welcome to Westminster Theological College & Seminary, Cambodia

Welcome! We are excited that we study and work together with you to spread a passion for God's glory and Christ's name in Cambodia, Asia, and to the ends of the world. We thank and praise God that He has led you to Westminster Theological College & Seminary, Cambodia (WTCS) to prepare your present and future ministry.

We are committed to helping you grow and expand in ways that will honor our LORD. This handbook is designed for you to understand your study and life here at WTCS. You are to know full well what this handbook tells you as we begin this adventure together for the Christ's Church and God's kingdom.

In Christ,
The WTCS Faculty and Staff

WTCS CONTACT INFORMATION

1. Mailing Address:

88 Phlaur Lum, Sangkat Snor, Khan Kamboul
Phnom Penh, Cambodia

2. Cyber Address:

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Email: www.WestminsterCambodia.org

3. Telephones:

092-620-021 (Khmer/ English)
017-450-042 (Korean/ English)

WTCS MISSION

1. WTCS seeks to glorify God by training pastors and leaders to serve Christ's Church and expand His kingdom in Cambodia, in Asia, and in the world.
2. WTCS exists to teach and train those whom God has called to be pastors, preachers, church planters, evangelists, Bible teachers, and biblical counselors in Reformed tradition.

3. WTCS aims to equip them with right theology and healthy self-discipline, so that they can have a passion for the gospel of grace and a zeal for building God-centered, Bible-soaked, Gospel-driven, and Christ-exalting churches.

NON-DISCRIMINATION POLICY

WTCS admits all qualified students without regard to age, sex, color, race, handicap, citizenship, or ethnic origin, and welcomes students from all denominations.

The school understands the criteria for the gospel ministry set down in Scripture as limiting candidacy for the gospel ministry to qualified males. Because the Master of Divinity program is designed to prepare candidates for official pastoral ministry, only men are admitted to the MDiv degree program. For the same reason Pastoral Education is limited to male pastoral leaders in local churches.

Women as well as men receive gifts and callings from God to serve in various non-ordained ministries. Therefore, women and men are encouraged to enroll in the MA and ThM program.

WTCS AT A GLANCE:

WTCS has an experienced international faculty and all classes (seminary and college) are conducted in English, but the classes at Pastoral Education are conducted in Khmer or interpreted Khmer. WTCS offers:

Degree Programs:

1. ThM (22 credit hours/ thesis/ comprehensive oral exam) to better equip the students for his pastoral ministry, for his/ her teaching ministry or more advanced graduate study through expanding the knowledge of a major field of theology with training and practice in the use of the methods and tools of theological research.
2. MDiv (95 credit hours) to prepare men for ordained gospel ministry (pastor, associate pastor, church planter, evangelist, teacher, etc.) with firm Reformed confession of faith.
3. MA (64 credit hours) in Biblical Studies, Theological Studies, and Biblical Counseling to prepare men and women for various church ministries and for service outside of the church, including education, government, business and any community in the surrounding world.
4. BA in Theology (126 credit hours) to equip each man and woman to bring an informed Christian perspective to a variety of callings and non-ordained ministries.

Non-Degree Programs:

1. Pastoral Education (72 credit hours) to equip pastoral leaders for gospel-driven ministry and leadership in the local churches and Christ-centered community through intensive week-long program administered three times a year for three years.
2. English Language Program (ELP) to enable students to learn all four skills of reading, writing, speaking, and listening.

ENGLISH LANGUAGE PROGRAM

ELP is a comprehensive ESL program designed to enable students to learn all four skills: reading, writing, speaking, and listening. It is made up of two courses: Summer English Academy (SEA) in the summertime, and Preparatory English Language Training (PELT) during the regular semester.

1. Summer English Academy (SEA) is an intensive four-week ESL course, and it is open to anyone in Cambodia who graduated from high school. Those who have completed the course successfully are eligible to apply for the admission to Westminster College (BA degree program).
2. Preparatory English Language Training (PELT) is a rigorous ESL course during the regular semester for WTCS students who need to improve their English Language proficiency so that they may properly follow the regular classes conducted in English. This is a 3+3 month program, meaning 6 months of English study with no break.
3. The students in PELT course will be evaluated at the end of the semester. When considered necessary, any of them may be evaluated individually. Those who have passed the evaluation are to attend regular classes at WTCS, and those who have failed are to be dismissed from the ELP, and thus from WTCS.

ACADEMIC PROGRAMS

1. All students in college are expected to study as full-time and to live on campus, while it is optional for a graduate student on the master's program, either to be part-time or full-time and to live or off-campus.
2. ThM requires two years or most likely three years of full-time study, MDiv three years of full-time study, MA two years of full-time study, BA in Theology four years of full-time study, and Pastoral Education one-week-long intensive session, three times a year for four years.
3. Many of WTCS courses are intensive. These intensive courses (two credit hours) entail 24 hours of classroom lectures and examinations on the material covered in the class sessions (including quizzes, take home examinations, take home

assignments, and final examination), with or without other writing assignments depending on the professors.

- a. These intensive courses allow the school to utilize visiting professors who otherwise would not spare time to teach.
 - b. Due to this unique situation, the school is able to admit new student year- round, allowing a student to begin his/ her study in the middle of semester without missing any part of lectures which are scheduled later than his/ her arrival.
 - c. However, it is recommended that each student begins his/ her study from the beginning of the semester so as to keep up with the class schedules which are offered at particular times only.
 - d. The sequence of the courses to be taken could vary depending on the time and the semester of the year when he/ she has begun at.
 - e. The class schedule is posted on the school bulletin board every other week. It is your responsibility to make it sure and to get ready for each course of study.
4. All students (seminary and college) are required to pass the Bible Contents Examination before graduation. It is administered right before a new semester starts and you may retake the examination until you pass it.
 5. Seminary Courses Offered and Requirements: Each elective course is worth 2 credit units if not marked (3) next to the course title.

	Code	Course	MDiv	MA	ThM*	
OLD TESTAMENT	CORE					
	OT400	Hebrew 1	2	2		
	OT401	Hebrew 2	2	2		
	OT501	Pentateuch	3	3		
	OT600	OT Theology	2	2		
	OT601	Historical Books	2	2		
	OT701	Psalms & Wisdom Books	2	2		
	OT702	Prophetical Books	2			
	OT901	Hebrew 3			2	
	Electives (from the list of the following courses)			6	2	
	OT404	Christ in OT				
	OT703	The Book of Daniel				
	OT704	Wisdom Books				
	OT705	Book of Isaiah				
	OT706	Minor Prophetical Books				
	OT707	Habakkuk				
	OT902	OT Theology and History				
	OT903	One of OT Books				
OT904	Psalms					

	OT905	Minor Prophets				
	Total Old Testament Units Required		21	15	*	
NEW TESTAMENT	CORE					
	NT400	Greek 1	2	2		
	NT401	Greek 2	2	2		
	NT402	Greek Bible Reading	2	2		
	NT503	New Testament Interpretation	2	2		
	NT601	Gospels and Acts	2	2		
	NT602	Pauline Epistles	2			
	NT606	General Epistles	2			
	NT701	Revelation	2			
	NT901	Greek 3			2	
	Electives (from the list of the following courses)			4	2	
		NT500	Biblical Theology			
		NT504	Hermeneutics			
		NT600	Synoptic Gospel			
		NT603	Hebrews and General Epistles			
		NT604	Gospel of John			
		NT605	Galatians			
		NT607	Exposition of John's Letter			
		NT608	Colossians			
		NT609	Acts and Paul			
		NT610	Luke and Acts			
		NT701	Revelation			
		NT902	NT use of OT			
		NT903	Hermeneutical Foundation			
		NT904	One of NT Books			
		NT905	NT Theology			
	Total New Testament Units Required		20	12	*	
CHURCH HISTORY	Core					
	CH601	Ancient Church	2	2		
	CH602	Medieval Church and Reformation	2	2		
	CH701	Church in Modern Age	2	2		
	Electives (from the list of the following courses)					
	CH901	History of Reformation				
	Total Church History Units Required		6	6	*	
SYSTEMATIC THEOLOGY	Core					
	ST411	Westminster Shorter Catechism	3	3		
	ST501	Summary of Christian Doctrine	2	2		
	ST502	Doctrine of Scripture	2	2		
	ST602	Doctrine of God	2	2		
	ST603	Doctrine of Man	2	2		
	ST604	Doctrine of Christ	2	2		
ST701	Doctrine of Holy Spirit	2	2			

	ST703	Doctrine of Church	2	2	
	Electives (from the list of the following courses)		2	2	
	ST401	Westminster Confession of Faith (3)			
	ST503	Use of Scripture			
	ST504	Union with Christ			
	ST601	Introduction to Systematic Theology			
	ST605	Basic Reformed Doctrine			
	ST702	The Christian Life			
	ST704	Covenant Theology			
	AP???	Apologetics			
	ST901	Pauline Theology			
	ST902	Augustinian Theology			
	ST903	Puritan Theology			
	ST904	Prolegomena			
	AP901	Apologetics			
	Total Systematic Theology Units Required		19	19	*
PRACTICAL THEOLOGY	Core				
	PT500	Ministry of the Word	3		
	PT501	Preaching II	2		
	PT502	Advanced Preaching	2		
	PT520	Ministry of witness	2	2	
	PT604	Church Administration and Polity	2		
	PT610	Biblical Counseling	2	2	
	PT630	Pastoral Leadership	2		
	PT640	Educational Ministry	2	2	
	PT904	Thesis			6*
	Electives (from the list of the following courses)		6	6	
	PT503	Redemptive Preaching			
	PT504	Sermon Preparation and Delivery			
	PT530	Calvin's Institutes			
	PT600	Ministry of Discipleship			
	PT603	Directory of Worship			
	PT605	Biblical Marriage			
	PT606	Biblical Parenting			
	PT607	Biblical Servanthood			
	PT611	Counseling Observation			
	PT620	Christian Education			
	PT650	Teaching Gospel in Sunday School			
	PT651	Teaching Teenagers the Gospel			
	PT901	Advanced Biblical Theological Research			
	PT902	Biblical Theology and Culture			
	PT903	Theological Foundation			
Total Practical Theology Units Required		23	12	6*	
Core					
FE701	Pastoral Internship	3**			

FIELD EDUCATION					
	Elective				
	FE711	Ministry Practice			
	Total Field Education Units Required (** two semesters)		6**		
GENERAL EDUCATION	Core				
	GE600	Bible Contents Examination	P/F	P/F	
	Elective				
	GE611	Public Health			
	GE701	World History and Geography			
	GE702	Basic Music			
	Total General Education Units Required				
TOTAL CREDIT UNITS REQUIRED FOR DEGREE			95	64	22*

* Each ThM candidate is required to complete 8 courses from 900s including Hebrew 3 and Greek 3.

** You must take it for 2 semesters.

6. College Courses Offered and Requirements

	Code	Course	Units	
OLD TESTAMENT	Core			
	OT100	Hebrew 1	2	
	OT101	Hebrew 2	2	
	OT201	Pentateuch	3	
	OT301	Historical Books	2	
	OT302	Psalms and Wisdom Books	2	
	OT303	Prophetical Books	2	
	Electives (from the list of the following courses)			12
	OT103	OT Survey (2)		
	OT104	Christ in OT (2)		
	OT200	Biblical Theology (2)		
	OT202	Ten Commandments (2)		
	OT304	The Book of Daniel (2)		
	OT305	Wisdom Books (2)		
	OT306	The Book of Ezekiel (2)		
OT307	The Book of Zechariah (2)			
Total OT Units Required			25	
NEW TESTAMENT	Core			
	NT100	Greek 1	2	
	NT101	Greek 2	2	
	NT103	Greek Bible Reading	2	
	NT105	New Testament Interpretation	2	
	NT202	Gospels and Acts	2	
	NT203	Pauline Epistles	2	

	NT305	General Epistles	2	
	Electives (from the list of the following courses)		12	
	NT104	New Testament Survey (2)		
	NT201	Lord's Prayer (2)		
	NT204	Hermeneutics (2)		
	NT205	Survey of Pauline Epistles (2)		
	NT206	Synoptic Gospels (2)		
	NT207	How to Read Bible (2)		
	NT300	Romans (2)		
	NT301	Hebrew and General Epistles (2)		
	NT302	Revelation (2)		
	NT303	Gospel of John (2)		
	NT304	Galatians (2)		
	NT306	1 & 2 Peter (2)		
	NT307	1 & 2 Corinthians (2)		
	NT308	Acts (2)		
	Total NT Units Required		26	
CHURCH HISTORY	Core			
	CH101	Ancient Church	2	
	CH102	Medieval Church and Reformation (2)	2	
	CH103	Church in Modern Age (2)	2	
	Electives (from the list of the following courses)			
Total CH Units Required			6	
SYSTEMATIC THEOLOGY	Core			
	ST102	Westminster Shorter Catechism	3	
	ST103	Heidelberg Catechism	2	
	ST203	Doctrine of Church	2	
	ST204	Doctrine of Scripture	2	
	ST302	Doctrine of God	2	
	ST303	Doctrine of Man	2	
	ST304	Doctrine of Christ	2	
	ST305	Doctrine of Holy Spirit	2	
	Electives (from the list of the following courses)			12
	ST101	Westminster Confession of Faith (3)		
	ST201	Summary of Christian Doctrine (2)		
	ST202	The Christian Life (2)		
	ST205	Word of God (2)		
	ST206	Apostles' Creed (2)		
	ST301	Introduction to Systematic Theology (2)		
	ST306	Basic Reformed Doctrine (2)		
	ST307	Doctrine of Salvation (2)		
	ST308	Covenant Theology (2)		
	ST309	Eschatology (2)		
ST310	Advanced Covenant Theology (2)			
Total ST Units Required (2)			29	
	Core			
	PT100	Ministry of the Word	3	
	PT200	Biblical Servanthood	2	
	PT201	Ministry of Witness	2	

PRACTICAL THEOLOGY	PT202	Biblical Counseling	2
	PT300	Ministry of Discipleship	2
	PT302	Church Administration and Polity	2
	PT306	Educational Ministry	2
	Electives (from the list of the following courses)		14
	PT101	Preaching II (2)	
	PT102	Advanced Preaching (2)	
	PT103	Redemptive Preaching (2)	
	PT203	Counseling Observation (2)	
	PT204	Biblical Marriage (2)	
	PT205	Biblical Parenting (2)	
	PT206	Helping Others Change (2)	
	PT207	Christian Identity (2)	
	PT301	Directory of Worship (2)	
	PT303	Counseling Orientation (2)	
	PT304	Christian Education (2)	
	PT305	Pastoral Leadership (2)	
	PT307	Teaching Gospel in Sunday School (2)	
	PT308	Teaching Teenagers the Gospel (2)	
PT309	Mission of Church (2)		
Total Practical Theology Units Required		29	
FIELD EDUCATION	Core		
	Elective		2
	FE111	Ministry Practice (2)	
	Total Field Education Units Required		2
GENERAL EDUCATION	Core		
	GE200	Bible Contents Examination	P/F
	Electives		9
	GE304	English Biblical Vocabulary 1 (2)	
	GE305	English Biblical Vocabulary 2 (2)	
	GE306	English Biblical Vocabulary 3 (2)	
	GE322	Biblical English (2)	
	GE331	World History and Geography (2)	
	GE400	Basic Music (2)	
	GE401	Music – Choir Chime (2)	
GE402	Music – Recorder (2)		
Total General Education Units Required		9	
TOTAL CREDIT UNITS REQUIRED FOR BA IN THEOLOGY		126	

ACADEMIC RESPONSIBILITY

A student enrolled at WTCS is assumed to have a personal internal call for a gospel ministry and motivation to serve the Lord in a variety of ordained or non-ordained ministries and any position in the community. It is expected that this sense of call and heart desire from God will inspire each student to serious and focused work in his or her

studies. The two or three years for seminary, four years for college, and six or seven years for college and seminary at WTCS is a period of preparing for a lifetime of ministry.

Sinful patterns like laziness, wasting time, and worldly distractions can be the enemies of focus and concentration on studies and can result in a lack of careful preparation that the ministry requires. Sloppy preparation is not pleasing to the Lord nor helpful for the ministry. But even good things like outside ministries, involvement in other responsibilities, music, friends, and hobbies can also be the enemy of focused attention on studies. Paul's exhortation to Timothy, "Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly handling the word of truth" (2 Tim 2:15) is a call to each student to diligent study and to personal academic and learning integrity. While scholarly gifts and performance will vary, each student is expected to work hard, to do assignments on time, to flee distractions and to focus on their educational work and to do it "heartily, as for the Lord and not for men" (Col 3:23).

Assignments and Due Dates:

1. Some professors give assignments during a course, and others at the end. The reading and writing assignments are intended to clarify, solidify and expand the information and knowledge covered in the lectures. They also personalize the student's learning through interaction with the reading materials and through research.
2. Keep up your work and do not fall behind. Each student is accountable to complete all assignments on time for each course. It is the student's responsibility to know when assignments are due.
3. Late work will not be accepted. Any extension must be submitted and approved by the professor, and will suffer the grade reduction penalty, except in the case of an extreme illness, accident or legitimate emergency. Any exception must be approved by the Dean.
4. Students are strongly encouraged to type all papers on computers, and to store their work, so that if there is any problem, there is a back-up copy available.
5. Students unable to keep due dates should evaluate their own pattern of life and try to re-establish the priorities in order to successfully finish in a high level theological education program.

Academic Standards and Academic Probation:

Each student is expected to maintain a "C" average as he/ she works toward a degree at WTCS. A "C" average is required for graduation. If a student falls below an accumulative "C" average, a period of probation will be imposed, and the student will be required to re-establish the "C" average. If the student fails to achieve a "C" average

while on probation, academic dismissal may or will be required at the discretion of the school.

If a student fails three or more courses although he/ she has maintained an accumulative “C” average or above, a period of probation will also be imposed, and the student will be required to retake any of the failed courses. If the student fails the course in the probation period, academic dismissal may or will occur at the discretion of the school.

ATTENDANCE POLICY

Class Attendance

All students are expected to be punctual and attend all class sessions. There are no excusable absences. If a student has an immediate family emergency (it means parents, siblings, and children only), a death of an immediate family member requiring attendance at a burial, or if the student is seriously ill, and these circumstances prevent full attendance at all the lectures of a course, then the student is allowed but has to assume the penalties for the absence that the school and the professor impose.

Class Tardiness

On-time class attendance is required for each course and each lecture. Students who live off-campus are expected to manage their schedules so that they can be punctual on their class schedule. Even a few minutes of tardiness is not acceptable. Do not make it a part of your habit.

Class Breaks

All students are expected to attend their course sessions in their entirety. It is not acceptable for students to take “self-appointed breaks” from a class session to go to the restroom, to see a visitor, or answer a mobile phone call. Students with an emergency sickness or need to go to the restroom should request the professor’s permission.

Mobile Phones

Mobile phone use is not allowed during the class sessions and while in the library. If phones are brought to the classroom, they must be switched off while studying, and switched to silent mode in the library.

TRANSFER STUDENTS AND CREDITS

A transfer student is someone who has completed a body of academic work (ordinarily a semester or more) at another institution, college or graduate level seminary, and is seeking to study at WTCS.

He/ She who wishes to transfer credits earned from another institution to WTCS is responsible to submit complete transcripts of the prior college or seminary work with the course descriptions of the possible transfer courses from the catalogue of the previous institution.

1. The Academic Dean (or school authority) will review the academic standards of the institution and the qualifications of the course instructors along with the academic standards of the particular course(s) to make a preliminary list of possible transfer-for-credit courses, and finally will present the list before the WTCS faculty.
2. In order for a course to be eligible for transfer from another institution, it must be comparable or equivalent (in content and in course assignments) to a course in the WTCS curriculum and it must apply to the particular WTCS academic program and degree requirements in which the student is enrolling (BA in Theology, MA and MDiv). Undergraduate courses cannot be transferred as graduate courses. Credits are not given for "life" or ministry experience.
3. Credits for work completed at other institutions may be granted after evaluation by WTCS. Only those courses in which the student has earned a grade of C and above are transferrable. A grade of C⁻ or below is not transferable. All courses are transferred at the rate of two (2) credit hours per course when the corresponding courses of WTCS are two (2) credit semester hour courses.
4. WTCS grade point averages will be determined only by work completed at WTCS. Transfer courses will be recorded in the WTCS student transcript with a grade of "T" and will not be counted in the WTCS GPA. The transferring student will have a permanent record of his/ her GPA from the prior institution in the transcript from that institution.
5. Transfer students must complete at least one-half (50%) of the hours required for any WTCS degree program at WTCS. Transfer students may be required to take more than the minimum requirements for graduation because the courses taken elsewhere may not be equivalent to those in the WTCS curriculum and thus may not be transferrable.

INTERNATIONAL STUDENTS

In order for the student to receive from WTCS the Certificate of Enrollment necessary to obtain the student visa (E-S) or visa renewal, he/ she must register and maintain a full-time status of 12 or more units per semester for graduate students and 16 or more units per semester for undergraduate students.

It is the student's responsibility to investigate requirements through the local Cambodian Embassy/ Consulate or visit the appropriate website for forms and policies regarding his/ her student status in Cambodia.

FINANCIAL INFORMATION

Cost of Your Education

The cost of higher education is overwhelming, and the tuition is only a part of it. Other expenses include meals, housing, books, school supplies, personal expenses, medical expenses, etc. The following table shows the estimated cost based on the average expenses in US dollars incurred by students at WTCS. It is subject to change each academic year.

In principle, the student has the primary responsibility for financing his/ her education and is supposed to do whatever is possible to meet financial needs. However, WTCS tries to provide financial assistance to those students who, without financial aids, would be unable to pursue their education.

For a single full-time student living in dormitory:

	Fall Semester	Spring Semester
Tuition and Fees	750.00	750.00
Meals & Housing	450.00	450.00
Personal Expenses ¹	as needed	as needed
Medical Expenses ²	as needed	as needed
Total	1,200.00³	1,200.00³

¹See "Personal Expenses" below.

² See "Medical Expenses" below.

³ See "Scholarships and Financial Aids" below in order to figure out the actual share of each student's.

WTCS offers a housing for married couples near the school campus. It is located about one kilometer away from the school. The housing is for married couples with no children, and the couple get the highest priority if both are students. The couples have separate bedroom but are to share a communal kitchen with other couples, and there will be a flat fee for basic utilities.

Personal Expenses

Personal expenses mean any money that the student spends personally while studying on campus. The expenses include the costs for transportation to and from the school, personal textbooks and supplies for study, daily personal necessities, entertainments, snacks, etc. International students should secure budget for the expenses to maintain

their legal status in Cambodia. The student is responsible for all his/ her personal expenses and the amount may go up or down, depending on the student's situation, budget and affordability.

Medical Expenses

WTCS tries to provide the best environment for each student to be able to study with no major obstruction. When an injury or illness occurs to a student while studying at WTCS, the school will provide an immediate and urgent care through local medical facilities. If the impact of the injury or illness requires constant care, the school will send the student back home for an appropriate care. When the student is well and ready, he/ she may return anytime to resume and complete the study.

Scholarships and Financial Aids

Recipients of any financial aid award from WTCS must be admitted to or enrolled in either ELP or a degree program of the school as full-time.

WTCS has scholarships and financial aids in several categories for students as follow:

1. Westminster Scholarship
2. Merit-based Scholarships
3. Church, Missionary, or Individual Grants

Westminster Scholarship

WTCS offers all enrolled students Westminster Scholarship and the total amount of the Scholarship is \$900 per semester and \$1800 per academic year. When the new semester starts, every student is to pay his/ her share of \$300 out of \$1200, the remaining balance. This is equally applied to all students living on- or off- campus.

Westminster Scholarship is a combination of Grant and Work-Study Program. You receive the benefit of scholarship for your study out of grace and you express your gratitude with your joyful service of six hours per week for school when called upon. The school will arrange the job and the work schedule for those living on-campus. And those living off-campus are advised to meet with the Administrator (or school authority) to adjust their jobs and work schedules according to individual's talent and circumstance.

For any student who happens to be unable to afford his/ her share of \$300 payment for the semester, the school will arrange additional Grant sponsored by churches or missionaries but it is not guaranteed.

Merit-based Scholarships

The school awards merit-based scholarships to students who meet certain criteria. Such criteria include, but are not limited to, high academic standing, proven record

of leadership ability, and potential leadership in the church of Christ. The financial need of the students may be considered. This is normally given for one year, but may be lengthened based on the student's performance.

Grants sponsored by Churches, Missionaries, or Individuals

These grants are funded by churches, missionaries, or individuals who support Westminster Cambodia. The amount and manner of the disbursement of each grant vary depending on the sponsor. If the grant is sponsored by a church or a missionary, the recipient is expected to do ministries assigned by the church or the missionary over weekends and or during the vacation.

Regulation for Monetary Penalty

This is applied for the students who have been admitted on probation. In case the statement you made in your application form about your desire to study theology at WTCS proves untrue while you are on PELT course in ELP, you will be charged with penalty money. The amount will be determined on the basis of the total sum of the tuition and fees, meals and housing, and other expenses.

STUDENT LIFE

WTCS Library

The WTCS Library is a valuable tool with excellent resources to help you to do your academic works. Though the Library is relatively small in size, it houses over 6000 volumes of books (hard copies and electronic books), CDs, DVDs, and essential reference books. Many of them are indispensable books to theological study, donated from the personal libraries of numerous retired reformed pastors and individuals who support Westminster Cambodia. Many more books are still arriving, making it more resourceful.

The guidelines of the library are to be observed by all students at WTCS:

1. Treat library books with care and respect so that other students may enjoy the same privileges of the use of library books that you have. Writing or underlining in library books is not permitted for any reason.
2. Due to the limited number of reference books and course textbooks and the need for student access to all books, students are advised to use the books within the library. All library books must remain in the library at all times in order that all books will be available to all students as needed.
3. When you check out any library book, you may take it out of library but not allowed to take it out of campus. It is because someone else may need the same book urgently and desperately.

4. Since WTCS does not have designated library staff in charge, please re-shelve books at the right place after use. If you do not remember the exact place where they were, leave the book on a table without re-shelving at a wrong place.

WTCS students have built an honest and trustworthy community. A large number of libraries over the world have been troubled with illegal check-out, and hiding and stealing of library books. Thankfully, in His Grace, none of such has happened here in WTCS library. Not only the library but also WTCS community has been known as a place where you can trust one another. If any unethical offense occurs, it will result in the expulsion of the offender from WTCS.

The library is furnished with some desktops for the students who do not own their personal computers. Take good care of them and report if you find any of them does not function well.

Internet Access on Campus

WiFi is available in the library and the students are expected to use the internet responsibly and productively according to the following policy:

1. Online service is provided primarily for study-related activities such as educational researches and email communications.
2. All online activities via the school online service should not contain content that is deemed to be inappropriate for a Christian and should confirm to the standards of behavior set forth in Scripture and in the historical Reformed confessions.
3. You are not allowed to chat, forward chain letters, play any games, watch/ download any movies, etc. Go off-line when you are done with your online research.
4. Any student who is unsure about what an acceptable internet usage is, he/ she should ask the resident staff for further guidance and clarification.

Devotional life

WTCS chapel is a special time of worship and teaching. Chapel is part of life at WTCS and all faculty, students, and staff are expected to attend promptly and faithfully. Chapel attendance is required and any absence must be excused by the Dean.

In addition to the chapel, the students who live on-campus are expected to attend the daily regular meetings for informal devotionals, one early in the morning and another in the evening, through which they share the burdens and blessings in their lives, admonishing and encouraging each other.

Church Life

WTCS recognizes the role of the church for the growth of every Christian. Over the weekend some students leave campus and head for local churches for their ministry

practice or internship, and other students, who are the recipients of the Westminster Scholarship by the school, stay at campus and join the Lord's Day worship services at Cambodian Reformed Presbyterian Church (CRPC, Rev. P. Ny) located near the school campus. Those who do not speak Khmer should join the Lord's Day service conducted in English at Westminster Presbyterian Church (WPC, Rev. S. Sous) located near the campus. WTCS students serve either CRPC or WPC in every area of the church ministry such as church choir, children's ministry, greeting and offering ushers, praise and worship team, evangelism, etc.

WTCS students have their opportunities to apply for the ministry interns in CRPC or WPC. The ministry interns are mentored and trained for their future ministry in preaching and teaching under the supervision of the senior pastor of the church.

Ministry Experience

WTCS' Field Education program is designed to integrate studies with part-time ministry in local churches; Ministry Internship and Ministry Practice.

It is required for each student on MDiv program at WTCS to fulfill 600 hours of Internship at a local church which will take two semesters to complete (6 units). It is an opportunity for the MDiv student to obtain practical ministry experience to which they can apply what they learned in the classroom. WTCS seeks to balance in its curriculum the academic discipline with practical ministry.

Not only the students on MA program but also the upper level students on college program are recommended to participate in the Field Education program although it is not required.

Dormitory Life

All students in college are expected to study as full-time and to live on-campus, while it is optional for a graduate student on the master's program, either to be part-time or full-time and to live on- or off-campus.

WTCS community is very distinctive and thus the life in the dormitory is truly unique. It surely is a hard-knock academic community sharpening each and every student in many ways, especially theologically, for from two to seven years depending on your plan. It could be your theological turning point in your life in faith.

It is at the same time a closely-knit sociological community, where you learn all about biblical relationships for 24 hours a day and 7 days a week. It is rather a family to live with no covering, exposing one another literally everything: one's own character that is hard-to-get-along with, one's personal habit no one else ever understands, the shame that you never volunteer to tell anyone, yet loving and being loved. A big family, sharing in life the precious blood shed on the Cross, "being naked but not ashamed!"

Through the daily hard work of study, sports activities, strenuous repair jobs in school, working together to prepare for school functions (such as Pastoral Education, graduation ceremony, etc.), you love and hate, you sin and are forgiven, and you also are sinned against and forgive. Through it all you will meet your LORD again and again, face to face, confirming a redemptive community with your brothers and sisters in Christ, and finding yourself limping as Jacob was after he met his LORD at Peniel! You will never be the same person after the life at WTCS.

It is required for everyone to make sure to follow Dormitory Guidelines faithfully, and there is also resident staff for additional guidance and assistance in the dormitory.

Dormitory Guidelines:

1. Each student is expected to respect and honor fellow students. Make sure that you do not make other students feel uncomfortable by speaking in your own native tongue when you are around with others.
2. Respect the need for sleep and rest for others. Do not study in the dormitory. Loud talking and noise (including singing, playing mp3, computer work, playing a musical instrument, etc.) is not to occur after 9 pm.
3. The dormitories for female and male students are separated from each other. No off-campus or on-campus visitors of the opposite sex are allowed in the dormitories at any time for any reason. No visitors are allowed to stay overnight in the dormitories for any reasons.
4. You are not supposed to step out of your dormitory or walk around in your sleepwear.
5. Students are to divide up cleaning responsibilities and are to work together for the common good. Each student is expected to do cleaning assignments willingly. The chart for cleaning schedules and assignments is posted on the bulletin board.
6. You are to maintain clean and neat the dorms, lounges, classrooms, and the restrooms. No food or drinks, no snacks or fruits in the dormitory. Check and clean up the drains of sinks and the floor drains in bathrooms after each use. No sanitary napkins in toilets.
7. Handle with care all the furniture, office equipment, appliances and supplies, etc. When you notice any of such is not in order, report it to the office if you are unable to fix it.
8. Pay attention to the building fixtures and facilities. Report when you notice any damage or electrical, plumbing or other problems on campus.
9. Do not enter the office with no business to attend, and use office equipment, appliances, and supplies with permission only.

10. With permission you may use the office copy machine to copy the final draft of your assignments. Use the machine as sparingly as possible. In order to prevent from abusing it, you are to be charged according to the rate decided by the office.
11. Keep electricity sparingly. Turn off lights and fans after use. Unplug irons, hair driers, shavers immediately after use.
12. Use water sparingly.
13. Washing clothes should be done according to the laundry schedules, and you must clean the filter right after taking out your laundry. The laundry schedules are posted on the bulletin board. Dry your clothes on designated clotheslines.

Locker Rules

Use of a locker is a privilege that each WTCS student enjoys. It is provided for educational function and personal use. Misuse of a locker may lead to a termination of locker privileges.

1. Locks: The school assigns a locker for each student with a key for \$3 deposit. You will get your deposit back when you return the key to school office. When you are done with the locker, you are to turn in the key back to school office.
2. You shall not replace or use your own lock. If you lose the key, you have to report immediately and request the school to make a new key for you. The fee to replace a key is \$5.00 which is out of your pocket.
3. Use of Locker: Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause an interference with school purposes or an educational function. Students are expected to keep their lockers in a clean and orderly manner.
4. Authority to Inspect: The school holds the right to inspect lockers and its contents to make sure that they are being used in accordance with its intended purpose. Yet the inspection of individual student's locker will not be conducted unless a reasonable belief or suspicion of misuse is present. Before a locker is inspected, the student will be notified and asked to be present if possible.
5. Locker Cleaning: When the users of the lockers no longer enrolled in the school and in accordance with a general housekeeping schedule, the lockers will be cleaned out.

Meal Policy

Meal times are centered around fellowship. Food is prepared seven days a week of each semester. Meals are prepared by WTCS cook and all menus are prepared in the local Cambodian way.

1. All students are supposed to recite the assigned Bible verse(s) around the table before each meal. The Verse Chart is posted on the bulletin board.
2. Meal times are normally 7 am for breakfast, 11:30 for lunch, and 5 pm for dinner, and meals are served usually for an hour. Late eating is not allowed.
3. No guest from outside is allowed to have meal with you without permission in advance.
4. Thank the LORD who provides us every meal through the hands of many supporters.

Closed Campus Policy

It is the goal of WTCS to provide and maintain safe and orderly environments at all times. Therefore, only those students enrolled at WTCS are permitted on campus during instructional hours. All visitors must first report to the office.

1. All students shall not leave the campus at any time while the instructional class schedule is on. Remember that “self-study” is considered to be a part of instruction to study individually.
2. When there is no instructional schedule, you may leave campus with permission of the school authorities. Before you go out, you are required to stop by the office to log in the book the details about your outing: date, time, reason, expected time to return, who authorized, actual time returned after you come back, etc.
3. All students are supposed to return back to campus from outings before the sunset. Remember the sunset time varies according to the season of the year. After sunset you are to remain on campus all the time except for emergency.
4. The students who do ministry internship or ministry practice out of school over the weekend must return by Monday evening before the sunset. But when the school calls for Monday classes for some reasons, they are supposed to return by Sunday evening instead of Monday.
5. The campus gates are locked at 7:30 pm and re-opened at 7:00 am for security reasons. Students may not come and go from campus between 7:30 pm and 7:00 am, and you must call the school for a permission to open the gate after 7:30 pm.
6. Any student who does not comply with this policy is subject to disciplinary action by the school.

STUDENT CONDUCT

As a Christian community we are Christ's witness to one another, to the town where WTCS is located, and to the city and nation in which we live. Thus the following guidelines apply to all WTCS students wherever they are.

WTCS is a distinctively Christian community and expects its students and all on campus including visitors to conform to the standards of behavior set forth in Scripture and in the historical Reformed confessions.

These standards teach that authentic goodness is a state of the heart, the product of regeneration by God's Holy Spirit. We cannot judge another's heart. Therefore, we cannot judge the internal thoughts and attitudes which produce good or wicked actions. But we can and must take account of the external actions which Scripture praises or condemns. Those whose actions violate these biblical and confessional standards may be subject to discipline, and, in case of serious unrepentant or continued violation, may be required to leave the institution.

Dress Code

Both our male and female students are encouraged to honor Christ in all things, including dress, in order to avoid conformity to the world and to steer clear of causing others to stumble (1 Cor 10:31; Rom 12:1-2; 14:16-21; 1 Cor 8).

It is advised for both men and women to dress appropriately for campus or while representing WTCS, avoiding impropriety, indecency, and especially to avoid attracting sexual attention.

Ask yourself the following questions:

1. Does my clothing illustrate my surrender to the Lord and my commitment to holiness? (Rom 12:1; Tit 2:11-12; 1 Tim 2:10)
 - Am I making clothing choices consistent with transformed thinking?
 - Am I practicing modesty and discretion in what I wear?
 - Do I dress with dignity and strength?
 - Are my clothing choices bringing glory to God?
2. Have I focused on my heart, or only my outward appearance? (1 Sam 16:7; Prov 31:30)

Substance Abuse

Drinking of alcohol, smoking and illegal drugs are not permitted to all WTCS students, whether on- or off-campus.

Sexual Conduct and Relationships between Men and Women

Christians are to be different than the world. Sexual morality is a very important expression of holiness and of our commitment to honor and live for Christ. WTCS

students are expected to walk in sexual purity in all relationships whether on-campus or off-campus.

1. No off-campus or on-campus visitors of the opposite sex are allowed in the dormitory room at any time for any reason. This applies to groups or individuals. Individuals and groups of students of the opposite sex may meet at places open to the public. This is to avoid “every appearance of evil” (1 Thess 5:22) and provides safety for all involved.
2. WTCS does not allow students of the opposite sex to be involved romantically on-campus. It is a bylaw implemented with much discretion and prudence (not a command from the Scripture) so that Satan cannot tempt you and others because of our lack of self-control.
3. Each WTCS student is expected to guard, watch over and preserve his/ her own sexual chastity, purity, modesty, and abstention from unlawful sexual activity in thoughts, words, and actions and to guard, protect and preserve the purity of other WTCS students as well.
4. A WTCS student who has a boyfriend or girlfriend who is not part of the WTCS community is also expected to practice exemplary sexual conduct in all circumstances.
5. The ones who are engaged with both parents’ blessing are allowed to study together at WTCS. But they are expected to demonstrate proper and exemplary conduct in public and private, on-campus and off-campus. Sexual intimacy before marriage is not an acceptable behavior and violates God’s explicit commands against fornication and sexual immorality (1 Thess 4:3-8; Ex 20:14).
6. No students are to engage in vulgar or sexually explicit language. Neither pornography, immoral literature, or immoral music nor the watching of immoral movies and TV shows, or the using of the internet for obscene purposes are permitted at WTCS. Sexual immorality is not to be made light of, nor is it appropriate to make sexual comments and evaluations of others or to discuss sexual experiences in a casual, boastful or bragging manner.
7. A WTCS student who engages in immoral and impure sexual activity such as prostitution, adultery, fornication, homosexuality, bestiality, sexual assault, rape, etc. while enrolled as a student will face immediate dismissal.

STUDENT DISCIPLINE

The rules and guidelines ought not to be viewed by students as a form of legalism, rather as an application of Scriptural commands and instructions that pertain to all believers and call all believers to gospel-based and gospel-driven evangelical

obedience. As those brought out of darkness to now live in the light, believers, as the redeemed children of God, are to live lives of holiness.

WTCS faculty have the authority and responsibility for not only administrative and academic affairs but also the discipline for the students enrolled in WTCS. The goal of discipline is repentance, forgiveness, and restoration. Refusal to repent of sin and the violation of WTCS rules, regulations, and guidelines may lead to further discipline. In some cases, even sincere repentance does not remove the necessity of discipline.

Since WTCS is not a church, the types of student discipline are limited and are connected with WTCS as an educational institution. Student discipline includes private confrontation, witnessed confrontation, suspension (from enrollment for a specified period of time with restoration of the privilege of re-enrollment which is determined by the WTCS faculty) and dismissal or expulsion (from enrollment indefinitely). Both suspension and dismissal include the discontinuance of any and all student scholarship for study at WTCS for the duration of the discipline period.

Student Affirmation

I have read or heard this **WTCS Student Handbook** completely and I agree to abide by all the policies, rules, and requirements written in it while I am a student enrolled at Westminster Theological College and Seminary.

Your Signature

Print your name here

Date

The Faculty look forward to learning and growing together with you and all our students at WTCS. May Christ be honored and God glorified in our lives as we work together to learn His Word and to be equipped by the Spirit to advance His Kingdom and to build God-centered, gospel-driven and Christ-exalting churches in Cambodia, Asia, and in all the world.