

***Westminster Theological
College***

**Student
Handbook**

September 2012

Student's Name _____

Welcome to Westminster Theological College

The faculty and staff welcome you to Westminster Theological College. We are excited for all that God has ahead for us as we study and work together to God's glory during the academic year of 2012. We are glad that God has led you to WTC to prepare further for your present and future ministry.

This handbook is designed to help you understand the workings of your life and studies here at WTC. We are committed to seeing your whole person grow and expand in ways that will honor our great Savior. So read these pages carefully as we begin or continue this adventure together in training for service in Christ's Church and God's kingdom.

In the Lamb,

The WTC Faculty and Administration
September, 2012

WTC Contact Information

Our postal address is:
Westminster Theological College
P.O. Box 21312, Kampala, Uganda
College phone: no number available

Email: wtc@infocom.ug
Website: www.wtcwtsuganda.org

WTC's Mission and Vision

WTC was founded in 1996 by the Presbyterian Church in Uganda. Women were included in our academic programs beginning in 2005. Our goal is to train church leaders for gospel ministry in the necessary skills to understand, preach, teach and counsel the Word of God. Our priority in this training is to equip pastors, evangelists, church planters, teachers, biblical counselors, youth leaders and women's ministry leaders who can plant, equip, build and multiply healthy, biblical African churches for the work of ministry for the glory of Christ's name.

WTC's Mission

For God's glory WTC exists to equip pastors and leaders to impact Uganda and Africa with Gospel-driven, Christ-centered churches, especially Presbyterian and Reformed churches.

WTC's Vision

WTC's vision is to spread a passion for God's glory by training pastors and leaders to bring the transforming power of the Gospel of grace and the Word of God first to the African Church and then to all of African society.

WTC's Motto: Training For Gospel Transformation

The WTC Faculty/Lecturers

WTC is a faculty-governed school. The Faculty meets once per month to discuss and deliberate on all aspects of studies and life at WTC. Seven Faculty Committees actively participate in the oversight of our school and prepare reports for each plenary Faculty meeting (see below). WTC students may address any questions or concerns to any Faculty member or to one of the dorm masters.

Voting members of the Faculty include:

Emma Kiwanuka, Principal and Lecturer in Biblical and Theological Studies
Fred Kabenge, Dean of Students and Lecturer in Biblical and Theological Studies
Dave Eby, Lecturer in Practical Theology and Theological Studies
Bruce Sinclair, Lecturer in Practical Theology and Biblical Studies

Adjunct Lecturers (non-voting) include:

William Dunlop, Lecturer in Systematic and Historical Theology, Director of Admissions
David Kaballe, Director of the WTC Mobile School
Darlene Eby, Lecturer in Christian Education and Women's Studies
Margaret Dunlop, Lecturer in English
Pam Sinclair, Lecturer in Speech and Womens' Studies

Librarian: Santilinous Ekada

Part-time Lecturers: James Yiga, Patrick Bukenya and Eric Kamoga

Intern Lecturer (non-voting): Robert Happy

Teaching Assistant (non-voting) Semester 2, 2012: David Kimera

WTC Faculty Committees

Campus Staff and Personnel Committee: oversees campus support staff.

Personnel: **Chair Emma K; Robert Happy; Benedette (Receptionist)**

Faculty Development and Extensions Centers Committee: oversees faculty recruiting, and examining, processing, promotion and recommending to the Faculty new teaching assistants, intern-lecturers and faculty members; oversees WTC Extension Centers.

Personnel: **Dave E, Chair; Emma K; Bruce S; Fred K**

Curriculum and Academics Committee: oversees academic programs and requirements, curriculum development and changes; recommends students to faculty for graduation, oversees student academic probations, oversees WTC Mobile School.

Personnel: **Bruce S, Chair; Dave E; David K**

Student Work Assignments Committee: oversees student work-scholarship program and student work assignments.

Personnel: **Fran M, *Chair*; Pam S; Benedette**

Admissions, Scholarship and Student Affairs Committee: oversees student admissions, student scholarships, student activities and student discipline.

Personnel: **Fred K (Dean of Students) *Chair*; Darlene E (Dean of Admissions); Robert Happy; William D *Co-Chair and Director of Admissions*; Margaret D**

College Finance Committee: recommends an annual budget to the Faculty, provides monthly finance reports to the Faculty;

Personnel: **Ben Tumugabe (Financial Administrator); Emma; Benedette**

Student Life at WTC

At WTC our goal is to develop the whole person. You will be learning to live in a community of Christian believers.

Dormitories are provided for those who need residency. There are dorms for both male and female students. No housing for married couples or families is available.

Dormitory Guidelines

Each dormitory has a dorm master (or resident assistant) appointed by the Faculty, The dorm master provides spiritual leadership, encouragement and oversight for each dorm, ensuring that dorm rules are followed. Each resident student is expected to respect and follow the leadership of the dorm master of his/her dormitory.

1. Dorms are to be kept neat and clean. Dorms will be cleaned and maintained by the dorm masters or resident assistants and will be inspected by the Director of Residences. Each student will have cleaning responsibilities and is expected to do them willingly.
2. No off-campus or on-campus visitors of the opposite sex are allowed in the dormitories or dorm rooms at any time for any reason.
3. No nails or screws in walls or ceilings.
4. Respect furniture.
5. Keep hands and feet off painted walls.
6. Use electricity sparingly. Turn off after use.
7. Use water sparingly.
8. NO candles in dorm rooms. Prevent fires.
9. Each student is responsible to provide their own toilet paper. Only "official" toilet paper may be used. Other kinds of paper will clog the toilets.
10. Use small amounts of toilet paper.
11. No sanitary napkins in toilets.
12. Each bed **MUST** have a sheet.
13. Clothes washing in designated area only.
14. Dry clothes on designated clothes lines.
15. Tile floors are dangerous when wet; warn others of water; mop up wet areas immediately.
16. Remove shoes on porch before entering dorms. It is recommended that

students have an outdoor pair of sandals and an indoor pair.

17. **All personal possessions, valuables and money kept in the dorm are at the student's risk. The college and faculty are in no way responsible for loss, misplacement, damage or theft.**
18. All dorms must be inspected before leaving on holiday. A fee will be charged if your room is not inspected and key turned in to campus Director of Residences.
19. Any damage for which a student is responsible must be paid before grades will be released.
20. Each resident student is expected to respect and honor the leadership of the dorm master of his/her dormitory. Do not seek to establish your own programs independent of or in opposition to your dorm master.
21. Loud talking and noise will not be permitted after 10 PM. Be respectful of the sleep and study of other students.
- ~~22. Campus gate will close at 10 PM.~~
23. Food and drink on front porches of dorms only. No food or drink in dorms.
24. No cooking, dishes, cups or utensils are to be in the dorms or taken from the dining hall for any reason.
25. No hot pots or hot coils or any electric appliances are permitted in the dorms. The only exception is electric irons which may be used conservatively.

Student Regulations Regarding the Closing of the Campus Gates for Security and Time to be in Dormitories

The **campus gates are locked at 10:00 PM and re-open at 7:00 AM.** Students may not come and go from campus between 10:00 PM and 7:00 AM.

The **student dormitories are locked at 11:00 PM.** Students must be in their dorms by 11:00 PM. Students may not leave the dorms until 7:00 AM. The administration may make exceptions during reading and final examinations weeks concerning the 11:00 PM dormitory lock time in light of the Library hours being extended during these weeks.

Meal Times are centered around fellowship and meals are prepared by WTC's cooks. All menus are prepared in the local Ugandan way. Food is provided for each week of each semester.

Church Life: WTC is committed to having students grow in their faith and in understanding and love for Christ's church. With this in mind, church attendance for students is extremely important. Each student is expected to find a local church body where they can grow and contribute to the local church through their spiritual gifts and where they will faithfully attend Sunday worship.

WTC Chapel is a special time of worship and teaching. Chapel is part of life at WTC and all faculty, students and staff are expected to attend promptly and faithfully each week. Chapel attendance is required and absences must be excused by the Dean of Students.

A Medical Clinic is available (in the local community) for the health examination at the student's expense required for registration at WTC. Health care is also available if you become ill while residing on campus during the school year. Fees are reasonable and it is the student's responsibility to pay for these services.

Personal Conduct Issues

God's call to students, faculty and staff is to live a life worthy of the high calling God has placed on us as members of Christ's Bride, the church. Ephesians 4:1 calls all of us to "walk in a manner worthy of the high calling to which you have been called..." For this reason we must have standards that will help us mature in our walk with Christ and bring honor to His name.

The following areas must be adhered to:

Drinking of alcohol, smoking and illegal drugs are not permitted for use by WTC students. Severe consequences will be taken when this rule is violated and may involve the dismissal of the student. Counseling by staff members is available for those who have need.

Physical fighting among students will not be tolerated. This is not a biblical, godly or wise way to resolve conflicts. If there is a conflict between two students (or more) they should first speak to one another and seek to solve the problem in a peaceable manner in accord with Matthew 18:15-20. If the conflict cannot be resolved in private communication, then one or two others should be brought into the conversation as witnesses. If the conflict still is not resolved then the help of the faculty may be sought.

Stealing from fellow students, faculty or the College will not be tolerated.

Relationships Between Men and Women at WTC

Scripture has much to say about how men and women are to act toward one another: Galatians 5:19 lists sexual immorality and impurity as fruits of the flesh that are to be replaced by love, patience, kindness, goodness, faithfulness, gentleness and self-control (the fruit of the Spirit). Ephesians 5:3-5 says "But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints. Let there be no filthiness nor filthy talk nor crude joking, which are out of place, but instead let there be thanksgiving. For you may be sure of this, that everyone who is sexually immoral or impure or who is covetous (that is, an idolater) has no inheritance in the kingdom of God and Christ." Colossians 3:5 says "Put to death... sexual immorality, impurity, passion [and] evil desire.... First Thessalonians teaches, "For this is the will of God, your sanctification: that you abstain from sexual immorality; that each one of you know how to control his own body [or how to take a wife for himself] in holiness and honor, not in the passion of lust like the Gentiles, who do not know God" (4:3-5). Paul says to Timothy. "[S]et the believers an example in speech, in conduct, in love, in faith, in purity.... Treat younger men like brothers, older women like mothers, younger women like sisters in all purity" (I Timothy 4:12; 5:1-2).

The Bible defines sexual immorality as heterosexual relations outside of or before marriage, and includes sexual intercourse and the intimacy or fondling that leads to sexual intercourse. Adultery is a sexual relation between two people when one or more is married but not to the sexual partner. Fornication is sexual intimacy and intercourse before marriage. Sexual immorality also includes all homosexual or bestial relationships. Sexual immorality, homosexuality, bestiality, prostitution and sexual idolatry were rampant in the first century world as it is today. Christians are to be different than the world (i.e. holy, set apart to Christ). WTC students are expected to walk in sexual purity in all relationships whether on-campus or off-campus. As a Christian community we have a witness to one another, to the village where WTC is

located, and to the city and nation in which we live. Therefore the following rules and guidelines apply to all WTC students, whether on or off-campus:

1. Pornography, immoral literature and immoral music is not permitted at WTC. Also, the watching of immoral movies or TV shows or the use of internet for immoral purposes is prohibited.

2. Dress Code: conservative dress is appropriate for both men and women. Women are asked to dress modestly (I Timothy 2:9) and to wear skirts, dresses or loose fitting trousers to class, in the evenings and on weekends. For women transparent clothing, excessively high slits in skirts, tight blouses, tight trousers, low cut and spaghetti strap blouses and exposed midriff tee shirts and blouses (Kundi-show) and going “bra-less” are inappropriate dress for campus or while representing WTC. Both our male and female students are encouraged to honor Christ, to avoid conformity to the world and to steer clear of causing others to stumble (see I Corinthians 10:31; Romans 12:1-2; 14:16-21; I Corinthians 8) in all things, including dress.

3. No off-campus or on-campus visitors of the opposite sex are allowed in the dormitories or dorm rooms at any time for any reason. This is to avoid “every appearance of evil” (I Thessalonians 5:22) and provides safety for all involved. Misunderstandings, false accusations, sexual assault, rape, defilement etc. can be the fruit of inappropriate “behind closed doors” gatherings. This applies to groups or individuals. Individuals and groups of students of the opposite sex may meet in the student lounge, the dining hall, in classrooms and on verandas of the classroom buildings. The **dormitory verandas are also off limits** for individuals or groups of the opposite sex for meetings.

4. No students are to engage in **vulgar or sexually explicit language.** 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.

5. WTC students of the opposite sex who become interested in one another romantically are expected to demonstrate proper and exemplary conduct in public and private, on-campus and off-campus. Sexual intimacy before marriage is not acceptable behavior and violates God’s explicit commands against fornication and sexual immorality (e.g. I Thessalonians 4:3-8; Exodus 20:14). A WTC student who has a boyfriend or girlfriend who is not part of the WTC community is also expected to practice exemplary sexual conduct in all circumstances.

6. Each WTC 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 WTC students as well.

7. A WTC student who engages in prostitution, commits adultery, fornication, homosexuality, bestiality, sexual assault, rape, and defilement while enrolled as a student will face immediate dismissal.

8. A student who violates any of the above rules will face discipline from the Faculty. This can include private admonition, public admonition, suspension from enrollment, and dismissal with or without the possibility of re-enrollment.

9. All the above rules and guidelines apply equally to Faculty as they do to students.

10. These rules and guidelines (like all WTC student rules) 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 sons and daughters of King Jesus, are to live lives of holiness. Sexual morality is a very important expression of holiness and of our commitment to honor and live for Christ.

Student Discipline

The WTC faculty is responsible for student discipline.

The WTC faculty has the responsibility for student discipline and is the direct oversight and governing body for WTC and for its enrolled students. It has the responsibility and authority to confront a student on attitude and behavior issues and to determine if and when discipline is appropriate, whether or not repentance takes place. In some cases the presence of even sincere repentance does not remove the necessity of discipline.

The faculty and staff are committed to handling all discipline matters according to the principles laid down in Matthew 18:15-20 (and which includes the larger context of 18:10 to 35). The goal of all student discipline is restoration, repentance and forgiveness. If repentance does not occur after private confrontation over sinful behavior, then the student may be summoned to a faculty committee or the entire faculty (i.e. witnessed confrontation) in order to discuss the issue with the student and to seek resolution. Refusal to repent of sin and violation of WTC rules may ~~can~~ lead to formal discipline which may include private admonition, public admonition, suspension from enrollment, and dismissal with or without the possibility of re-enrollment. The faculty will be the final court of appeal and make final decisions on all student discipline matters.

Payment of Fees

Tuition fees are due and must be paid in full at registration which ordinarily is the first day of each semester. Registration is normally the first day of each semester. Any other arrangements must be approved by the Admissions Office one month prior to registration. Students who fail to pay full tuition by the end of the semester, will be unable to receive grades or to begin the next semester until the balance is paid.

Student Responsibility to Notify Sponsors of Tuition Due Dates

A student with an individual sponsor is required to inform his/her sponsor of the date of registration which is also the date that scholarship payments are due. The student must arrange with the sponsor to provide all scholarship fees for a particular semester before the date of registration which is ordinarily the first day of September and the first day of February.

Late Enrollment Policy

Registration deadline is one week after the first day of classes for the semester. Beyond this date the student will not be allowed to enroll.

Class Attendance Policy

All students are expected to attend all classes in which they are enrolled. If a student is seriously ill and unable to attend class, he or she must receive a written note from the Dean of Students granting an excused absence. The only other acceptable reason for missing class is the death of an immediate family member (father, mother, siblings and children). A student must also receive a note from the Dean of Students or Women excusing him for the death of a family member.

Failure to receive a note from the Dean of Students for a class absence will result in an unexcused absence. Two (2) unexcused absences will result in the student's grade being dropped one letter grade for the course. Three (3) unexcused absences will result in the student being dropped from the course and receiving a 0 (no credit) for that course.

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. Regular breaks will be provided by the lecturer at approximately one break per hour. Students with an emergency sickness or emergency need to visit the restroom should ask the lecturer's permission.

Class Tardiness

On-time class attendance is required and tardiness (arriving late for class) is not acceptable for any WTC course. An unexcused tardiness will be recorded by the course lecturer. A tardiness of more than fifteen (15) minutes will be counted as an unexcused absence. Three unexcused tardinesses will constitute one unexcused absence. A sixth unexcused tardiness will result in the student's grade being dropped one letter grade for the course. The lecturer will determine if there is a legitimate reason for a tardiness.

Mobile Phones

Mobile phone use is not permitted in the classrooms or library. If phones are brought to these places they must be switched off or switched to the silent mode. Students may not answer incoming calls during classes or while in the library.

Due Date and Credit Deadline Policy for Papers and Assignments

Each professor will set due dates for particular assignments and papers. The final deadline for all course work including papers (not otherwise designated by the lecturer) is the day of the course's final examination. Any work turned in after this date will be deducted one grade point for tardiness. The deadline for receiving credit for assignments and papers is June 1 for the first semester and January 1 for the second

semester. Work failing to meet these deadlines will not be credited and the student will receive a failing grade for the course.

WTC Library

The WTC Library is a valuable tool with excellent resources available to you to help you excel in your academic work. The hours and rules of the library are posted. These rules are to be observed by all students, and will be enforced by the Librarian and the Library personnel.

Treat Library books with care and respect so that future generations of WTC 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.

Student Check-Out of Library Books is not Permitted

Due to the limited number of course textbooks and the need for student access to all books, **students are not allowed to check-out or to take books out of the Library for any reason at any time.** All library books must remain in the library at all times in order that all books will be available to all students as needed.

Library Book “Hiding”

Some students, in order to ensure that a textbook (or textbooks) is “reserved” or protected for their personal use, will hide a book in the library by placing the book in the wrong place in the bookshelves or by hiding a book behind other books. This practice is unacceptable and is a form of stealing (i.e. it steals books from the proper use and circulation in the Library and it steals books from the use of fellow students).

Library Book Re-shelving

Students are not to re-shelve books after use. This is to be done by Library staff only.

Stealing Books and equipment from the Library

A large number of books (and even library equipment and computers) have been stolen from the Library in recent semesters. This is a **VERY** serious offense. It involves breaking the 8th commandment and is stealing of College property, robbing from College sponsors who make sacrificial donations to purchase books for the Library and thievery from fellow College students who are deprived of the use of Library books to complete assignments and from future generations of students who will be deprived.

Penalties for Illegal Check-Out, Hiding and Stealing of Library Books or Equipment

Any student caught taking books (or equipment) from the Library, hiding books in the Library or stealing Library books will face the following penalties:

1. First offense will be suspension from classes for one week and the losing of one grade point for each course in which the student is enrolled (an A will be dropped to a B, a B to a C, etc.); in some cases a first offense may result in expulsion.
2. The second offense will result in expulsion from WTC.
3. The student will return any stolen books or make restitution.
4. The administration reserves the right to report the stealing of Library books to the police in case the student refuses to restore books or make restitution.

Library Security

Students are not to take back-packs, cameras, brief cases or other similar items (in which books can be hidden) into the Library. Students must reveal all items they are carrying on their persons (including what is in coat pockets or clothing) when exiting the Library. All Students must willingly comply with the security questions and requests of the Library attendant on duty.

Student Surveillance and Peer Pressure Concerning the Use of the Library

The administration requests that each student be on the lookout for violations of Library rules (especially taking books or equipment from the Library, hiding books in the Library or stealing of Library books), and report all suspicious activity to Library personnel. Students may act as a positive influence on one another to keep Library rules and protect Library property for the good of all.

Plagiarism

Plagiarism is defined in the dictionary as a.) to steal and pass off ideas or words of another person as one's own work; and b.) to use the ideas or words of another person without crediting the source. Plagiarism is outright theft and is a serious offence. It is taking an author's words and writing them down in a paper or essay as one's own, without giving reference to the original author. Plagiarism will not be tolerated at WTC since it is a form of stealing and hence a violation of the 8th Commandment. A student's grade will be severely altered if this occurs in any written assignments or papers. Normally a student will receive an 'F' for the assignment or paper. It will be up to the teacher whether or not the assignment or paper will be allowed to be re-written and re-submitted. It is also a violation of this rule against plagiarism if a student provides their own written work to another student and the other student turns in the work as their work. This is helping another student to commit plagiarism and is also a serious offense. In this case both the one who provided their written work and the one who used another's written work will be liable for plagiarism.

Concentration on Studies While Enrolled at WTC

A student enrolled at WTC is assumed to have a personal internal call and motivation to gospel ministry. It is expected that this sense of call from God will inspire each student to serious and focused work in his or her studies. The two or three years a student spends at WTC is a period of preparing for a lifetime of ministry. Sinful patterns like laziness, wasting time and worldly distractions can be the enemy of focus and concentration on studies and can result in a lack of careful preparation that ministry requires and the church in Africa desperately needs. Sloppy preparation is not pleasing to the Lord nor helpful for the church. But even good things like outside ministries, involvement in church 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 (II 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).

Student Academic Responsibility

Each student is accountable to complete all assignments on time for each course in which they are enrolled per the lecturer's announced due dates. Once announced by the lecturer, it is the student's responsibility to know when assignments are due. The lecturer is not responsible to notify the student of incomplete assignments. Each student is responsible to complete all assignments, to clear any late or incomplete work and to arrange for any make-up assignments or examinations.

Academic Standards and Academic Probation

Each student is expected to maintain a "C" average as they work for a certificate, diploma or degree at WTC. A "C" average is required for graduation. If a student falls below a "C" average in any semester, he or she will be on probation for the following semester and will be required to be tutored in all courses. If the student fails to achieve a "C" average in this probation semester, he or she will be given academic suspension and will need to re-apply in order to re-enroll at the College. Re-enrollment will be at the Faculty's discretion.

Solicitation Policy

WTC and Westminster Theological Seminary in Uganda have frequent visitors from the US, UK and other nations, as well as frequent visiting lecturers. WTC students are not to solicit these visitors for sponsorship, school fees, funding of ministry projects or for any purposes, including personal needs, whether through email, letters or private conversation. This same policy applies to students receiving scholarships for WTC fees; sponsored students are not to contact sponsors for soliciting funds for any reason. The appropriate method for making financial needs known is for the student to communicate needs and ministry projects to his or her pastor, elder, presbytery, professor, especially the teacher leading the student's fellowship group. While the College and its faculty are not a funding organization, the College does desire to encourage students to manage and budget personal resources wisely and in accord with biblical principles and to pursue Christ-honoring ministry goals in church planting and other ministry projects through prayer, dependence on God and through responsible, church-centered planning.

It is not a violation of this policy for a WTC student to discuss ministry and financial needs with an already established partner or sponsor who may visit the WTC campus. Nor does it violate this policy for a student to notify a sponsor when already-promised scholarship funds are due.

Student Affirmation

I have read the WTC Student Handbook completely and I agree to abide by all the policies, guidelines and rules written in it while I am a student enrolled at Westminster Theological College.

Signature

Clearly print names here

Date