

# WEST AFRICA ADVANCED SCHOOL OF THEOLOGY



## ASSEMBLIES OF GOD GRADUATE SCHOOL OF THEOLOGY

### STUDENT HANDBOOK

2023

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Office of the Academic Dean

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## **WELCOME TO WAAST!**

We welcome you to West Africa Advanced School of Theology (WAAST). Whether you are in an undergraduate program, working toward your Bachelor of Theology degree or Post-secondary Diploma in Theology, or in the Master of Arts program of Assemblies of God Graduate School of Theology (AGGST), we pray that your time with us will help you become a more effective Pentecostal servant. May your influence for God and His Kingdom expand and impact many more people in your immediate ministry setting and far beyond to the nations of the world.

WAAST is concerned not only with your academic performance but also with your spiritual growth, interpersonal relationships, and physical and emotional well-being. We want you to succeed while on the campus, and we desire that you develop good life-long patterns of study and behavior so that in the days ahead you will fulfill the ministry God has given you and that you will finish well.

In order to help you gain the most from your educational experience, we want to inform you of your privileges and responsibilities at WAAST. This Student Handbook has been prepared to clearly detail as much as possible the guidelines for campus life. We want every member of the WAAST community to do his or her part to live and work within these guidelines for the benefit of all and for the glory of our Lord Jesus Christ. Please read this handbook carefully and familiarize yourself with its contents.

We are here to serve you and to help you reach your spiritual, theological, and educational goals. If we can assist you in any way, please let us know.

Yours in Christ,

The WAAST Administration, Faculty, and Staff

## **WAAST PURPOSE STATEMENT**

West Africa Advanced School of Theology (WAAST) is committed to the achievement of excellence in ministry in Africa and throughout the world. The purpose of WAAST is to train people in the knowledge and skills needed to enable them to carry out God's mission (*missio Dei*) to the nations of the world, serving as pastors, evangelists, missionaries, administrators, and Bible school teachers. WAAST and its graduate school, Assemblies of God Graduate School of Theology (AGGST), aim to develop an integrated Christian worldview in a context of conservative, evangelical, and Pentecostal scholarship founded on biblical theology and in accordance with the Assemblies of God. The school is bilingual and offers both its undergraduate and graduate programs in French and English.

## **MISSION STATEMENT**

Training Pentecostal Servants for *Missio Dei*

## **GENERAL OBJECTIVES**

A graduate of WAAST or AGGST should be able to

1. Demonstrate spiritual maturity by his or her attitudes, values, personal consecration, faithfulness, cooperation, and dedication to Christian principles.
2. Give evidence of his or her commitment to the Pentecostal requisites by living a Spirit-filled, Spirit-endued, and Spirit-directed life.
3. Show a vision for world evangelism by participating actively in cross-cultural missions inasmuch as no church is truly indigenous unless it is truly missions-minded.
4. Demonstrate that he or she has a sound knowledge of biblical exegesis and biblical theology.
5. Give evidence that general education in social studies and sciences has augmented his or her effectiveness in Christian service.
6. Exhibit ministerial skills in study habits, administration, human relations, and methods of teaching.
7. Demonstrate increased effectiveness in Christian service in the local church context and give evidence of readiness to enter into further studies, as the Lord may lead.

8. Give evidence that he or she is committed to maintaining a healthy lifestyle in terms of diet, exercise, and rest.
9. Express Christian cultural values in terms of refinement, appreciation, and social attitudes and skills.
10. Demonstrate that he or she is committed to continued growth subsequent to the campus experience.
11. Perform on a level equivalent to the graduates of institutions with similar programs anywhere in the world.

## **SPIRITUAL LIFE**

### **Devotional Life**

Personal prayer and devotional time should be a daily priority for each student. It is important to continue to develop spiritually while at the same time pursuing academic excellence.

### **Chapel Services**

During undergraduate semesters, WAAST conducts services on Tuesday and Thursday afternoons at 4:30 in the student chapel. During graduate sessions, the chapel time is Wednesday at 4:30 p.m. All students, whether living on or off campus, are expected to attend and participate. This is a wonderful time to worship God together, exercise spiritual gifts, receive encouragement and exhortation, and be made aware of WAAST community activities. If a student has musical gifts or the ability to assist with translation, he or she is encouraged to see the Dean of Students and to use these gifts to enhance the worship experience.

### **Weekly Prayer Meetings (Undergraduate Semesters)**

Every Wednesday from 6 to 6:45 a.m., an all-campus prayer meeting is held in the student chapel. Students and faculty are encouraged to join together for this time of worship and intercession.

Every Friday from 1 to 2 p.m. is a special prayer time called “Jumaa Prayer.” Students and faculty meet together in the student chapel to pray specifically for Muslims around the world.

### **Spiritual Emphasis Week (Undergraduate Semesters)**

One week each semester is devoted to a special emphasis on the spiritual development of the students. Guest speakers bring timely messages that speak to students in a unique and life-transforming way. Extended opportunities for

prayer are scheduled. The class schedule is modified during these days to allow the students to wait on the Lord.

### **Church Attendance**

The Lord's Day is a day when the entire WAAST community is expected to join with local church bodies for corporate worship. Students can attend services at the International Chapel, located on the WAAST campus, or visit churches scattered throughout the city of Lomé. Students who pastor local churches are encouraged to invite fellow students and faculty members to preach for them in their churches.

## **CAMPUS LIFE**

The Bible provides the principles by which the WAAST community seeks to live. It is the desire of the administration, faculty, and staff to demonstrate godly character and to allow the Holy Spirit to govern all behavior and relationships. Practices which are described as morally wrong in the Bible are not acceptable for members of the WAAST community. WAAST students are to refrain from any behavior that could harm a fellow student spiritually, physically, or emotionally. If a member of the WAAST community behaves in a non-Christian manner, the community will follow the biblical guidelines found in Matthew 18:15-20 and Jude 22-23 for confrontation and discipline. The goal of all discipline is to be redemptive.

### **General Guidelines**

WAAST and AGGST students should

1. Conduct themselves in a manner befitting a Christian and a minister of the gospel.
2. Dress modestly. Shorts are not permitted in chapel or in class.
3. Refrain from entering the office quad without permission.
4. Refrain from moving or removing furniture or other items from the library, classrooms, dormitory rooms, or kitchen.
5. Treat campus workers with the respect due a fellow believer. They are employed by WAAST; students are not to ask them for personal assistance.
6. Refrain from approaching faculty or staff members with the intention of soliciting funds for tuition. A student may apply for financial aid by requesting a financial aid application from the



receptionist or business office.

7. Turn off cell phones during class periods and chapel times and in the library.

## **Lodging**

At the beginning of each semester, each student will leave three deposits with the receptionist: (1) a deposit of 5000 FCFA for the dormitory, (2) a deposit of 1500 FCFA for keys, and (3) a deposit of 1000 FCFA for a bucket for cleaning. The deposits for the keys and the bucket will be returned to the student once these articles are returned to the receptionist at the end of the semester. The dormitory deposit will likewise be returned if the student leaves the room clean and undamaged.

For the benefit of all living together in the dormitories, students are asked to respect the following guidelines:

1. The Dean of Students will make dormitory assignments. The first row of dorms are reserved for third-year students. The large dormitory is reserved for first- and second-year students. Rooms are assigned on a first-come-first-served basis. Making a reservation is not permitted.
2. Students should show respect for other students' property and privacy and not enter another student's room without permission.
3. Any overnight absence from campus must be arranged in advance with the Dean of Students. The student must sign the register in the receptionist's office, indicating the destination, anticipated time of return, and contact information while off campus.
4. Quiet hours are from 10 p.m. to 6 a.m. and from 1 to 3 p.m.
5. Those who play instruments or music in the dormitories should show consideration for others, especially during quiet hours.
6. Visiting hours are from 3 to 8:30 p.m. only. Visitors are required to check in with security personnel before entering the campus. Visitors may be received in the shelter in front of the administration building. They are not permitted in the dorms, library, or cafeteria and may not stay overnight in the dorms. The Dean of Students must approve any exceptions in advance.
7. Visitors of the opposite sex can be received only in the shelter. Noncompliance will incur disciplinary action. Students should be very prudent in their interactions with the opposite sex, whether on or off

campus.

8. Bed linens and clothes should be washed each week. Students should not leave personal belongings in the washrooms, nor anything hanging on the front of the verandas. Hiring someone to wash linens and clothes is permitted, but only at the student's expense, and laundry is to be done on Saturday mornings. The wash sinks may be used for doing laundry.
9. Any maintenance needs should be reported to the receptionist.
10. All lights, fans, and faucets should be turned off when a room is vacated.
11. Electric appliances, especially those with heating elements, are prohibited in the dormitories. The only exception is electric irons. Computers, radios and audio or video players, and cell-phone chargers are permitted.
12. Food, utensils, and dishes may not be kept in the dormitory rooms. If fumigation is necessary, the occupants will pay the charges.
13. A refrigerator for storing food and water is available in the cafeteria; students may use it at their own risk.
14. Students are asked to help keep the campus and dormitory areas clean and to avoid littering. Rubbish bins are provided in front of each dormitory.
15. Rooms, showers, and toilets are to be cleaned on a weekly basis. Cleaning supplies are distributed at the beginning of each semester.
16. Rooms may be inspected when deemed necessary by the Dean of Students.
17. Dormitory attire should be modest at all times, in good taste, neat, and clean.
18. Good personal hygiene should be practiced.
19. Motorbikes and vehicles must be parked only in the designated areas.
20. Duplication of dormitory keys is prohibited.

### **End-of-Semester Checkout**

Before leaving campus, each student must have his or her dorm room inspected by the Dean of Students or his designated representative. The room deposit will not be returned if the room is left dirty or damaged.

Dorm keys and buckets must be returned to the receptionist. At this time the deposits left at the beginning of the semester will be returned.

Students may not store personal belongings at the school. At the end of each semester, students must remove all personal effects from their rooms.

Students who do not comply with the above regulations will be disciplined appropriately by the Dean of Students and, if necessary, the Board of Administration.

### **Medical Information**

WAAST has established a partnership with two Assemblies of God-operated medical clinics in Lomé. Students may seek treatment in these centers. Contact information and locations are given below:

- Centre Socio-Médical Eben Ezer, A/G Church of Djidjolé, B.P. 80512, Lomé. Tel.: 22-51-26-18. Location: On the campus of the Ecole des sourds muets EPHATA, opposite the Commissariat 6<sup>e</sup> Arrondissement. Head Medical Assistant: Clement Pitcholo, tel.: 90-18-71-68
- Centre Socio-Medical Jerusalem, A/G Church of Agbalépédogan, B.P. 14267, Lomé. Tel.: 22-50-00-78. Location: On the church grounds, next to the Collège Protestant of Agbalépédogan.

Students must present their student ID card and the form authorizing medical treatment. The authorization form can be obtained at reception.

### **STUDENT REPRESENTATIVE COMMITTEE (Undergraduate Programs)**

A Student Representative Committee shall function to maintain open communication within the student body and between the students and the administration, faculty, and staff. The objectives of the Student Representative Committee are to

- encourage a Christ-like spirit on the campus at all times,
- work toward harmonious relations in the school,
- act on matters presented to it by the administration.

The Student Representative Committee shall be formed in the following manner:

- The Dean of Students will call a meeting of the student body. Students will nominate two representatives from the English section and two from the French section.
- The faculty will approve the nominations.

- When deemed necessary, the Board of Administration may name additional representatives from the student body to the committee.

Qualifications for student representatives are as follows. He or she must

- demonstrate spiritual maturity and be respected by fellow students,
- be able to communicate effectively,
- be able to work harmoniously with others,
- be in good academic standing.

## **IDENTIFICATION (ID) CARD**

Identification cards are available through the Registrar's office. The cards are valid for 3 years, unless revoked by the school. If a student's program requires more than 3 years, a new card will be prepared upon request. At registration, new students will complete a form providing information for the ID card. All cards will be prepared and distributed at the beginning of the semester. One of the photos requested in the admission process will be used for the ID card. If a student did not submit a photo, he or she must do so before the card can be prepared. If a card is lost, the student should see the Registrar for a replacement.

## **LIBRARY RULES**

The library exists to help students enhance their pursuit of excellence in ministry. Students are invited to go beyond reading just the required books and to take advantage of this excellent library, including the reference and periodical sections, for personal studies as well as for course assignments. The library staff is available to assist in using the library or the computers designated for Internet research.

To show respect to all who use the library and for its holdings, students are asked to

1. Refrain from marking in any library book or periodical. Those found doing so will be required to pay to replace the book and will lose library privileges until this payment is made to the business office.
2. Refrain from tearing out pages or parts of pages from any library book or periodical. This act will result in serious disciplinary action from WAAST.
3. Return library books and periodicals to the carts designated for used

books. Students are not to replace them on the shelves. The large dictionaries should be left open after use.

4. Maintain silence in the library and respect the rights of others to study.
5. Refrain from bringing children into the library.
6. Refrain from bringing food or drink into the library. Failure to comply will result in a 2-day suspension from the library.
7. Refrain from putting feet on the tables or leaning back in the chairs.
8. Use all books, periodicals, and reference books only in the library. No materials can be taken from the building without authorization. The penalty for failure to comply is a 2-week suspension of library privileges, as determined by the Board of Administration.
9. See the library staff to borrow reserved books, which are located behind the library counter. These books may be used in the library for a 2-hour period.
10. Leave all book bags and briefcases on the tables just inside the front door of the library.
11. Take all personal books or belongings out of the library and off of the tables when leaving at night. WAAST is not responsible for any items left.
12. Respect the library hours posted on the library door.
13. Return used books to the book carts upon leaving the library.
14. Make no attempt to repair any books, equipment, or machinery. Students who do so may be held responsible for any further damages. Any damaged materials, equipment, or machinery should be reported to the library staff.
15. Turn off cell phones in the library. Violators will receive a 2-day suspension from the library.
16. Take care not to access inappropriate materials when using the Internet for research. Students should not take undue time to “surf the Net” and thus keep other students from having access.

## **COMPUTER LAB**

The computer lab is located in the same building as the chapel and is open only to students who are currently enrolled. Non-WAAST personnel are not allowed in the computer lab. Students are asked to follow the guidelines for operating

the computers and the instructions of the computer lab supervisor. Students who do not comply with these regulations will forfeit the privilege of using the lab. Students must

1. Refrain from changing computer settings.
2. Respect the hours of operation posted on the door of the computer lab.
3. Pay for any copies printed on the computer lab printer. The rate is posted in the computer lab.
4. Refrain from bringing food or drink into the computer lab.
5. Enter the computer lab with only their notebooks; textbooks and library books are not allowed in the lab.
6. Be sure to remove all belongings from the computer lab. WAAST is not responsible for damages or loss of items left.
7. Report any damages immediately to the computer lab supervisor.

## **TEXTBOOKS**

All required course textbooks are purchased at the beginning of each semester during the registration process and the cost is added to the student's account. Textbooks are sold only to WAAST and AGGST students and are limited to one copy of each textbook required for a course in which a student is registered.

## **FINANCIAL AFFAIRS**

WAAST tries to keep the costs of education to a minimum. The school wants to avoid turning away qualified ministers because of exorbitant costs. Students are asked to pray with us for the overall support of the school and to help reduce expenses by turning off lights, fans, and appliances when leaving a room.

### **Financial Policies**

WAAST follows these financial policies:

1. All tuition and fees are to be paid in full to the business office at the beginning of each semester or MA session.
2. Any financial penalties incurred during a semester must be paid to the business office before the student leaves at the end of that semester or session. Students with an outstanding balance will not be allowed to begin the next session until their debts are paid.
3. Students preparing to graduate must settle all accounts before being cleared to participate in graduation exercises.

4. Solicitation of any kind on campus is not allowed.

### **Financial Aid and Scholarships**

Limited funds are available to assist students who have great financial need. First-year students do not qualify for financial aid. Students in the second and third years of study who have limited sources for support may submit a financial aid application to the business office. All decisions concerning the distribution of financial aid are made by the Board of Administration and apply for only 1 semester or MA session. A new application must be submitted for each semester or session for which a student requests financial aid.

If the source of aid is other than WAAST, the student is responsible to contact the sponsor and have the sponsor make arrangements with WAAST to send payment before the beginning of any semester.

If a student receives financial aid that includes meals, those funds will be disbursed directly to the cafeteria director for that student. No funds will be given directly to the student. This is to insure that the funds are used for their designated purpose and to protect the health of the student.

### **CAFETERIA**

A cafeteria is provided for students who prefer to take their meals on the campus. The cafeteria is located northwest of the chapel. To benefit the most from this service, students should

1. Be on time for meals. The hours for meal service are posted in the cafeteria.
2. Follow the rules established by the cafeteria director for payment, service, and orderliness, and show respect for the kitchen staff.
3. Pay all costs for meals directly to the cafeteria director or his representative.
4. Note that, if he or she is issued meal coupons, the coupons are valid only for the week for which they were issued. That is, the coupons expire automatically after one week.
5. Refrain from entering the kitchen and serving areas.
6. Report any problems concerning the cafeteria to the Dean of Students or to a member of the Student Representative Committee.

### **PHYSICAL EXERCISE**

*Training Pentecostal Servants for Missio Dei*

Students in the undergraduate programs are required to participate in physical activities every Monday and Wednesday afternoon. Students in the MA program participate on Tuesdays and Thursdays. Other sports activities are offered frequently but are optional. Each student is expected to demonstrate good sportsmanship and to develop an exercise routine that promotes wellness. During the sports periods, the library is closed.

## **MAIL SERVICE**

Mail that comes to a student during a semester will be placed in his or her mail slot in the library. WAAST will not hold mail for a student during vacation periods. The proper mailing address for WAAST is found on the cover of this handbook.

## **DISCIPLINE POLICY**

A student accused of a serious infraction of a school rule shall be entitled to a fair hearing of his or her case. Both the interests of the student and the integrity and reputation of the school must be considered in arriving at a final decision. When such an infraction occurs, the matter shall be brought before the Dean of Students for a hearing. He shall hear fully both the accusations and evidence against the student and the student's viewpoint of the incident. All matters pertaining to academics shall be referred to the Academic Dean.

The Dean of Students may render a decision immediately if in his judgment the situation warrants it, or he may defer his decision for a time to reflect and consult with the President of the school. They may bring the matter before the Board of Administration if they feel the situation warrants it.

If the student is of the opinion that the Dean's decision is unjust or that the means by which the decision was made was not correct, he or she has the right to appeal to the President of the school. To arrive at a decision, the President shall follow the same procedure outlined above. If, when the President has rendered the decision, the student still feels the decision is unjust, he or she may appeal to the Board of Administration. Again, the hearing shall be conducted as outlined above. The decision of the Board of Administration shall be final. The question of whether a matter warrants a report to the student's national church and to the Board of Governors shall be decided by the Board of Administration. The Chairman of the Board of Governors, at his discretion, may make available to the full Board of Governors any discipline reports.



In order to maintain the integrity and reputation of the school, WAAST will not adjust its disciplinary measures to make them amenable to any individual's national church. The school will, however, consider any suggestion from the appropriate national church officials. If the national church takes stronger action than that taken by the school, the school will fully cooperate in the action.



## ACADEMIC AFFAIRS

### Academic and Financial Registration

Registration is conducted just prior to the beginning of each undergraduate semester or master's session and is processed through the Registrar's office. During registration the student confirms with the Academic Dean the courses to be taken during that semester or session. If a student fails to come during the designated registration period, a late registration fee of 5000 FCFA will be charged to his or her student account.

If a student does not follow the prescribed schedule of courses listed for each year, he or she will be requested to meet with the Academic Dean for approval of the courses needed that semester.

### Academic Requirements

To be enrolled in the Bachelor of Theology program, the candidate must hold an A-Level Certificate or a Senior High School Certificate or equivalent.

Students who do not hold an A-Level Certificate or a Senior High School Certificate but who hold a Junior High School Certificate or O-Level Certificate are required to follow the post-secondary diploma program.

Students in the bachelor of theology and post-secondary diploma programs who

have not attended a Bible school endorsed by the Africa Theological Training Service are required to complete two ICI/Global University bible courses: Old Testament Survey and New Testament Survey.

Post-secondary Diploma students follow the normal third-year courses, with the exception of the thesis project, Greek I, and Greek II. They must complete three ICI/Global University courses in lieu of these three courses.

### **Withdrawal from a Course**

A course dropped during the first week of the course will not be recorded on the student's academic transcript. No refunds will be allowed if a course is dropped after the first week.

### **Grading System**

The WAAST system of grading is based upon a 4.0-point system and is calculated according to the following criteria:

96–100	A	4.0	Excellent
94–95	A-	3.7	
91–93	B+	3.3	Good
89–90	B	3	
86–88	B-	2.7	
83–85	C+	2.3	Satisfactory
79–82	C	2	
77–78	C-	1.7	
75–76	D+	1.3	Pass
73–74	D	1	
70–72	D-	0.7	
69 and below	F	0	Fail

Each professor will keep a class roster of attendance and tardies. This will be attached to the final grade report and returned to the Registrar's office. Term papers shall be completed no later than 2 months after the end of the semester. Papers received after this date will have their grade reduced.

Professors will submit final grades to the Registrar no later than 3 months after the end of the given undergraduate semester and 4 months after an MA session. Report cards will be prepared for distribution at the beginning of the following semester or session, subject to the Registrar's receiving the grades from the professors.

WAAST upholds a standard of excellence in academics. A student should expect

to spend at least 2 hours of study outside of the classroom for every hour in class, including time spent on post-assignments.

### **Formal Appeals Process**

All appeals must be submitted to the Academic Dean on or before the first day of class of the session immediately following the issuance of the grade in question.

The student should submit a file containing, but not limited to, the course syllabus, all course assignments (including post-course assignments), and a detailed, written justification as to why the student feels the grade is incorrect.

The appeals committee will be formed and meet according to the guidelines in the *WAAST Faculty Manual*. The student will be informed in writing of the committee's decision within one month of the appeal.

### **Class Attendance and Tardiness**

Class attendance is required unless a student is sick or has obtained from the Academic Dean special permission to be absent. For a 3-credit-hour course, more than 6 hours of absence will result in the student's being dropped from the course and receiving a failing grade.

Students are expected to be punctual for all classes, chapels, sports activities, and any other scheduled appointments. A tardy is defined as arriving late to class without prior arrangement. The school considers three tardies (from 1 to 9 minutes late) as one absence. A tardy of 10 minutes or more is considered an absence.

### **Minimum Enrollment**

Minimum enrollment for a course in the undergraduate program is ten students; a course with fewer than ten enrolled may be canceled. Minimum enrollment for an MA course is five students.

### **Electronic Submission of Term Projects**

The electronic submission of post-course assignments and term papers must follow these guidelines:

1. Assignments *must* be sent to [\*\*research@waast.org\*\*](mailto:research@waast.org).
2. Work is to be submitted on or before the due date.
3. The assignment should be prepared using Microsoft Word. The paper must be formatted for A4 paper and use the font Times New Roman, size 12. The student should take care to save and name the file.

4. The assignment must be sent as an attached file with an e-mail message. The text of the email message should clearly state the following for each paper being sent: the student's name, the course name, the professor's name, and the name of the attached file that contains the assignment.
5. The student's financial account will be charged 50 FCFA per page for printing the document.
6. Any formatting errors that appear as a result of printing will be the student's responsibility if they affect the final project grade.
7. The student should always bring a hard copy of each term project and a copy of the e-mail verifying the date of the transmission.

### **D and F Grades**

Students in the undergraduate programs must retake any failed course (an F grade). The course can be retaken through the regular program or with a Global/ICI independent study course, provided the course is available and the student has approval. A student has the option of retaking courses for which he or she has received a D+, D, or D- grade. If a D+ or lower grade is received in one of the following courses, it must be retaken in the regular program the next time it is offered: (1) Research Methodology, (2) English Composition/Grammar, and (3) Hermeneutics.

For independent-study Global University/ICI courses, if a student receives a D+ or below, he or she may retake the final exam to improve the course grade. The student must thoroughly study the material before scheduling a re-examination with the Registrar.

Students in the MA program must retake any course for which they have received a grade of D+ or lower. These must be retaken the next time they are offered. Some MA courses are available on video and can be taken on site with approval.

When a student retakes a course with a D or F grade, an "X" will be placed on the transcript in place of the original grade once the retaken course is completed. At that time, the original grade of D or F will no longer have a punitive effect on the cumulative GPA. Grades of C- or above will remain on the transcript, and those courses cannot be retaken for the purpose of improving a student's GPA.

### **Late Assignments**

All post-course assignments for students in the undergraduate programs are due 2 months after the last day of a given semester. Post-course assignments for

students in the Master's program are due 3 months after the last day of a given session. Grades for late assignments will be adjusted as follows:

Assignments received past the due date and up to 1 month later (i.e., 3 months after the end of the undergraduate semester or 4 months after the end of an Master's session) will be lowered one letter grade. For example, a late paper that merits an A but is received within the month after the due date, will be lowered to a B. An assignment received between a month and 2 months late will be lowered two letter grades; e.g., an A paper will be lowered to a C. An assignment received before the end of the following semester is lowered another grade; the A paper then receives a D. Any assignment received after the end of the following semester will be marked F.

### **Incomplete Courses**

An instructor may assign a grade of "I" (incomplete) if a student is unable to complete the course assignments due to an emergency within the normal time frame of the course. A student assigned an "I" will be given an extension of time to finish the work. The maximum time allowed for completing all assignments is the end of the next semester of course offerings. If the work is not submitted by that time, the student will receive an F for the course.

### **Academic Honesty**

WAAST expects honesty from all students in all academic endeavors. Dishonesty is a serious violation of Christian standards and may result in the student's receiving an F for a particular assignment or for the course, dismissal from the course, or possibly suspension from the school. Academic dishonesty includes cheating on assignments or examinations, plagiarizing (presenting another's work as one's own), and submitting the same (or essentially the same) paper for more than one course without prior consent from all professors concerned.

### **Plagiarism**

If a student includes words and/or ideas of another person in a paper, using the original author's words or language very similar to the author's, he or she must provide accurate information concerning the source of the material. Failure to provide credit, whether intentionally or unintentionally, is plagiarism. It is considered academic theft and will result in severe disciplinary action as described in the section on Academic Honesty.

### **Academic Probation**

In undergraduate work, if a student's GPA at the end of the first semester is less

than 2.0, he or she will be placed on probation. The student may remain on probation for 1 year (2 semesters). During this time, it is wise for a student to retake any courses in which he or she has received a D or F. If the GPA increases to 2.0 or above, the student will be taken off probation. If the GPA remains at less than 2.0 by the end of the probation period, he or she will be asked to leave the program.

In the MA program, if a student receives a grade that is lower than a B (3.0) in any course during the first year (initial seven core courses), he or she will not be admitted to the next course. If a student receives a failing grade during the second year, he or she will be required to follow instructions by the professor for revision work to achieve a pass. A second failure will result in automatic dismissal from the program.

### **Transfer Credits**

For the undergraduate programs, transfer credits are accepted from accredited or approved institutions for courses whose content is similar to a course offered at WAAST and when a minimum grade of a C was earned for the course. However, all transfer students must take the Research Methodology and Thesis courses offered at WAAST, even if a similar course was taken previously. To earn the BTh degree, at least 33 credit hours must be taken through the WAAST program. Transfer credits do not affect the cumulative GPA.

For the graduate program, up to 12 transfer credits are accepted from accredited or approved institutions for courses whose content is similar to a course offered at AGGST and when a minimum grade of a B was earned for the course. Again, all students must take the Research Methods course offered in the AGGST program, even if a similar course was taken previously.

### **Graduation Requirements for the Bachelor of Theology Degree and Post-secondary Diploma in Theology**

The WAAST Board of Governors awards the degree or diploma only after the following requirements are met:

- The student's academic record is reviewed and all requirements found to be satisfactorily completed. The student is subject to the academic requirements of the catalog for the year he or she first enrolled.
- A minimum of 33 credit hours have been taken at WAAST's central campus or at a WAAST extension center.
- The student's cumulative grade point average (GPA) is at least 2.0.

- The student's financial accounts have been paid in full.

### ***Additional Requirements for the Post-secondary Diploma in Theology***

- The student must complete a total of 96 credit hours if he or she holds a Junior High School Certificate (General Certificate of Secondary Education (GCSE) or West African Examination Council (WAEC)), which is equivalent to 10 or 11 years of primary and secondary education. No credit is granted for work completed at a secondary-level Bible institute.
- The student must complete a total of 66 credit hours if he or she has acquired A-level Certificate, equivalent to 12 or 13 years of primary and secondary education.

### ***Additional Requirements for the Bachelor of Theology Degree***

- The student must complete a total of 129 credit hours to graduate with a Bachelor of Theology Degree.
- Students entering the Bachelor of Theology program with a Senior High Certificate or A-level Certificate and a secondary level diploma from an Africa Theological Training Services (ATTS)-approved Bible institute will be granted 33 transfer credits to be applied to the required 129.
- A student who completes the post-secondary theology program and enrolls in the bachelor of theology program will receive a transfer of 24 credits if he/she holds a diploma from an Africa Theological Training Services (ATTS) endorsed Bible school.
- The thesis must be completed and approved according to the established deadline.

### **Graduation Requirements for the Master of Arts Degree**

The WAAST Board of Governors awards the degree only after the following requirements are met:

- The student's academic record is reviewed and all requirements found to be satisfactorily completed. The student is subject to the academic requirements of the catalog for the year in which he or she first enrolled.
- All thesis work is completed and signed by October 1 of the year of graduation.
- The student's cumulative grade point average (GPA) is at least 3.0.
- The student's financial accounts have been paid in full.



## Graduation Honors

Students who excel in their studies will be honored at graduation. Calculations for graduation honors are based on the cumulative GPA prior to the final semester of study. However, the final cumulative GPA on the permanent transcript includes the grades from the final semester. Honors are earned as indicated below:

<u>Honor</u>	<u>Cumulative GPA</u>
<i>Summa Cum Laude</i>	3.9–4.0
<i>Magna Cum Laude</i>	3.75–3.89
<i>Cum Laude</i>	3.5–3.74

## ADDENDUM: SUBMISSION OF DOCUMENTS FOR ADMISSION

**Candidates seeking to enroll at the central campus** in Lomé **MUST** send all their application documents, including application form, national church recommendation, health history and certificate, Bible school diploma and transcripts, proof of educational level, etc. to the Registrar and receive an admission letter from WAAST before registering for any WAAST or AGGST program.

**Candidates seeking to enroll at an extension center** **MUST** send all their application documents, including application form, national church recommendation, health history and certificate, Bible school diploma and transcripts, proof of educational level, etc. to the extension center coordinator and receive an admission letter from WAAST before registering for the extension center program.

***A candidate IS NOT permitted to register for a program, either on the central campus or at an extension center if his or her complete file has not been received by the Registrar or the extension center coordinator.***

## ACADEMIC CALENDAR 2023

### Post-secondary Diploma and Bachelor of Theology Programs

February 24 & 26	Registration for First Semester
February 27 – April 28	First Semester
June 28	Deadline for Written Assignments
August 11 & 13	Registration for Second Semester
August 14 – September 22	Second Semester
November 22	Deadline for Second Semester Written Assignments

### Post-secondary Diploma and Bachelor of Theology Programs Graduating Class

August 11 & 13	Registration for Final Semester
August 14 – November 10	Final Semester—Central Campus
September 25 – 29	Mid-term Break
October 20	Deadline for BTh Thesis Projects
November 10	Last Day of Class
November 18	Graduation
November 18 – 19	Board of Governors Meeting

### Master of Arts in Theology Program

May 5 & 7	Registration
May 8 – August 4	Session
July 3 – 7	Mid-term Break
November 4	Deadline for Written Assignments
November 18	Graduation

*The completed MA thesis is required to be in the hands of the thesis mentor by May 1 of the year the student plans to graduate. The completed thesis must be received at the WAAST central campus by October 1. Submission of a thesis does not alone guarantee that a student qualifies to graduate. MA Students must receive formal approval from the academic dean that all requirements for graduation have been met in order to graduate.*

## ACADEMIC CALENDAR 2024

### Post-secondary Diploma and Bachelor of Theology Programs

February 23 & 25	Registration for First Semester
February 26 – April 26	First Semester
June 26	Deadline for Written Assignments
August 9 & 11	Registration for Second Semester
August 12 – September 20	Second Semester
November 20	Deadline for Second Semester Written Assignments

### Post-secondary Diploma and Bachelor of Theology Programs Graduating Class

August 9 & 11	Registration for Final Semester
August 12 – November 8	Final Semester—Central Campus
September 23 – 27	Mid-term Break
October 18	Deadline for BTh Thesis Projects
November 8	Last Day of Class
November 16	Graduation
November 16 – 17	Board of Governors Meeting

### Master of Arts in Theology Program

May 3 & 5	Registration
May 6 – August 2	Session
July 1 – 5	Mid-term Break
November 2	Deadline for Written Assignments
November 16	Graduation

*The completed MA thesis is required to be in the hands of the thesis mentor by May 1 of the year the student plans to graduate. The completed thesis must be received at the WAAST central campus by October 1. Submission of a thesis does not alone guarantee that a student qualifies to graduate. MA Students must receive formal approval from the academic dean that all requirements for graduation have been met in order to graduate.*