



Student Handbook 2025-2026

WORLD MISSIONS COLLEGE
OF THE GREATER WASHINGTON

www.wmcgw.org

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MISSION STATEMENT

WMCGW is a theological institution that emphasizes missionary endeavors to achieve 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 ministers.

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 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 which 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 be applicable to and adhered to by all members of the college 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 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 standard 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.

CERTIFICATION

World Missions College of the Greater Washington by:

State Council of Higher Education for Virginia (SCHEV)

101 N. 14th Street., 10th Floor, James Monroe Building
Richmond, VA 23219
Tel: (804) 225-2600, Fax: (804) 225-2604

GENERAL REGULATIONS

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.

The 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.

STUDENTS' RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

Rights

WMCGW students are free to pursue their educational goals. The college 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 of personal privacy except as otherwise provided by law and college policy and this will be observed by students and college 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 college 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 college and rules and regulations of the State Council of Higher Education for Virginia. College admittance of a student, in turn, represents the extension of a privilege to join the college community and to remain a part of it so long as the student meets the required academic, financial, and behavioral standards of the college system.

FACULTY ACCESSIBILITY

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 those persons who serve as instructors for the courses are also available for discussion regarding class requirements as well as other academic matters outside the courses 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.

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 in a fraudulent way in college coursework and examinations. Cheating includes passing off work done by someone else as your own 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; and
- 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.

GRIEVANCE POLICY

The Informal Procedure

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 Dean of Students, whereupon the Dean, or his/her designee, will seek to reach an informal resolution through mediation between the parties. If mediation at the Dean of Students level fails, then the student's grievance is consigned to the school director.

The Formal Procedure

Student grievances that are sent to the school director 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 school director with a written statement about the disputed account.

The school director 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 his/her side of the story. Following the hearing, the school director will inform all parties in writing of his or her decision. The President of WMCGW is also sent a copy of the decision.

Agencies of Last Resort

If, after following the school's grievance policy, the student finds that the problem has not been resolved, the student may contact the following agencies:

Transnational Association of Christian Colleges and Schools (TRACS)
15935 Forest Road, Forest,
Forest, VA, 24551
Phone: 434-526-9539
Email: info@tracs.org

HARASSMENT POLICY

WMCGW recognizes that the Scriptures may not provide specific instructions regarding some social practices. Therefore, self-restraint is advocated in all situations that may be harmful or offensive to others. The college is committed to maintaining an environment where individuals do not abuse their power or authority in interpersonal relationships. WMCGW has addressed these issues and provided 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 of another person with gestures of abusive language in a way that may be humiliating or provoke violent response.
- Offensive action to another person by physical contact.
- Demonstration or behavior such as offensive posters, caricatures, cartoons, jokes of a sexual or demeaning nature.
- To make 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 sexual 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 submission to such conduct is made, either explicitly or implicitly, a semester or condition of instruction, employment, or participation in other campus activities; or
- When submission 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 the office of the president. He 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 the office of the president. No one at the college may retaliate against a person or persons who make a claim of harassment or sexual harassment.

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.

ATTENDANCE POLICY

It is highly recommended that students do not miss any class. Regular class attendance is expected and will be recorded in every class both electronically and by hard copy. A student who misses more than three classes in any one class during the semester will be placed on attendance probation. Three tardies will equal one absence.

WMCGW distinguishes the following types of absences: excused, unexcused, and late arrival. An excused absence requires documentation from a licensed medical doctor, a doctor of osteopathy or a licensed clinical psychologist. An unexcused absence means that the student was not present for the entire class. Late arrival or tardy means that the student arrived 15 minutes after the class time.

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.

Students who are absent three times in any one class receive an attendance warning letter. Students who are absent more than three times in any one class are placed on Attendance Probation. Students on

Attendance Probation are subject to the same rules as those students placed on Academic Probation. A student placed on probation for attendance reasons is removed from probation at the end of the next completed semester if the attendance record is satisfactory.

In the case of a student who has failed to have a satisfactory attendance record for two consecutive semesters the student will be required to withdraw from that specific program for attendance reasons. The same rule applies to a student who is placed on attendance probation for failing to make Satisfactory Attendance Progress for a total of three semesters overall. This student will also be required to withdraw from that specific program. If the student remains at WMCGW by studying in a different program and does not make Satisfactory Attendance Progress in the new program, the student will be required to leave the college.

In order to be readmitted, the student ordinarily must have been away from the college for at least one semester.

The student may petition the college to be readmitted to WMCGW, and the decision will depend on the college's judgment of the student's readiness to rejoin the WMCGW community. Students who have been required to withdraw may be readmitted upon presenting reasonable information that they are likely to achieve satisfactory progress with respect to both their academic record and conduct if given a second opportunity to study at WMCGW.

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.

INCLEMENT WEATHER POLICY

1. Class cancellation policy: WMCGW follows the cancellation policy of Fairfax County Public School System (FCPS) in Virginia and the Howard County Public School System in Maryland.
2. When there is "no school" at FCPS, WMCGW will have no classes (8:00 am -12:00 pm and 12:00 – 2:00 pm). In case of "two hours delay," WMCGW will have no cancellation.
3. For sudden change of afternoon weather, please check on WMCGW website bulletin board (www.WMCGW.org).

ACADEMIC REGULATIONS

WMCGW offers Bachelor of Theology program (B.Th.), Master of Divinity program (M.Div.) and Doctor of Ministry program (D. Min.).

DEFINITIONS

Degree Students

Full-Time Students

A student who works toward a degree and enrolls in 12 or more credits for the undergraduate level, 9 or more credits for the graduate level, and 6 or more credits for doctoral level per semester is considered a full-time student.

Part-Time Students

A student who works toward a degree but enrolls in less than 12 credits for undergraduate level and less than 9 credits for graduate level per semester is considered a part-time student.

Non-Degree Students

A non-degree student is defined as one who is not working toward a degree. In certain cases, a student who has not completed one's secondary education may enroll in individual courses as a non-degree student. Full-time, and part-time distinction is the same as that of degree students.

Class Level Classifications

At registration, each student is assigned to a different class level. This classification is based upon the total number of credits earned (including transfer credits) as described in the following scales:

Undergraduate

B.Th.

First Year	00-24 credits
Second Year	25-48 credits
Third Year	45-72 credits
Fourth Year	73-96 credits
Fifth Year	97-120 credits

Graduate

M. Div.

First Year	00-18 credits
Second Year	19-36 credits
Third Year	37-54 credits
Fourth Year	55-72 credits
Fifth Year	73-90 credits
Sixth Year	2 credits for Thesis

D. Min.

First Year	00-12 credits
Second Year	13-24 credits
Third Year	25-36 credits
Fourth Year	37-48 credits (6credits for thesis)

At this time WMCGW does not grant credit for life or work experience.

THE GRADING OF COURSES***The Grading System***

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:

<u>Grade</u>	<u>Scale</u>	<u>Grade Points per Semester Credit Hour</u>
A+	97-100	4.0
A	94-96	4.0
A-	90-93	3.7
B+	86-89	3.3
B	83-85	3.0
B-	80-82	2.7
C+	76-79	2.3
C	73-75	2.0
C-	70-72	1.7
D+	66-69	1.3
D	63-65	1.0
D-	60-62	0.7
F	0-59	0

I	Incomplete; to be completed within 2 weeks after final exams
IP	In progress; to be completed after final grade deadline
W	Withdrawal in good standing; not computed; no penalty
WF	Withdrawal failing after 60% of the class hours; computed as 'F'
CR	Passing in Pass
NCR	Fail class
AU	Audit; no credit

Students may access their grades four weeks after the semester ended.

Repeating Courses

A student may be permitted to retake a course in order to raise an earlier grade of "D." 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.

Non-Academic Grading

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

Course Audit

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

Incomplete Grades

An Incomplete ("I") 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." Consult the Registrar for additional information about incomplete grades.

Change of Grades

Appeal for a change of grade may be made within 6 weeks from the end of the semester in which the course was taken. This includes all the grade points including "I." After 6 weeks of period, change of grade is impossible. For the "F" that received in the required course, a student must retake the course to get a proper grade. For electives, it is permissible to take different relevant course. Following is the instruction for applying for change of grade.

1. In the case of Incomplete (I)

- a. Obtain an Appeal for Change of Grade form from the Registrar's Office or on the WMCGW website and fill it out
- b. A student must contact professor within 15 days from the official announcement of grade.
- c. If the professor approves, the student must complete the course work within 15 days to receive grade.
- d. Once the work is completed, the student must complete the Change of Grade form.
- e. After professor changes the grade and sign the form, the form must be submitted to the Registrar's Office.

- f. Registrar's office will change the grade in accordance to the changed grade recorded by the professor.
- g. New grade will be available on the school system.

2. In the case of other grades

- a. The procedure is the same as incomplete, but the grade can be changed within 30 days, not 15 days.
- b. Other than the reasons listed, the professor needs to give the registrar's office a compelling reason. The registrar may change the grade after discussing it with the professor.

ACADEMIC SUPPORT SERVICES

Faculty members are available to meet with students who require additional help with the class materials during office hours or other mutually agreed-upon times. Faculty members make every effort to assist students during the semester with understanding the course material, the evaluation and grading process, and other course-related issues. And, the faculty members will advise students on academic issues and their career development.

ACADEMIC HONORS

President's List

Each semester the President's List names full-time students who have completed course work by the end of the semester with semester grade point average of 3.90 or higher.

Dean's List

Each semester the Dean's List names full-time students who have completed course work by the end of the semester with semester grade point average of 3.70 or higher.

ACADEMIC GOOD STANDING/PROBATION

A student is considered to make Satisfactory Academic Progress when the student's semester GPA is 2.0 or higher for undergraduates or 2.5 or higher for graduates, with no F grade or incompletes. When a student's semester GPA is lower than 2.0 for undergraduates or 2.5 for graduates, or the student earns one or more F grade or incompletes, the student will be put on academic probation.

A student placed on probation for academic reasons is removed from probation at the end of the next completed semester if the record is satisfactory (including the passing of at least three courses). This means achieving a GPA of 2.0 or higher for an undergraduate student or achieving a GPA of 2.5 or higher for graduate students.

In the case of a student who has failed to have a satisfactory academic record for two consecutive semesters the student will be required to withdraw from that specific program for academic reasons. The same rule applies to a student who is placed on probation for failing to make Satisfactory Academic

Progress for a total of three semesters overall. This student will also be required to withdraw from that specific program. If the student remains at WMCGW by studying in a different program and does not make Satisfactory Academic Progress in the new program, the student will be required to leave the college.

In order to be readmitted, the student ordinarily must have been away from the college for at least one semester.

The student may petition the college to be readmitted to WMCGW, and the decision will depend on the college's judgment of the student's readiness to rejoin the WMCGW community. Students who have been required to withdraw may be readmitted upon presenting reasonable information that they are likely to achieve satisfactory progress with respect to both their academic record and conduct if given a second opportunity to study at WMCGW.

If the student was dismissed for reasons other than unsatisfactory grades, he/she may be readmitted upon a showing that (1) he/she engaged in a satisfactory standard of conduct during the period since the student was required to withdraw, (2) the student has an understanding of the reasons for previous difficulties at WMCGW, particularly those related to his or her requirement to withdraw, and (3) the student shows an adequate motivation for resuming academic work. If a student does not reasonably demonstrate each of the three criteria, the student will not be readmitted.

WITHDRAWALS AND LEAVES OF ABSENCE

Withdrawals

Students may leave WMCGW at any time by completing a withdrawal form available from the Registrar's Office. The student must obtain this form with all necessary signatures. The final recorded day of class attendance will be designated as the student's last day of attendance.

This date must be documented on a withdrawal form to avoid overpayment liability. Students who are dismissed are not exempt from withdrawal policies. Tuition will be refunded according to governmental and college policy.

All materials left and unclaimed on campus a month after a student leaves WMCGW become the property of the college.

The date of WMCGW's determination that the student withdrew shall be no later than 14 calendar days after the student's last date of attendance as determined by WMCGW from its attendance records. WMCGW is not required to administratively withdraw a student who has been absent for 14 calendar days. However, after 14 calendar days, WMCGW is expected to have terminated 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. WMCGW may require that written notice be transmitted via registered or certified mail, or by electronic transmission provided that such a stipulation is contained in the written enrollment

contract. WMCGW 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.

Leaves and 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. WMCGW does not treat a leave of absence as a withdrawal, if it is an approved leave of absence.

A leave of absence is approved if the student has followed WMCGW's policy in requesting the leave of absence and has submitted a signed, dated request with the reasons for the leave of absence; and WMCGW determines that there is a reasonable expectation that the student will return to the school. When the student's request is approved in accordance with the published policy, WMCGW does not impose additional charges to the student as a result of the leave of absence.

The leave of absence shall not exceed 180 days in any 12-month period. Upon the student's return from the leave of absence, the student is permitted to complete the coursework he/she began prior to the leave of absence.

If a student does not resume attendance on or before the end of the approved leave of absence, WMCGW will treat the student as a withdrawal and the date that the leave of absence was approved will be considered as the last date of attendance for refund purposes.

Leaves of Absence and Withdrawal Regulations Specific to Students in F-1 Status

While in the United States, students in F-1 non-immigrant status must be continuously enrolled full time during the academic year until the completion of their programs of study. If a student takes a non-medical leave of absence, withdraw voluntarily, or is suspended or required to withdraw from WMCGW, the student is required to leave the United States within 15 days of this action. The only exception to these rules is a medical leave of absence.

If the student takes a leave of absence, withdraws from your program, or is given a suspension, the student must contact the Designated School Official (DSO) immediately to discuss any plans the student may have to return.

Medical Leave of Absence

The only leave of absence that allows a student on an F-1 visa to remain in the United States is an approved medical leave of absence while receiving medical treatment in the U.S. The medical leave must be approved by the school. The student is expected to enroll full-time in the following semester unless another medical leave of absence is approved for the following semester. Under immigration regulations, no more than twelve months of medical leave are allowed per degree level.

TRANSFER CREDITS

Disclosure Regarding Transfer Credit

It is solely at the discretion of the receiving institution which credits and/or coursework, if any, will be accepted.

WMCGW's Policy Regarding Transfer Credit

- The transfer credit review will be made under the supervision of the School Director.
- Transfer credits 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 C or above for under graduate courses and 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. Students must submit the transfer credit application within their first semester at WMCGW.
- 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 other schools.
- In the event WMCGW chooses not to accept transfer credits from another institution, students may request a re-consideration of the decision.

COURSE WAIVERS

A student may qualify for a waiver for the same courses taken from another school or another program. Up to 50% of the credits earned may be waived. A course waiver doesn't reduce the total number of credits required for graduation from any program. A course waiver is different from a course exemption.

The waived courses can be replaced by the same or similar courses to meet the student's required credits. Courses can be waived only if they have been taken within ten years of enrollment at WMCGW. The course waiver application should be submitted within six months after enrollment at WMCGW.

CHANGE OF MAJOR FIELD OF STUDY

Application for Change of Major Field of Study needs to be submitted prior to the beginning of the next semester. Credits obtained prior to the change of major may be credited in accordance with the requirements of the new major. Some credits may not be applicable to the newly chosen major.

Process

1. To submit to the registrar's office a request for change of major field of study and an official transcript.
2. To submit all supplementary documents required for change of major field of study and complete required procedures as indicated in the request form.
3. In case of international students, new I-20 will be issued with \$200.00 fee.

CORRESPONDENCE COURSE CREDITS

For correspondence courses earned at other accredited educational institutions college credits may be granted, provided the contents of such courses meet the requirements and standards of WMCGW.

INDEPENDENT STUDY

Independent Study is granted only for a course which is not offered in the given semester. Independent Study is granted only for a student who will fulfill graduation requirements within two subsequent semesters. The student can take no more than 2 independent study courses per semester.

Process

Get an application for independent study form from the registrar's office; after completing the application and obtaining the instructor's signature, submit to the registrar's office.

AUDITORS

Auditing a course allows a student to take a class without getting a grade or credits for the course. The academic life and schedule of auditing students are the same as those of the regular students.

GRADUATION REQUIREMENTS

In order for students to graduate they must fulfill all the requirements of their programs prescribed in the catalog of their original enrollment periods. Students who attend college may graduate according to the rules of the catalog of their original enrollment periods. But those who have been absent from the school

for more than one year must fulfill the graduation requirements of the catalog in effect upon their return. In case of changing their majors, the policies current in the catalog at the time of the change will apply to the students' graduation requirements.

1. Undergraduate: A minimum cumulative grade point average (GPA) of 2.0; the student must complete all *general* and *major* requirements.
2. Graduate: A minimum cumulative grade point average (GPA) of 2.5; the student must complete all *major* requirements.

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.

RECORDS RETENTION

1. It is WMCGW's policy to retain the admissions documents for two years for a student who is admitted but fails to enroll. For an admitted student who enrolls, WMCGW retains the student's admission records, including transcripts from other educational institutions, for three years after the student's last date of attendance.
2. A transcript of a student's academic or course work at WMCGW is retained permanently in hard copy forms and in an electronic database with backup.
3. A record of student academic or course progress at WMCGW including the program of study, date of enrollment, courses taken and completed, grades, and indication of the student's current status (graduated, probation, etc.) are retained permanently.
4. A record of all financial transactions between each individual student and WMCGW is maintained for three years after the student's last date of attendance.

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. No information will be released to the public without the consent of the student. 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 file a complaint with the Family Education Rights Privacy Act Office (FERPA) in Washington, D.C. concerning alleged failure by the college to comply with the Act.

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

The College can release a limited directory information unless a written notice or request to the contrary until after two weeks of the semester start.

DOCUMENT REQUESTS

To request necessary documents, fill out the request form online (www.WMCGW.org / Admissions / Office Document Request). Allow up to two (2) business days to process your request except official documents. For emergencies, processing time can be shortened in order to get the documents to you by the next day. Copies of documents will cost \$5 each, unless in an emergency when the cost will be \$10 each in order to expedite your request. If, after two weeks, you have not come by the office to pick up your requested documents, the registrar's office will dispose of them. In order to apply for a driver's license at the DMV (Department of Motor Vehicles) or MVA (Motor Vehicle Administration), you must first request a "proof of enrollment" from the registrar's office.

REGULATIONS ON TUITION AND FINANCIAL AID

BILLING POLICY

WMCGW expects the student to meet their financial obligations to the college. All payments are due by the first day of class for the corresponding registered semester unless the student has set up the Multi-Installment Payment Plan at registration.

TUITION PAYMENT PLAN

Students may choose to make payments by using the Installment Payment Plan. The Installment Payment Plan allows students to pay their tuition in three installments over the duration of the registered semester. Installment plan dates are posted on the Multi-Installment Payment Plan application.

METHODS OF PAYMENT

Students may pay by cash, check, credit cards (Visa, Master, Discover) or money orders. Bounced checks will be charged with a \$25 penalty.

LATE CHARGES

Late Payments

Students who register after the scheduled registration dates will be charged a late registration fee of \$100.

Delinquent Payments

A student's account must be current before he/she can take final exams. Grades will not be assigned, nor will the transcripts be released, until accounts are paid in full. If an account is delinquent more than 30 days, enrollment may be subject to termination. Delinquent student's balances older than 30 days may be subject to a five percent (5%) per month charge of the unpaid balance.

REFUND AND CANCELLATION POLICY

WMCGW follows the minimum refund policy for a school that financially obligates the student for a semester, which is set by the State Council of Higher Education for Virginia (SCHEV) 8 VAC 40-31-160 (N). Full refunds, minus non-refundable registration fee (\$100), will be made up to 72 hours after midnight of the date of acceptance. Other refunds are based on the following schedule:

1. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
2. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.

3. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
4. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund. All refunds will be made within 15 business days from the official notification of withdrawal.

Add & Drop Refund

A student who withdraws during the add/drop period shall be entitled to 100% refund for the period.

Cancellation Refund

WMCGW shall provide three business days, excluding weekends and holidays, during which a student applicant may cancel his/her enrollment without financial obligation other than the nonrefundable fee.

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 arrange to make a payment following other semesters of the Payment Plan Agreement may also result in an additional late fee of \$50 per incident.
- Requests to change any agreement are also subject to a fee of \$50 per incident.

SCHOLARSHIPS

WMCGW offers a wide array of scholarship opportunities. To get the scholarship, students must submit the appropriate scholarship applications along with required documentations. Scholarships are classified into two major categories: Competitive Scholarships and Community Scholarships. Within these classifications, the following scholarships are currently offered:

Competitive Scholarships	Community Scholarships
<i>Merit-based Scholarships</i>	
Academic Achievement Scholarship	Employee Scholarship
Board Chairman Scholarship	Pastoral Scholarship
President's Scholarship	Pastoral Family Scholarship
	Missionary Scholarship

FINANCIAL RESPONSIBILITIES

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 semester.

WMCGW shall not grant any diploma, transcript, letter of recommendation or any action for placement until financial responsibilities 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.

APPEALS PROCESS RELATING TO FINANCIAL MATTERS

First Appeal

The first appeal must be filed within 45 days of the event. The appeal must be in written form addressed to the Dean of Students. It must address the reason and basis for filing.

The Dean will consult with staff, including the Registrar **and the Chair** of Business Affairs.

The Dean 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 Dean of Students.

Agencies of Last Resort

If, after following the school's grievance policy, the student finds that the problem has not been resolved, the student may contact the following agencies:

State Council of Higher Education for Virginia
101 N. 14th Street
Richmond, VA 23219

REGULATIONS SPECIFIC TO INTERNATIONAL STUDENTS

FORM I-20

The Form I-20 is issued to new students' enrolling at WMCGW. The Form I-20 is reprinted for a number of reasons, including program extension or change of their program of study.

INFORMATION EXCHANGE PRIVACY AND SAFETY POLICY

Personal records

WMCGW maintains records of student's personal information that students provide to the school, which includes: student's name, usernames and passwords for access to WMCGW sites, minimum of two e-mail addresses, telephone / cellphone numbers, student's photo, gender, nationality, ethnicity, marriage status, family information, social security number or identification number, and geographic location.

WMCGW does not release the personal records to other parties, except to the local, state, federal government, and its offices and agencies, when WMCGW is bound by law to release the records. WMCGW uses the personal information for academic purposes, such as academic-record keeping, assessment and evaluation of student's academic achievement, enrollment verification, and degree confirmation etc.

Also WMCGW uses personal information for notifying students of changes in academic calendar, emergencies, academic-relevant issues that require student's response, and changes of course schedule.

WMCGW may release particular student's personal information to the law enforcement authorities, as well as other third parties, to comply with verified request by authorities and parties to enforce law and protect rights of individuals.

Academic records

WMCGW maintains records of student's academic data and information, which includes: Student's academic status, course registration records, attendance records, grade records, transcript, record of attendance warnings received, record of academic probations received, evaluation of practicum, academic honors, leave of absences agreement, records of withdrawal, termination, and graduation.

WMCGW will keep student's academic records permanently. The academic records are released to individuals, institutions, and parties upon the verified request from the student. Further, WMCGW will use academic records for assessment and evaluation of the quality of education and overall success of mission.

WMCGW may release academic records to local, state, and federal government and its offices and agencies, when WMCGW is bound by law to release the records.

Non-personal data and records

WMCGW sites gather non-personal data and records for an academic-support, development, and assessment and evaluation purposes. The non-personal data includes: login information, keys for session, timestamps, activity logs, IP addresses, demographic data, and navigational behavior.

Some data and records may be kept anonymously. Non-personal data and records will be used to construct Big-Data and to perform statistical analyses of the usability of the WMCGW sites, and may be used to improve quality of services, and assess and evaluate the success of WMCGW's mission.

Some non-personal data can be used for academic evaluation and grading purpose, such as measure of attendance and quantitative measure of course participation level.

CAMPUS FACILITIES

Hours of Operation: The school is open Monday – Saturday from 09:00 am to 10:00 pm during the Spring and Fall semesters. At all other times, the school is open from Monday – Friday from 10:00 am to 5:00 pm.

LIBRARY

The WMCGW Library is one of the multi-lingual (English and other languages) research libraries. Our library serves a variety of academic disciplines in the humanities, social sciences [especially concentrated on theology], bible commentary, church ministries, multi-cultural immigrant related resources, small business and conflict transformation. The WMCGW Library collection numbers over 10,000 items that includes books, journals, videos, tapes, DVD and sound recordings.

Open Hours

Fall & Spring Semester	Monday - Friday 09:00 AM – 10:00 PM	Saturday, Sunday Close
Summer & Winter Break	Monday - Friday 10:00 AM – 05:00 PM	

Loan Policy

Books	No. of Loan Books	Length of Loan	Frequency of Renewal
Undergraduate	10 Volumes	21 Days	2 Times
M. Div.	15 Volumes	21 Days	2 Times
D. Min.	25 Volumes	60 Days	2 Times
Alumni & Visitor	10 Volumes	21 Days	2 Times

Other Materials	No. of Loan Books	Length of Loan	Frequency of Renewal
CD & DVD	5 Volumes	7 Days	No renewal
Periodical	No allowed to lend	-	-
Reserved Materials	No allowed to lend	-	-

Holding Books

The library's holdings consist of both print and digital titles. There are over 10,000 print books and huge numbers of eBooks are accessible through online resources. The library maintains subscriptions to print journals, magazines, and newspapers. WMCGW also subscribes ProQuest 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
Biblical Theology & Commentary	1,000	Depends on online resources
Systematic Theology	1,000	Depends on online resources
History & Literature	1,000	Depends on online resources
Pastoral Theology (Ministry & Counseling)	1,000	Depends on online resources
Missiology	500	Depends on online resources
Education & Spirituals	1,500	
Homiletics	1,500	Depends on online resources
Generals & Humanities	2,000	Depends on online resources
Thesis & Journals	500	Depends on online resources

Online Resources

WMCGW provides 5 commercially available e-library resources, ProQuest Central for Religious Database, ProQuest Dissertation and Theses, Gale Cengage, Infobase, and the Galaxie for Graduate and Doctoral students. We also provide several open-access e-library resources such as OADTL, KOAJ, and RISS. Most resources are searchable in multiple languages such as English, Korean, French, etc. So, the students from various countries can search the database in English and another language they can use.

The e-library resources that our students can access are as follows,

1. 4 e-libraries of LIRN

WMCGW subscribed **L.I.R.N.** provides 4 E-library and learning resources platforms. These four E-Libraries *ProQuest Central*, *ProQuest Dissertation and Theses*, *Gale Cengage*, and *Infobase* provide enormous volumes of Articles, Dissertations, Theses, journals, and periodicals that will help our Graduate students including Doctoral. ProQuest Central provides 47 Databases including Religious Databases searchable in *English, Korean, and other major languages*. This is an essential resource for graduate work as it provides not only examples of Theses and Dissertations but also a source of material for graduate research. Especially, ProQuest's Religion database contains articles from newspapers and journals, and we are currently subscribed to that.

2. Galaxie Software (Database)

WMCGW also subscribed to the **Galaxie Database** to provide Theological Journals and Bible Study Resources. The Theological Journal Library is Galaxie's popular product and has enormous conservative, evangelical theological journals available in Wordsearch, Accordance, and Online. In addition to journals, Galaxie provides several [commentary and theology resources](#) and they've been producing CD-ROMS with Theological Journals, commentaries, church history, and other religious works since 1994. These resources are available for Logos, Wordsearch, Accordance Bible Software, etc.

3. Open Access Resources

WMCGW provides open-access resources of OADTL (Open Access Digital Theological Library) to the students. OADTL provides downloadable and interactive Resources of huge volumes of periodicals, journals, and dissertations including Princeton Seminary Library for Graduate and Doctoral studies. OADTL is also accessible in English, Korean, and several major languages including French. WMCGW students can access the libraries of Carolina Christian College and Georgia Central University.

4. For Korean Resources

KOAJ (Korea Open Access Journals, <https://www.kci.go.kr/kciportal/landing/main.kci>) is Korean database that provides huge information. Students can access this database in Korean keywords. KOAJ covers over 1,000 journals, 800K theses, and 21 million articles, and can download the full text.

RISS (Research Information Sharing Service, <https://www.riss.kr>) is a service from the KERIS (Korea Education and Research Information Service) that provides all the theses, articles, and educational materials published by Korean Universities and Colleges without limitations. WMCGW registered this system to use the database.

Other Services

1. Copy & Print
2. For small group activities such as projects, group assignments, independent study, etc., contact the librarian to reserve, postpone, or cancel the reservation of the group activity room.
3. Wireless Internet & 10 guest computers

MORE INFORMATION IS IN THE LIBRARY MANUAL

COPY ROOM

Copy and print services are available at the library from 10:00 am to 8:00 pm, Monday through Friday. The charge is 10 cents per page.

PARKING LOTS

Students are to park their vehicles in the unrestricted space in the campus parking lot. They are not allowed to park in the space for the handicapped, or visitors.

1. All students can park in student parking lots.
2. Park only in the designated areas. Violations may result in towing at the owner's expense.
3. Please park properly in order not to cause inconvenience to fellow students.

HEALTH and SAFETY

CAMPUS EMERGENCY

During an emergency remain calm and listen for instructions from the person in charge, whether from school personnel or an emergency response team. Make sure the 911 operator is called. If the emergency involves the whole school and is during regular office hours, someone in the administration will make the call. If this is a personal emergency, such as a medical emergency, or after hours and the office is closed, the student or a capable friend or acquaintance should make the call to 911. If you have not had a first aid course, please become familiar with the first aid survival guide at the front of the phone directory white pages.

Calling 911

When you dial 911, be prepared to tell the 911 operator:

1. The phone number from which you are calling.
2. The address.
3. Any special directions on how to find the victim? For example: "Go to 11400 Shirley Gate Ct. in Fairfax. Park in front of the Fairfax Korean Church, then goes through the building. Go to the basement of the main building."
4. Describe the victim's condition (i.e., unconscious, bleeding, burned, broken bones, etc.).
5. Describe what happened, how many were injured, and what help is being given.
6. Give your name.
7. Do not hang up until 911 operators tell you. They may have special questions.

Fire

In case of fire or fire drill on Campus, all persons are to proceed quickly and calmly to the parking lot. Fire extinguishers are located on the wall or near every stairwell and most exits. Do not park in the single-lane drive around the building at any time. It is a fire lane and must be kept clear for emergency vehicles.

COMMUNICABLE DISEASE

WMCGW desires to protect the health and safety of the college community by adopting and observing a policy concerning infectious and communicable diseases in accordance with the latest medical knowledge.

WMCGW Position

Activities

Persons with communicable diseases should be permitted the opportunity to enjoy as many normal pursuits as appropriate to their behaviors including instructional, cultural, religious, athletic, or social activities.

Nondiscrimination

Persons with communicable diseases will not be treated differently by the college and should not be treated differently by other persons without such diseases so long as the college's standards of personal conduct, employment, and academic status are met or unless the college determines that the behavior or conduct of a person with communicable diseases threatens the person and/or other individuals.

Admissions

Each communicable disease infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based on lifestyle, neurological development, and the physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision.

DRUG-FREE CAMPUS

Illegal drugs in the workplace are a danger to all. They impair safety and health, promote crime lower productivity, and quality, and undermine public confidence in the work we do. They also destroy the temple of God. WMCG does not tolerate the illegal use of drugs on both moral and legal grounds. College is declared to be a drug-free workplace. This means all students are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in or around the College.

ON-CAMPUS CRIMES

WMCGW has adopted and established the following procedures to provide information to students, faculty, staff, and visitors to the campus.

Notice to Students, Faculty, Staff and Visitors

If you are either a witness or the victim of an on-campus crime, please do the following.

Step 1: Notify the nearest administrator, supervisor, faculty, or staff member.

Step 2: If necessary, under emergency circumstances, call for Emergency Services (police or ambulance) by dialing 911. The administration officers should remain available for emergency contact at any time during the week and should be your first point of contact.

Step 3: File a confidential written report of the crime or incident with the President or the Dean of Student.

UNAUTHORIZED ENTRY

Entering or breaking into any locked room ignoring posted signs without permission, is sufficient cause for immediate suspension. Offices should not be entered unless one has knocked and received permission to enter.

STUDENT SERVICES

WORK-STUDY PROGRAM

The Office of Student Life provides part-time employment opportunities to help needy students to finance their costs for education. To benefit from this program:

1. you need to submit an application to the Office of Student Life;
2. then you will be placed on the waiting list;
3. and the Office of Student Life will contact you according to the waiting list. (If the Office is not able to reach you, your turn will be transferred to the next available applicant.)
4. Available Job Positions: Library Service, Campus Cleaning, Department Assistant Service

CHAPEL SERVICES

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

Sundays: Chapel (11:00 AM Fairfax Korean Church)

Wednesdays: Chapel (8:00 PM Fairfax Korean Church)

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

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 Affairs for such assistance. To help graduates prepare to enter Christian service, counselors offer seminars on preparing resumes, job application, and interviewing techniques.

FACULTY AND STAFF DIRECTORY

President, C.E.O.

Kwang Ho Yang, Ph.D. (Liverpool Univ.) & D. Min. (Trinity College & Seminary)
Systematic Theology
11400 Shirley Gate Ct.
Fairfax, VA 22030

Dean of Academic Affairs, C.A.O.

Chang Hun Han, D. Min. (Washington University of Virginia)
14720 Grobie Pond Lane,
Centreville, VA 20120

Dean of Operational Affairs, C.O.O.

Jaeheup Kim, Ph.D. (Inha University)
Population Genomics and Molecular Ecology
13703 Lambertina Place
Rockville, MD 20850

Professors and Staffs

Name	Title	Degree	Certificate	Transcript	Resume
Kwang-Ho Yang	Full	Ph. D, D. Min.	Yes	Yes	Yes
Chang Hun Han	Full	D. Min	Yes	Yes	Yes
David Sungwoo Kim	Full	D.Min	Yes	Yes	Yes
Jae Heup Kim	Full	Ph. D.	Yes	Yes	Yes
Jung Sil Lee	PT	Ph. D.	Yes	Yes	Yes
Dongwon Na	PT	M.Div.	Yes	Yes	Yes
Sukho Moon	PT	Th. D	Yes	Yes	Yes
Dennis Park	PT	D. Min.	Yes	Yes	Yes
Hyejoo Lee	PT	Ph. D.	Yes	Yes	Yes
Seung Sin Park	PT	M. Div.	Yes	Yes	Yes
Suntaek Oh	PT	D. Min.	Yes	Yes	Yes
Na Ryung Kim	PT	M. .	Yes	Yes	Yes
Jeong Sook Cho Oh	PT	M.C.E.	Yes	Yes	Yes
Han Yong Choi	Full	D. Min.	Yes	Yes	Yes
John C. Kim	PT	D. Min.	Yes	Yes	Yes
Craig Curtis Markley	PT	M.A.	Yes	Yes	Yes

CAMPUS MAP

Address:

Main Campus
11400 Shirley Gate Ct.
Fairfax, VA 22030
(202) 999-8279

Map of the School

