

WSC STUDENT HANDBOOK

2026-2027



Westminster
Seminary California

CONTENTS

Welcome Letter from the Dean of Students	4
Welcome Letter from the Westminster Student Association	6
Student Life	8
Behavioral Standards	10
Students with Disabilities	24
Academic Policies	25
Student FERPA Rights of Privacy and Access to Records	32
Campus Security Policy	34
Student Services	36

Welcome Letter from the Dean of Students

~ Welcome New Students ~

We are delighted that you have chosen to engage in the academic and community life of Westminster Seminary California (WSC). Thank you! We know that you have prayed about your decision, and we have prayed for you too. We rejoice that the Lord has brought us together. We trust that the Lord will use your time at WSC to conform you more to the image of our crucified, risen, ascended, and reigning savior, Jesus, and to equip you for various fields of service in his kingdom.

As this next chapter of your life commences, we want to prepare, equip, and care for you, holistically, to the best of our ability. One of the ways in which we seek to prepare you is through this Student Handbook. Candidly, we can all admit that it is not a page-turner. Nevertheless the handbook plays an important role in communicating various expectations, commitments, and resources within the WSC community. The community standards are those to which we are all obliged, and which by enrolling at WSC you agree to abide by for the duration of your studies. Because frustration and confusion can arise when expectations are unclear, we hope that this handbook will clarify expectations for your seminary journey.

Allow me to highlight two areas of interest. First, there is a section on plagiarism (p. 25) that you must read and acknowledge. If any portion of that policy is unclear to you, be sure to notify your faculty advisor or the Dean of Students. Second, graduate education can be extremely rewarding, but it can also be quite costly. The seminary encourages students to be wise stewards of all that the Lord gives to them and their families. Make sure you do not take on more debt than can realistically be repaid.

Please let us know if we can be of service to you. We cannot do anything about needs that are unknown to us, but we would be honored to address the needs of which we become aware. Friends, please know that you are not alone. First and foremost, you belong to and are loved by our Triune God. We also hope you will be actively enfolded into the life of a local church. Finally, we are here for and with you. The faculty, staff, administration, Board of Trustees, alumni, donors, friends of the seminary, and numerous churches throughout the world care for you and pray for you. We all desire the best for you as we seek to serve Christ, His Gospel, and His Church.

It is with sincere joy and hope that we welcome you into the WSC community.

Your brother in Christ,



Rev. Chuck Tedrick
Dean of Students

ctedrick@wscal.edu

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Welcome Letter from the Westminster Student Association

August 2026

Dear Brothers and Sisters in Christ,

The Westminster Student Association (WSA) would like to welcome you to WSC! We are glad you are here, and we hope to grow with you in knowledge and love for our Savior this year.

The WSA is here to serve you. We facilitate events and activities designed to help all of us grow in our knowledge of and skill in applying biblical truth, as well as activities that are simply fun and foster friendship with one another. If you have suggestions for ways that we can serve you beyond these events and activities, please let us know.

It is our prayer that your time at WSC will be a blessing beyond compare as you prepare for the Lord's call upon your life.

In Christ,

The Westminster Student Association (2026-2027)

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Student Life

Devotional Life

The spiritual life of the seminary is nurtured by morning devotions and prayer (Tuesdays – Thursdays) under the charge of the faculty. One root conviction governs these devotional exercises—namely, that the true guide in Christian worship and Christian prayer, as well as in all other activities of the Christian life, is the Word of God, and that it is only when the believer, with the help and guidance of the Holy Spirit, continually returns to the great scriptural doctrines of God, of sin, and of grace that true blessing is to be obtained.

Chapel speakers include faculty, pastors, mission representatives, Christian lay people, and WSC upperclassmen.

Prayer is also integral to the life of the Christian and our community. Faculty advisors and their students gather each Wednesday morning at 10 a.m. for group prayer, as well as in personal conferences.

The seminary recognizes the indispensable role of the church in the growth of every believer and therefore does not assume to itself the church's responsibility for spiritual nurture. Therefore, students are encouraged to associate with the life and work of a particular local congregation of their choice.

Practical Service

Effective preparation for the gospel ministry requires training in service. The seminary calendar provides for periods of service as well as study, and the curriculum seeks to relate devout scholarship to informed ministry of the Word. Students preparing for pastoral ministry are urged to work under faithful church supervision from the very beginning of their seminary study, particularly during the summer months. To facilitate completion of the Field Education requirement for the Master of Divinity program, the Director of Field Education coordinates between MDiv students and their pastoral internship supervisors.

The Westminster Student Association (WSA)

The students of the seminary maintain an organization in order to promote Christian fellowship and growth and to advance the purposes for which the seminary stands. The officers of the association—President, Vice President, Secretary, Treasurer, and class representatives—are elected annually by the student body. The Cabinet, which consists of these officers together with one officer from each class, meets approximately once a month.

The WSA, which includes all WSC students, provides representative government and advances the interests of the student body. The officers work with the faculty, administration, and other organizations to coordinate activities and events which will add to the quality of seminary life.

At least two association meetings are held each year, one at the beginning of the school year and one in April. Students are encouraged to contact the WSA officers with suggestions which would benefit the student body.

Activities of the WSA are supported through an annual student activities fee, as outlined in the *Academic Catalogue*. This fee is assessed each semester to all students. The current amount is listed in the *Catalogue*.

Westminster Korean Fellowship

The Westminster Korean Fellowship (WKF) is an association of Korean and Korean American students organized for the purpose of prayer, Christian fellowship, and support of the seminary. Meetings are held on a regular basis, and special events for the whole community are planned. Officers are elected annually.

Westminster Women's Fellowship

Westminster Women's Fellowship (WWF) is an association of women in the WSC community: women students and wives of students, faculty, and staff. The WWF provides social and learning opportunities to help women build relationships and prepare for future ministry roles. The activities of the WWF include organizing a reception for new student wives and women students in the Fall and a variety of programs and events throughout the academic year.

Westminster International Missions Forum

The Westminster International Missions Forum (WIMF) is a student-led initiative that provides an organized, ongoing forum for the seminary community to discuss topics related to cross-cultural missions, international church contexts, and the ministry of the Gospel, all from the perspective of Reformed confessional theology. Besides students interested in serving internationally, the WIMF engages students who will be ministering stateside and encourages them to send missionaries and support international churches and missions.

The Warfield Seminar

The Warfield Seminar is an opportunity for students to engage in informal conversation with professors about their current research. Named after theologian B.B. Warfield, the Warfield Seminar is held about three times a semester. A professor makes available a paper that he has been working on, often in preparation for a conference presentation, journal article, or chapter in a book. At the Warfield Seminar, the professor presents his argument and engages in discussion with students and professors about his research and conclusions. Through these unique engagements, students have an opportunity to expand the horizons of their theological education.

Den Dulk Lectures

The Robert G. and Nellie B. den Dulk Lectures on Pastoral Ministry were endowed by friends of Westminster Seminary California when Bob den Dulk resigned as the second president of the Seminary. In appreciation for the den Dulks' 30-year service to Westminster Theological Seminary in Pennsylvania and to Westminster Seminary California, and in recognition of their passion for preparing pastors to preach the Word of God faithfully and powerfully, WSC designated the proceeds of this endowment to bring an experienced pastor to campus each year to address students preparing for the ministry of the Word, as well as pastors engaged in ministry. This lecture series is designed to encourage both students and pastors and to give counsel regarding the rigor and joy of shepherding Christ's flock.

Behavioral Standards

Westminster Seminary California is a distinctively and pervasively Christian community of scholars and expects its students to conform to the standards of behavior set forth in Scripture and summarized in the historic Reformed confessions, namely, the Westminster Standards (i.e., the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms) and the Three Forms of Unity (the Belgic Confession, Heidelberg Catechism, and Canons of Dort) (collectively, the “Confessional Standards”).

These Confessional Standards teach that authentic goodness is a state of the heart, the product of regeneration by God’s Holy Spirit. We cannot judge another’s heart, and therefore we cannot judge the internal thoughts and attitudes that produce good or wicked actions. But we can and must take account of the external actions that Scripture praises or condemns.

Those whose actions violate these biblical and confessional standards may be subject to discipline (through fair process described below) and, in cases of violations that are either serious, unrepentant, or continued, may be required to leave the institution.

The seminary reserves the right, in its sole discretion, to dismiss any student whose conduct, speech, or influence is found to be unsatisfactory or unbecoming of one preparing for Christian ministry or inconsistent with the seminary’s policies, standards, or mission. Student conduct is under the general oversight of the faculty, exercised as described in Procedure for Student Discipline below. The Academic Policies including the Honor System are under the purview of the Academic Dean.

Westminster Seminary California takes firm stands on matters of moral conduct as taught in the Scriptures and summarized in the Confessional Standards. For instance, the seminary affirms the sanctity of human life, including the life of an unborn child (Gen. 1:26-31; Psalm 22:10-11; 139:13-15; Gal. 1:15; WCF 4.2; HC Q 6; BC 14). The seminary has deeply held religious beliefs that homosexual behavior, lifestyle, and cohabitation, sexual relations outside the marital relationship, use of pornography, and transgender behavior are immoral (Gen. 1:28; 2:18; Lev. 18:22; 20:13; Rom. 1:26-27; 1 Cor. 6:9-11; 2 Cor. 12:21; WCF 24.1-2, 5-6; HC Q 108-109). These are only select examples of the seminary’s positions on some contemporary questions of conduct and morals.

There are lengthy statements below concerning, *inter alia*, sexual conduct, gender, substance abuse, sexual harassment, sexual exploitation, and sexual intimidation. Sanctions for offenses defined by these policies may include dismissal. Other offenses which violate our Confessional Standards and are therefore subject to discipline, with the possibility of dismissal, include (but are not limited to) the following: participation in the occult, profane or blasphemous language, expressions of disrespect for others, contentiousness, divisiveness, slander, physical assault, unbiblical termination of pregnancy, sexual misconduct (including rape, incest, fornication, adultery, and lewd conduct), unrepentant divorce which was obtained on unbiblical grounds, lying, dishonesty (particularly violations of the honor system), disruptive behavior, theft, and damage to the property of others. Such discipline may also be brought against those who violate civil or criminal law, except in those rare cases where the civil law contradicts Scripture or our Confessional Standards.

By enrolling and by continuing enrollment at WSC, each student agrees to comply with the seminary’s behavioral policies and standards as they may be updated, amended, or revised from time to time. The Student Handbook is published and may be revised annually, and all active students are bound by the Handbook currently in effect for the duration of their tenure at WSC.

The seminary publishes the Handbook as administrative guidance for the seminary community and reserves the right to amend, modify, or depart from any policy or procedure stated herein at its sole discretion. Nothing in this Handbook creates a contractual right, entitlement, or obligation enforceable against the seminary, and the seminary’s relationship with each student is at the seminary’s discretion as set forth in the Behavioral Standards and the seminary’s policies.

Off-Campus Violations

Conduct off campus that violates the seminary's behavioral standards and adversely affects an interest of the seminary is subject to disciplinary sanction. Specifically included within the seminary's interests are violations that:

- Involve conduct directed at other members of the seminary community;
- Disrupt educational or other functions of the seminary;
- Occur during or at seminary-sponsored events or service and internship activities undertaken as part of curricular requirements or courses;
- Occur during the events of organizations affiliated with the seminary;
- If repeated on the campus, pose a threat to the safety of members of the seminary community.

Sexual Conduct Policy

Westminster Seminary California believes that all persons, male and female, deserve to be treated with dignity, respect, honor, and love because they are created in the image of God. Sexuality is a good gift from God that enhances the whole of life, yet, for our benefit, God has provided boundaries for the expression of human sexuality. Westminster Seminary has deeply held religious beliefs, based upon biblical principles and our Confessional Standards, that only marriage between one man and one woman is God's intention for the joyful fulfillment of sexual intimacy. According to the Scriptures, Christians will uphold sexual abstinence among the unmarried (1 Cor. 6:18) and the sanctity of marriage between a man and a woman (Heb. 13:4). Therefore, it is our deeply held religious belief that Scripture condemns all forms of sexual intimacy outside of marriage, such as pre-marital sex, extra-marital sex, homosexual behavior, pornography, and all other sexual relations outside the bounds of monogamous marriage between one man and one woman (Matt. 5:27-28; Rom. 1:21-27; 1 Cor. 6:9-10; Gen. 2:24; Eph. 5:31). Violation of marriage vows by unfaithfulness or unbiblical divorce displeases God and injures others. Sexual practices that are divorced from loving, covenantal marriage relationships between a man and a woman distort God's intentions and result in sinful behavior. Not only does sexual intimacy outside of marriage violate biblical standards, but so too may words, attitudes, and thoughts. We recognize that these principles may conflict with the practice or opinion of some within the larger culture. Nonetheless, Westminster Seminary California is convinced that this is God's design for human sexuality, and all members of the seminary community are expected to live within this biblical standard. These standards constitute the policy of the seminary, and students are required to conform their conduct to this policy. Violations of these standards may be addressed through appropriate disciplinary action.

Sexual misconduct allegations will be viewed as serious and will be investigated promptly and thoroughly. If it is determined that sexual misconduct has occurred, prompt and appropriate disciplinary action or other measures will be taken, up to and including dismissal. The seminary will not retaliate, or permit retaliation, against a person who in good faith (i.e., not frivolously, maliciously, or with vengeful intent) makes an allegation of sexual misconduct. See also the Annual Security Report: Policy against Sexual Misconduct, which describes WSC adherence to the portions of Title IX from which it is not exempt.

Definitions of Sexual Misconduct

Sexual misconduct includes any violation of scriptural standards for sexual behavior. Examples include, but are not limited to:

1. Physical sexual activity with, or deep emotional attachment to, a person other than one's legitimate spouse.
2. A married person's promotion of or maintaining deep emotional attachment to a person other than one's spouse.
3. Intimate physical sexual activity by unmarried persons.
4. Sexual abuse of children.
5. Unbiblical separation, divorce, or remarriage.
6. Collection, viewing, or use of pornography.
7. Homosexual sexual activity.
8. Sexual harassment (see below).

The seminary's understanding of Scripture on these matters is summarized in the Confessional Standards. Any individual who does not comply with applicable law or with WSC's behavioral standards, be it in conduct or in speech, is subject to discipline, up to and including expulsion.

Gender Policy

It is Westminster Seminary California's deeply held religious belief that each person's sex is established by God at birth and a person's sex may not be changed (Gen. 1:27; 5:2; Matt. 19:4). A person's expression of gender should be consistent with his or her sex at birth. Westminster Seminary California reserves the right to dismiss any student whose conduct, speech, or influence upon our faith community proves, in our judgment, contrary to this standard or contrary to the best interests of our students and their commitments to the seminary and to our Lord. Therefore, Westminster Seminary California will not support persistent or conspicuous displays of dressing in a manner that is nonconforming with the gender consistent with sex at birth, transgender behavior, or other expressions or actions that are deliberately discordant with gender consistent with sex at birth.

Anti-Harassment Policy

This Policy prohibits harassment based on sex, race, color, ethnicity, national origin, or physical or mental disability ("Protected Classifications"). The seminary limits admissions to students who are Christian, but it does not tolerate students engaging in harassing conduct against others on the basis of a student's particular religious values, beliefs, or practices.

Harassment can take many forms, and may include verbal, physical, or visual conduct.

- Unwelcome or offensive verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse, or humiliate another, whether communicated verbally, in writing, electronically, online, through social media, or in images or gestures. This may include comments on appearance including dress or physical features, or stories and jokes based on a Protected Classification(s) identified in this Policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking or blocking or impeding a person's movement based on a Protected Classification(s) identified in this Policy.

Westminster Seminary California prohibits harassment based on race and racism among members of the seminary community. For purposes of this Handbook, racism is defined as unwelcome or offensive physical, verbal, or visual conduct, prejudice, or antagonism directed against a person or people on the basis of their membership in a particular racial or ethnic group. Such prejudice or conduct is incompatible with the seminary's confession that all human beings are created in the image of God (Gen. 1:27) and with the unity of the body of Christ (Gal. 3:28; Eph. 2:14–21) and may be addressed through appropriate disciplinary action.

Racial harassment may include, but is not limited to:

- Threats, physical contact, pranks or vandalism directed at an individual or individuals because of their race or ethnicity;
- Racial epithets, derogatory comments, jokes or ridicule directed to a specific person or persons about their race or ethnicity;
- Defacement of a person's property based upon race of the owner; or
- Racial or ethnic remarks or conduct, according to the definition given above, even if not directed at a specific person or persons.

In addition, speech or conduct that is sexist, racist, or anti-Semitic (see below) may be defined as harassment and is also prohibited and subject to discipline under this Handbook. While the seminary prohibits harassment based on the Protected Classifications listed in this Policy, the seminary has deeply held religious beliefs based upon biblical principles and the Confessional Standards, and the seminary may address conduct that violates the Behavioral Standards, Sexual Conduct Policy, and Gender Policy through appropriate disciplinary action up to and including dismissal.

Students who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter following the Complaint Policy and Procedure below.

Sexual Harassment Policy

Westminster Seminary California prohibits sexism and sex-based harassment among members of the seminary community. For purposes of this Handbook, sexism means prejudice, stereotyping, or discrimination directed at a person on the basis of sex, including speech or conduct that demeans, belittles, or excludes a person because of his or her sex. The seminary's commitment to the dignity of every person as created in the image of God, male and female (Gen. 1:27), is incompatible with sexist speech or conduct, and such conduct may be addressed through appropriate disciplinary action. Nothing in this paragraph limits the seminary's deeply held religious beliefs concerning sex, gender, marriage, and ordination as set forth elsewhere in this Handbook.

God's Word commands respect for others and the maintenance of sexual purity in thought, word, and deed. Scripture condemns the use of influence by persons of either sex to exploit others sexually (Genesis 38: 39:6-20; 2 Samuel 13:1-22), and it instructs Christ's followers to avoid all sorts of impure speech (obscenity, foolish talk or coarse joking, Ephesians 5:3-7). Consistent with its commitment to be a community under the lordship of Christ, Westminster Seminary California intends to preserve an environment that is free from sexual harassment. The seminary's procedure for investigating allegations is published in the Student Handbook.

Sexual harassment is strictly prohibited. Sexual harassment includes any form of unwelcome or nonconsensual sexual advance, request for sexual favors, or other verbal, visual, or physical conduct based on sex, when: (1) submission to such conduct is made explicitly or implicitly a condition of instruction, academic standing, employment, or participation in other seminary activity; (2) submission to or rejection of such conduct is used as the basis for academic evaluation, instruction, employment decisions, grades, or advancement affecting that individual; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or participation in instructional, employment-related, or other seminary activity; or (4) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the seminary. Sexual harassment also includes verbal, visual, or physical conduct based on sex that creates an intimidating, hostile, and/or offensive working or learning environment. It may include, but is not limited to:

1. Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, online communications, and social media postings and messages, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, intimidating language, spreading rumors about or rating others as to sexual activity or performance.
2. Jokes, comments, verbal "kidding," or abuse that is based on sex.
3. Suggestive, inappropriate, or graphic comments about a person's body, appearance, or actions.
4. Speech that is demeaning, belittling, or in other ways derogatory based on sex.
5. Sexually suggestive gestures or actions, including physical actions such as patting, pinching, constant brushing against another's body, or blocking another's movement.
6. Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
7. Subtle pressure for sexual activity or demands for sexual favors, whether or not accompanied by promise of reward or threat of punishment.
8. Indecent exposure.
9. Sexual assault or rape.

Sexual assault is defined as harmful or threatening behavior manifested in the form of physical contact. Rape occurs when a person engages in non-consensual sexual intercourse. Non-

consensual sexual intercourse happens when someone says “no” or is unable to consent to sexual intercourse because he/she is mentally incapacitated, physically helpless due to drug or alcohol consumption, threatened or coerced, unconscious, or asleep. Acquaintance rape occurs in situations where parties know one another and one known individual forces the other to enter into sexual activity despite objections or reservations.

Complaint Procedure for Sexual Harassment and Sexual Misconduct

Westminster Seminary California encourages those who have experienced any form of sexual harassment and/or sexual misconduct to report the incident promptly and to seek all available assistance, and to pursue criminal prosecution of the offender. WSC takes complaints very seriously and will work with victims to ensure their safety as much as possible and to remedy the situation. The Seminary will fully cooperate with law enforcement in any related investigation and reserves the right to commence its internal complaint resolution procedures prior to the completion of any law enforcement investigation.

Complaints may be filed with a Title IX Coordinator or any seminary employee identified as a mandatory reporter. All sexual harassment and sexual-misconduct complaints made to the mandatory reporter will be reported to a Title IX Coordinator. The seminary’s Title IX Coordinator is:

- Dawn Dirksen, Vice President of Finance and Operations
ddirksen@wscal.edu | (760) 480-8474 x139

The Title IX Coordinator(s) are the individuals responsible for providing education and training about discrimination, harassment, and sexual misconduct to the seminary community and for receiving and investigating reports and complaints of discrimination, harassment, and sexual misconduct in accordance with this policy. The Title IX Coordinator(s) are authorized to designate other appropriately trained individuals to receive and investigate reports and complaints of discrimination, harassment, and sexual misconduct as deemed appropriate at his/her sole discretion.

Other types of complaints of harassment or discrimination should be immediately reported following the Complaint Policy and Procedure below.

Mandatory Reporters

All staff and faculty are mandatory reporters. A mandatory reporter must report all allegations of sexual misconduct to a Title IX Coordinator.

Prompt reporting of an alleged incident is important to permit timely investigation and collection of relevant evidence before memories fade, evidence is lost, or witnesses leave the seminary. Once such a report is made, an investigation will be conducted consistent with biblical principles and fair process procedures pertaining to student discipline.

A student who is found to have engaged in sexual harassment or sexual misconduct in violation of this policy shall be subject to discipline. Such discipline may include one or more of the following: verbal warning, written reprimand, probation, counseling, suspension, dismissal.

Anti-Semitism Policy

Westminster Seminary California prohibits anti-Semitic speech or conduct among members of the seminary community. For purposes of this Handbook, anti-Semitism is described as expressed prejudice, antagonism, or discrimination directed against Jewish people, whether on the basis of religion, ethnicity, ancestry, or perceived group membership, including speech or conduct that demeans, belittles, stereotypes, or excludes a person on those grounds. Such prejudice or conduct is incompatible with the seminary’s confession that all human beings are created in the image of God (Gen. 1:27), with the unity of the body of Christ (Gal. 3:28; Eph. 2:14–21), and with the seminary’s recognition that salvation is from the Jews (John 4:22) and that the gospel is for the Jew first (Rom. 1:16). Anti-Semitic speech or conduct, including slurs, derogatory comments, conspiratorial tropes, jokes, or ridicule, may be addressed through appropriate disciplinary action. Students who believe that they have experienced, witnessed, or have relevant information about

anti-Semitism in the seminary community should immediately report the matter following the Complaint Policy and Procedure below.

Unlawful Discrimination Policy

Westminster Seminary California is committed to providing a learning, working, and community environment that models Christ-like behavior. This commitment leaves no room for unlawful, invidious discrimination in policies, practices, and procedures. In keeping with this commitment, the seminary does not unlawfully discriminate on the basis of sex, race, color, national and ethnic origin, physical disability, and mental disability ("Protected Classifications") in the administration of its educational policies, admissions policies, services, or scholarship and loan programs.

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy, by taking an adverse action against or denying a benefit to that individual. Students are prohibited from engaging in discrimination against other members of the seminary community on the bases listed above, including but not limited to racism, sexism, anti-Semitism, and ethnic or national-origin prejudice. Such conduct is inconsistent with the seminary's confessional and biblical standards (Gen. 1:27; Gal. 3:28; James 2:1–9) and may be addressed through appropriate disciplinary action up to and including dismissal.

While the seminary prohibits discrimination based on the Protected Classifications listed in this policy, the seminary has deeply held religious beliefs based upon biblical principles and the Confessional Standards, and the seminary may address conduct that violates the Behavioral Standards, Sexual Conduct Policy, and Gender Policy through appropriate disciplinary action up to and including dismissal. It is the seminary's deeply held religious belief, based on Scripture and our Confessional Standards (the Westminster Standards and Three Forms of Unity) that explicit sexual activity must be reserved for biblical marriage, which the seminary understands to be the covenant union between one man and one woman.

The seminary also does lawfully make distinctions based on religion. The seminary is a distinctively and pervasively Christian community of scholars dedicated to the preparation of men and women for service to Christ and his church. In all it does, including instruction, study, worship, prayer, nurture, research, and publication, the seminary pursues excellence in the service of Jesus Christ through the guidance and power of the Holy Spirit, to the glory of God the Father. Because the seminary's primary mission is the preparation of men and women for service to Christ and his church, the seminary seeks students who are gifted, called, and committed to such service. The seminary has a deeply held religious belief that only those who are professing Christian believers, are regenerated by the Holy Spirit, and have the illumination of the Spirit can truly understand and rightly interpret and apply the Word of God. Further, the seminary board and faculty understand the criteria for the gospel ministry set down in Scripture as limiting candidacy for the gospel ministry to qualified males. Because the Master of Divinity program is designed to prepare candidates for official pastoral ministry, only men are admitted to the M.Div. degree program. Women as well as men receive gifts and callings from God to serve in various non-ordained ministries. Therefore, women and men are encouraged to enroll in the Master of Arts programs.

Students who believe that they have experienced, witnessed, or have relevant information about discrimination should immediately report the matter following the Complaint Policy and Procedure below.

Limits of Discourse

Westminster Seminary California is a private graduate institution. The seminary values robust academic inquiry and the freedom of students to explore and engage controversial ideas in the classroom and in the life of the seminary community. That freedom is exercised, however, within the limits of Christian decorum and the standards of conduct set out in this Handbook. The seminary's commitment to academic freedom does not extend to speech that is unbecoming of a Christian, harassing, sexist, racist, anti-Semitic, or is otherwise prohibited by this Handbook, and such speech may be addressed through appropriate disciplinary action.

Policy Against Disrespect of Authority

Actions that are mocking or disparaging of (i) faculty, staff, or other persons placed in authority over a student; (ii) discipline imposed for improper behavior; or (iii) the individual or judicatory body imposing the sanctions are regarded as disrespectful. Students are expected to exhibit humble submission to authority and to be sincere in their intent to change inappropriate behavior and attitudes. Students are also expected to respond to and obey the requests made by faculty, staff, or students who have been placed in a position of authority (e.g., housing manager). Failure to do so may lead to disciplinary action. Students who have falsified or misrepresented information to a seminary official or judicial body can also be sanctioned for disrespect of authority.

Policy Against Disruption of Rights

Disruption of the rights of a seminary community member is prohibited. Disruptive activities include any type of disruptive act (e.g., sit-ins, demonstrations that block ingress and egress of persons to or from the campus, persistent interrupting of faculty members or students speaking in class, pranks, hazing, etc.). Individuals who commit disruptive acts that cause damage will be charged the cost of repairs and clean-up.

Violations involving disruption of a seminary community member's rights may also include:

- Intentional disruption, obstruction, or denial of access to seminary services, facilities, or programs;
- Intentional interference with the rights, privacy, privileges, health, and safety of persons on campus;
- Interference with emergency evacuation procedures;
- Intentional or knowing interference with academic pursuits;
- Disorderly conduct;
- Disturbing the peace; or
- Inciting others to do acts which are restricted above.

Theft or Damage to Property or Services

Actual or attempted unauthorized taking, use, misappropriation, or damage to property or services owned or maintained by the seminary is a violation. The knowing possession of stolen property is also a violation. A student who is found to have violated this policy shall be subject to discipline. Such discipline may include one or more of the following: verbal warning, written reprimand, probation, counseling, suspension, dismissal.

Indecent Exposure

Indecent exposure and public urination are prohibited and shall be subject to discipline. Such discipline may include one or more of the following: verbal warning, written reprimand, probation, counseling, suspension, dismissal.

Possession or Misuse of Weapons

Possession of firearms or other weapons on campus is a violation and shall be subject to discipline. Such discipline may include one or more of the following: verbal warning, written reprimand, probation, counseling, suspension, dismissal.

Substance Abuse Policy

Westminster Seminary California is committed to being an institution free from the unlawful or inappropriate use of controlled substances, or drugs, and from the abuse of alcohol. All students are required as a condition of enrollment not to use, possess, sell, or distribute illegal drugs or abuse alcohol. Being under the influence of illegal drugs or alcohol while on campus or during any Seminary activity is prohibited and shall be subject to discipline. Students will be held accountable for consuming substances that are illegal under federal law, regardless of state/local laws in the location where the substance was ingested. Illegal drugs may not be used at or brought to the campus or any Seminary activity. Alcohol may not be consumed on the main seminary campus, including classrooms, administrative offices, library, student lounge, or any outdoor areas surrounding these spaces, or at any Seminary function, unless explicitly permitted

in special circumstances. As a Christian institution, the Seminary is eager to help anyone struggling to overcome the misuse of drugs or alcohol. The Seminary will help find counseling support for those in need.

Illegal drugs include any controlled substance, narcotic (including marijuana), prescription drug without a valid prescription, and the use of a prescription drug not in compliance with a valid prescription.

Students are reminded that there are various consequences of the misuse of drugs and alcohol. First, there are serious legal penalties for such misuse. Local, state, and federal laws provide for fines and/or imprisonment for the possession and distribution of illegal drugs and for the misuse of alcohol. Second, the use of illegal drugs and the misuse of alcohol pose serious risks to your physical and mental well-being. Third, the use of illegal drugs and the misuse of alcohol can harm others.

In keeping with California law, and as a safeguard to all those in the seminary community, smoking is not permitted in any campus building.

Drug Testing Policy

The Drug Testing Policy is implemented for the safety, welfare, and best interest of seminary students, to address disciplinary problems, and to promote a drug-free campus. The seminary reserves the right to require drug testing of any student if the seminary has reasonable suspicion to believe the student is under the influence of drugs. (The student must pay for the testing if the test results prove to be positive.)

Drug testing may be required whenever the Dean of Students, or the dean's designee, has reasonable suspicion that a student is engaging in the unlawful or inappropriate use of a controlled or illegal substance, or the inappropriate use of a prescription medication, whether on or off campus. "Reasonable Suspicion" shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member or administrator to suspect that the student is under the influence of drugs. Reasonable grounds for requiring a student to submit to a drug test include, but are not limited to, the following:

- Incoherent communication or inexplicable behavior
- A pattern of tardiness or absenteeism from class
- Suspicious odors on person, clothing, or other property
- Sudden, inexplicable decline in academic performance
- Possession of drug paraphernalia
- Prior positive drug-test results
- Arrest, citation, or conviction for a substance-related offense by law enforcement
- Observation of substance use or physical symptoms or manifestations of impairment, incoherency, or erratic, inexplicable conduct
- A report of substance abuse or use from a credible source

A student who refuses to submit to a request for drug testing from an authorized seminary official, refuses to authorize the release of test results to the seminary, or tampers with a drug test sample will be disciplined up to and including dismissal from the seminary. A positive drug test, confirming that a student has engaged in unlawful or inappropriate use or abuse of a controlled or illegal substance, or inappropriate use or abuse of a prescription medication, whether on or off campus, will result in disciplinary action, which may include, but is not limited to, suspension or dismissal from the seminary.

Drug testing will be conducted at a lab selected by the seminary and certified to conduct drug testing.

If abuse of drugs or alcohol is determined and the student is not dismissed from the seminary, the student must enter some rehabilitation program at the expense of the student. Refusal to enter such a program or the repeated abuse of drugs or alcohol will result in the student's dismissal.

Students should know that the seminary will comply with any legal obligations to notify appropriate authorities about violations of law.

Policy Regarding Use of Seminary Computers, Downloading, and File Sharing

It is the policy of Westminster Seminary California that users of the seminary's wireless infrastructure are prohibited from illegally downloading or sharing copyrighted materials, including music, games, movies and videos. Such activity is illegal and may subject a student to a variety of serious penalties. It may also inadvertently expose a student's confidential information or make his or her computer insecure.

Illegal Downloading Is Strictly Prohibited.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is against the law and may subject students to civil and criminal liabilities. Peer-to-Peer (P2P) file sharing refers to the use of software that allows computer users to search for shared files on the computers of other users (the "peers") in addition to the use of websites to search for this shared content in the form of torrents.

For a comprehensive list of legal downloading resources, see Educause (<http://www.educause.edu/legalcontent>). Members of the seminary community are encouraged to take advantage of these legitimate sources of digital content.

Summary of Penalties for Violating Copyright Laws

Copyright infringement is strictly prohibited. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act of 1976, as amended (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

Copying, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement, including in the file-sharing context. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov/help/faq.

Summary of Westminster Seminary California's Policies Regarding Unauthorized P2P File Sharing Prevention:

Westminster Seminary California utilizes pfSense to monitor and shape all traffic in the network. This equipment prevents connections to P2P networks.

The seminary will educate and inform the seminary community by making an annual announcement to all students of the seminary's policy regarding use of copyrighted material, including unauthorized peer-to-peer file sharing as required by the 2008 Higher Education Opportunity Act (HEOA). The seminary will supply access to a list of legitimate download services as an alternative. The seminary cannot protect students from copyright complaints. The seminary may be required by law to disclose information about students to a complainant for use in pursuing legal action against a student. When Westminster Seminary California receives a copyright infringement notice from copyright holders or their attorneys, it takes the necessary steps pursuant to the 1998 federal statute known as the Digital Millennium Copyright Act (DMCA).

Response Procedure:

Westminster Seminary California will accept and respond to all Digital Millennium Copyright Act (DMCA) notices. Upon receiving notification of copyright infringement through a takedown notice, the seminary's Information Technology Specialist will follow these procedures: The alleged copyright infringer will be identified by reviewing network activity records to independently validate

the legitimacy of the notice. First-time offenders are disconnected from the wireless network for one week and sent a notification of infringement, a request to agree not to share copyrighted material on the network and a warning of the possible consequences of violating United States Copyright Law and the seminary's policies. A copy of the notice of infringement will also be sent to the Dean of Students. The user will need to meet with the IT Specialist in person to discuss the infringement notice to regain rights to the network. During the disconnection period students will still have access to the internet using library computers. Further infringement violations will be referred to the disciplinary procedure under the Behavioral Standards. Westminster Seminary does not provide any user identifying information to the sender of the notice unless the notice is accompanied or followed by a lawfully issued subpoena.

Review:

This plan will be reviewed annually during policy review. Any changes will be disseminated to the seminary community via the annual HEOA announcement and by updating the Student Handbook. The policy will also be reviewed in the event of any legitimate DMCA notices received from copyright holders.

Complaint Policy and Procedure

Complaints of Harassment, Discrimination, Retaliation, Threats, or Similar Conduct

Students who believe they have experienced, witnessed, or have relevant information about harassment, discrimination, retaliation, threats, or similar conduct should immediately report the matter to the seminary, either orally or in writing. Students may report the matter to the Dean of Students, Academic Dean, or any other staff or faculty member.

While the seminary does not limit the time frame for reporting, immediate reporting is important as the seminary may not be able to investigate as thoroughly or consider as wide a range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

The seminary may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment, discrimination, and/or retaliation, to provide a safe educational environment, or to protect the integrity of an investigation. The seminary will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

Upon receipt of a report of alleged harassment, discrimination, retaliation, threats, or similar conduct, the seminary may request clarification or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of a policy. To request clarification or conduct an initial inquiry, the Dean of Students, or his designee, may meet with the individual(s) who made the report and/or the individual(s) who was reportedly subjected to conduct that violates this Policy.

If the seminary has determined that the report pertains to behavior that may be in violation of the Anti-Harassment, Sexual Harassment, Anti-Semitism, and/or Unlawful Discrimination policies, the seminary will undertake an investigation related to the reported conduct. Any investigation may be conducted by the Dean of Students, designated seminary personnel, or by an outside investigator, in the seminary's sole discretion.

Students are expected to cooperate in any investigation as requested. Any student who is interviewed during the course of an investigation may be directed to maintain confidentiality to protect the integrity of the investigation process, the privacy of affected students, or to ensure the credibility of a legal proceeding. Students who do not follow such directives, or otherwise fail to cooperate with the investigation may be subject to disciplinary action.

Confidentiality

Reports of harassment, discrimination, retaliation, threats, grievances, or other concerns will be kept confidential, except as needed to conduct an investigation or engage in the resolution

process, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

No Retaliation

The seminary prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation or resolution process. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, spreading rumors about or shunning an individual, or making real or implied threats of intimidation towards an individual, because that individual reported a complaint or participated in an investigation.

Remedial and Disciplinary Action

The seminary will determine if the conduct violates this Policy and if so, the seminary may impose discipline. Such discipline may include one or more of the following: verbal warning, written reprimand, probation, counseling, suspension, dismissal.

Other Grievances and Concerns

Students have the option to report any other grievances and/or concerns using this Complaint Policy and Procedure. The procedure will follow the biblical mandates given in Matthew 18 as to how to process concerns personally and corporately (see below).¹ If the complaint cannot be resolved between the individuals themselves, students should immediately report a complaint to the Dean of Students, or alternatively the Academic Dean) and seek resolution. If unresolved, students may submit a written appeal to the Academic Dean, who will review and decide the appeal. The Academic Dean's decision is final.

Biblical Principles

Followers of Christ are to be characterized by actions and words of truth and grace and are to avoid speech and behavior that harm or demean others who are created in the image of God.

The Ten Commandments teach us of our obligations to each other:

- a) The fifth commandment requires the understanding of our several relations and requires honor and respect in those several relations.²
- b) The sixth commandment requires the preservation of our own life and that of our neighbor.³
- c) The ninth commandment requires that we speak the truth in every situation.⁴

¹ Students are not required to or expected to follow the biblical mandates given in Matthew 18 before reporting harassment, discrimination, retaliation, threats, or similar conduct. Students who believe they have experienced, witnessed, or have relevant information about harassment, discrimination, retaliation, threats, or similar conduct should immediately report the matter to the Dean of Students, Academic Dean, or any other staff or faculty member.

²"The duties of equals are, to regard the dignity and worth of each other, in giving honor to go one before another; and to rejoice in each other's gifts and advancement, as their own." (*Westminster Larger Catechism*, Q. 131). "That I show all honor, love, and fidelity to my father and mother, and to all in authority over me; submit myself with due obedience to their good instruction and correction; and also bear patiently with their weaknesses and shortcomings, since it pleases God to govern us by their hand." (*Heidelberg Catechism*, Q. 104).

³ "That I, neither in thought, nor in word or gesture, much less in deed, dishonor, hate, wound, or kill my neighbor..." (*Heidelberg Catechism*, Q. 105). "...[B]y charitable thoughts, love, compassion, meekness, gentleness, kindness; peaceable, mild, and courteous speeches and behavior: forbearance, readiness to be reconciled, patient bearing and forgiving of injuries, and requiting good for evil..." (*Westminster Larger Catechism*, Q. 135).

⁴"That I bear false witness against no man; wrest no one's words; be no backbiter or slanderer; do not judge, or join in condemning, any man rashly or unheard; but that I avoid all sorts of lies and deceit as the proper works of the devil, unless I would bring down upon myself the heavy wrath of God; likewise, that in judicial and all other dealings I love the truth, speak it uprightly, and confess it; and that, as much as I am able, I defend and promote the honor and reputation of my neighbor." (*Heidelberg Catechism*, Q. 112). "The duties required in the ninth commandment are, the preserving and promoting of truth between man and man, and the good name of our

Regard for the honor of Christ and the reputation of others will motivate Christians to seek to resolve interpersonal conflicts privately, keeping the circle of knowledge and involvement in the situation as small as possible and widening it only when necessary to achieve a just resolution and reconciliation. (Matthew 18:15)

Recognition of our common sinfulness and our mutual accountability as members of the body of Christ warrants a process of appeal by which an aggrieved party may, if necessary, seek a hearing or review before a broader circle of individuals.

Regard for the truth will motivate Christians to pursue accuracy in reporting and interpreting events, and caution in inferring motives. This is one of the primary purposes for the biblical requirement of multiple witnesses to establish a disputed fact (Proverbs 18:17).

The desire to live an obedient life will lead us:

- a) to look to the interests of others as well as our own interests (Philippians 2:1-4).
- b) to do all to the glory of God (1 Corinthians 10:31).
- c) to live peaceably with others, if at all possible and to the degree that it depends on us (Romans 12:18; 1 Peter 3:11; Titus 3:1-2).
- d) to serve others; that those in authority not use their power to "lord it over," being quick to hear and gentle in response (Matthew 20:24-28).

Procedure for Student Discipline

The following procedures govern student discipline in all cases of misconduct and behavior other than those covered by the Grievance Policy, or violations of the seminary's Academic Policies, including the Honor System, the last of which fall under the purview of the Academic Dean.

The seminary will discipline students as needed in its discretion. Discipline may include, but is not limited to:

- verbal warnings;
- written reprimands;
- disciplinary probation for a defined period, during which any further violation may trigger escalated sanctions;
- counseling;
- temporary suspension from classes, seminary activities, and/or requirement to remain off of the seminary's campus; and
- dismissal.

Other sanctions may be imposed by the seminary including, but not limited to:

- censure;
- a temporary or permanent letter in the student's academic file;
- a semester or year-long leave of absence, subject to conditions for return;
- loss of seminary privileges, including campus housing, or institutional scholarships or aid;
- required counseling or pastoral care; and
- restitution or community service.

Interim Suspension

At any time before or during the disciplinary process, the Academic Dean may impose an interim suspension on a student where the Academic Dean determines that the student's presence in the classroom or on campus would cause disruption or pose a risk to the safety or integrity of the

neighbor, as well as our own: appearing and standing for the truth; and from the heart, sincerely, freely, clearly, and fully, speaking the truth, and only the truth, in matters of judgment and justice, and in all other things whatsoever; a charitable esteem of our neighbors; loving, desiring, and rejoicing in their good name; sorrowing for, and covering of their infirmities; freely acknowledging of their gifts and graces, defending their innocence; a ready receiving of good report, and unwillingness to admit of an evil report, concerning them; discouraging talebearers, flatterers, and slanderers; love and care of our own good name, and defending it when need requireth; keeping of lawful promises; study and practicing of whatsoever things are true, honest, lovely, and of good report." (*Westminster Larger Catechism*, Q. 144).

seminary community. An interim suspension is not a disciplinary penalty and does not prejudice the outcome of the disciplinary process; it shall remain in effect only until the disciplinary process is concluded or as otherwise determined by the Academic Dean.

Discipline Procedure

When the seminary becomes aware of a matter or incident that could be student misconduct, a violation of a Student Handbook policy, or nonconformance to the standards of behavior in the Confessional Standards, the Dean of Students shall meet with the reporting individual (if any) and document the alleged conduct.

For allegations of harassment, discrimination, or retaliation, the Dean of Students will conduct an investigation into the allegations or have designated seminary personnel or an outside investigator conduct an investigation into the allegations pursuant to the Complaint Policy and Procedure. For other types of allegations, the Dean of Students will review the matter and may have the designated seminary personnel or an outside investigator investigate the allegations. In the event of an investigation, the investigator shall investigate by gathering evidence, interviewing the involved parties and witnesses, reviewing documents, and preparing a written investigation report, although formal rules of evidence shall not apply.

Any review of the matter or investigation report will go to the Academic Dean, who shall be the first-instance decider to determine whether a violation of a Student Handbook policy or nonconformance to the standards of behavior has occurred. The Academic Dean may impose an appropriate level of discipline or sanction, up to and including dismissal. If the contemplated discipline involves dismissal, the Academic Dean shall first consult with the Dean's Panel and shall record that consultation in the case file; the consultation is advisory and does not bind the Academic Dean's decision.

The Academic Dean will provide the student with written notice of the charges made against the student and the policies or standards that the student has violated. The student will then have an opportunity to be heard and respond to the charges in writing or through an in-person meeting with the Academic Dean within five (5) calendar days of receipt of the written notice from the Academic Dean. Taking into account any information shared by the student, the Academic Dean will make a decision about the discipline or sanction.

The Academic Dean's decision is final, subject only to a written request for review (the "Appeal") filed by the student within five (5) calendar days (as described below). The written Appeal shall set forth the student's account of the facts and the specific grounds on which the student contends the decision on discipline or sanction should be overturned. An Appeal triggers the convening of the Dean's Panel, which shall consider the appeal and may affirm, modify, or reverse the Academic Dean's decision. The Panel shall act by majority vote of its voting members. The Panel's decision on the Appeal is final.

Dean's Panel

The Dean's Panel (the "Panel") shall consist of the Academic Dean, who shall chair the Panel as a non-voting member, and three (3) members of the faculty elected annually by the faculty to serve on the Panel. The Dean of Students shall serve the Panel in an advisory capacity, without a vote, and may assist any party as needed to help the Panel understand the situation and come to a decision.

Faculty Oversight

Faculty oversight for student dismissals (not a second appeal). Separately from any student-initiated Appeal, and within three (3) days of the final decision, the Academic Dean shall report to the faculty the details and resolution of any case resulting in dismissal. Within three (3) calendar days of this report, the faculty may, upon the agreement of any two (2) members of the faculty and at its own prerogative, call up the dismissal case for review. Prior to any faculty decision, the faculty shall give the student an opportunity to submit a written response or to respond in person in front of the faculty. The faculty may affirm, modify, reverse the decision, or remand it to the Academic Dean or Dean's Panel for further fact-finding and a renewed decision, which shall itself be subject to a single further faculty oversight on the same terms if it results in a dismissal. Any

voting members of the Dean's Panel that decided the discipline Appeal shall not vote during the faculty oversight process but may answer questions of fact and process.

The faculty's decision shall be final. This faculty call-up is a form of accountability for the Deans and Dean's Panel to the broader faculty; it is not an additional avenue of appeal that a student may invoke. The student's right of appeal may be exercised only once, to the Dean's Panel.

Students with Disabilities

No otherwise qualified person with disabilities within the meaning of Section 504 of the Rehabilitation Act shall, solely by reason of his or her disability, record of disability, and/or perception of disability be excluded from participation in, denied the benefits of, or be subjected to discrimination in, any seminary program.

Procedure for Requesting Reasonable Disability Accommodations

Students seeking accommodation on the basis of a diagnosed physical or mental disability must submit to the Academic Dean a written request regarding the need for an accommodation. This written request should include documentation from the student's treating health care provider that verifies the existence of a disability or supports the need for an accommodation under Section 504 of the Rehabilitation Act (www.hhs.gov/ocr/504.html). The written request should not disclose the student's diagnosis or medical condition. It should address proposed accommodations that will address the student's needs. The seminary reserves the right to request additional documentation if the initial documentation the individual provides is incomplete or inadequate to determine the need for accommodations. The seminary will keep all medical-related information confidential (unless disclosure is necessary for business-related purposes) and will retain such information in separate confidential files.

After receiving a request for a reasonable accommodation and, if required, reasonable documentation, the seminary will arrange for a discussion with the student to identify and discuss in good faith a potential reasonable accommodation(s). An "accommodation" is a change in the seminary environment, policies, or procedures, that would enable a disabled student to participate in a program or activity on an equal basis with his or her nondisabled peers. An accommodation could be an academic adjustment or an auxiliary aid.

The seminary determines, in its sole discretion, whether a reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. In exercising its discretion, the seminary considers the student's individual circumstances and input and information provided by the student. The seminary is not required to make fundamental or substantial modifications to programs or lower academic standards or provide the exact modifications desired by the student. The Complaint Policy and Procedure should be utilized to address complaints under this policy.

Academic Policies

Westminster Seminary California Honor System

It is always a challenge to maintain a spirit of community that is honoring to the Lord. A very important part of that spirit of community, we believe, is contained in our honor system. It is an expression of our commitment to the Lord and to one another. It is described in brief in our current *Academic Catalogue* and in full detail in this *Student Handbook*, where you will also find an extended Statement on Plagiarism.

The Honor System includes a commitment to personal integrity in every aspect of your academic life, including daily coursework, examinations, written assignments, research, class participation, and any other work submitted for academic credit. Each individual is expected to maintain this system without blemish.

The Honor System also includes a commitment to deal appropriately with the conduct of others that you may observe. This responsibility is to be carried out in a spirit of Christian brotherly love and in consistency with what the *Westminster Larger Catechism* says in answer to Question 99:

What rules are to be observed for the right understanding of the Ten Commandments?

7. That what is forbidden or commanded to ourselves, we are bound, according to our places, to endeavor that it may be avoided or performed by others, according to the duty of their places (cf. Exod. 20: 10; Lev. 19:17; Gen. 18:19; Josh. 24:15; Deut. 6:6-7).

8. That in what is commanded to others, we are bound, according to our places and callings, to be helpful to them; and to take heed of partaking with others in what is forbidden to them (cf. 2 Cor. 1:24; 1 Tim. 5:22; Eph. 5:11).

With the Lord's help, we believe that this dual commitment, concerning our own academic conduct and the conduct of others in our community, enables us to walk with the Lord and with our fellow Christians in love and integrity.

Examinations

Each examination must be taken in the scheduled classroom, or in the designated room. Withdrawal to areas other than the restroom or student lounge is not permitted during the examination. Computers, notebooks, laptops, desktops, smartphones, or other devices or materials capable of storing or retrieving data files **may not be used** in writing examinations.

The following pledge is to be written out and signed on each examination paper:

I pledge my honor that I have neither given nor received verbal or written assistance during this examination beyond that permitted by the instructor in charge.

Identical Papers

It is contrary to academic ethics for a student to submit an identical paper for credit in two or more classes. (*Faculty Minutes*, August 31, 1998)

Statement on Plagiarism⁵The Seriousness of Plagiarism

Plagiarism is a serious offense. It is sometimes committed through carelessness, either in note taking or in the composition of the paper. Sometimes it entails a conscious intention to deceive. Because of their concern for the seriousness of this offense, the Faculty adopted the following "Statement on Plagiarism" for inclusion in this *Student Handbook*. Every Westminster California student is expected to read and follow it.

Various cultures and ages have answered differently the question, "What constitutes appropriate use of the thoughts and words of others?" The plots of some of Shakespeare's plays come straight from Plutarch's *Lives*; Western literature is full of allusions to earlier literature, including the Bible; the biblical writers themselves quote earlier biblical books, with or without naming the source cited. Memorable expressions of truth have often been regarded as "public domain," the common property of all educated people, to be used freely without acknowledging sources. In some societies the educational process consists largely of memorization and repetition of the very words used by the instructor. Students educated in such cultures often consider it a mark of honor toward more experienced scholars to reproduce the words of authorities whom they respect, without acknowledging that they are quoting these sources.

Nevertheless the academic tradition and context in which Westminster Seminary California functions requires writers to distinguish clearly their own words and ideas from the words and ideas that they have derived from other thinkers, speakers, and writers.⁶ In graduate theological study, as in other academic disciplines, when you put a sentence in your paper *without* setting it off as a quotation and identifying its source, you are understood to be affirming, "These words and the distinctive ideas they express are my very own." If they are not your own words and ideas, you have *misled* your reader and committed intellectual *theft* against your sources. That is why in our academic community plagiarism is a matter of *integrity and honesty*, and it is considered deceitful and dishonest to incorporate the wording and, in many cases, the thoughts of others without signaling your dependence and giving credit to your source.

While your personal integrity before God, your professors, and your fellow students is the most important reason to avoid all forms of plagiarism, there are two other reasons: (1) Your professors are responsible to give you an accurate evaluation of your progress in learning to think theologically. If you do not clearly distinguish where you are writing your own words from where you are using the words of others, they cannot help you by providing an accurate assessment of your academic performance. (2) Although professors at Westminster California do not typically grade on a curve, some comparison of students' work with that of their peers is inevitable. If you present as your own research and writing that which is substantively the work of other scholars, you are trying to steal a better grade than you deserve, thereby casting fellow students' papers in a more negative light than they deserve.

Since ideas and their communication are one of the most important ingredients in any academic institution, it is most important that we, as a community, make abundantly clear our expectations with regard to the sharing and transmission of ideas. We think it essential that no one ever present as his own the academic achievements of another. Certainly, the intellectual contributions of others may be utilized, but whenever they are, full credit must be given to the one whose ideas they are. In a word, plagiarism must be avoided at all costs.

⁵ Adopted 1993. Revised fall 2003.

⁶ The following discussion focuses on published (printed) sources such as books and journal articles, but the same principles and responsibilities are involved in acknowledging sources which are oral (a conversation or interview you conduct in person) and electronic. On how to cite non-print sources, see Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th ed. Chicago: University of Chicago, 1996), § 8.118, 8.141-147, 11.49-50, 11.52-64 [pp. 150, 158-63, 206-13. Also, on citing electronic media, consult Maurice Crouse, *Citing Electronic Media in History Papers* (Memphis: University of Memphis) Available [online] <<http://cas.memphis.edu/~mcrouse/elcite.html>> [19 August 2003]

We have provided below an extensive description of what plagiarism is and what it is not in the context of your studies at Westminster Seminary California. With plagiarism understood in the manner defined by this statement, the policy of the seminary in dealing with cases of plagiarism will be as follows:

PLAGIARISM IS A SERIOUS INFRACTION OF THE LAW OF GOD AND IS PUNISHABLE BY MEASURES DETERMINED BY THE ACADEMIC DEAN UP TO AND INCLUDING EXPULSION FROM THE SEMINARY.

Plagiarism Defined⁷

Plagiarism involves the theft, intentional or accidental, of either wording or ideas. The illustrations that follow focus on wording more than ideas, but they also illustrate that the two are inextricable.

A few words are in order about crediting the sources of *ideas and insights*. It is sometimes difficult to tell whether a particular idea is the distinctive contribution of the source in which you found it (obligating you to acknowledge your debt in a footnote, even if you completely rework the idea into your own style and vocabulary), or whether it belongs to a common treasury of generally accepted information (e.g., Paul wrote Romans; Israel was exiled in Babylon; the Trinity is a doctrine central to classic Christian orthodoxy). Generally, if you find a piece of information or a concept expressed by several authors, it is safe to assume that it belongs to the “public domain” of generally accepted knowledge, and no credit needs to be given. On occasion, you will find that several authors cite *the same source* for an idea. In that case it is appropriate for you too to give credit to that source, either by consulting the original work or by indicating in your footnote that it is “cited by” one of the works in which you found it mentioned. In general, the principle to follow is, “When in doubt, give credit.” In marginal cases, it is better to grant an author a footnote unnecessarily than to overlook a source that you should have acknowledged.

Plagiarism Illustrated

To illustrate the distinction between appropriate and illegitimate uses of a source, let us consider various ways in which later writers might use these sentences from James D. G. Dunn, *Baptism in the Holy Spirit*:

Luke 24.47 shows that <metanoia eis apheresin hamartiōn> is a compact phrase and unitary concept—repentance bringing or resulting in forgiveness of sins. In 3.3, therefore, it is better to take the *whole* phrase as a description of <baptisma>, with <eis> dependent only on <metanoias>. In other words, it is not a repentance *baptism* which results in the forgiveness of sins, but John's baptism is the expression of the *repentance* which results in the forgiveness of sins.⁸

Blatant Plagiarism: Theft of Words and Ideas

Luke 24:47 makes clear that the Greek construction “repentance for forgiveness of sins” is a compact phrase and unitary concept, describing repentance that brings or results in forgiveness of sins. When these words appear in Luke 3:3, it is better to interpret the whole phrase as a description of “baptism,” with “for” dependent only on “repentance.” In other words, it is not *baptism* that results in the forgiveness of sins, but rather John's baptism expresses *repentance*, and this repentance results in forgiveness.

Here our student author has replaced words or phrases here or there: “makes clear” instead of

⁷ Some of the concepts in this discussion are drawn from Stone, Wilfred H., and J. G. Bell, *Prose Style: A Handbook for Writers* (New York: McGraw-Hill, 1972), 253-258. See also Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research* (Chicago: University of Chicago, 1995), 166-170.

⁸ James D. G. Dunn, *Baptism in the Holy Spirit*. (SBT, 2nd ser., 15; Naperville: Alec R. Allenson, 1970), 15. In Dunn's original the transliterated sections enclosed in <> above actually appear in Greek font.

“shows”; Greek words and phrases replaced by English equivalents; gerunds “bringing” and “resulting” changed to indicatives “brings” and “results”; “interpret” instead of “take”; “repentance baptism” shortened to “baptism”; the relative pronoun “that” instead of the relative pronoun “which” (his word-processor’s grammar checker may have caught this one); “of sins” dropped at the end. These cosmetic changes, however, leave intact not only the flow of Dunn’s argument, but also many specific constructions that are not the work of our student author, but of his source (Dunn): “a compact phrase and unitary concept”; “the whole phrase as a description of”; etc. *Dunn’s very words* provide the structure and much of the wording of this student’s paragraph. To make matters worse, the student does not even cite Dunn’s work in a footnote, although it is included in his bibliography at the end of the paper.

Marginal Plagiarism: Paraphrase Too Close to the Source

Now reflect on this selection from George E. Ladd’s *A Theology of the New Testament*, in which he paraphrases Dunn’s argument in wording which is extremely close to that of Dunn.⁹

Luke 3:3 [sic]¹⁰ shows that “repentance for (*eis*) the forgiveness of sins” is a compact phrase, and we should probably understand the whole phrase in Luke 3:3 as a description of baptism, with *eis* dependent only on repentance. It is not a repentance *baptism* that results in forgiveness of sins, but John’s baptism is the expression of *repentance* that results in the forgiveness of sins.¹¹

Again, we find minor, cosmetic changes—translating Greek into English but leaving the transliterated *eis*, deleting “and unitary”; deleting “repentance bringing or resulting in forgiveness of sins”; “we should probably understand” instead of “it is better to take”; omitting the italics on “*whole*”; etc. Apparently, Ladd and his editors at Eerdmans considered these minor revisions to be sufficient to justify dispensing with quotation marks or single-spaced indentation. Ladd does give a footnote crediting Dunn at the end of the paragraph, so he directs his readers back to his source. Although he acknowledges that the exegetical insight is Dunn’s, Ladd implicitly claims that the *wording* is his own—which is not precisely true. Ladd got away with this in print, but this “paraphrase” is *far too close* to the original’s wording for our purposes. Your professors at Westminster California will not be so lenient.

Inadvertent Plagiarism through Forgetfulness

Although some scholars have connected the forgiveness of sins directly with the baptism that John administered, that is not the best way to interpret Luke 3:3. James Dunn has observed that in Luke 24:47 “repentance for the forgiveness of sins” is a unitary concept, describing the repentance that results in forgiveness. For this reason, Dunn argues, when the same construction, “repentance for the forgiveness of sins,” appears in Luke 3:3, it is better to take the whole phrase as descriptive of “baptism.” Thus, it is not the *baptism* that results in the forgiveness of sins, but rather the *repentance* expressed in John’s baptism that brings forgiveness.¹²

This student author is walking the fine line between the acceptable and the impermissible. In his favor is the fact that he mentions Dunn in his text itself as the source of the exegetical point he is expressing (and notice his footnote). He has also prefixed a sentence that places Dunn’s argument in the context of scholarly discussion, showing why Dunn considers it important to make the point that he does. He has reworked the syntax into his own style, to a great extent. Note, however, (1) that sentences 2, 3, and 4 are virtually identical in content and order to Dunn’s

⁹ G. E. Ladd, *A Theology of the New Testament* (Grand Rapids: Eerdmans, 1974), 40.

¹⁰ An unintentional error on Ladd’s part. The correct reference is Lk. 24:47.

¹¹ J. D. G. Dunn, *Baptism in the Holy Spirit*, p. 15. See C. Scobie, *John the Baptist*, pp. 112f.

¹² James D. G. Dunn, *Baptism in the Holy Spirit* (SBT, 2nd ser., 15; Naperville: Alec R. Allenson, 1970), 15.

sentences 1, 2, and 3; and (2) that he has retained key “Dunnian” turns of phrase (“a unitary concept,” “the whole phrase”) and emphases (*baptism* and *repentance* italicized in the last sentence to stress the contrast). Perhaps the student’s notetaking was sloppy, so that when he finally began to write he could not tell from his cards where Dunn’s words stopped and his own paraphrase began. Whatever the student’s research and writing process or motivation, the final product is a paraphrase that crosses the line into impermissible plagiarism. Use great care even in the early stages of your research, to identify clearly where you are drawing wording and/or flow of argument from a source.

Proper Acknowledgement of Sources

Appropriate Paraphrase

One appropriate way to acknowledge your debt to earlier thinkers and scholars is to summarize and re-express their ideas in your own language, attaching a footnote to direct your readers to your source. The product will “sound like” you, even though you are restating the ideas or discovery of another (to whom you give due credit in your text and footnotes).

Although some scholars have connected the forgiveness of sins directly with John’s baptism, James Dunn has shown that this is not the best way to interpret Luke 3:3. Dunn observes that, when the same construction, “repentance for the forgiveness of sins,” reappears in Luke 24:47, the context shows that it expresses a single, unified idea: the repentance that results in forgiveness. Therefore in Luke 3:3, we should not understand baptism and repentance as related to forgiveness in exactly the same way, as though “for the forgiveness of sins” were grammatically connected as directly to baptism as it is to repentance. The whole unit “repentance leading to forgiveness of sins” describes what John’s baptism signifies, but it is the *repentance*, not the baptism, that leads to forgiveness.¹³

Our student author has grasped Dunn’s argument, internalized it, and even fleshed out more explicitly than Dunn himself some of the tacit steps in Dunn’s reasoning. Although the general flow of his paraphrase follows the order of Dunn’s sentences quite closely, he has recast the whole enough to present the wording as his own, while crediting Dunn in his footnote for the exegetical insight and the argument supporting it.

Exact Quotation

The other appropriate way to give your source credit is to quote the source exactly, setting off shorter quotations¹⁴ with *quotation marks* (“ ”), or *indenting* a longer quotation from the left *and single-spacing* it (to visually contrast it from your own writing, which is double-spaced). Instructions regarding correct style for quotations, as well as footnotes and bibliographies, are found in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.¹⁵ One way that Dunn could be credited for his insights and wording through quotation is the following:

Although some scholars have connected the forgiveness of sins directly with John’s baptism, James Dunn has shown that this is not the best way to interpret Luke 3:3. Dunn observes:

Luke 24.47 shows that [“repentance for forgiveness of sins”] is a compact phrase and unitary concept—repentance bringing or resulting in forgiveness of sins. In

¹³ James D. G. Dunn, *Baptism in the Holy Spirit* (SBT, 2nd ser., 15; Naperville: Alec R. Allenson, 1970), 15.

¹⁴ Authorities vary on the boundary between “short” and “long” quotations, some defining short quotations as those under 4 lines of text, others as those under 8 lines of text.

¹⁵ 6th edition (Chicago: University of Chicago, 1996).

[Luke] 3.3, therefore, it is better to take the *whole* phrase as a description of [baptism].... In other words, it is not a repentance *baptism* which results in the forgiveness of sins, but John's baptism is the expression of the *repentance* which results in the forgiveness of sins.¹⁶

The function of John's baptism, therefore, was not to effect the forgiveness of sins, but to attest to the profound inward change of heart that is necessary for the reception of God's forgiveness.

Here our student author has quoted Dunn's words exactly (with permissible exceptions) and informed all readers that he is doing so. Because the quotation is more than three lines, it is single-spaced (amid the double-spacing used in the rest of the paper) and block-indented from the left margin. Our author has replaced Dunn's Greek expressions with English translations encased in [brackets] and indicated the deletion of several words with ellipses (... or, between sentences, ...). Perhaps he has replaced the Greek because his computer has no Greek font, or he envisions a reading audience who are not all fluent in Greek. Perhaps he deleted Dunn's discussion of <eis> dependent only on <metanoias> because he believed it would be more confusing than confirming. In any case, the words cited are Dunn's, and our author has told us that this is so.

The Use of Generative Artificial Intelligence

The faculty recognizes that generative artificial intelligence has many valid and valuable uses, and that these tools can be of significant benefit to intellectual inquiry in a wide range of settings. The policy that follows is therefore not to be read as a categorical moral judgment about AI, nor as a permanent rule for its use in every context. Rather, while a student is enrolled at WSC, we are requiring that for all coursework—including internships and opportunities to exhort and teach outside of the classroom—students abide by this policy as the faculty has set it forth, for the sake of their formation and educational benefit during their time of study.

The emergence of generative artificial intelligence (AI) tools such as ChatGPT, Claude, and similar large language models poses serious challenges for a community committed to the pursuit and practice of truth. Because such tools produce text by statistical imitation of their training corpora, their output is, by its very nature, an amalgam of the words and ideas of countless unacknowledged human authors; to submit such output as one's own work is therefore a species of plagiarism, even when no single human source can be identified. The faculty accordingly discourages the use of generative AI in theological, exegetical, and homiletical writing. Students preparing to handle the Word of God must themselves wrestle with the text of Scripture, the writings of the church's theologians, and the craft of written argument; outsourcing that labor to a machine, even in part, undermines the formation that seminary education exists to provide. The use of basic editing tools—spelling and grammar checkers, and the like—remains permissible. Any use of generative AI beyond such basic editing is prohibited unless expressly authorized by the instructor of the course, and every use so authorized must be disclosed in the submitted work. Undisclosed or unauthorized use of generative AI in any graded assignment will be treated as plagiarism under this policy and subject to the same range of consequences, up to and including expulsion from the seminary. With respect to classroom notetaking, audio recording of class sessions is permitted only at the discretion of the individual instructor, and a student must secure the instructor's permission in advance. Where recording is permitted, the use of AI-based notetaking or transcription tools is likewise subject to the instructor's prior permission, and is presumptively disallowed absent express authorization; students are expected to take their own notes by hand or by ordinary typing. Any use of AI to process recordings, handwritten notes, or other course materials—including for the generation of study guides, outlines, or summaries—requires the instructor's authorization.

Conclusion

The faculty's intention for this policy is to communicate clearly our expectations regarding students' use of the ideas and words of other scholars in their written assignments at

¹⁶ James D. G. Dunn, *Baptism in the Holy Spirit* (SBT, 2nd ser., 15; Naperville: Alec R. Allenson, 1970), 15.

Westminster Seminary California. If you do not understand any part of this policy or are in doubt about how to apply it in a particular paper, ask the course instructor (or, secondarily, the Academic Dean or Dean of Students) for clarification *before* submitting your work for evaluation.

Our aim is to become a seminary community characterized not only by the pursuit of truth but also by the practice of truth. Practicing truth entails precision, accuracy, and fairness in our research and in our use of and engagement with the words and concepts of others.

Discipline for Violations of Academic Policies

Discipline and sanctions for violations of academic policies, including the Honor System, are determined by the Academic Dean in coordination with the instructor of record in relevant classes.

Student FERPA Rights of Privacy and Access to Records

Westminster Seminary California complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, which protects the privacy of students and gives students over 18 years of age certain rights regarding their own educational records. The seminary has adopted this Policy on Disclosure of Student Records to address the following issues: (1) disclosure of directory information; (2) confidentiality of personally identifiable information; and (3) student rights to inspect, review, and seek amendment of their records.

Disclosure of Directory Information

Subject to several exceptions, FERPA prohibits the seminary from providing student education records to a third party without prior authorization. Under one of the exceptions, FERPA permits seminary officials to release directory information at their discretion without prior authorization. Information concerning the following items about individual students is designated by the seminary as directory information and may be released or published without the student's prior authorization: full name; address (local, home, or electronic mail); telephone number; photograph; date and place of birth; program of study; dates of attendance; degrees and awards received; most recent previous educational institution attended; participation in officially recognized Seminary activities.

The seminary discloses directory information about students. Directory information includes, but is not limited to: name, address, telephone number, e-mail, date and place of birth, spouse's name, home state, previous educational institutions attended, denomination and presbytery affiliation (if any), number of hours completed, dates of attendance, photo, course recordings, degree program and concentration, enrollment type (full time, part time, less than half time), degrees, awards received with date of graduation.

The seminary will not release a student's directory information if the student provides written notification to the seminary that he or she does not wish the seminary to release such information. Students who do not wish directory information to be released or made public must inform the Registrar's Office, in writing, at the time the information is originally sought. Students who wish for their directory information to be removed from publication may inform the Registrar's Office, in writing, at any time.

Confidentiality of Personally Identifiable Information

All personally identifiable information contained in student records other than directory information is considered confidential information. This confidential information includes, but is not necessarily limited to: academic evaluations; general counseling and advising records; disciplinary records; financial aid records; letters of recommendation; academic references; medical or health records; clinical counseling and psychiatric records; transcripts, test scores, field evaluations on internships or fieldwork undertaken as part of a Seminary program, and other academic records. "Personally identifiable information" means that the information includes: (a) the name of the student; (b) the address of the student; (c) a personal identifier such as social security number; or (d) a list of personal characteristics or other information that would make the student's identity easily traceable.

A student has the right to inspect and review the student's educational records within 45 days of the day the seminary received a request for review. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

A student has the right to request amendment of educational records that the student believes are inaccurate, misleading, or in violation of the student's privacy rights. The student should advise the Registrar, clearly identifying the portion of the record that the student desires to change and specifying what is inaccurate or misleading. If the seminary decides that a requested amendment is not appropriate, the seminary will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

The Seminary will generally not disclose personally identifiable information to third parties without the written consent of the student, except when FERPA authorizes disclosure without consent. Students may grant the seminary permission to release information about their education records to a third party (parent, spouse, employer, attorney, etc.) by submitting a consent and release form with the Registrar's Office. The consent should specify the records to be disclosed, the purpose of the disclosure, and to whom the records are to be disclosed. However, personally identifiable information may be disclosed, without the student's consent, to the following individuals or institutions, or in the following circumstances:

- Seminary officials (or office personnel ancillary to the officials) who require access for legitimate educational purposes such as academic, disciplinary, health or safety matters. Seminary officials may include, without limitation, the President, Deans, Department Chairs, Faculty Members, the seminary's legal counsel, Judicial Officers, Counselors, and the Admissions Committee. Seminary officials also include individuals employed by or under contract to the Seminary to perform a special task, such as an attorney or auditor, and individuals acting as official agents of the Seminary who are performing a service on behalf of the Seminary.
- Officials of other educational institutions to which the student seeks or intends to enroll (on condition that the student upon request is entitled to a copy of such records).
- Appropriate federal, state, or local officials or authorities, consistent with federal law or regulations.
- Organizations conducting studies for, or on behalf of, educational agencies or institutions.
- Accrediting organizations to carry out their accrediting functions.
- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986 (provided that the seminary must take reasonable steps to assure itself of the parent's right to claim the student as a dependent).
- Parents or guardians of a student, where the information pertains to violations of any federal, state, or local law or of any Seminary rule or policy governing the use or possession of alcohol or a controlled substance, and the student has committed a disciplinary violation.
- In connection with the student's application for, or receipt of financial aid.
- To comply with a judicial order or lawfully issued subpoena (on condition that a reasonable effort is made to notify the student of the order or subpoena, if legally permitted to do so).
- In case of an emergency, to protect the health or safety of students or other individuals.

The Seminary will inform a party to whom a disclosure of personally identifiable information is made that it is made only on the condition that such party will not disclose the information to any other party without the prior written consent of the student. An exception to this is in the case of mandatory disclosure to comply with a judicial order or lawfully issued subpoena.

Campus Security Policy

This policy has been written and is in place in compliance with Title II of the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542).

As a seminary community we are concerned for the safety and security of all those who spend time on our campus—students, faculty, staff, administrators, and guests. The procedures described below are intended to promote the protection of persons and property on campus and at off-campus events authorized by the seminary, and to provide prompt information to the relevant authorities in cases of emergency. The Annual Security & Fire Safety Report may be found here: https://www.wscal.edu/wp-content/uploads/2025/09/2025_Annual-Security-Report.pdf

All crimes and damage to property and any emergencies in connection with physical plant facilities should be reported immediately to the Facilities Manager.

General Security Procedures

1. Access to campus facilities is limited by securing the building at various times at the end of the day and on weekends.
 - a. A library staff person locks the exterior doors to the first floor (administrative and faculty office areas) and all classrooms (on days when classes are in session) at 4:30 p.m. Monday through Friday. Doors to the first floor and classrooms are unlocked at or before 8:00 a.m. Monday through Friday.
 - b. The library and student lounge are locked and unlocked by the library staff according to hours posted on the library door.
 - c. The Bookstore is secured by library staff in accordance with its hours of operation.
 - d. Employees or others authorized to be in the building or on campus when the building and/or campus would otherwise be secured (as indicated in a.-c.) shall take responsibility for setting the alarm system and locking doors.
2. Members of the faculty and staff are responsible to lock their offices whenever they leave campus.
3. The building is secured by an electronic security system. Those authorized to unlock doors are trained in the arming and disarming of the system.

Procedures for Reporting Emergencies and Crimes

1. DIAL 911. In all cases of emergency, the person reporting the emergency shall immediately telephone the City of Escondido emergency services (Police Department, Fire Department, Paramedics) via the central emergency number, 911. From any campus phone, press the green “outgoing” button and dial 911. Non-emergency police calls: (760) 839-4722. Due to its small size and the character of the seminary community, WSC does not employ trained security personnel, so any incident of crime or other emergency for which security or law enforcement personnel are needed must be reported immediately to the Escondido Police Department by dialing 911. Seminary authorities will give full cooperation to local law enforcement and other emergency personnel.
2. REPORT THE INCIDENT to seminary authorities. Public Law 101-542 requires educational institutions to maintain records and periodically report to current and prospective students, employees, and the U.S. Department of Education statistics concerning the occurrence on campus of the following criminal offenses:
 - a. murder
 - b. rape
 - c. robbery
 - d. aggravated assault
 - e. burglary
 - f. motor vehicle theft

Public Law 101-542 also requires schools to record and report the number of arrests for the following crimes occurring on their campuses:

- a. liquor law violations
- b. drug abuse violations
- c. weapons possessions

Any person witnessing one of these crimes and/or arrests should report the incident to one of the following seminary authorities verbally, in person or by phone, within 24 hours of the incident. During office hours (8:00 a.m. - 4:30 p.m.) the report can usually be made in the office area or by phoning the seminary number: (760) 480-8474. At other times every attempt should be made to reach one of these individuals at home (in the order listed):

Dawn Dirksen, Vice President of Finance and Operations	(909) 437-2284
Ryan Glomsrud, Interim Academic Dean	(617) 360-1896
Chuck Tedrick, Dean of Students	(970) 405-1269

3. **FILE A WRITTEN REPORT.** In addition to any written reports that may be required by local law enforcement authorities, the person witnessing any of the crimes above occurring on campus must, within two business days after the incident, file a written report with the Registrar.

Information Available

1. Statistics regarding crime incidents may be examined at any time in the Office of the Registrar.
2. The Registrar will publish an Annual Security Report containing statistics for the preceding academic year (July 1 - June 30).
3. This statement, as amended from time to time, will be distributed annually to students and employees. These policies and procedures will be discussed at each new student orientation program.
4. The seminary's policy covering standards of conduct concerning drugs and alcohol is included in the Student Handbook which is distributed to all students each year. It will also be distributed annually to employees in connection with the distribution of this security policy.

Student Services

The Library

The Library houses over 120,000 titles and subscribes to 260 periodicals. A substantial collection of works on Reformed theology is augmented by an excellent collection of materials in biblical studies and church history. Of special note are the microform editions of titles in Evans's *American Bibliography* and Migne's *Patrologiae* (Greek and Latin Fathers), *Corpus Reformatorum* (all the works of Calvin) and numerous 16th- and 17th-century Puritan texts.

The Bookstore at WSC

The Bookstore at Westminster Seminary California, where students can purchase books at a substantial discount, is owned and operated by the seminary. In addition to books needed for coursework, the store carries faculty titles and a few other selections.

Housing

The Westminster Seminary California Residential Village offers 72 affordable and comfortable on-campus, one-, two-, and three-bedroom apartments for single students and families. Each unit comes equipped with all appliances, including a refrigerator, stove/oven, dishwasher, and washer and dryer. Residents are responsible for other furnishings. The residential village also includes a common area with both internal and external spaces, including a workout center, fire pit, and playground. Please review the WSC website and WSC Village Residential Handbook for up-to-date information regarding housing availability and pricing.

The Office of Admissions is also available to assist admitted students in finding suitable accommodations off-campus by providing informative resources on housing opportunities in the community. These opportunities may include rooms, houses, or apartments for rent in Escondido and elsewhere in San Diego County. New students should plan to arrive in the area and seek accommodations during the summer before the fall semester, no later than two weeks prior to the beginning of classes. Students enrolling in Greek I during the summer term should plan on arriving in early July.

Student Lounge

The student lounge is located in the upper classroom building and is the primary campus location for recreation, eating, visiting, campus mail, and bulletin board notices on housing, jobs, and services.

The Westminster Student Association has adopted and posted the following rules for the student lounge:

1. Take your dishes, silverware, etc., out of the sink by the end of each day or they will be tossed.
2. No food or drink on the carpeted areas.
3. Promptly clean up all spills, crumbs, etc., from the counters, tables, and floors.
4. Throw away all garbage and be sure that it gets thrown into the proper waste receptacles.
5. Do not leave things in the refrigerator or freezer after 5 p.m. on Friday, or they will be tossed.
6. Please wash and put away any dishware and utensils that you use.

General Campus Information and Rules

1. Smoking is not permitted in campus buildings.
2. While eating is not permitted in the Library, the drinking of coffee, tea, water, and soft drinks is permitted. Anyone who spills a beverage in the Library or classroom will be personally responsible to ensure that it is cleaned promptly and completely.
3. Students may use the copy machine in the library at the cost of \$.10 per side. Instructions for its use are found in the Library.
4. Lost and found items should be brought promptly to the Front Desk.
5. Information about job opportunities is made available through the wscal listserv.
6. Changes of address and phone numbers should be updated in the Student Information System, Populi.
7. All current students will be subscribed to the seminary email listserv and must maintain membership in that list. Students should know that important announcements are regularly made through this medium, so please notify the Registrar of any changes to your current email address.

Student Health

Health Insurance

Due to the inherent financial risks in the event of a student's or a family member's accident or illness, WSC strongly encourages all students to seek adequate medical insurance coverage. International students are required to carry medical insurance. Here are some options for health insurance:

- Parent's insurance plan. Students under the age of 26 are eligible to remain on a parent's insurance plan according to federal law.
- Insurance through the Affordable Care Act's state of California insurance exchange, Covered California www.coveredca.com
- Private insurance carriers, such as Blue Cross, Aetna, and Blue Shield, etc. Students may wish to contact an insurance broker for more information about individualized insurance plans to suit their personal needs and to help them navigate the options available under federal law, as well as direct them to other insurance products, including those that meet the requirements for international students.

Notification of Health Needs

Please inform the Dean of Students of any illness, accident, or other emergency necessitating absence from classes for more than two days. On occasion a student involved in an emergency may be unable to contact the Dean. The cooperation of other students in mentioning such matters will be greatly appreciated.

Health Services

The best way to find suitable health services is through the recommendation of students, neighbors, friends, members of local churches, and other contacts.

Hospitals (with Emergency Departments)

Palomar Medical Center, 2185 Citracado Parkway, Escondido, CA	(442) 281-5000
Pomerado Hospital, 15615 Pomerado Road, Poway, CA	(858) 485-6511
Tri-City Medical Center, 4002 Vista Way, Oceanside, CA	(760) 724-8411

Other Services

Department of Motor Vehicles

All students from out of state are advised to contact the California Department of Motor Vehicles immediately upon arrival in the state. There are state requirements about driver's licenses and vehicle registration. Failure to meet these requirements may result in fines. Their policies may be viewed online at www.dmv.ca.gov. The nearest DMV is located at: 590 Rancheros Dr., San Marcos, CA 92078