



**Missions College of
Greater Washington**

Catalog
2024-2025

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***ABOUT
WMCGW***

PURPOSE OF ESTABLISHMENT

World Missions College of the Greater Washington (WMCGW) was established in 2002 to educate, train, and raise competitive Christian leaders and missionaries.

WMCGW believes that furthering intellectual education along with practical field training will enable the Christian leaders and missionaries to be more effective workers for the Lord.

“World Missions College of the Greater Washington is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia”

GREETINGS FROM PRESIDENT



World Missions College of the Greater Washington commissioned in year 2002, was founded for world mission for our Lord. WMCGW attempts its best to foster future missionaries.

Currently, there are missionaries in India, China, and Mexico who are associated with WMCGW; and it is our ardent prayer that more missionaries will come forth, dedicating to live their lives for Jesus Christ through WMCGW.

WMCGW educates and molds passionate Christians for World Missions as well as directs missionaries to cope with various situations in the mission field through high- level Christian education. Also, it educates servants who desire Christian education and those who hope to be ministers. It is my desire that more Christians realize their visions to be part of Christian missions; and to fulfill missionary competencies and Christian passion at WMCGW.

Thank you.

In Christ

A handwritten signature in blue ink, reading "Kwang Ho Yang", written in a cursive style. The signature is positioned above a horizontal line.

President Kwang Ho Yang

GENERAL INFORMATION

World Missions College of Greater Washington came into existence in 2001 through the prayers of mission-focused Korean pastors and elders in the Washington metropolitan area. It was commissioned in 2002 by State of Virginia. It aims to provide missionary training in an interdenominational and Biblical atmosphere by creating a curriculum built on the Bible, theology, and missiology.

World Missions College of Greater Washington is a theological institution that places great emphasis on missionary endeavors with the objective of achieving world evangelization. Located in the nation's capital, WMCGW seeks to prepare men and women for pastoral ministry and Christian lay leadership in all phases of the Church's outreach and missionary endeavors.

Dedicated to excellence in theological and missiological education, the faculty strives to prepare students who will demonstrate both personal piety and an intellectual understanding of the Gospel. Serious attention is given to the teaching of theological, historical, missiological, ethical and practical disciplines to create best practices for missionary and church ministries.

In keeping with its emphasis on mission activities around the world, WMCGW continues its missions to be caring and corporate worships, promote global services of spiritual awareness, and encouraging students and faculty to relate their studies to various styles of ministry emerging today.

WMCGW's primary purpose is to provide religious training or theological education; and "WMCGW is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia."

FAITH STATEMENT

We believe God to have revealed Himself as the Trinity in unity as the Father, the Son, and the Holy Spirit- three Persons and yet one God (Deut. 6:4; Matt. 28:19; I Cor. 8:6).

The Bible, including both the Old and New Testaments, is a divine revelation inspired by the Holy Spirit (2 Tim. 3:16; 2 Peter 1:21).

Jesus Christ is the image of the invisible God, which is to say, He is Himself very God; He took upon Himself our nature, being conceived by the Holy Spirit and born of the virgin Mary; He died upon the cross as a substitutionary sacrifice for the sin of the world; He arose from the dead in the body in which He was crucified; He ascended into heaven in that body glorified, where He is now, our interceding High Priest; He will come again personally and visibly to set up His Kingdom and to judge the quick and the dead (Col. 1:15; Phil. 2:5-8; Matt. 1:18-25; I Peter 2:24-25; Luke 24; Heb. 4:14-16; Acts 1:9-11; I Thess. 4:16-18; Matt. 25:31-46; Rev. 11:15-17; 20:4-6; 11-15).

Man was created in the image of God but fell into sin and, in that sense, is lost; that is true of all men, and, except a man who is born again, he cannot see the kingdom of God; salvation is by grace through faith in Christ who His own self bore our sins in His own body on the tree; the retribution of the wicked and unbelieving and the reward of the righteous are everlasting and, as the reward is conscious, so is the retribution (Gen. 1:26-27; Rom. 3:10, 23; John. 3:16; Acts 13:38-39, 4:12; Matt. 25:46; 2Cor. 5:1; 2Thess. 1:7-10).

The Church is an elect company of believers baptized by the Holy Spirit into one body; its mission is to witness concerning its Head, Jesus Christ, preaching the **Gospel** among all nations; it will be caught up to meet the Lord in the air, where He appears to set up His kingdom (Acts 2:41; 15:13-17; Eph. 1:3-6; I Cor. 12:12-13; Matt. 28:19-20; Acts 1:6-8; I Thess. 4:16-18).

MISSION STATEMENT

WMCGW is a theological institution that places emphasis on missionary endeavors with the objective of achieving world evangelization. Dedicated to excellence in the education of theology and missiology, faculty shall prepare students who will demonstrate both personal piety and intellectual understanding of the gospel. More attention is given to the teaching of theological, historical, missiological, ethical, and practical disciplines to create best practices for missionaries and minister.

INSTITUTIONAL OBJECTIVES

The WMCGW strives to provide an attractive learning environment, support services, and staff and faculty to enable students to:

1. Produce professionally competent, creative, and community-minded graduates.
2. Provide a learning environment that meets current academic standards and fosters intellectual innovation among faculty and students.
3. Integrate the Christian worldview with the study to build up a Network, partner with, and engage churches, citizens, businesses, and governmental entities to enhance the development, careers, and service opportunities of our graduates and alumni.
4. Develop and apply Christian leadership skills that integrate faith and lifelong learning.

INSTITUTIONAL INTEGRITY

Integrity is one of the most important traits of WMCGW. The Board of Trustees, President, administrators, staff, and faculty of WMCGW will operate with integrity, representing itself accurately and honestly to students, and the public. WMCGW shall always strive to glorify and love God in all its endeavors. In furtherance of our stated Mission and Institutional Goals, the Board of Trustees of WMCGW has resolved to adopt the following Ethical Standards which shall apply to and be adhered to by all members of the C, including all full and part-time employees, faculty, officers, administrators and the Board of Trustees.

1. Honesty

WMCGW recognizes that God is the ultimate judge of our intentions and actions. Worldly reputation and temporal recognition are mere derivatives of our earnest prayer to be judged by God with mercy and love. Therefore, as members of the College, we shall always be honest in our intentions and actions toward ourselves, students, and all those with whom we communicate. All records and data shall be created and maintained honestly and with the highest level of integrity and competence by the College.

2. Mercy

WMCGW recognizes that we are all sinners whose lives are redeemed solely by God's mercy and Christ's blood. Members of the college shall always look upon themselves and those around them with a merciful demeanor and be spiritually prepared to forgive others as God has forgiven them.

3. Financial Responsibility and Transparency

WMCGW recognizes that all material and financial resources are given to us by God's

Providence and Grace. Therefore, every member of the WMCGW shall always be transparent in handling matters of finance and in the use of the College's resources.

4. Avoidance of Conflict of Interest

WMCGW recognizes that excessive personal profit and individual gain must be avoided in all affairs of the College. We exist to serve and to create servant leaders, not to gain wealth. All potential conflicts of interest Standards must therefore be fully disclosed to the Board of Trustees.

5. Compliance with the Law and Ethical Standards

WMCGW recognizes that adherence to these Standards clearly must lead to full compliance with all Federal, State, and local laws and Ethics regarding governance, operation and financial filing requirements. The College shall therefore strive to continually update its knowledge of these laws and maintain the highest level of compliance with them.

INSTITUTIONAL LEARNING OUTCOMES

WMCGW's Institutional Learning Outcomes express a shared, campus-wide articulation of expectations for all degree recipients. They are developed both in the classroom, and co-curricular environments. The ILOs represent the broad categories of competence that enable students to be successful in further education, careers, as citizens and in their personal lives. They are:

1. Biblical – The ability to accurately communicate the scriptures in a variety of contexts for the spiritual formation
2. Theological – The ability to demonstrate knowledge of Christian Theology and its defense.
3. Ministry/Leadership–The ability to demonstrate leadership and critical thinking skills necessary to lead in ecclesiastical and workplace contexts
4. Evangelical–The ability to communicate the gospel to unbelievers effectively and to disciple believers
5. Academic–The ability to research effectively
6. Communication–The ability to communicate effectively

PROGRAM LEARNING OUTCOMES

BACHELOR OF THEOLOGY PROGRAM (B.Th.)

1. Identify the main themes, concepts, key figures, and topics of critical biblical narratives.
2. Utilize various exegetical methods in studying the Bible including critical analysis, evaluation of biblical genres, and prophetic interpretation for hermeneutical basics.
3. Apply acquired biblical knowledge to spiritual formation through involvement of local church or mission activities.
4. Integrate and apply appropriate information from the biblical text to the current life context and propose relevant solutions to contemporary societal problems and comprehensive sound principles for Christian education.

Each year's outcomes build upon the previous year, leading students from foundational knowledge to application, critical thinking, and finally, the integration and creation of the theological concepts. This progression ensures that by the end of the program, students are well equipped for both academic pursuits in theology and practical ministry roles.

MASTER OF DIVINITY PROGRAM (M. Div.)

1. Research thorough knowledge of the content and themes of the Word of God
2. Defend sound doctrine and apply acquired doctrinal knowledge to spiritual formation and ministry skill through involvement of local church or mission activities.
3. Evaluate current issues in light of biblical teaching
4. Present biblical truth correctly and clearly

Given the program's duration and depth, these learning outcomes should provide graduates with a robust academic foundation, deep spiritual formation, and practical ministry tools. While these are informed suggestions, graduates should be further refined perfectly to match the specific vision, goals, and nuances of the institution's M. Div. program.

DOCTOR OF MINISTRY PROGRAM (D. Min.)

1. Critically assess their ministry involvement.
2. Discern spiritual growth impediments.
3. Devise strategic solutions tailored to individual church needs.
4. Implement a specific project to achieve the chosen strategy.

D. Min. program is tailored to cultivate students' acumen in theological discernment and hands-on ministry proficiencies. The course aims to bolster spiritual leadership within local churches. It equips participants with actionable tools and insights to invigorate both ministry and missions by

integrating the course's theological profundity into their respective ministerial ventures. The program endeavors to bridge the divide between the idealism of theoretical theology and hands-on ministry experience.

This program focuses on merging theoretical knowledge with applicable skills in ministry and mission fields. The program underscores ministry methodology, equipping students with pragmatic approaches and skills grounded in prior theological knowledge and experiences. The aim is to amplify the potential of ministers and craft tailored ministry strategies, acknowledging the diverse ministerial gifts endowed by God.

STUDENT ACHIEVEMENT AND PERFORMANCE

Our student's achievement and performance outcomes are 9% in graduation rate and 73% in retention rate for the 2020-2021 academic year. And, all the graduates are doing their role in the area of church ministry or as missionaries. (9 Pastors, 11 Missionaries, and 19 Lay Ministers)

ADMINISTRATION

ACADEMIC CALENDAR

ACADEMIC CALENDAR 2024

Spring Semester 2024

Classes Begin	January 27
2024 Spring Class Opening Worship	January 28
Mid-Term Exams Begin	March 12
Mid-Term Exams End	March 17
Spring Break Begin	March 19
Spring Break End	March 24
Final Exams Begin	May 7
Final Exams End	May 12
Class Closing Worship	May 13

Fall Semester 2024

Classes Begin	August 24
2024 Fall Class Opening Worship	August 25
Labor Day (School closed)	September 2
Mid-Term Exams Begin	October 14
Mid-Term Exams End	October 19
Thanksgiving Holiday (No classes; university offices closed)	November 28-30
Final Exams Begin	December 9
Final Exams End	December 14
Class Closing Worship	December 15

** Schedule is subjected to change without notice, if necessary. **

ACADEMIC CALENDAR 2025

Spring Semester 2025

Classes Begin	February 1
2025 Spring Class Opening Worship	February 2
Mid-Term Exams Begin	March 17
Mid-Term Exams End	March 22
Spring Break Begin	March 24
Spring Break End	March 29
Final Exams Begin	May 12
Final Exams End	May 17
Class Closing Worship	May 18

Fall Semester 2025

Classes Begin	August 30
2025 Fall Class Opening Worship	August 31
Mid-Term Exams Begin	October 20
Mid-Term Exams End	October 25
Thanksgiving Holiday (No classes; university offices closed)	November 26-29
Final Exams Begin	December 8
Final Exams End	December 13
Class Closing Worship	December 14

** Schedule is subjected to change without notice, if necessary. **

ADMINISTRATION

FULLTIME OFFICERS

Chief Executive Officer / President: Kwang Ho Yang, Ph.D. & D. Min.

Chief Academic Officer: David Sungwoo Kim, D. Min

Chief Operating Officer: Jaeheup Kim, Ph.D.

Chief of Undergraduate School: Young Jun Yoo, M. Div.

Chief of Graduate School (Master Program): Han Yong Choi, D. Min.

Chief of Graduate School (Doctoral Program): Changhun Han, D. Min.

TRUSTEES/ BOARD MEMBERS

Board members

Name	Title	Address
Mr. Chi Hwan Kim	Chair	6340 James Harris Way Centreville, VA 20121
Dr. Yoon Hwan Chae	Vice Chair	5005 Collin Chase Pl. Fairfax, VA 22031
Dr. Kwang Ho Yang	Member	11400 Shirley Gate Ct. Fairfax, VA 22030
Dr. Abraham Y. Kim	Secretary	5203 Ruffner Woods Ct. Burke, VA 22015
Mr. Gin Up Kim	Member	3146 Silvan Woods Dr. Fairfax, VA 22031

Auditor

Name	Title	Web site	Email
COGC	CPA	www.cogcpas.com	info@cogcpas.com

INSTRUCTIONAL STAFF (FACULTY)

Name	Title	Degree	Certificate	Transcript	Resume
Kwang-Ho Yang	PT	Ph. D, D. Min.	Yes	Yes	Yes
David Sungwoo Kim	PT	D. Min.	Yes	Yes	Yes
Jaeheup Kim	PT	Ph. D.	Yes	Yes	Yes
Changhun Han	FULL	D. Min.	Yes	Yes	Yes
Young Jun Yoo	FULL	M. Div.	Yes	Yes	Yes
Han Yong Choi	FULL	D. Min.	Yes	Yes	Yes
Jung Sil Lee	PT	Ph. D.	Yes	Yes	Yes
Dongwon Na	PT	M. Div.	Yes	Yes	Yes
Dennis Park	PT	M. Div., Ph. D.	Yes	Yes	Yes
Sukho Moon	PT	Th. D	Yes	Yes	Yes
John C. Kim	PT	D. Min.	Yes	Yes	Yes
Seung Sin Park	PT	M. Div.	Yes	Yes	Yes
Grace J. O. Howard	PT	D. Min.	Yes	Yes	Yes
Suntaek Oh	PT	D. Min.	Yes	Yes	Yes
Craig Curtis Markley	PT	M. A.	Yes	Yes	Yes
Daniel Y. Park	PT	M. S.	Yes	Yes	Yes

STAFF

Name	Title	Degree	Certificate	Transcript	Resume
Na Ryung Kim	PT	M. A.	Yes	Yes	Yes
Jeong Sook Jo	PT	M.C.E.	Yes	Yes	Yes
Junil Oh	PT	B. S.	Yes	Yes	Yes

- Fulltime (FULL)
- Fulltime Candidate (FTC)
- Part time (PT)

ADMISSIONS

To apply for admission to the World Missions College of the Greater Washington, prospective students must meet all requirements and respective levels of prerequisites mentioned in each degree/certificate program.

List of Admission Documents

General Documents (need for all applicants)

- Admission Application Form
- Application Fee - \$100 (Non-refundable)
- Documents Processing Fee - \$100 (Non-refundable)
- A Photo -2x2 inch passport size (taken within the last three months)
- A Copy of Proof in Current Address – Driver’s License
- A Letter of Recommendation – From a Pastor or Professor

International Students

- A Photocopy of the Passport – F-1, F-2
- VISA / I-94 Form (F1, F2)
- A Proof of Financial Status – Certificate of Bank Statement

Additional Documents

- Undergraduate
 - Certificate of Graduation of High School or
 - High School Diploma in English Copy
- Graduate
 - Certificate of Bachelor’s Degree in English

Transfer Student (Anytime Transfer Available)

- A copy of the I-20 Form issued from the previous institute
- Transfer-In Confirmation Form
- Transcript of Previous Schools – Original Copy in English

TRANSFER STUDENT

Transfer the Credits from the Previous Institute

- Transfer credits are generally accepted at the discretion of the accepting institution. Accepting credits and how many credits are transferable depends upon the policy of each institution. WMCGW's policy regarding the credit transfer is as follows:
- The credit transfer review will be made under the supervision of the school Director. Students must submit the transfer credit application within their first semester at WMCGW.
- Credit transfer is considered only within the last 10 years of credit hours.
- Credit transfers may be allowed for the courses that are equivalent to the courses in WMCGW programs and in which students have made a letter grade of 2.3 (C+) or above for undergraduate courses and 2.7 (B-) or above for graduate courses. Credits may also be accepted if the courses previously taken are judged to be comparable to the courses offered by WMCGW. No credit transfer may be finalized until the application process is completed and the student is officially accepted.
- If the originating institution is not accredited, its credits will not be accepted.
- In case of credit transfer from an unaccredited institution, the Registrar, in consultation with the school director, evaluates the transcript under the guidelines established by the Academic Committee. The decision as to what previous academic work may be transferable into programs at WMCGW will be determined on a case-by-case basis. Factored into the analysis will be a course-by-course analysis of the previous academic work and an examination of the academic catalog of the institution (including faculty qualifications) and the student's performance in these courses.
- Up to 50% of credits completed in accredited schools will be transferred and applied toward the bachelor level degrees at WMCGW, provided the grade is 2.3 (C+) or above. Up to 50% of credits will be allowed to transfer for the master level, provided the grade is 2.7 (B-) or above, yet it cannot exceed 50% of the total credit hours of undergraduate and graduate program. A student must take at least three semesters of classes (minimum 36 credits) at WMCGW in order to receive a degree or certificate. Courses can be transferred only if they have been taken within ten years of enrollment at WMCGW and other schools.

In the event, WMCGW chooses not to accept transfer credits from another institution, students may request a re-consideration of the decision.

ACADEMIC PROGRAMS

ACADEMIC PROGRAMS

- Bachelor of Theology (B.Th.)
- Master of Divinity (M.Div.)
- Doctor of Ministry (D. Min.)

THE BACHELOR OF THEOLOGY (Th. B.) PROGRAM

Admission Requirement

Applicants who wish to apply to the program must be:

- 1) A committed, born-again Christian
- 2) A mature and healthy Christian in both mind and spirit
- 3) Missionary minded
- 4) At least 20 years of age
- 5) A member of an evangelical Protestant church
- 6) A high school graduate *or* holding the Bible Studies Certificate

Graduation Requirement

Each student in the Bachelor of Theology program must complete a total 120 credit hours of required courses in order to qualify for graduation from WMCGW including 36 credits of the General Education Requirement.

Educational Objectives

The Bachelor of Theology program designed to promote students' growth towards personal maturity and professional ministry competence. The objectives of the program are accomplished through classroom instruction, the modeling of professors, the practice of ministry through the Practical Missions activities, chapel services, and student organizations. The completion of an essay on a concerned field of study may be required.

Foundational Studies

The Bachelor of Theology program seeks to guide students to understand and interpret the Christian faith in the light of its Biblical, missiological, theological, and historical dimensions as well as utilize insights gained from these disciplines for the effective practice of ministry in the church, community and the world.

Essential Skills for Ministry

The Bachelor of Theology program seeks to guide students to understand, develop, and utilize the essential skills for ministry. Its aim is to build effective performance of pastoral and missionary leadership roles in the church or in the mission field, including preaching, teaching, worship leadership, pastoral leadership, pastoral ministry, personal counseling, evangelism, missions, and community activities.

Personal Growth and Professional Development

The Bachelor of Theology program seeks to guide students to develop lifelong patterns of continuing personal spiritual growth and professional development.

The Bachelor of Theology Courses

FIRST YEAR

Course Title	Course Number	Credit Hours	Total Hours
Introduction to the Old Testament	UOT 01	3 hours	
Introduction to the New Testament	UNT 01	3 hours	
Biblical basis of Missions	UMS 01	3 hours	
English: Reading & Writing	UEN 01	3 hours	
College Math	UCM01	3 hours	
Natural Science	UNS 01	3 hours	
Introduction to Sociology	USC 01	3 hours	
Introduction to Psychology	UPS 01	3 hours	
Liturgy Practice	ULP 01- 02	6 hours	
			24 Hours

SECOND YEAR

Course Title	Course Number	Credit Hours	Total Hours
Pentateuch	UOT 02	3 hours	
Synoptic Gospel	UNT 02	3 hours	
Introduction to Christian Ethics	UCE 01	3 hours	
Personal Evangelism	UPE 01	3 hours	
Introduction to Christian Education	UED 01	3 hours	
Introduction to Missions	UWM01	3 hours	
Biblical Counseling	UBC 01	3 hours	
Creation and Evolution	UNS 02	3 hours	
Liturgy Practice	ULP 03- 04	6 hours	
Christian Art and Culture	UCA 01	3 hours	
			24 Hours

THIRD YEAR

Course Title	Course Number	Credit Hours	Total Hours
Bible Study Methods	UBS 01	3 hours	

History of Christianity	UHS 01	3 hours
Bible Prophecy	UBS 02	3 hours
Christian Life and Ethics	UCE 02	3 hours
Christian Literature	UCL 01	3 hours
Introduction to Philosophy	UIP 01	3 hours
Introduction to High Technology	UIH 01	3 hours
Introduction to World History	UWH 01	3 hours
Spiritual Formation for Mission	USF 01	3 hours
Liturgy Practice	ULP05-06	6 hours

24 Hours

FOURTH YEAR

Course Title	Course Number	Credit Hours	Total Hours
Church Planting Strategy in Mission	UWM 03	3 hours	
Romans	UBR 01	3 hours	
Christian Leadership	UCL 01	3 hours	
Bible Doctrine	UBD 01	3 hours	
Contemporary Mission Problems	UMP 01	3 hours	
Pauline Epistles	UBP 01	3 hours	
Personal Ministry Formation	UPM 01	3 hours	
Sermon Preparation	USP 01	3 hours	
Senior Integrative Seminar	USS 01	3 hours	
Liturgy Practice	ULP 07- 08	6 hours	

24 Hours

FIFTH YEAR

Course Title	Course Number	Credit Hours	Total Hours
Acts	UNT 03	3 hours	
Introduction to Worship Studies	UWS 01	3 hours	
Church Administration	UAD 01	3 hours	
World Missions Strategy	UWM 02	3 hours	
Christian Mission History	UMS 02	3 hours	
Missions in Culture	UMS 03	3 hours	
Cross-Cultural Missions Strategy	UMS 04	3 hours	
Psalms	UOT 03	3 hours	
Research and Writing	URW 01	3 hours	
Liturgy Practice	ULP 09- 10	6 hours	

24 Hours

General Education Courses

WMCGW's General Education curriculum consists of three mandatory core courses and nine elective courses. Elective courses are categorized into five areas and students are required to take at least ONE course from the Communication area and at least TWO courses from each of the rest four areas. Students are required to complete a total of 36 credits to fulfill the General Education Requirement. The five areas are as follows: Communication, Humanities/Fine Arts, Natural Science/Mathematics, Behavioral/Social Science, and Critical Thinking.

Mission

To prepare a diverse body of students for becoming well versed in a wide variety of academic and non-academic disciplines, better able and more willing to pursue significant questions of the academic disciplines, seek appropriate solutions to complex problems, make sound critical judgments, and formulate rational analysis and non-academic assessment, thus ready for further academic challenge.

Objectives

Students who successfully complete General Education curriculum will have:

1. Communication skills in reading, listening, writing, and speaking.
2. Understanding and appreciation of history, fine art, and music to interpret human experiences and the meanings people have given them in relationship to the place and time in which they occurred.
3. Understanding of and sensitivity to the social, political, and economic frameworks of the society and human activities within them.
4. Knowledge of the natural world including the ways it works and the role of science in exploring it for better understanding.
5. Knowledge of methods and techniques for analytic and logical research, evaluation, and problem solving.

General Education (36 credits required)

GE Core Courses

(9 Credits)

All undergraduate students are required to take these courses in English and Science.

UEN 01	College English I
UEN 02	College English II
UEN 03	Bible Reading

Communication**(3 Credits)**

Courses in this area deal with written and oral communications. They will improve students abilities to read, write, speak, and listen with clarity, precision, and depth of understanding. This area also includes speech-focused courses which enhance students' abilities to express their ideas in more lucid and effective ways in public presentation.

UEN 03	English: Speech Clinic
UEN 04	Analytical Reading & Writing
UEN 05	Practical English (Street Talk)
UEN 06	Applied English (Business English)
SLN 01	Spanish I: Basic
SLN 02	Spanish II: Intermediate
CLN 01	Chinese I: Basic
CLN 02	Chinese II: Intermediate
KLN 01	Korean I: Basic
KLN 02	Korean II: Intermediate
USP 01	Public Speech

Humanities/Fine Art/Music**(6 Credits)**

Academic study of the humanities involves the study of recorded human experiences and the major forms of such records: philosophical, historical, artistic, and literary. Students have the opportunity to harness specialized knowledge and personal experiences of humanity. As one facet of human experience, the arts represent a fusion of the emotional, spiritual, and intellectual realities of the human condition. Study of the arts leads to heightened aesthetic awareness and deepens cultural understanding

UCA 01	Christian Art and Culture
UCA 02	Biblical Messages in Arts
UCA 03	Art Appreciation
UBH 01	Biblical Healing Through Arts
UCM 01	Church Music I
UCM 02	Church Music II

UGV 01	American Government
UHS 01	World History of Civilization
UHS 02	History of the United States
ULT 01	Introduction to Literature
ULT 02	The Bible as Literature

Natural Sciences / Computer

(6 Credits)

Courses in this area include the study of basic mathematic and scientific knowledge, as well as the role of applied science and technology as agents of change in society and the world. The courses focus on the description, prediction, and understanding of natural phenomena based on observational and empirical evidence. It also concentrates on knowledge and skills necessary for the appreciation and enhancement of a healthful lifestyle.

UNS 01	General Biology
UNS 02	Origin of Life: Creation and Evolution
UNS 03	Ecology
UNS 04	Advanced Biological Science
UNS 05	Introduction to Nutrition Science
UPH 01	Public Health
UIH 01	Introduction to High Tech
UIH 02	Application of Information Technology

Behavioral / Social Sciences

(6 Credits)

Each course in the social sciences develops an appreciation of the processes of social interaction and emphasizes the analytic frameworks and techniques social scientists use to explain the causes and patterns of individual and institutional behavior. A scholarly or scientific discipline that deals with such study includes sociology, psychology, education, economics, political science, and social work.

UEC 01	Introduction to Economics
USN 01	Introduction to Social Network
USN 02	Contemporary Life with Social Network
UPO 01	Introduction to Political Science
USW 01	Introduction to Social Work
ULW 01	Introduction to Law

Critical Thinking

(6 Credits)

Critical thinking, also called critical analysis, is clear, rational thinking involving critique. During the process of critical thinking, ideas should be reasoned and well developed. The National Council for Excellence in Critical Thinking defines critical thinking as the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action.

- UPC 01 Survey of Popular Culture
- USR 01 Science and Religion
- UPH 01 Logic and Reasoning
- UPH 02 Contemporary Moral Issues
- UPH 03 Faith and Knowledge

Undergraduate Course description

Introduction to the Old Testament (UOT 01) course is a study of the Old Testament with regard to the historical and religious life of ancient Israel. The course also studies critical, historical, hermeneutical, and theological issues related to each book of the Old Testament.

Introduction to the New Testament (UNT 01) course is a study of the New Testament, including the life and teaching of Jesus, the transmission of the Gospel traditions in the early church, the main events in Jesus' life, the quest of historical Jesus and the beginning and development of the Church.

Biblical Basis of Mission (UMS 01) course is a study of the Biblical foundations of Christian missions. Special attention will be given to Biblical understanding of missions through various Christian era. Conservative Biblical hermeneutics will be introduced. It researches the motivating Biblical phrase which enables Christian mission.

Christian Mission History (UMS 02) course is an overall view of Christian Mission history from its beginning to modern era. Attention will be given to the activities of 12 Apostles and Paul. Early Church fathers, medieval figures, reformists, and modern missionaries will be introduced in the view of Christian mission history.

Mission in Culture (UMS03) course designed to introduce a variety of cultural settings that interact in the process of mission. Physical, psychological, and socio-cultural factors that affect the process of mission will be examined from a Christian perspective.

English: Reading & Writing (UEN01) course focuses on mastering the rules of basic English grammar, improving vocabulary, and building paragraph writing skills. The course is designed to help students develop expository essay writing.

Church Music (UCM01-02) designed for the students learn and practice of the variety of church music. By electing courses from a broad set of categories, enrolling in a proseminar in church music, and participating in selected worship opportunities, the student will gain an understanding of the history, theology, and practice of the variety of Christian liturgical music traditions.

Natural Science (UNS 01) course introduces students to the universal principles that operate in our physical world, providing facts, vocabulary and concepts necessary for understanding issues in contemporary society and for the integration of faith and natural science.

Creation and Evolution (UNS 02) designed to study the origins of human beings and the origins of the earth and to help students make their own judgments about what is right. Especially, in modern ages, with regard to the origin of life, various evolution theories and scientific hypotheses can make the judgment blur what is right. In this course, students will recognize how those scientific hypotheses can be used wrongly to misjudge that the sovereign creation of God proclaimed in the Bible. So, this class will focus to build up the power to judge right one by comparing scientific theories with providence of God.

Ecology (UNS 03) is a comprehensive introduction to ecology. Students will be introduced to the types of questions asked by ecologists, the principal concepts and theories that guide ecological inquiry, and the methods that are used to answer ecological questions. Particular emphasis will be paid to population, community, and ecosystem level processes. Both terrestrial and aquatic systems will be considered.

Introduction to Sociology (USC 01) is an introduction to basic sociological concepts, such as individual and group interaction, social mobility and stratification, status and class, race and gender relations, urbanism, crime and criminology, and social change and reform.

Christian Art and Culture (UCA 01) presents an overview of the artistic representation of Christianity and church related artistic production from the Catacombs to contemporary era. It will cover Late antiquity, Middle age, Renaissance, Baroque, Neoclassicism, Symbolism, and Modern art of 20th century and Contemporary art of 21st century. This course fulfills the school requirement of general education. Through art and culture students understand and learn Christian symbols, material culture, and biblical knowledge.

Biblical Healing Through Art (UBH 01) will examine theories and models of art therapy from an international and a cross cultural perspective through Art along with Biblical scriptures. Art therapy uses different forms of creative expression to help people explore and

transform feelings, thoughts, and ideas. It can help to process and cope with emotional issues as well as facilitate self-awareness, understanding, healing, and well-being. Art therapy can be especially useful for people who find it difficult to talk about their thoughts and emotions.

Introduction to Psychology (UPS 01) course examines historic and contemporary psychological theories of maturity, motivation, personality, emotions and mental health. Theories are an understanding, evaluated and integrated with Biblical teachings about human nature, and the Christian life.

Pentateuch (UOT02) course deals with the historical and theological development of ancient Israelite Scripture. Students will learn how to perform exegetical work on specific texts during the class for the improvement of enlarging their mission perspectives.

Cross-Cultural Missions Strategy (UMS 04) is a study of how to communicate effectively the Gospel across cultural boundaries. The course will examine various worldviews, value systems, social structures in light of Biblical principles to develop effective communication.

Psalms (UOT03) is an exegetical study of the historical writings of the Old Testament. Special attention is given to Israel's history from the Conquest to the Post-exile Return as well as examination of critical, historical, hermeneutical and theological issues.

Synoptic Gospels (UNT02) is an exegetical study of the Gospels. The course deals with the historical and theological development of the synoptic Gospels. Students will learn how to perform exegetical work on specific texts comparing synoptic Gospels among others.

Introduction to Christian Ethics (UCE01) explores Christian's ethical principles and foundations. It deals with contemporary ethical issues relating with various ethic scholars. Special attention is given to beatitude and its applications to human life.

Personal Evangelism (UPE01) class explores what it means to share the Gospel to those who do not yet believe. The course analyzes the problems that hinder them from coming to Christian belief and learns how to strategize to reach out to non-believers.

Introduction to Christian Education (UED 01) course is designed to teach students what it means to educate people within Christian view, values, and beliefs founded upon the Scriptures and instruct them how to carry them out in various educational settings.

Acts (UNT 03) course deals with the historical background and theological development of the early church. Students will learn about the life and deeds of the early Christian communities and their expansion to the ends of the earth.

Introduction to Missions (UWM01) is a study of the Biblical foundations, history and philosophy of Christian missions. Special attention will be given to modern missions and various ethnic, cultural challenges the church is facing in this multicultural globalized era.

Biblical Counseling (UBC 01) is intended to introduce students to the field of counseling in a Biblical understanding. A definition of counseling, counseling theory and practice, the counselor's relationship to the counselee, and various Biblical counseling skills will be introduced.

Bible Study Methods (UBS 01) is intended to teach students how to effectively study the Bible. It introduces them to the skill of inductive Bible study in various genres, such as narrative, poetry, and epistles, so that students may gain the ability to correctly interpret the Bible.

History of Christianity (UHS 01) is a study of Christian history from the second century B.C. to the rise of the modern era with a special emphasis on the institutional history of the Church as well as theological development in the church.

Bible Prophecy (UBS 02) studies the Old Testament Prophecy appeared in Isaiah through Malachi. The course attempts to discover the original messages of the prophets within their historical contexts, how their messages worked, and see how they can be applied to our life and ministries.

Christian Life and Ethics (UCE02) course is an examination of Christian ethical principles and basic system of ethics. It will also deal with contemporary problems of war, homosexual issues, pleasure, money, divorce, abortion, racism, social responsibility, euthanasia, and similar issues.

Christian Literature (UCL01) is a literary and theological study of selected Christian devotional writings. It critically assesses them by discussing various aspects of the writings, such as theme, structure, central ideas, the use of narrative and figurative language and the like.

Introduction to Philosophy (UIP01) examines methods and assumptions of philosophical systems, theories of knowledge, metaphysics, and value of leading philosophers in these areas, carrying on a dialogue with their ideas.

Introduction to High Technology (UIH 01) is designed to introduce high technology system to help practical mission or ministerial application. Basic computer management skills and internet application to practical ministry will be introduced.

Introduction to World History (UWH 01) is an overall view of World history from its inception until the modern era. Attention is given to the Creation theory vs. Evolution theory in Christian perspective. American history will be touched. Attention is given to Immigration and Settlement, Revolutionary war, and Founding of the nation.

Introduction to Worship Studies (UWS 01) is an introductory study of Christian worship, its Biblical roots and historical development. It will also examine diverse contemporary denominational worship styles and their roles and outcomes in the lives of participants.

World Missions Strategy (UWM 02) is a study to convey effectively the Gospel across the cultural boundaries. The course will attempt effective strategies of mission in the world facing issues such as Ecumenism, Separatism, the Charismatic Movement, Liberation Theology, and the Church Growth movement.

Church Planting Strategy in Mission (UWM03) offers a study of the Biblical and cultural principles involved in planting new churches in different cultures both at home and abroad. Students will learn such concepts as church organization, forms of worship, lay participation and leadership development.

Romans (UBR 01) is a study of Romans, dealing with the theological issues of the epistles, which have become the cornerstone of Christian theology. Students will learn how to perform hermeneutics based on exegetical work on specific texts for their mission.

Christian Leadership (UCL 01) is a study of Biblical and practical principles for leadership in local church settings. The course will examine various types of leadership and assess them in light of the Biblical truth. Special attention will be given to the servant leadership.

Bible Doctrine (UBD 01) course is an examination of the key areas and issues pertaining to the doctrines of Theology. Christology, Pneumatology, and Anthropology will be explored. The study also includes the doctrines of inspiration and inerrancy of the Bible.

Contemporary Mission Problems (UMP 01) course is a broad survey and a study regarding contemporary problems hindering the advance of Gospel. Other religions such as Islam, Buddhism, and Roman Catholicism and their negative influence for Gospel will be examined. Some cultural factors also will be examined.

Pauline Epistles (UBP 01) is an exegetical study of Pauline Epistles. The course deals with the theological issues of the epistles. Students will learn how to perform exegetical work on specific texts for their sermon preparation and Bible study presentation.

Personal Ministry Formation (UPM 01) is designed to introduce the importance of human relationships in various church ministries. The class will examine the theories of relationships by means of practical case studies to gain insight into how to better cultivate human relationships in local churches.

Sermon Preparation (USP 01) course enables students to apply their understanding of exegesis to the development of sermons. Using various versions of the Bible, students practice

intensive exegesis work, focusing upon its textual, contextual, literary, historical, and theological issues for their sermon preparation.

Senior Integrative Seminar (USS 01) helping seniors' research program so that graduating seniors may spend some time dealing with various spiritual, moral, and social issues they wish to clarify and explore before their graduation.

Spiritual Formation for Mission (USF 01) is a foundational study of the process of making space for the Holy Spirit's work of transformation into the likeness of Christ. It introduces spiritual practices, grounded in the Christian tradition, that sustain and nurture a life-long pursuit of union with God. Includes a prayer retreat.

Research and Writing (URW 01) is a final and integrative research and writing before graduation. Thesis research and writing under the supervision of an advisor. The student will learn how to write thesis statement, how to go about the research, and how to organize the writing for the thesis.

Liturgy Practice (ULP 01 -08) is a necessary part of "*Ministry Formation curriculum of WMCGW*" and a "Community Service". All of our students must take the liturgy practice class and submit the liturgy practice report every week after attending the Wednesday and Sunday services. Each semester the subjects are different depending on each student's enrollment as below.

ULP 01 – Presiding Worship

ULP 02 – Homiletics

ULP 03 – Hymnology

ULP 04 – Missiology

ULP 05 – Home Visitation

ULP 06 – Hermeneutics

ULP 07 – Pneumatology

ULP 08 – Church Administration

ULP 09 – Evangelism

ULP 10 – Intercession

THE MASTER OF DIVINITY (M. Div.) PROGRAM

Purpose

The Master of Divinity Program prepares the student for pastoral ministry, missions, chaplaincy, and other church-related vocations. The M. Div. program may be completed in three years.

Admission Requirement

Applicants who wish to apply to the program must be:

- 1) A committed, born-again Christian
- 2) A mature and healthy Christian in both mind and spirit
- 3) Missionary minded
- 4) A member of an evangelical Protestant church
- 5) A college/university graduate **or** holding the Bachelor of Theology or its equivalent

*Those who have already graduated from the Master of Christian Education program or the Master of Ministry program need to meet the remaining semester hours of study.

Graduation Requirements

Applicants must meet the following requirements to be awarded the M. Div. degree:

- 1) Complete 92 credit hours of courses
- 2) Write a thesis in the student's specialized field (6 credit hours)
- 3) Complete the prescribed curriculum with a C+ average or above
- 4) Demonstrate spiritual fitness for Christian ministry through contribution in Bible studies; active participation in local churches; and personal conduct and deportment within the student body and Christian society.
- 5) Have met all financial obligations before the time of graduation

Educational Objectives

The Master of Divinity program is designed to promote students' growth towards personal maturity and professional ministry competence. The objectives of the program are accomplished through classroom instruction, the modeling of professors, a practice of ministry through the Practical Missions activities, chapel services, and student organizations. The completion of an essay on a concerned field of study may be required.

The Master of Divinity Courses

FIRST YEAR

Course Title	Course Number	Credit Hours	Total Hours
Introduction to the Old Testament	GOT 01	3 hours	
Introduction to the New Testament	GNT 01	3 hours	
Introduction to Missiology	GWM 01	3 hours	
Advanced Practice or Worship	GLP 01-02	3 hours	
Biblical Basis of Missions	GMS 01	3 hours	
Introduction to Christian Education	GED 01	3 hours	
Introduction to Christian Ethics	GCE 01	3 hours	
			18 Hours

SECOND YEAR

Course Title	Course Number	Credit Hours	Total Hours
Christians Missions History	GMS 02	3 hours	
Introduction to the OT Hebrew	GBL 02	3 hours	
Work Missions Strategy	GWM 02	3 hours	
Pentateuch	GOT 02	3 hours	
Christian Life and Ethics	GCE-02	3 hours	
Synoptic Gospel	GNT 02	3 hours	
Advanced Practice or Worship	GLP 03-04	3 hours	
			18 Hours

THIRD YEAR

Course Title	Course Number	Credit Hours	Total Hours
Doctrine of Man	GTH 03	3 hours	
Psalms	GOT 03	3 hours	
Gospel and Hymnology	GLP 03-04	3 hours	
Introduction to the NT Greek	GBL 01	3 hours	
Bible Study Methodology	GBS 01	3 hours	
Acts	GNT 03	3 hours	
			18 Hours

FOURTH YEAR

Course Title	Course Number	Credit Hours	Total Hours
Doctrine of the Church	GTH 04	3 hours	
Advanced Liturgy Practice	GLP 04	3 hours	
Isaiah	GOT 04	3 hours	
Practice of Home Visitation	GLP 06	3 hours	
Romans	GNT 05	3 hours	
Gospel of John	GNT 04	3 hours	
			18 Hours

FIFTH YEAR

Course Title	Course Number	Credit Hours	Total Hours
Prophets	GOT 05	3 hours	
Pneumatology	GTH 06	3 hours	
Church Planting Strategy in Missions	GWM 03	3 hours	
Doctrine of the Last days	GTH 05	3 hours	
Liturgy Practice (Hermeneutics)	GLP 05	3 hours	
Thesis I	GWT01	3 hours	
			18 Hours

SIXTH YEAR

Course Title	Course Number	Credit Hours	Total Hours
Thesis II	GWT02	3 hours	
			3 Hours

Graduate Course description

Introduction to the Old Testament (GOT 01) course is designed to examine the Old Testament with regard to the historical and religious life of ancient Israel. The course also studies critical, historical, hermeneutical, and theological issues related to each book of the Old Testament.

Introduction to the New Testament (GNT 01) course is a study of the New Testament, including the life and teaching of Jesus, the transmission of the Gospel traditions in the early church, the main events in Jesus' life, the quest of historical Jesus and the beginning and development of the Church.

Biblical Basis of Mission (GMS 01) course is designed to examine the Biblical foundations of Christian missions. Special attention will be given to Biblical understanding of missions through various Christian era. Conservative Biblical hermeneutics will be introduced. It researches the motivating Biblical phrase which enables Christian mission.

Christian Mission History (GMS 02) course is an overall view of Christian Mission history from its beginning to modern era. Attention will be given to the activities of 12 apostles and Paul. Early church fathers, medieval church figures, reformists, and modern missionaries will be introduced in the view of Christian mission history.

Mission in Culture (GMS03) course is designed to introduce a variety of cultural settings that interact in the process of mission. Physical, psychological, and socio-cultural factors that affect the process of mission will be examined from a Christian perspective.

Introduction to Systematic Theology (GTH01) course focuses on the doctrine of man's creation and fall, the origin and nature of human beings, the nature of sin and its consequences, the doctrines of salvation in terms of substitutionary atonement, redemption, propitiation, and reconciliation in Christ.

World Christian Study (GMS06) course is designed to help students understand and assess today's prevailing world views, which consist of ideas, convictions and commitments that shape our outlook on life, from an Evangelical and conservative Christian perspective.

Doctrine of God (GTH 02) course introduces students to the understanding of God, His existence and attributes, and His work in predestination, preservation, and providence. The course also examines the doctrines of Christ in His preexistence, incarnation, humanity, death, resurrection and atonement.

Doctrine of Man (GTH 03) course is an introductory study that which a variety of spiritual, physical, psychological, and socio-cultural factors that interact in the process of human growth and development from a Christian perspective will be discussed. It also introduces man's sin and fall and the necessity of Jesus' salvation.

Doctrine of the Church (GTH 04) course examines historic and contemporary understanding of the Christian church. It deals with the implication of the Church as the body of Christ. Some contemporary issues are also raised to challenge how Christians should face present and future responsibilities of the Church.

Doctrine of the Last days (GTH 05) course examines key issues in the doctrines of eschatology, to include immortality, death, the immediate state, tribulation, the millennial kingdom, the eternal state, and the judgment of God – all within God's purpose during the End Times.

Gospel of John (GNT 04) course is an exegetical study on the Gospel of John. It deals with the historical and theological development of the fourth Gospel. Special attention is given to characteristic features of faith, comparing it with the synoptic Gospels.

Pentateuch (GOT02) course deals with the historical and theological development of ancient Israelite Scripture. Students will learn how to perform exegetical work on specific texts during the class to advance their mission perspectives.

Cross-Cultural Missions Strategy (GMS 04) course is a study on how to communicate effectively the Gospel across cultural boundaries. The course will examine various worldviews, value systems, social structures in light of Biblical principles to develop effective communication.

Psalms (GOT03) course is an exegetical study of the historical writings of the Old Testament. Special attention is given to Israel's history from the Conquest to the Post-exile Return as well as examination of critical, historical, hermeneutical and theological issues.

Synoptic Gospels (GNT02) course is an exegetical study of the Gospels. The course deals with the historical and theological development of the synoptic Gospels. Students will learn how to perform exegetical work on specific texts, comparing synoptic Gospels among others.

Introduction to Christian Ethics (GCE01) course explores Christian ethical principles and foundations. It deals with contemporary ethical issues relating with various ethic scholars. Special attention is given to the Beatitude and its applications to human life.

Life of Jesus Christ (GPS 01) course explores how Jesus Christ revealed himself to early believers and how their understanding of Christ, gathered in the Canon, shaped Christian communities. Students will further study how their theologies have left an indelibly profound influence upon human life and destiny.

Homiletics (GPH01) class enables students to apply their understanding of exegesis to the development of sermons. A practical approach to develop preaching skills will be introduced. The first part of the course deals with how to write proper content for sermons while the latter portion will instruct on delivery.

Personal Evangelism (GPE01) class explores what it means to share the Gospel to those who do not yet believe. The course analyzes problems that hinder non-believers from coming to Christ and teaches strategies on how to reach out to them.

Introduction to Christian Education (GED 01) course is designed to teach students what it means to educate others within Christian views, values, and beliefs. It is founded upon Scriptures and will instruct students on how to carry them out in various educational settings.

Acts (GNT 03) course deals with the historical background and theological development of the early church. Students will learn about the life and deeds of early Christian communities and their expansion to the ends of the earth.

Introduction to Missiology (GWM01) course is a study on the Biblical foundations, history, and philosophies of Christian missions. Special attention will be given to modern missions, with specific focus on the various ethnic and cultural challenges the Church faces in this multicultural, globalized era.

Biblical Counseling (GBC 01) course is intended to introduce students to the field of Biblical counseling. A definition of counseling, counseling theory and practice, the counselor's relationship to the counselee, and various Biblical counseling skills will be introduced.

Bible Study Methodology (GBS 01) course is intended to teach students how to effectively study the Bible. It introduces them to the skill of inductive Bible study in various genres, such as narrative, poetry, and epistles. The course aims to teach students how to interpret correctly the Bible.

History of Christianity (GHS 01) course is a study of Christian history from the second century B.C. to the rise of the modern era, with a special emphasis on the institutional history of the Church as well as theological development in the church.

Prophets (GOT 05) course is a study of the Old Testament Prophets from Isaiah to Malachi. The course attempts to discover the Prophets' original messages within their historical contexts, how their messages worked, and to see how they can be applied to our lives and ministries.

Christian Life and Ethics (GCE02) course is an examination of Christian, ethical principles as well as the basic system of ethics. It also deals with contemporary problems of war, homosexuality, pleasure, money, divorce, abortion, racism, social responsibility, euthanasia, and other similar issues.

Isaiah (GOT 04) course is an exegetical study of the prophet Isaiah. The course deals with the historical and theological development of prophet Isaiah and the pre-Exile Israelite community. Students will learn how to perform exegetical work on Isaiah.

Pneumatology (GTH 06) study explores interactive dynamics between humans and God's spirit. Pneumatology is the study of spiritual beings and transcendental phenomena. Special attention is given to the modern understanding of Biblical and historical developmental work of the Holy Spirit.

Introduction to the New Testament Greek (GBL 01) designed to introduce students to the exegesis of the Greek New Testaments. Students will learn basic principles of Greek grammar along with the paradigms, vocabulary, and syntactical principles, and will practice translation in order to prepare for exegesis.

Introduction to the Old Testament Hebrew (GBL 02) designed to teach exegesis of the Hebrew Old Testaments. Students will learn basic principles of Hebrew grammar along with the paradigms, vocabulary, and syntactical principles, and practice translation in order to prepare for exegesis.

Introduction to Liturgy (GWS 01) course is an introductory study on Christian worship, its Biblical roots and historical development. It will also examine diverse contemporary denominational worship styles and their roles and outcomes in the lives of participants.

World Missions Strategy (GWM 02) course is a study on effectively conveying the Gospel across the cultural boundaries. The course will attempt to teach effective strategies of global

missions in the world facing Ecumenism, Separatism, the Charismatic Movement, Liberation Theology, and the Church Growth movement.

Church Planting Strategy in Mission (GWM 03) course offers a study of the Biblical and cultural principles involved in planting new churches in different cultures both at home and abroad. Students will learn such concepts as church organization, forms of worship, lay participation and leadership development.

Romans (GNT 05) is a study of Romans, dealing with the theological issues of the epistles, which have become the cornerstone of Christian theology. Students will learn how to perform hermeneutics based on exegetical work on specific texts for their mission.

Christian Leadership (GCL 01) is a study of Biblical and practical principles for leadership in local church settings. The course will examine various types of leadership and assess them in light of the Biblical truth. Special attention will be given to the servant leadership.

Bible Doctrine (GBD 01) course is an examination of the key areas and issues pertaining to the doctrines of Theology. Christology, Pneumatology, and Anthropology will be explored. The study also includes the doctrines of inspiration and inerrancy of the Bible.

Contemporary Mission Problems (GMP 01) course is a broad survey and a study regarding contemporary problems hindering the advance of Gospel. Other religions such as Islam, Buddhism, and Roman Catholicism and their negative influence for Gospel, also some of the cultural factors will be examined.

Pauline Epistles (GBP 01) course is an exegetical study of Pauline Epistles. The course deals with the theological issues of the epistles. Students will learn how to perform exegetical work on specific texts for their sermon preparation and Bible study presentation.

Personal Ministry Formation (GPM 01) course is designed to introduce the importance of human relationships in various church ministries. The class will examine the theories of relationships by means of practical case studies to gain insight into how to better cultivate human relationships in local churches.

Sermon Preparation (GSP 01) course enables students to apply their understanding of exegesis to the development of sermons. Using various versions of the Bible, students practice intensive exegesis work, focusing upon its textual, contextual, literary, historical, and theological issues for their sermon preparation.

Senior Integrative Seminar (GSS 01) course is a seminar helping seniors' research program so that graduating seniors may spend some time dealing with various spiritual, moral, and social issues they wish to clarify and explore before their graduation.

Thesis (GRW 01) course is a final and integrative research and writing before graduation. Thesis research and writing under the supervision of an advisor. The student will learn how to write thesis statement, how to go about the research, and how to organize the writing for the thesis.

Mission Trip (GMT 01) class explores what it means to be in mission field experiencing the real mission life in actual setting. It will help students to apply mission theory in classroom to practical mission field.

Wisdom Literature (GOT 06) class explores exegetical study of the wisdom literature of the Old Testament. The course deals with theological relationships among these books as well as examines spiritual, critical, historical, hermeneutical and theological issues.

The Covenant Theology (GTH06) class involves a careful study of Covenant ideas in the Old Testament. The course examines what kinds of covenants God made with Israel and how these covenants became the foundation of Israel's hope in God throughout its communities.

Current Ethical Issues (GCE 06) course explores what it means to be ethical in current society as a Christian. The course deals with Christian ethical principles and foundations. It will also deal with contemporary problems of war, pleasure centered life style, divorce, abortion and euthanasia and similar issues.

Contemporary Theologies (GTH 07) class explores a study of significant theological movements within contemporary Christian world. The rise, development, and unique theological features of selected systems will be emphasized, examined, and evaluated.

Church Administration (GCA 01) course is a study of Biblical and practical principles for administering the affairs of local churches. This includes both business and spiritual areas and particularly underscores the role of the pastor in conducting various types of public and ecclesiastical services.

Catholicism Critics (GTH 08) course deals with the historical and cultural development and doctrines of Catholicism. The course helps students to clarify the implication of the salvation through faith in Jesus Christ and to enable to criticize the heretic characteristics of contemporary Catholicism.

Family Counseling (GPH 06) course provides the students with intensive study in the principles and methods of Christian counseling as related to the dynamics of marriage and family life. Family development, communication, conflict, resolution, in-law relationship and divorce counseling will be discussed.

Advanced Liturgy Practices (GLP 01 -10) are necessary part of "Ministry Formation curriculum of WMCGW". All of our students must take the liturgy practice class and submit

the liturgy practice report every week after attend the Wednesday and Sunday services. Each semester the subjects are different depends on each student's enrollment as below.

- GLP 01 – Advanced Presiding Worship
- GLP 02 – Practice of Homiletics
- GLP 03 – Gospel and Hymnology
- GLP 04 – Modern Missiology
- GLP 05 – Practice of Home Visitation
- GLP 06 – Understanding Hermeneutics
- GLP 07 – Pneumatology II
- GLP 08 – Practice of Church Administration
- GLP 09 – Practice of Evangelism
- GLP 10 – Spiritual Growth

DOCTOR OF MINISTRY PROGRAM (D. Min.)

1. Purpose

This program aims at the student's competence in theological reflection and practical ministry skills, and to help students develop spiritual and local church leadership. It prepares students the practical tools and skills to improve ministry and missions applying the course to acquire theological knowledge to his (her) ministry and missions. The Doctor of Ministry program is designed to provide the highest professional education in various areas of ministry for the students who are successfully engaged in ministry. It is also to delete the chasm between Idealism of theoretical theology and pro-experientialism in ministry.

2. Feature

The dissertation course in this program focuses on knowledge, perspective, and skill which can be applied in mission and ministry fields. Also, this program would be concerned about applying existing theological knowledge to actual ministry. This program emphasizes the methodology of ministry. So, students are instructed to practical methodologies for their future ministries and to concrete skills based on their precedent theological knowledge and experiences. This program would maximize the potentiality of ministers and presents adequate developments of ministry tactics admitting different ministries by different talents from God.

3. Objectives

Each graduate of the D. Min. program will be able to:

- 1) Objectively evaluate the ministry in which the student has been involved.
- 2) Analyze and understand problems that have hindered the ministry from spiritual maturation.
- 3) Share these struggles with fellow pastors, see how they cope with these difficulties, and learn from each other about how to deal with them.
- 4) Formulate diverse strategies to overcome these obstacles and discover which strategy may best work for the individual church.
- 5) Create a project which one can implement to achieve the devised strategy.
- 6) Report the outcome of its implementation so that fellow pastors may benefit from it.

4. Admission Requirements

WMCGW accepts those who have earned a M.Div. degree from accredited institutions or its equivalent. Candidates are required to have had three years of ministry experience or the first graduate theological degree which may include minimum of 72 graduate semester hours of theology, biblical studies, and the arts of ministry. For those who fall outside these requirements of admission, the Admissions Committee of the Doctor of Ministry (ACDM) will review each case to determine admission.

Candidates are required to have earned a minimum cumulative grade point average of 2.5 (on a 4.0 scale) for master's level work. Students whose GPA is below this level may be provisionally accepted into the program. These candidates will be put on probation until they successfully complete nine credit hours. Additional class work to improve their grades may be required.

5. Applications

Doctor of Ministry applications should be presented to WMCGW at least a month prior to the first seminar. Accepted students may start their studies at any of the D. Min. seminars offered regularly or modularly throughout the year.

The ACDM may grant admission on the basis of the required credentials alone, or request the applicant to submit additional materials and/or schedule an interview with the applicant. The Director of the D. Min. program will conduct the interview.

Admission policies and procedures are subject to change without notice. New students are required to submit a non-refundable tuition deposit to confirm acceptance of admission.

Unless candidates start the program within one calendar year of admission, they will automatically lose eligibility and must go through the admissions process again.

6. Required Documents for Application

- Application Form
- Transcript for M.Div. or its educational equivalent from an accredited institution. The transcript should show a minimum of 72 graduate semester hour credits in theological and ministerial study with a minimum cumulative grade point average of 2.5 (on a 4.0 scale).
- Official transcripts from all other postsecondary institutions attended
- Proofs of three years of ministry experience after his or her first graduate theological studies
- Resume and Statement of the Purpose of Study
- Three Reference Letters: two from pastors and one from a professor
- \$200 non-refundable application fee

If deemed necessary, an interview with the Director of the D. Min. program will be scheduled. English translations of transcripts must arrive in sealed envelopes from the prior schools or be hand-carried.

7. Program of Study

In order to complete the D. Min program, candidates must satisfy two basic elements: Course work and Project or Thesis. Here the “Project” refers to particular casework carried out in tandem with the candidates’ ministry. The final product of the project will take the shape of a well-researched report. The “Thesis” indicates written work that proves a candidate’ theological assertion or view on certain aspects of ministry by means of practical examples. The degree shall be completed within minimum three years to maximum six years. Students whose programs continue into a fourth year will be charged a continuation fee for that year and any additional approved years. To earn the D. Min degree, students must successfully complete total 48 credit hours that consist of 42 credit hours of course work and 6 hours of project/thesis writing.

8. Course work

The course work is to be completed within the first three years. The course work can be implemented on a semester basis or an intensive basis. A semester course work consists of guided studies with assignments and seminars during the given semester. An intensive seminar format consists of three parts.

First, three months prior to the intensive seminar, students will receive information on the forthcoming seminar with a list of required reading and written works for each course. These

pre-seminar assignments are to be completed before the seminar begins. The written assignments will be graded as part of each intensive seminar.

Second, the intensive seminar-proper will last a week, from Monday morning until Friday afternoon. During that week there will be lectures by designated instructors for the assigned topics. It will be a time of interaction with the instructors and with other students.

Third, a project is to be completed after the seminar based upon the reading and class work. The purpose of the project is to enable the seminar students to integrate the course content with his or her ministry. This project will be graded as part of the intensive seminar class. A given semester course work or a given intensive course work may be adjusted to incorporate new situations of the semester or the intensive course work.

9. Major Project or Thesis

The major project or thesis is the highlight of the D. Min. program. It is designed to help students to think theologically about ministry by requiring them to apply new concepts and methods to their ministries.

The proposal (prospectus) for the project or thesis must be approved formally by candidate's Project/Thesis Committee. One faculty reader will be designated as the first reader and other two faculty readers as second readers to the candidate during the project or thesis writing. The first reader will read the student's thesis or project and guide the student to complete the work through giving feedback and recommendations for further reading and research. If the candidate is not able to submit his/her final project/thesis in an electronic file format by May 15, a preliminary graduation certificate will be awarded to him/her at the graduation ceremony. The student shall submit his/her final project/thesis within the time limit set during the oral defense. When the school receives the student's final project/thesis, it will issue the original graduate certificate to him/her.

10. Oral Defense

Upon preliminary approval of the project/thesis by the first reader and reviewers, the student shall ask a meeting for his/her oral defense. The oral defense shall take place at least two weeks prior to the graduation date. During the oral defense the first reader and/or second readers may give further comments and the preliminary project/thesis shall be finally approved.

11. Curriculum

The D. Min. program has the following areas of studies: Church, Leadership, Practice, and Mission. Each student is required to complete forty eight (48) semester credits: forty two (42) credits of seminars, and six (6) credits of project/thesis. Each seminar consists of three (3) credit hours. If deemed necessary, new areas or seminars may be added.

Church

THL 851	Systematic Theology in Ministry
THL 853	Implications of Trinitarian Theology in Ministry
THL 855	Implications of Christology in Ministry
THL 870	Theology of Ministry for the Korean Congregations
THL 871	Incarnation Theology in Korean Immigrant Ministry
CHM 832	Modern Church Growth
CHM 835	Analysis of Modern Church Growth Movement
CHM 841	Study of Small Group Ministry
CHM 845	Building Team Ministry
WML 831	Analysis of Worship Renewal Movement
WML 832	Liturgics and Worship Renewal
SOC 851	Christian Sociology for Pastors
SOC 852	Sociological Study of Religion and Its Implications for Ministry in the Korean/Korean-American Contexts

Leadership

CHM 850	Leadership
CHM 851	Modern Leadership and Pastoral Leadership
CHM 852	Christian/Church Leadership
CHM 857	Spiritual Growth and Congregations
CHM 859	Mobilizing and Equipping the Laity for Ministry
CNS 821	Advanced Pastoral Counseling
CNS 825	Pastor, Family and Church
CNS 826	Pastoral Family Counseling
CNS 832	Pastoral Marriage Counseling
CNS 848	Crisis Ministry and Clergy Self-Care
CNS 851	Crisis Management and Conflict Resolution
CNS 860	Assessment and Treatment of Addictive Behaviors
SFM 810	Tending God's Families: Family & Congregations
SFM 840	Ministers as Cross-Cultural Bridge-Makers
SFM 850	Responsible Spirituality for Ministry in Pop-Culture

Practice

BIB 851	Advanced Biblical Interpretation and Preaching
FES 820	Disciple' Fellowship in the Church

BIB 852	Analysis of Preaching in the Bible
BIB 853	Biblical Interpretation that Transforms Preaching
BIB 854	Advanced Biblical Preaching in the Gospel of Luke
BIB 855	Preaching from the Romans
BIB 856	Relational Preaching from the Corinthian Correspondence
BIB 861	Exegesis of the Bible
BIB 862	Preaching from the Theological Conflicts of the Apostolic Church
BIB 865	Hermeneutics of Immigrant Churches
BIB 866	Points of Preaching from the Gospels
BIB 867	Immigrant Theology from the First Peter
BIB 869	Points of Preaching from the Revelation
PMN 861	Biblical Preaching in the Pastoral Ministry
EDU 840	Christian Education and Educational Ministry
EDU 842	Christian Alternative School and <i>Educatio Dei</i> of the Educational Principle
DLP801-8	Application of Liturgy Practice (Subjects are flexible)

Mission

CHM 871	Multi-cultural Church Ministry
MHS 890	Mission History
MSS 820	Biblical Foundation of Mission
MSS 830	Contemporary Theologies of Mission
MSS 840	Introduction of Post-Modernism
MSS 850	Critics of Catholicism
MSS 851	Christian Ethics in Multi-Cultural Context
MSS 852	Christian Ministry in the Multicultural Contexts
MSS 853	Evangelism and Culture in the Korean Context
MSS 855	Paradigms of Missions as Foundations of Church Ministry
MSS 856	Application to a Mission Field for Establishment of Small Churches
MSS 858	Enthusiast Spirituality and Mission Field
MSS 860	Spiritual Power Encounter
MSS 880	Ministry of Healing
UDC 891	Understanding of Different Cultures
UMR892	Other Religions

RS 921 Project/ Thesis Writing

6 credits

Total 48 Credit Hours

FINANCE

FINANCE

WMCGW has commitment to ensure that no qualified student is denied WMCGW education because of finances.

Tuition

Undergraduate

International Student	\$3,000 per semester
National Student (US citizen or Permanent resident)	\$200 per credit hour
*International students must take 12 credits or more per semester.	

Graduate

Master's Program

International Student	\$3,000 per semester
National Student (US citizen or Permanent resident)	\$250 per credit hour

Doctoral Program

International Student	\$500 per credit hour
National Student (US citizen or Permanent resident)	\$500 per credit hour

*International students must fulfill the credit requirements for fulltime students.

Fees*

Regular Fees

Application Fee (New or Transfer Student only)	\$ 100
Document Processing Fees (F-1 Applicant only)	\$ 20
Mailing Service Fee (If international mailing needed)	\$ 60
Course Overload Fee	\$ 30
Doctoral Student Registration (Project Semester)	\$ 400 per semester
Doctoral Thesis/Project Advisor Fee	\$ 1,000

Special Fees

Returned Check Fee	\$ 35
Declined Card Processing Fee**	\$ 35
Registration Late Fee	\$ 50
Reissue of I-20 Fee	\$ 50
Transcript Fee	\$ 10 per copy
Official Transcript Fee	\$ 20 per copy
Graduation Fee***	\$ 300

* All fees are non-refundable and Graduation fee is subject to change

Billing Policy

WMCGW expects student to meet their financial obligations to the University. All payments are due before semester start date for the corresponding registered semester, unless the student has set up the Multi-Installment Payment Plan prior to the semester start date at student account office.

Payment of Tuition and Fees

Students may choose to make payments in a single installment or by using the Multi-Installment Payment Plan. The Multi-Installment Payment Plan allows students to pay their tuition in three installments over the duration of installments period that is set by university. Installment plan dates are established and posted on the Multi-Installment Payment Plan application and school calendar.

Methods of Payment

Payment may be made by any combination of personal payments and/or installment payment plan that covers the entire balance due. Personal payments may be made by a combination of personal check, cash, money order, cashier's check, and credit card (Visa, Master, and Discover). There is a \$35 fee for each check returned due to non-sufficient funds or stop-payment. Dishonored credit card or debit card payments that are transacted but disputed in the future by the bank shall incur a handling fee of \$35. Declined credit or debit card payments for Automatic Withdrawal due to dishonored by card issuer or Not Sufficient Fund (NSF) shall subjected for a handling fee of \$35. If credit or debit card is declined more than once for any reason, credit or debit card can no longer be used to make a payment on a same day.

Document Processing Fee

University requires the payment of a nonrefundable document processing fee of \$100 for full-time student, regardless of degree level. For part-time students, a nonrefundable registration fee of \$25 for undergraduate program or \$35 for graduate program is required, per three credit class. One credit class requires \$15 for a nonrefundable processing fee, regardless of program level.

Multi-Installment Fee

University requires the payment of a multi-installment fee of \$20 for the university to compensate additional efforts to maintain and process the multi-installment account. Students are exempted from this fee, only if multi-installment is set up before the first payment due date.

Course Overload Fee

Students enrolled in greater or equal to 18 credits for undergraduate and 15 credits for graduate level, will be billed for course overload fee of \$30.

Late Fees

Late Registration

Students who register after the scheduled registration dates will be charged a late registration fee of \$50.

Late First Payment

Students who make first payment between the semester start date and the last day of add/drop period will be charged a late fee of \$50. Students who make first payments after add/drop period will be charged a late fee of \$100.

Late Payment

Students who fail to make payment according to their arrangement will be charged a late fee of \$20 per incident.

Delinquent Payment

Students with outstanding debts are denied any registration activity and access to transcript of their grades until all debts are paid in full. If a student fails to pay the remaining balance on or before the last day of payment period, the student shall pay an additional fee equal to six percent of the unpaid balance, in order to compensate the University for the add expense of processing the delinquent account. Once an account is 45 days past due, final notice will be sent out and a student will have 15 consecutive days (including holidays and weekends) to contact the university. After this period, once an account is total 60 days past due, unpaid balance is subject to transfer to a collection agency. Repayment arrangements must be made with the collection agency, not university, and account holder is responsible for the additional fees associated with collection efforts. The fee associated with collection efforts is thirty percent of the outstanding balance.

Financial Information and Disclosure Statement

Students are expected to access financial information by contacting/visiting student account office in university. It is a student's responsibility to get acquainted with own financial information. Failure to receive email notification or call/mail from finance/student account office is not a justification of granting immunity in financial matters. Failure to update contact

information including email address, phone number, and home address will not discharge of financial obligation. Failure to contact Finance/Student Account office or to read and comply with university regulations will not exempt students from whatever financial penalties they may incur.

Refund and Cancellation Policy

WMCGW has the minimum refund policy for a school that financially obligates the student for a semester as below,

Complete Withdrawal from the School

1. 100 % refund for dropping all classes during the first 2 weeks of a semester
2. When a student enters school but withdraws during semester a tuition shall be refunded depending on the number of attending weeks.

If a student attends 3-5 weeks 2/3 of a semester tuition shall be refunded; 6-10 weeks 1/3 of semester tuition shall be refunded and no refund after 11 weeks.

3. For foreign students who is issued I-20 form, 0% refund after an enrollment.

Class Cancellation

1. If a class is cancelled due to insufficient number of enrolled students the tuition shall be fully refunded. Refunds may require 30 days to process.

Financial Aid

Applicants who apply for financial aid or deferred payments must complete a Payment Plan Agreement prior to the first day of class. A partial payment may be arranged during the approval process for deferred payment, which will enable the student to attend the class. If the student's financial aid is not approved, the student will be required to make a full payment before taking or continuing courses.

Multi-Installment Payment Plan Agreement

- Scheduled automatic credit/debit card withdrawals are strongly recommended.
- If a student uses the Automatic Withdrawal Option (AWO), the AWO authorization agreement must be completed.
- Late registration will incur a \$50 processing fee.

- Failure to make a payment or arranging to make a payment following other terms of the Payment Plan Agreement may also result in an additional late fee of \$20 per incident.
- Requests to change any of the terms of the original agreement are also subject to a fee of \$20 per incident.

Scholarships and Benefits

- 50% of tuition will be offered to a person in current Christian ministry and immediate family member of ministry and minister after screening process.
- Ministry certificate will be awarded to a graduate in Missiology studies.

***ACADEMIC
INFORMATION***

ACADEMIC INFORMATION

Attendance Policy

Attendance is important for all students at WMCGW in regard to probation and grades. In particular, however, it is especially important for *international students* to maintain their I-20s. In addition, accurate records must be kept because government agencies (like SEVIS and USCIS) can request attendance records for international students.

It is highly recommended that students do not miss any class. Regular class attendance is expected and will be recorded in every class. The maximum number of absences allowed for a student is three per semester. More than three absences will lead automatically F of the course. Three times late will equal one absence. To those who were absent more than 3 times per semester, attendance warning will be issued at midterm and final.

For students registering for a course for the first time during the Add/Drop Period, any classes they have missed before the registration will be applied to their absence tally. It is the students' responsibility to contact instructors for assignments to make up the course work they have missed. The instructor may allow up to two weeks for students to complete the make-up assignments.

The grade for all make-up work not completed within the given time frame will be recorded as zero by the instructor. Students in danger of failing the classes due to excessive absenteeism and/or tardiness will be notified by their instructors.

Any exception to this policy requires a written petition of the student and an approval of the School Director.

Regular class attendance is expected and must be recorded in every *face-to face* class. Students are encouraged to check attendance regularly and discrepancies with their professors or school office. Below is the guide line to manage class attendance of students.

ATTENDANCE	RESULT	NUMBER OF CLASSES ABSENT
80% or better	In Good Standing	1-3
Between 75 and 79 %	Attendance probation	4
Under 75 %	Possible I-20 Termination**	5 or more

(** Student will also be required to meet the Director of Students)

What is an Absence?

An absence is either 1) not attending class at all or 2) arriving late or leaving early three times. The school system only totals the “absent”, “late”, and “leave early”, so an absence must be added for every three “late” or “leave early”.

Leave of Absence

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student if requested in writing by the student or designee. No monetary charges or cumulated absences may be assessed to the student during a leave of absence. A school need not treat a leave of absence as a withdrawal if it is an approved leave of absence. A leave of absence is an approved leave of absence if: a. The school has a formal, published policy regarding leaves of absence; b. The student followed the institution's policy in requesting the leave of absence and submits a signed, dated request with the reasons for the leave of absence; c. The school determines that there is a reasonable expectation that the student will return to the school; d. The school approved the student's request in accordance with the published policy; e. The school does not impose additional charges to the student as a result of the leave of absence; f. The leave of absence does not exceed 180 days in any 12-month period; and g. Upon the student's return from the leave of absence, the student is permitted to complete the coursework he began prior to the leave of absence.

Evaluation Procedures

Each student's achievement is reported as a letter grade with associated grade points. Some classes may be graded by simple Pass (P) or Fail (F). Grades are determined on a 4-point system as follows:

Grade	Scale (%)	Grade Points Value
A+	97- 100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	86-89	3.3
B	83-85	3.0
B-	80-82	2.7
C+	77-80	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	1.0
F	59 and below	0.0

INC	Incomplete; to be completed within 2 weeks after final exams
NA	In progress; to be completed after final grade deadline
VWD	Voluntary Withdrawal (simple drop)
VWP	Voluntary Withdrawal (was passing)
VWF	Voluntary Withdrawal (was failing)
CR/NCR	Passing in Pass/Fail class
AU	Audit; no credit
RC	0 Point, 0 GPA

Credit Hour

In WMCGW, one semester credit hour represents the equivalent of one hour of lecture including break time or two hours of practice each week. Class lecture or practice time combined with outside classwork or studying is expected to equal approximately three hours per credit each week. An equivalent amount of work is required for mission practices, practicums, internships, and classes that do not meet on the semester schedule. As it is used today based on the Carnegie Unit, a Credit Hour is the equivalent of one hour (50 minutes) of lecture time for a single student per week over the course of a semester, usually 14 to 16 weeks.

Grade Forgiveness

A student may be permitted to retake a course in order to raise an earlier grade of "D" or "F." The last grade earned is considered the grade of record as it pertains to credit toward graduation.

Grade Point Average

The total number of grade points earned in a given course is computed by multiplying the number of course hours by the grade points.

The grade point average (GPA) is a numerical measure of all grades. It is calculated by dividing the total number of grade points earned by the total number of credit hours attempted (excluding courses marked I, WP or AU). Example: 16 credit hours with a total of 42 grade points results in a grade point average of 2.625 by dividing the 42 points by 16 credits.

Dean's List

Each semester the Dean's List names full-time students who have completed course work by the end the semester with a semester grade point average of 3.50 or higher.

Non-Academic Grading

Grades for practical ministries and internships are PASS/FAIL. A 'P' grade provides credit but no quality points and it is not counted toward the total quality points for GPA calculation.

Course Audit

Regularly enrolled students wishing to audit classes may do so by per ministry of the instructor, subject to the applicable tuition. No credit is given. Students may not change from audit to credit.

Incomplete Grades

An Incomplete (“INC”) grade is assigned to a student by an instructor when the student's work is incomplete because of circumstances beyond the student's control, and when the student has been temporarily excused by the instructor. A student must receive approval from the instructor on the appropriate form. The instructor will replace the “Incomplete” grade with the earned grade once the incomplete work is completed. Work not completed with the approved timeframe will result in grade “F.” See the Registrar Office for additional information about incomplete grades.

Withdrawal

The date of the institution's determination that the student withdrew should be no later than 14 calendar days after the student's last date of attendance as determined by the institution from its attendance records. The institution is not required to administratively withdraw a student who has been absent for 14 calendar days. However, after 14 calendar days, the institution is expected to have determined whether the student intends to return to classes or to withdraw. In addition, if the student is eventually determined to have withdrawn, the end of the 14-day period begins the timeframe for calculating the refunds. In the event that a written notice is submitted, the effective date of termination shall be the date of the written notice. The school may require that written notice be transmitted via registered or certified mail, or by electronic trans-ministry provided that such a stipulation is contained in the written enrollment contract. The school is required to submit refunds to individuals who have terminated their status as students within 45 days after receipt of a written request or the date the student last attended classes whichever is sooner. An institution that provides the majority of its program offerings through distance learning shall have a plan for student termination, which shall be provided to council staff for review with its annual or recertification application.

Academic Honor System

Unless authorized by the instructor, the giving or receiving of assistance during examinations or on assignments is considered to be a dishonest act and is therefore prohibited. WMCGW will not overlook failures of personal integrity regarding matters of academic honesty. The violators will be punished with proper measures.

Definition of Cheating

Cheating is behaving fraudulently in university coursework and examinations. Cheating includes passing off work done by someone else as your work or otherwise trying to gain an unfair advantage.

Examples of Cheating

Examples of cheating include, but are not limited to:

- Pretending to be someone else in a test or examination, or arranging such impersonation;
- Trying to peek and copy from another student during a test or examination;
- Referring to notebooks, papers, or any other materials during a closed-book exam;
- Submitting work for which credit has already been received in another course without the express consent of the instructor;
- Helping others to cheat in these ways is also a form of cheating.

Definition of Plagiarism

Plagiarism is an *intellectual crime*: it is stealing someone else's ideas and pretending that they are your own. Whenever you use someone else's words or ideas in your paper, you must also include a note telling us *where you got that information* – otherwise you will be guilty of plagiarism and risk getting expelled from the class. It's not wrong to quote other authors; it *is* wrong to quote them without telling us that you did it. Many students in America have found out how serious plagiarism is when they got expelled from their school because of it.

Examples of Plagiarism

There are several forms of plagiarism:

- ✓ A student could copy the exact words from a book, article, or Web page on the Internet and put them in their paper without making a note where they got the quote. Instead, you *must* do two things when borrowing someone else's words: put the quote in quotation marks (*like this*: "The President spoke today on the mortgage crisis ...") Next, you *must* include a note, usually a footnote, saying where you got this quotation (*for example*: ¹ Taken from the *New York Times*, 2008-09-24).
- ✓ A student could borrow an idea from another writer and pretend that he/she came up with it on his/her own. Instead, you *must* include a note stating that you borrowed this idea from another author. Give the author's name and title of his/her work (*like this*: "Argumentation, as Perelman states in his/her book *The Realm of Rhetoric* (page 49) is ...").
- ✓ The point is that you must *always* give a reference to any information that is not your own. For more information on plagiarism and how to avoid it, please ask your professor and he/she can direct you to additional resources on this subject.

Cheating on an exam or committing plagiarism will automatically result in an "F" for the course. Copying someone else's paper will result in an "F" for the course. Helping others

cheat will be punished by receiving as much as a 50% reduced grade in the exam. Additionally, the violators shall be placed on probation or suspension.

Faculty Accessibility

Student Access to Instructors

Access to faculty outside of the classroom is an important part of the education process. Students are provided an advisor to assist in making decisions regarding the courses they are to take as well as knowing the requirements of their degree program.

In addition, access to instructors are also available for discussion regarding class requirements as well as other academic matters outside the course's regularly scheduled class hours throughout the period during which the course is offered. Full-time faculty place their office hours on their door. All faculty include access time for their students on course syllabi. Students are encouraged to take advantage of the time when needed.

Transcripts

Official transcripts will be sent to other educational institutions and agencies upon student's request, provided the student has no outstanding financial obligation to the school. Unofficial transcripts may also be obtained from the Registrar's Office. Requests must be made in writing except when a student is required to provide a transcript to a government agency for official purposes. Certain fees apply for official transcripts.

It is the policy of WMCGW to maintain all records, as required by the Education Reform Act of 1989, for a minimum period of five (5) years, and student transcripts for a minimum of fifty (50) years.

Confidentiality

All WMCGW student educational records are considered confidential in accordance with the Family Educational Rights and Privacy Act of 1994. The Family Educational Rights and Privacy Act of 1974 was enacted by Congress to protect the privacy of educational records, to establish the right for students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

The privacy of all student records is observed at WMCGW. Students must approve to release their information to the public. Members of the administration, faculty, or counseling staff may have access to student records for educational, administrative, or statistical purposes only.

Students have the right to appeal to the Family Education Rights Privacy Act Office (FERPA) in Washington, D.C. concerning alleged failure by the university to comply with the Act.

Students may inspect and review their educational records upon written request to the academic office. Students may ask the university to amend a record they believe is inaccurate or misleading.

The university reserves the right to release limited directory information unless notified in writing to the contrary by the second week after the start of the term.

STUDENT LIFE

STUDENT LIFE

STUDENTS' RIGHTS, PRIVILEGES, and RESPONSIBILITIES

RIGHTS

WMCGW students are free to pursue their educational goals. The University shall provide curricula by which students may be given appropriate opportunities for learning in the classroom and on the campus. Each student has the right to personal privacy except as otherwise provided by law and University policy and this will be observed by students and University authorities alike. No disciplinary sanctions may be imposed upon any student subject to disciplinary action rising from alleged violation of the Code of Conduct without due process.

PRIVILEGES

Freedom from Harassment

All WMCGW students may pursue their educational opportunities free from harassment, including physical abuse, threats or intimidation. WMCGW provides equal educational opportunities to its students without regard to race, color, gender, national or ethnic origin, age or disability. WMCGW prohibits discrimination on any of these bases and will take steps necessary to remedy any instances of such discrimination.

Freedom of Speech and Action

WMCGW students may express their beliefs, feelings and opinions so long as the manner of expression does not violate another community member's rights. Specific examples of such violations include, but are not limited to, disrupting University functions and impeding access to any part of the campus and violations of the Code of Student Conduct. WMCGW reserves the right to impose reasonable regulations as to the time and place for some activities and, in certain circumstances, to require written permission before they may be undertaken.

RESPONSIBILITIES

The enrollment of a student to WMCGW signifies a voluntary decision on the part of the student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the University and rules and regulations of the State Council of Higher Education for Virginia. University admittance of a student, in turn, represents the extension of a privilege to join the University community and to remain a part of it so long as the student meets the required academic, financial, and behavioral standards of the

University system (see Student Code of Conduct).

CHAPEL

Chapel services are held two times a week and the whole community is invited and especially the seminary students are strongly encouraged to attend the chapel regularly.

- Sundays: Chapel (11 AM Fairfax Korean Church)
- Wednesdays: Chapel (8 PM Fairfax Korean Church)

Attendance will be checked and considered as the basis for determining grades of Liturgy Practices. The student who does not attend chapel services should attend the local church of one's preference and submit Liturgy Practice reports to the chaplain.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association officers are appointed by the Dean of Students in cooperation with program directors or deans. Each school will appoint a representative/s to the SGA, ensuring that WMCGW is providing fair and just representation to all students. These representatives will collectively form the Student Government Association. Together they become a decision-making body. No single officer will exert power over other students or student groups.

The SGA will receive an allocated budget as determined by the administration. The Dean of Students will notify the SGA regarding the amount of the budget. SGA then notifies all student groups about the availability of the funds and how to apply for funds. The purpose of the funds is to support student groups and to provide the groups with funds to engage in meaningful activities. Once applications are all collected by the deadline, SGA will interview the representatives of each applying group and examine the validity of such activities and their request for the funds. The presentation should include a clear statement of purpose of the proposed activity or program regarding why and in what sense the proposed program will enrich students' life at the school. SGA will determine which programs merit being funded and make a recommendation to the Dean of Students. The Dean of Students in cooperation with SGA makes a final decision about the allocation of funds to recommended programs.

The SGA officers may not participate in any particular group or activity that is applying for the fund, to avoid any possible conflict of interest. The SGA officers serve on a strictly voluntary basis. No monetary remuneration will be provided to an SGA officer.

SGA's role is to seek to promote and develop harmonious relationships among student groups within the school. Another important role of the Student Government Association is to function as a liaison between students and the administration, staff and faculty of the school. This includes an invitation to some special meetings of faculty, administration, and staff to promote effective communication between students and the administration.

STUDENT HANDBOOK

At the beginning of each school year, new students receive electronic copies of the Student Handbook. It contains much valuable information regarding students' life at WMCGW.

STANDARDS OF CONDUCT

Each student is required to sign a copy of the WMCGW Code of Conduct at enrollment. Academic life at WMCGW is governed by the Code of Conduct. Violations of the Code of Conduct will be taken seriously. WMCGW does impose disciplinary actions when appropriate.

CODE OF CONDUCT

Each Christian is to be Christ-like in attitude and action. This is neither automatic nor instantaneous, but a growth process. This Christ-likeness does not come by observing certain outward expectations, but comes from within as the indwelling Spirit of God energizes the believer submitted to God (Rom 12:1-2; Phil 2:12-13). As believers walk in fellowship with the Lord, being controlled and enabled by the Holy Spirit, they are changed to be more and more like Him (2 Cor 3:18; Phil 2:12-13, 1 John 1:4-7).

Believers are to glorify God in their bodies and are to live holy lives (1 Cor 6:19-20; 1 Pet 1:13-16). Love toward God is evidenced by love for those without Christ (note Paul's example in 2 Cor 5:14 and Acts 18:5) and by love for fellow believers (1 John 3:16; 4:7-8).

Living by God's grace, believers are to avoid even the appearance (every form) of wrongdoing (1 Thess. 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Gal. 5:13). Individuals who, after spiritual instruction (Gal. 6:1), continue to dishonor the Lord by persisting in un-Christ-like behavior or unruly conduct (Gal 5:19-22) may, after due process, be dismissed from WMCGW.

DISCIPLINARY ACTION POLICY AND PROCEDURE

Each student at Washington University of Virginia is required to comply with WMCGW's Student Code of Conduct and the policies and procedures contained within the Student Handbook. If any member of the community should interfere with WMCGW's policies, functions or activities, the

community may find it necessary to protect itself through a disciplinary action, which includes suspending or terminating the student's enrollment at the university.

The President of WMCGW has the discretion to immediately suspend or expel a student to protect the safety and well-being of the student, community, or university.

Any member of the WMCGW community may bring a claim that a WMCGW student has engaged in an act of disruptive behavior¹, disorderly conduct², trespassing³, or other conduct which disrupts the educational environment, such as an act of harassment, intimidation, violence or physical force, dishonesty, theft, interference with University's functions, disruption of the academic process, disruption of the campus community, or non-compliance with a University professor or staff member. These constitute some of the actions that may subject a student to a disciplinary action.

The Director of Students, in conjunction with a Disciplinary Action Committee, will handle disciplinary action matters. The student will have the opportunity to discuss the issue with the Director of Students and Committee members. Upon reflection of the allegation and the student's response, the Director of Students, along with the Disciplinary Action Committee, will determine whether the student engaged in an action that interferes with university policies, functions, and merits a disciplinary action. They will then decide the appropriate disciplinary action to impose upon the student, which can consist of a warning, probation, suspension, or expulsion.

A student may be expelled from school after written notice of the proposed action and the reasons for the expulsion, and the right to a hearing before WMCGW's Disciplinary Action Committee in accordance with WMCGW's regulations. The written notice shall include notification of the length of the expulsion and shall state whether the student is eligible to return to school.

The student has the right to appeal the decision. The appeal must be in writing and presented to the Director of Students within 10 days of the decision. The Disciplinary Action Committee will notify the student of the final outcome in the matter within 15 days of receipt of the appeal.

¹Disruptive behavior is defined in § 22.1—276.01 of the Code of Virginia as conduct that interrupts or obstructs the learning environment.

²Disorderly conduct is defined in §18.2-415 of the Code of Virginia as involving the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk.

³ Trespassing upon church or school property is specifically prohibited by § 18.2-128. of the Code of Virginia. The definition developed for the Virginia Department of Education's discipline, crime, and violence report is as follows: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus, or function.

FINANCIAL RESPONSIBILITY

Students who have not met, or made satisfactory arrangements to meet, all financial and other obligations to WMCGW, including library book returns and library fines, will not be allowed to register for the next academic term.

WMCGW shall not grant any diploma, transcript, letter of recommendation or any action for placement, until these matters have been resolved. Students will be allowed to graduate only after their financial obligations to WMCGW have been taken care of, or some sort of arrangements has been made.

DRESS CODE

With regard to appropriate attire, moderation is the key word for WMCGW students. Casual dress is acceptable in the classroom as long as it is neat and modest. Students are to dress appropriately and in good taste at all times.

HEALTH SERVICE

Students are encouraged to secure medical services, when necessary, from their own physicians. Medical consultations are entirely at student's own expenses. Special items, such as the cost of prescriptions, hospitalization, ambulance service, x-rays, operating room expenses, dental work, surgery, special nursing or special care for contagious diseases, are also to be paid by the student, when not covered by his/her health insurance.

ON-CAMPUS HARASSMENT & SEXUAL HARASSMENT

The college is committed to maintaining an environment where individuals do not abuse their power or authority in interpersonal relationships. WMCGW provides the following information and procedures for the campus community and visitors:

Harassment

Harassment is defined as demeaning gestures, repeated verbal attacks, threats that are violent in nature or physical attacks that are directed toward another person. This includes hazing or other dehumanizing actions, harassing, or humiliating an individual. For example, a person harasses another individual when he or she does any of the following:

- Publicly insults another person with gestures of abusive language in a way that may be humiliating or provoke a violent response.
- Subjects another person to offensive physical contact.
- Demonstrates subtle forms of behavior such as offensive posters, caricatures, cartoons, jokes of a sexual or demeaning nature.

- Makes unwelcome advances or verbally attacks another in a harmful or hurtful way.

WMCGW believes that all students, faculty, staff and visitors to the campus should be respected and treated with dignity. Harassment of any sort is prohibited and will not be tolerated.

Sexual Harassment

Sexual Harassment is a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students.

Sexual harassment is defined as unwanted or unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature. Often such conduct occurs in a context of formal or informal power over another person.

This behavior can be verbal, non-verbal or physical and may interfere with one's academic environment, work, or employment status.

For example, sexual harassment occurs:

- When sub-ministry to such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other campus activities; or
- When sub-ministry to or rejection of such conduct by another person is used as a basis for evaluation when making academic or employment decisions that affect an individual; or
- When the purpose of such conduct is to unreasonably interfere with an individual's academic or work performance or creates a hostile, intimidating or offensive environment; or
- When such conduct includes derogatory jokes or comments, unwelcome flirtations or propositions, threats/demands or subtle pressure to submit to sexual requests, offers of preferential treatment in return for sexual favors, or retaliation for having reported or threatened to report sexual harassment.

Reporting Harassment or Sexual Harassment

If you have witnessed or are the victim of harassment or sexual harassment, immediately report the incident to Student Life. Director of Student Life will conduct an investigation and take appropriate measures to resolve any problem. An appointment is not required under these circumstances. The incident will be investigated expeditiously and in a way that assures confidentiality to the extent feasible.

Be prepared to describe the incident in writing and with sufficient details. The statement must allege actions taken against or towards the victim that constitute harassment or sexual harassment. Include when the incident occurred, who is being charged, and what circumstances, conversations, or witnesses may further define and substantiate the reported problem.

The administrators will make a final judgment based on the merit of the complaint. Steps will be taken to immediately stop inappropriate behavior toward the complainant. Upon conclusion of the investigation, there will be a decision made as to the specific course of action deemed appropriate for the offense(s).

Counseling and support services will be made available to the victim. Assistance with civil or criminal prosecutions will be available through Student Life. No one at the college may retaliate against a person or persons who make a claim of harassment or sexual harassment.

GRIEVANCE PROCEDURE

The Informal Procedure Process

Students who believe that they have been aggrieved either academically or non-academically must first attempt to seek an informal resolution with the other party in the dispute, e.g., a grade dispute with the instructor.

If the student is unable to resolve the dispute with the primary party, then the student is to bring the dispute to the office of the Director of Students, whereupon the Director, or his/her designee, will seek to reach an informal resolution through mediation between the parties. If mediation at the Director of Students level fails, then the student's grievance is consigned to the Director of students and administration.

The Formal Process

Student grievances that are sent to the Director of students and administration must be in writing. A student's written statement, along with supporting evidence, constitutes a case document. The second party to the dispute is also required to provide the Director of students and administration with a written statement about the disputed account.

The Director of students and administration will then set a date to convene a meeting to hear the case as expeditiously as possible. All parties are to be informed, in writing, of the charges and the meeting date, as well as statements requesting their presence. During the hearing, the student presents his/her case, after which the accused party is allowed to present its side of the story. Following the hearing, the Director of students and administration will inform all parties in writing of his decision. The President of WMCGW is also sent a copy of the decision.

If, after following the school's grievance policy, the student finds that the problem has not been resolved, the student may contact the WMCGW office of students and administration again. And the final step for grievance procedures is to file to TRACS, if WMCGW becomes candidate status.

The student will not be subjected to adverse actions by any school official as a result of initiating a complaint.

APPEALS PROCESS OF FINANCIAL MATTERS (*Fees, Refunds, etc.*):

First Appeal

The first appeal must be filed within 45 days of the event. The appeal must be in written form addressed to the Director of Students. It must address the reason and basis for filing. The Director will consult with staff, including the Registrar and the related the school directors.

The Director will then prepare a written response to the appeal. If the response is negative, the reason for the negative decision will be clearly stated.

Final Appeal

This appeal may be made to the President of WMCGW. Such an appeal must be in writing and filed within 30 days from the date of the response of the Director of Students and Administration.

LIBRARY AND LEARNING RESOURCES

WMCGW maintains a Theological Studies section in its library, and WMCGW students granted access and utilization to these books, as well as the rest of the library's circulating and reference collections. In addition, WMCGW students granted to use the electronic databases of the Carolina Christian College Library System.

At the beginning of each academic semester, WMCGW students are given an orientation at the College Library. Pending book orders by WMCGW shall be housed in the College Library due to limited space at WMCGW. Upon completing the book order and receipt, all books must be classified via bar code and call number identification number and placed into the system in a section designated for the WMCGW.

WMCGW students shall maintain all specifications and directives provided in this resource manual and are subject to all standards and/or procedures. Further, WMCGW Staff and Faculty will abide by all standards and procedures for funding and assistance as designated within the institution agreement.

The library is a vital part of the educational program at WMCGW. The library supports the WMCGW institutional ministries. It is home to the qualified collection of Korean material that fits to the bilingual research in addition to English written collection.

The library serves a variety of academic disciplines in the humanities and social services, especially concentrating on theology, Bible commentary, church ministries, multi-cultural immigrant related resources, small business and conflict transformation. The collection of the library numbers currently over 10,000 items including books, journals, videos, tapes, DVDs, and sound recordings. The main collection is in open stacks and arranged according to the WMCGW Classification System. It provides our students, faculty, and staff free access to resources that reflect depth and diversity of opinions, and provides knowledge of the disciplines associated with the WMCGW class offerings and with developing lifelong interests and skills.

Also, within driving distance is the Library of Congress, the second largest library in the world, with collections not limited by subject, format, and research materials in over 450 languages.

LIBRARY SERVICES

LIBRARY GOALS

1. To build a qualified, full-time library staff.
2. To provide a complete, integrated, up-to-date Online Public Access Catalog.
3. To refurbish and re-organize the library to promote student and classroom use by students and faculty.
4. To provide a friendly, studious environment with full reference and support services to students and faculty.
5. To provide a computer study area with internet access, online database access, and software for students to use in the preparation of class work.
6. To maintain an up-to-date reference collection.
7. To build an adequate and balanced collection to support the research and continuing education needs of students and faculty.
8. To provide instructional and awareness programs to teach library and study skills and to increase student consciousness of the beauty and needs of the world around them and the differences they can make upon it.
9. To seek and build financial support to provide adequate materials and services.

CIRCULATION POLICY

The WMCGW Library provides service to students, faculty, and staff with full access to all materials. As the direct circulation agent for library materials, the professional library staff maintains the management responsibility for the entire collection to ensure the availability of

information and materials to fill the needs of individual patrons and protect the collection and its integrity for the use of future patrons. As a means of fulfilling this mission, these policies will be followed.

LIBRARY USE

The WMCGW Library is open to the public for the use of the collection within the physical premises. While the general reference and stacks are completely open, not all items can be checked out. Items marked as Reference and items in other special non-circulating collections may be used within the library but cannot be checked out. Items of rare or historical value that cannot be readily replaced or those on reserve for class assignments will be held on a restricted shelf requiring the patron to sign them out for use within the library. Those items will not be allowed to leave the library.

BORROWING PRIVILEGES

Borrowing privileges will be extended to current students, faculty, and staff only upon registration with the library and issuance of a valid Library Card. To obtain a library card, a patron must present proof of current enrollment or employment with WMCGW, most commonly in the form of a school-issued photo ID. A patron must present their library card each time they check out any library materials. If a patron is without their library card, a driver's license or school-issued photo ID can be used to pull up the patron's account. Each term, a student must renew his card by showing proof of enrollment for the new term. Faculty members will be automatically renewed if currently on the teaching schedule. No person with an outstanding balance for lost or damaged items will be allowed to renew his card until the balance has been paid.

BORROWER CONFIDENTIALITY

As required by Virginia law, the WMCGW Library protects the confidentiality of each patron. Therefore, the library staff will not disclose information concerning any patron's borrowing record unless required by law to do so or unless it is necessary to recover the item borrowed. If the item is urgently needed, the staff will attempt to contact the patron about returning the item.

NON-CIRCULATING MATERIALS

Reference books, periodicals, and some other Special Collections are not circulated by the WMCGW Library. Faculty members only may arrange for short loans of reference books and periodicals for classroom use. Items in the non-circulating Special Collection areas may be used In-Library only.

Materials must be returned to the Circulation Desk during library hours. Patrons are responsible for ensuring that all materials are returned in the same condition in which they were checked out, and that all supplementary parts and pieces are present.

While overdue notices will be sent to the address on record, these notices are a courtesy only as delivery cannot be guaranteed. Failure to receive a notice does not constitute a basis for altering or negating a fine.

RENEWALS

Patrons may renew any materials borrowed from the library provided that no other person has made a request for the item, but in no instance should the renewal last beyond the last day of the term. Books and audiovisual materials may be renewed up to 3 times. Games may be renewed only once.

HOLDS

A patron may request that a hold be placed on any item checked out to another person by either logging in to the library's online catalog and placing a hold from there, or by making a request directly to library staff, either in person or by phone or email. When the item is returned, two attempts will be made to notify the patron that the book is available. If the item is not called for within three days one week, it will be returned to the shelf for others to use.

RESERVES

WMCGW faculty members may place materials needed for course assignments on reserve by making a request to the librarian. The materials will be pulled and placed behind the desk. Students may request these at the Circulation Desk for use only within the library unless otherwise directed by the faculty member as requested otherwise.

LOST AND DAMAGED BOOK CHARGES

Patrons are responsible for returning library materials on time and in the same condition in which they were checked out. Any items checked out are automatically marked as Lost once they have been overdue for 90 days. When an item is marked as Lost, a replacement fee is automatically assessed to the patron's account equaling the current retail cost of the item, or \$40 if the current retail cost of the item is unknown and cannot reasonably be assessed. A replacement fee is also charged if an item is returned with damage sufficient to render it unsuitable for further circulation, at the discretion of the librarian. Library items that are returned with parts missing (e.g., a disc missing from an audiobook or pieces missing from a game) will remain checked out until the missing parts are returned. Efforts will be made by the library staff to contact the patron who checked out the item and inform them of the

missing parts. If the missing parts are not returned in a timely manner, a replacement fee will be charged to the patron's account.

Patrons with fees or overdue items on their account cannot check any more items out until their record is cleared. Any fees must be paid directly to the business office for crediting to the library account, and the receipt returned to the library to clear the library record. An unpaid replacement fee for a missing item may be waived if the item is returned before the fee is paid. If a patron has paid a replacement fee, that fee cannot be refunded, even if the item is returned later.

ONLINE RESOURCES

The library is a partner with the Carolina Christian College which has many available periodicals, newspapers, and other reference online databases through this program. The library includes multiple separate databases with full-text access to thousands of periodicals and other references, many of them with many years of retrospective files. The WMCGW students and faculties can access the Carolina Christian College's library (<https://carolina.edu/payne-library-test/about/>) database for the research and study in each program.

AUBREY L. PAYNE LIBRARY

WMCGW has entered into an agreement with Carolina Christian College that allows all students and faculty to access online materials from the Aubrey L. Payne Library. This agreement provides students with access to online library systems and resources available in religious material databases. Several of these resources offer remote access passwords that allow access from off-campus computers. See the librarian for this information and help with using these resources.

There are computer workstations available for use in the adjacent computer lab for students to access online databases. ATLA Religious Database (<https://www.atla.com/research-tool/atla-religion-database/>) online offers thousands of statistical datasets to facilitate research, reference, and analysis. The DBpia (<https://www.asiaportal.info/journal/dbpia/>) provides a formal database structure of KOREAN and other Asian resources for the students who are more familiar with their own language. Christian Periodical Index (<https://www.acl.org/christian-periodical-index-cpi/>) is a collection of many databases that provide access to thousands of journals, magazines, newspapers, dissertations, and other publications by the keywords of Christianity. Our online subscription services are provided to students with login credentials.

The Librarian helps form queries while on duty so that learners derive the maximum impact possible from these resources. The librarian compiles study guides that relate to different offerings in the curriculum.

LIBRARY INSTRUCTION

The library staff is responsible for giving organized instruction in the use of the library, its resources, and services to the faculty, staff, and students. The librarian will arrange to present orientation classes to all incoming students. Additional training will be presented on an as-needed basis through regular classes, particularly English, Writing, Humanities, Speech, History, and Government. Topics can range from simple tours and basic "How to use the catalog" to access online databases and explanations on how to research topics via the internet. Faculty members are encouraged to meet with the librarian early in the term to schedule library instruction and prepare for class assignments and other research assignments. The librarian staff will do all within reason to assist with those requests.

REFERENCE ASSISTANCE TO PATRONS

Reference assistance is individualized help in finding a specific piece of information or locating specific items or materials on a particular topic. The reference librarian is ready to provide such assistance to all library patrons. The library staff will provide assistance with the use of computer databases, the electronic catalog, searching the internet, and using computer word processing and presentation programs to prepare class assignments and other personal informational needs.

COORDINATION OF LIBRARY AND FACULTY GOALS

The library staff will work to establish ongoing relationships with faculty members with the goal of enhancing better communications to improve resources and services. Efforts will be made to facilitate library/faculty collaboration in collection development activities, increasing library awareness of faculty needs for teaching and research, developing innovative means of improving services to the college community, and building student use and appreciation for the role of a library in everyday informational needs.

BOOK SELECTION

Book selection is a major responsibility of the librarian. In order to have a relevant, well-rounded, useful collection, the librarian is encouraged to seek the recommendation of faculty members for new acquisitions. If possible, faculty recommendations are honored and all patron suggestions will be considered for purchase. To implement book selection, the following criteria should be used when recommending library materials

1. curriculum-related
2. authoritative research sources
3. current and up-to-date subjects and topics
4. standard sources
5. not available in current library resources

6. recommended resources from peer-reviewed journals
7. recommended book reviews

The sources for selection should come from reliable sources such as the following: 1) CHOICE Reviews; 2) scholarly journals; 3) reviews in library and book trade journals; 4) published bibliographies; 5) recommended readings for the college's courses, and 6) publisher's catalogs.

Recommendation forms are available in the library and will be distributed from time to time at faculty gatherings. In addition, a suggestion box is kept at the circulation desk for patrons to leave comments and suggestions.

HOLDING OF BOOKS

The library's holdings consist of both print and digital titles. There are over 10,000 print books and huge number of eBooks are accessible through the online resources. The library maintains subscriptions to print journals, magazines, and newspapers. WMCGW also subscribes ATLA Religious Database and other resources, which offer thousands of datasets to facilitate research, reference, and analysis. This helps ensure the students have access to scholarly work in their field of study and research.

CATEGORY	# of PRINT TITLES	# of DIGITAL eBook TITLES
Bible	1,000	Depends on online resources
Systematic Theology	1,000	Depends on online resources
History	2,000	Depends on online resources
Practical Theology	1,000	Depends on online resources
Missiology	1,000	Depends on online resources
Homiletics	2,000	Depends on online resources
Music & Humanities	2,000	Depends on online resources
Thesis & Journals	500	Depends on online resources

LIBRARY RULES OF CONDUCT

Rules and regulations are made for the general good of the library and to assure that all patrons have the opportunity to learn and use the library materials in a pleasant, attractive setting. Please be considerate of others by following these guidelines.

1. **Quiet:** The library is a place for reading and research; therefore, a quiet atmosphere must be maintained in all areas. Keep voices low and conversation to a minimum. If you are using AV materials, please keep the volume as low as possible to avoid disturbing others.
2. Patrons should not lend materials checked out in their name to anyone else. The borrower is still responsible for materials until return or payment for the loss.
3. Failure to maintain suitable standards of conduct or dress in any part of the library will lead to disciplinary action through referrals to the dean. Noisy or offensive

behavior will result in being asked to leave the library. All patrons are expected to always treat everyone with courtesy and respect.

4. Smoking is not permitted in the library.
5. Cell phone use in the library is discouraged. Please keep phones on vibrate within the library and speak softly if their use is necessary.
6. Food and drink are not permitted in the public areas of the library.
7. Anyone entering the library under the obvious influence of either alcohol or drugs will be asked to leave. Security will be called to escort anyone refusing to leave voluntarily.
8. Patrons should help maintain the appearance and use of the library by returning all materials to the desk for shelving and by cleaning up wastepaper and other debris or clutter around their work area.
9. All patrons are asked to sign into the library when entering in order that statistics may be obtained for the use of the library. This information is frequently needed when applying for accreditation or grants. Only totals will be reported or kept. No personal information will be divulged to anyone outside the library staff.

CODE OF CONDUCT FOR LIBRARY USE

Enrollment in the college places on each student the responsibility to conduct himself / herself in accordance with the standards of behavior acceptable to the college. Among these are the following:

1. The personal and social behavior of students should demonstrate that they are maturing and responsible members of the college community.
 - a. Every student is held responsible for any damage he or she may do or cause to be done to the property of the college or to that of any member of the college community.
 - b. Any student whose deportment embarrasses or harms the college will be deprived of the privilege of representing the college at any public event and may be subject to further disciplinary action.
 - c. Any student who causes another person to suffer physical harm or indignities may be expelled from the college.
2. Personal behavior of students and other members of the college community must conform to standards of propriety consistent with the maintenance of a Christian atmosphere, with the laws of the state and of the nation, and with safety precautions.
 - a. Keeping or using firearms on campus or in or near college housing is prohibited.
 - b. The use of or possession of illegal or non-prescribed drugs having narcotic or hallucinogenic effects is prohibited on campus.
 - c. The illegal use or possession of intoxicants among members of the college community will not be tolerated. Public intoxication of a student may lead to expulsion or other disciplinary action.

3. Student-sponsored activities are expected to be consistent with the purposes and goals of the college. For more information about college rules and regulations, see the Student Handbook.

COMMUTER RESOURCES

Student Parking

Students are to park their vehicles in the unrestricted space in the campus parking lot. They are not to park their vehicles in the spaces designated for the disabled, short-term loading, or visitors.

Food Services

The WMCGW staff/student lounge is equipped with an electric oven, microwave oven, refrigerator, and vending machine. Restaurants and fast-food establishments are within easy walking distance from campus.

Placement

WMCGW provides placement assistance for students seeking professional positions with churches and other Christian organizations. Graduating students may register with the Director of Students for such assistance. To help graduates prepare to enter Christian service, counselors offer seminars on preparing resumes, job application, and interviewing techniques.

LOCATION AND CONTACTS

World Missions College of the Greater Washington is located in Fairfax, Virginia, 20 miles west of Washington, D.C., the nation's capital and political center of the country.

Our metropolitan area, an epicenter of cultures and nationalities, features historic neighborhoods, cobble-stoned streets, waterfront districts, foreign embassies, and artistic events. As the nation's capital, Washington has unique history that holds endless opportunities for education, including visits to the White House, the Smithsonian museums, the National Mall, and picturesque monuments.

WMCGW's main campus in Fairfax, Virginia, is situated in a city with a diverse population. Nearby the campus are many amenities including libraries, public schools and universities, grocery stores, coffee shops, shopping malls, restaurants, hiking trails, and doctors' offices.

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(202) 999-8279

Fax Number:

(703) 691-4309

E-mail:

contactwmcgw@gmail.com

Website:

www.wmcgw.org