



Methodist Theological Seminary in America

2018-2019 Catalog

METHODIST THEOLOGICAL SEMINARY IN AMERICA
1325 North College Avenue, Claremont, CA 91711
Tel: (213) 386-0080

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www.mtsamerica.edu

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WORDS FROM THE PRESIDENT



Jesus Christ proclaimed the gospel of salvation to the world and picked up the cross to become the sacrificial lamb for humanity. By God's grace, the bridge to salvation has been opened. This gospel has been proclaimed for the past 2000 years. Those who have been saved through faith have been commissioned to proclaim this gospel to the contemporary world. This mission shall continue until the second coming of Christ.

Methodist Theological Seminary in America have been established by the Korean Methodist Church of Americas in 1996 to equip Christ's saints for ministry. Our seminary is dedicated to train pastors, missionaries, and lay leaders with a strong Methodist and theological foundation, who will proclaim the gospel of Christ to the contemporary world.

Methodist Theological Seminary in America continues to build up those enduring the harsh immigrant life by encouraging and teaching holy discipline and a reverent lifestyle. Also, our seminary encourages and teaches our students to grow a harmonious faith and a balanced life by creating opportunities to partake in the ministry of saints.

Our seminary welcomes all Christians who wish to become trained and equipped for ministry to serve the Christ who have saved us. In the name of the Father, the Son, and the Holy Spirit, we bless all Christians persevering in faith together and Christians who await and hope for the second coming of Christ.

A handwritten signature in black ink, which appears to read "Lim David". The signature is written in a cursive style and is positioned above a horizontal line.

Rev. David Lim
President

INTRODUCTION

History

The Early Stage: From the States of America to Korea

After Robert S. Maclay, an American missionary for Japan, met the Emperor of the Hermit Kingdom, and was allowed to found schools and hospitals. Henry G. Appenzeller, the first Methodist(North) missionary, arrived at Jeamulpo port on the Easter Sunday 1885. The early mission was commenced with the founding of schools as such Baejae and hospitals such as Su hospital and Bogu Inn. The first baptized Methodist, Sang, was a student of Baejae School. On 9th of October 1887, the oldest Methodist Church in Korea was established.

The Methodist Episcopal Church in America and Episcopal Church, South agreed to work together and join into one and the same denomination in Korea. Symbolically, the first elected Bishop was Rev. Yang, JuSam and accepted female priesthood. 14 female missionaries were ordained. It shows how the Korean Methodist Church has been encouraging women participation in her mission and service for Korean people.

In 1974, the KMC embarked on the campaigning of "One Million Believers", doubled the number of Methodist churches and succeed in Church growth along with Korea's rapid economic growth. Since that time, the KMC actively took part in the World mission.

The Developing Stage: From Korea to the States of America

From the middle of 1960s, the States of America admitted immigrants from Korea. Along with the zeal for mission, millions of Koreans participated in the tide of immigration to the land of new hope. The early settlers joined to the United Methodist Church, organizing the Korean United Methodist churches. Nowadays, there are almost 300 Korean United Methodist churches and another 300 Korean American pastors who are serving English speaking congregations including hundreds of Caucasian congregations.

However, the Korean immigrant churches gradually came to acknowledge the unbridgeable gap between the main stream United Methodist Church and our immigrant context and need for the Korean Church. For instance, the main line issues of the homo sexual, retirement fund, church politic, and etc. are far from "Living Context" of Korean immigrants. They were suffered from cultural differences, generation gap, language barrier and racial issues. What are the biblical answers for them? In order to answer to such contextual needs, some Korean Methodist pastors organized a task force and came to a conclusion. Their answer was to organize a Korean language Annual conference. Yet, this idea was neglected by the governing body. Finally, 15 church leaders decided to establish an independent district and connect with their Mother denomination of Korean Methodist Church. In 1992, the Pan-American District and in 1995, the Pan-American Mission Annual Conference was established and continuously grown up. Nowadays, this Annual Conference consists of 383 local churches, one seminary, two missionary bodies and two laity training centers.

The Pan-American Annual conference found the necessity of providing the pulpit service resource and decided to establish a seminary. The general conference, consisted of 13 Annual

Conferences, understood the need from the grass root churches and approved the Methodist Theological Seminary's graduates to be ordained in 1999. Since that time, our School became the fourth approved seminary by the KMC.

An Envisioning Stage: From the States of America to the World

The Methodist Theological Seminary will provide one of the best educational resources for the Korean immigrants and students from Korea who have a dream to study at hear and back to Korea to serve multi-cultural congregations in Korea. Furthermore, our geographical location has a strong sense of cultural sensitivity and lots of opportunities to contacting with various racial groups, especially, Spanish speaking people. For the future mission to the Spanish speaking world, our School located in the middle of Los Angeles will be the living seedbed for training of missionaries.

Our Location

1325 North College Avenue, Claremont, CA 91711

Core Values

MTSA has identified three specific core values that define our institution:

1. We value the importance of producing competent, dedicated, and professional Methodist leaders to transform the world with the truth of God.
2. We value the excellence in academic, professional and practical education within the context of a personal relationship with Jesus Christ, and
3. We pursue the expression of these values throughout the church and the world.

Vision

The vision of Methodist Theological Seminary in America is to prepare emerging leaders in the Christian community to transform the world. The fulfillment of this vision inspires, orients, and defines the work of this school.

Mission Statement

The mission of Methodist Theological Seminary in America is to educate students to be competent and dedicated Methodist leaders who will serve the Korean Churches and advance the cause of Christ around the world.

Institutional Goals

As a result of their studies, all students will:

Pursue God

1. Exhibit a maturing relationship with Jesus Christ
2. Be able to articulate the importance of Wesleyan distinctives such as prevenient, justifying and sanctifying grace

Learn and Learn to Learn

1. Demonstrate a foundation of Academic Knowledge and Research skills
2. Demonstrate an extensive understanding of the Bible

Prepare to Serve (as ministers or active church members)

1. Gain a variety of ministry experiences and skills
2. Demonstrate stewardship of their theological training by serving churches and other ministries
3. Demonstrate commitment to being witnesses to Jerusalem, Judea, Samaria and the ends of the earth

Chapel

Chapel worship service is conducted once a week (Saturday 2:30 pm) under the direction of the faculty. All registered students are required to attend the chapel. Chapel service is designed for the spiritual growth and fellowship of the students.

Educational Programs

Program	Units	Final Project	Prerequisite
B. Th.	123		High School Diploma or Equivalent
M.Div.	90		Bachelor's Degree
M.Th.	48	Thesis	Bachelor's Degree

Statement of Faith

1. We believe in the Triune God: Father, Son, and Holy Spirit, who is personal, eternal, and holy, through whom everything lives, moves, and has its being.
2. We believe that the Bible is the true and inspired Word of God, the only infallible, authoritative Word of God, and that it is superintended by the Holy Spirit without whom we would not understand its significance for our lives.
3. We believe in the Virgin Birth of Jesus Christ; that in the flesh He was the manifestation of the Godhead bodily; that Jesus Christ is truly God and truly human, and the only mediator between God and humanity; that the death of Jesus Christ on the cross of Calvary was the only sacrifice sufficient to forgive the sin of the whole world, to give eternal life to those who believe on Him; that Jesus died, was resurrected, ascended into heaven, and is presently interceding at the right hand of the Throne of God; and that Christ will return again to earth, and His appearance will be personal, visible, and premillennial.
4. We believe that man was created in the image of God. However, he is fallen and totally depraved, and that each person needs to be regenerated by the Holy Spirit and reconciled to God through Christ. By the power of the Holy Spirit, the believer can be sanctified, cleansed, and empowered for a life of holiness and ministry.
5. We believe that the Holy Spirit reveals Christ to people and enables them to receive Christ as their personal Savior, and that He dwells in the believer making it possible for believers to grow in grace and power in their Christian lives and in their ministries.

6. We also believe in the spiritual unity of all Christians in Christ. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

State Approval and Accreditation

Methodist Theological Seminary in America is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. As a religious exemption institution of higher education, as of March 5, 2013, Methodist Theological Seminary in America has been granted to offer the following programs:

- A four-year Bachelor of Theology
- A two-year Master of Theology
- A three/four-year Master of Divinity program
- English as a Second language (Level I–IV)

Any questions a student may have regarding the state approval may be directed to the Bureau for Private Postsecondary Education at (916) 431–6959, or toll-free at (888) 370–7589, or visit its website at www.bppe.ca.gov.

The degrees of B.Th. M.Th. and M. Div. of MTSA are not eligible for licensure examination in California and other states except chaplain and pastoral counselor only if related states may offer.

“A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.”

MTSA students are not eligible for federal financial aid programs.

Methodist Theological Seminary in America holds candidate status with the Association for Biblical Higher Education Commission on Accreditation, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, (407) 207–0808. Candidate status is a pre-accreditation status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving accreditation status within five years.

Any questions a student may have regarding the state approval may be directed to the Association for Biblical Higher Education (ABHE) at 55850 TG Lee Blvd. Suite 130, Orlando, FL 32822, Tel (407) 207–0808. Fax (407) 207–0840 or visit its website at www.abhe.org.

Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to

offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____ Student Initials: _____
Date: _____ Date: _____”

Government

Methodist Theological Seminary in America, as a nonprofit organization, is subject to the laws of the State of California. The Board of Directors appoints the President. The President appoints the Academic Dean, the faculty members and any additional staff needed for a smooth operation of the Seminary.

Alumni

It is our great honor and pleasure to share with you about our graduation and employment because the ministry at MTSA is an evidence of God’s economy and entrustment. Since the inception of the school, around 70 students have graduated both from our undergraduate and graduate programs. We have noticed that their dedication and devotion to the serve Jesus Christ has been tremendous. Currently, over 75 percent of graduates have been serving in ministry position, 10 percent of graduates have become missionaries and 15 percent of graduates are currently in graduate school. The more details of history of graduation rates are recorded in the student performance sheet and preserved in the Student Dean’s office. The organization of the Alumni continues to support MTSA and its students.

Disclosure Statement

This institution has been approved by the Bureau for Private Postsecondary Education and entered into voluntary agreements to comply with all of the following: state status, rules, and regulations pertaining to private postsecondary institutions.

Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (www.bppe.ca.gov) (Toll Free Number 888-370-7589, Telephone Number 916-431-6959 and Fax number 916-263-1897)

Complaints

The California Bureau for Private Postsecondary Education (BPPE) has a formal complaint process. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number 888-370-7589) or by completing a complaint form, which can be obtained on the bureau's internet website in the following:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: (916) 431-6959, Toll Free: (888) 370-7589
Fax: (916) 263-1897
Online: http://www.bppe.ca.gov/consumer_complaint.pdf.

Nondiscrimination Statement

The MTSA does not discriminate against any person on the basis age, sex, religion, race, color, disability, national or ethnic origin or political affiliation in its admission policies, its employment opportunities or other policies or practices.

Bankruptcy

The MTSA has no pending petition in bankruptcy. The MTSA is not operating as a debtor in possession. The MTSA has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

Review Documents Prior to Signing an Enrollment Agreement

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any question a student may have regarding the enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Toll Free 888-370-7589, or visit its website at www.bppe.ca.gov,

Arbitration

Any dispute arising from enrollment at the MTSA, no matter how described pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) at San Francisco, California, under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not be a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

ADMISSIONS

Admission Requirements

Admission to Methodist Theological Seminary in America is based on many factors such as the student’s academic record, recommendation letters, essay, etc. The application process consists of three steps. All three must be completed before admission to the MTSA is official.

- 1) Complete an Application File, including:

Undergraduate Program Applicants

- a. A completed and signed Application Form
- b. Recommendation Letters (2)
- c. An Essay (Personal and Religious Background with Vision Statement)
- d. Copy of High School Diploma and Official Transcript
- e. Secondary school and College–level Transcripts (if applicable)

Graduate Program Applicants

- a. A completed and signed Application Form
- b. Recommendation Letters (2)
- c. An Essay (Personal and Religious Background with Vision Statement)
- d. College–level Transcript which indicates Bachelor degree is granted.
- e. Copy of Bachelor Diploma

Arrange for official transcripts to be submitted to the Registrar’s Office from your high school and, if applicable, from all universities, colleges, or professional schools you’ve attended. (GED may be substituted for high school diploma.) A bachelor’s degree or the equivalent from a recognized school is required for admission into our Master’s programs. If you are still enrolled in high school, then an incomplete transcript (not showing graduation) will be sufficient. However, as soon as possible, a complete, official transcript (indicating a graduation date) is required.

- 2) Letter of Acceptance

The MTSA officials will review your Application Package when it is complete. It is our goal to send you written notification within two weeks of the application deadline. At any time, however, you may contact the Registrar’s Office to inquire as to the status of your application.

If you receive a letter of acceptance, it will include information regarding subsequent steps. Included with your letter of acceptance will be a copy of the Student Handbook and a form

indicating that you have read the handbook and agree to comply with it. This form should be returned to the Registrar's Office immediately.

Along with your acceptance letter you will receive a Physical Readiness Report that is to be completed by a licensed physician and returned to Registrar's Office. The acceptance letter will also ask that you provide a recent photograph of yourself. This photo will help us to recognize you at orientation and therefore, better serve you.

Finally, you should send the tuition deposit along with Physical Readiness Report (if applicable), and the Student Handbook form to confirm your enrollment. If the MTSA is unable to accept you for enrollment in the upcoming semester, we will advise you regarding the steps you should take before resubmitting your application.

3) Intent to Enroll

By returning your Physical Readiness Report, the statement regarding the Student Handbook, and your tuition deposit, you are informing the MTSA that you intend to enroll and to register for classes in the upcoming semester.

Admission Notification

The applicant will receive a letter containing the determination of the seminary concerning admission within a month of our receipt of the application, references, transcripts, and application fee.

Application Deadlines

- Fall Semester August 1st
- Spring Semester January 15th

Language Proficiency

Since most instructions in class are conducted in Korean, proficiency in Korean is required. High school diploma or College diploma from Korean speaking educational institution will suffice. Students who do not have such diploma will be interviewed by the Dean of Academic Affairs to evaluate the proficiency. English proficiency test such as TOEFL is not required for admission.

International Students

MTSA is currently seeking to obtain I-17 petition to issue I-20 to prospective foreign students. At this point, we are not authorized to issue I-20 for foreign students.

Credit Transfer Policy

The MTSA welcomes the transfer of course work from accredited institutions. (Such institutions have been accredited by an agency that is, in turn, recognized by the Council for Higher Education Accreditation, or CHEA. Outside the U.S., such institutions are usually approved by a provincial or national authority such as the Ministry of Education.) In order to request this transfer, you should arrange for an official transcript (signed and sealed) to be mailed directly from the previous institution to MTSA's Registrar's Office.

Credit is evaluated on a course-for-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of "B" or higher is transferable; however, grades from transfer credits do not compute into your MTSA's GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, MTSA takes steps to ensure that course work taken in the sending institution is comparable to course work offered by MTSA. These steps include one or more of the following:

Demonstration of achievement by means of comprehensive examinations; Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution; Analysis of historic experience regarding the success of transfers from the sending institution; and Successful completion of 30 semester hours at MTSA with a cumulative GPA of at least 2.0.

If you wish to apply transfer credit to your program, the transfer should be arranged immediately upon receiving your letter of acceptance, and before registering for courses at MTSA.

Fifty percent of the semester hours in your undergraduate program must be completed at MTSA in order to qualify for graduation. Thus, a student pursuing a Bachelor of Theology must earn at least 62 semester hours at the MTSA.

You cannot transfer more than twenty-four semester hours of graduate work into the Master of Theology degree program at MTSA. A maximum of 45 units of previous graduate work may be transferred into the Master of Divinity.

If you have received some of your education through non-traditional means you may want to ask that that education be granted college credit. In special cases only, will credit be granted. You can arrange to have your education evaluated by the American Council on Education's Center for Adult Learning Educational Credentials (CALEC) program. For more information visit their Web site:

www.acenet.edu/calec/corporate/index.cfm

CALEC will provide a transcript showing their analysis of your non-traditional education; please arrange to have a copy of this transcript sent directly to the MTSA's Registrar's Office.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits earned at the MTSA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in your program of study is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer attending the MTSA to determine if your credits, or degree will transfer.

Transfer Regulations Specific to each Degree Program

Bachelor of Theology

For the B.Th. Program, up to a total of 61 Semester Units required in our programs may be considered for transfer as credit from previous educational institutions, providing the course descriptions are analogous to our curriculum:

1. Up to 61 semester units, or quarter unit equivalents (2 quarter units count for 3 semester units) may be considered for transfer as credit toward the 123 semester units needed for the Bachelor of Theology degree (B.Th.) at MTSA. These provisions will be true, if the course descriptions are compatible with our program.
2. Only those courses for which a grade of “B” or better was received, will be eligible for transfer consideration at Methodist Theological Seminary in America.

There is no provision in MTSA’s policy that allows for prior experiential learning to be considered for semester unit credit in its B.Th. Program.

Master of Theology

For the M.Th. Program, up to a total of half of the Semester Units required in our programs may be considered for transfer as credit from previous educational institutions, providing the course descriptions are analogous to our curriculum:

1. Up to 24 semester units, or quarter unit equivalents (2 quarter units count for 3 semester units) may be considered for transfer as credit toward the 48 semester units needed for the Master of Theology degree (M.Th.) at MTSA. These provisions will be true, if the course descriptions are compatible with our program.
2. When a student takes more than 123 semester units, the semester units excessively achieved in undergraduate degree programs may be transferred, up to 12 units, into our M.Th. program. The courses transferred should be 300 and 400 level courses and are analogous to the course in our program.
3. Only those courses, for which a grade of “B” or better was received, will be eligible for transfer consideration at Methodist Theological Seminary in America.

There is no provision in MTSA's policy that allows for prior experiential learning to be considered for semester unit credit in its M.Th. Program.

Master of Divinity

For the M. Div. Program, up to a total of half of the Semester Units required in our programs may be considered for transfer as credit from previous educational institutions, providing the course descriptions are analogous to our curriculum:

1. Up to 45 semester units, or quarter unit equivalents (2 quarter units count for 3 semester units) may be considered for transfer as credit toward the 90 semester units needed for the Master of Divinity degree (M.Div.) at MTSA. These provisions will be true, if the course descriptions are compatible with our program.
2. When a student takes more than 123 semester units, excessively achieved semester units in undergraduate degree programs may be transferred, up to 12 units, into our M.Div. program, if the courses are 300 and 400 level courses, the course descriptions are analogous to the course descriptions in our program, and a grade of "B" or better was received for the course.
3. Only those courses, for which a grade of "B" or better was received, will be eligible for transfer consideration at Methodist Theological Seminary in America.

There is no provision in MTSA's policy that allows for prior experiential learning to be considered for semester unit credit in its M. Div. Program.

Ability to Benefit

New undergraduate students who are admitted with a high school GPA below "C" are admitted on a provisional basis with "ability to benefit" restrictions. These restrictions are likely to include enrollment in one or more non-credit fundamentals courses, a reduced load of 12 hours, and supervised study arrangements.

This classification and its restrictions may also be applied to older students who are returning to school after an extended period, especially if they cannot show strong transcript grades.

STUDENT SERVICES

One of the advantages of attending MTSA is that the key administrators, faculty members and counselors are not only easily accessible but are able to spend considerable amount of time in providing all types of counseling needs of the students. Counseling hours are: 1:00 PM through 9:00 PM., Monday through Friday.

Academic Advising

Counseling on overall academic planning, course selection, scheduling, and other types of academic counseling needs of students are provided by the Academic Dean and Student Dean. The Academic Deans provide advisement on such important academic matters and concerns as long-

range course schedule planning, program requirements for graduation, academic performance, and transfer credits. The Student Dean also provides counseling on personal problems and any other matters that are deemed important to the students.

Student Ministry

MTSA requires students actively participate in the student ministry program. MTSA expects that students are expected to be systematically involved in a weekly ministry activity. Students report regularly on their ministry involvements. Each student's activity is supervised and evaluated by the director of student ministry. MTSA will make every effort to make sure that director of student ministry and faculty or mentor understand the objectives of the Christian ministry program and the expectations for their role in participating. It is mandatory that the mentor's complete evaluations of their assigned student ministry performance at least once per semester. MTSA will maintain records of both individual and mentor's evaluation. The activity of the student ministry program will be reviewed for identifying issues that will assist students in their ministry performance and that will inform the teaching and learning process. Student may expect periodic feedback regarding their ministry performance to help them improve.

Career Planning

There is a growing demand for bilingual ordained pastors, educators, and praise leaders by the Korean–American ethnic churches in the United States. Therefore, employment possibilities upon graduation are expected to be very high. Upon graduation, job placement will be greatly facilitated. In fact, jobs associated with the ethnic Christian churches are the fastest growing segment of employment within the immigrant–dominant Asian ethnic community in the United States.

At this time, MTSA has placement services, and we are committed to developing these by the time of our first graduating class. Our faculty and administration are committed to assisting our students in every way possible to fulfill their goals of becoming stewards of the world's well-being. Without jobs, they cannot do this. It is our responsibility to ensure that they have the greatest possible chance of gainful and meaningful employment.

International Student Services

The Office of Students Services is available to assist recently incoming students from the abroad in adjusting to the MTSA and to the new social environment. The staff provides orientation for new and continuing students; counseling on personal, academic, financial matters; and information about housing and transportation.

Housing

MTSA does not have dormitory facilities and has no responsibility to find or assist a student in finding housing. Please inquire our Office of Student Services for information about housing options in the area.

Health Insurance

MTSA does not provide medical insurance. We therefore ask all students to acquire medical insurance. If you need help contacting an insurance agent, please ask the main office for assistance.

Medical Provisions

If you have a minor accident, a first aid kit is kept in the main office to help you. If you have a more serious medical need that demands immediate attention, the main office will arrange for your transportation to a doctor or hospital. If you have a medical need that does not require immediate attention, please discuss the issue with the Dean of Student Affairs or the main office. If you need to find a nearby urgent care facility (i.e. a facility that should be quicker and cheaper than a hospital, but not be suitable for major emergencies), you may go to;

The Urgent care at Vermont
1234 N. Vermont Ave, Los Angeles, CA 90029
Tel (323) 660-0831

Family & Urgent Care Medical Center
1200 N Vermont Ave, Los Angeles, CA 90029
Tel (323) 666-2220

Student Grievance Policy

Should a student have a reasonable grievance or complaint against a staff member, faculty member, or another student, the student is advised to seek assistance in a reasonable period of time from either his or her academic advisor, department chair, or the Dean of Students. Such complaints, if valid, will be directed to the Dean of Students, if they involve another student. If they involve a staff or faculty member, they will be directed toward the Academic Dean. These members of the administration will actively investigate the situation in an attempt to determine the truth of the matter, and to take any necessary action to remedy the situation, and to ensure that it does not continue or repeat. Students' rights to privacy will be handled with the utmost care. All complaints will be treated with the care and professionalism they deserve.

Student Complaints

A student or any member of the public including prospective students may file a complaint about the school with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov If a student has grievances which he or she cannot work out with the school, he or she may call or write to:

Bureau for Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833
Phone: (916) 431-6959, Toll Free: (888) 370-7589
Main Fax: (916) 263-1897, Licensing Fax: (916) 263-1894
Enforcement/STRF/Closed Schools Fax: (916) 263-1896
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

Emergency and Campus Crime

Any student in an emergency should call 911. If a student needs assistance, ask the Dean of Student Affairs. On campus, crime is very scarce. However, students are encouraged to walk in groups and watch one another.

STUDENT LIFE AND ACTIVITIES

Student Government

The student body at Methodist Theological Seminary in America is a Christian community of future church leaders, and their government is autonomously organized and operated by the students. The government works closely with faculty members and advisors to arrange all student activities. The school encourages the student leaders to establish meaningful fellowship among the students that expands their spiritual experiences and enhances their present and future ministries in the Kingdom of God. The rules and regulations for the proper operation of the student governments are included in its by-laws. The Dean of Student Affairs supervises the student government.

The Student Council

Student life and activities at Methodist Theological Seminary in America is entrusted to a large degree to the students themselves. The students elect their own officers [a student council], and a faculty advisor, and this group of people discusses campus problems and ideas suggested by the student body and serves as the instrument for the solution of these campus problems. The membership of the student council is composed of a President, a vice-president, a treasure, and a representative from each class. These officers are elected before starting the following academic year.

Disciplinary Policy

The primary goal of the MTSA's Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from MTSA is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of a restorative action plan. Intermediate consequences are employed whenever

possible to avoid suspension or expulsion. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to the review. While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a decision, occasionally resulting in unanswered questions regarding a disciplinary outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Student Affairs serves as the chief student conduct officer for the MTSA and works with other administrators to resolve student disciplinary matters. The Student Handbook provides guidelines that are used to establish continuity for administering consequences for violating community standards.

Student Rights under FERPA

From time to time parents and others request information from the MTSA about a particular student. With few exceptions, Federal law (the Family Educational Rights and Privacy Act, or FERPA) prevents the school from disclosing academic records, student disciplinary matters, student finances, and other personally identifiable educational records without the student's express written permission. Students also have the following rights under FERPA.

1. The right to inspect and review the student's education records within 45 days of the day the MTSA receives a request for access. Students should submit to the Registrar, Dean of Students, or Academic Dean written requests that identify the record(s) they wish to inspect. The MTSA official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the MTSA official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write the MTSA official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the MTSA decides not to amend the record as requested by the student, the MTSA will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the MTSA in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom

the MTSA has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the MTSA discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the MTSA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

In accordance with Section 99.37 of the FERPA regulations, the MTSA reserves the right to publish directory information about students, including the student's name, local address and phone number, academic program (including major, minor, and concentration), and home church.

ACADEMIC POLICY

Degree Programs

Bachelor of Theology	123 Semester Units
Master of Theology	48 Semester Units
Master of Divinity	90 Semester Units

Registration

Preliminary registration of current students takes place in November for the Spring Semester, and in April for the Fall Semester. The dates of preliminary and regular registration for both semesters are published in the official calendar of the college. All students are expected to be present and to complete pre-registration on the days allotted for this purpose. Instructions concerning the registration procedure will be given to each student at the time of registration. No student is considered to be enrolled in any class until his/her registration has been properly completed.

Late Registration

All students are expected to be present and to complete registration within the time allotted for this purpose. For those students who enroll after the deadline set for the completion of registration, a late registration fee of \$30.00 will be charged. No student will be allowed to register more than a week late except upon petition, after satisfactory arrangement with the Dean of the Seminary, and the Committee on Academic Standing.

Withdrawal

From Courses: Any student desiring to withdraw from a course must first make application in writing on the form specified for this purpose and must have the approval in writing from the registrar. If the student withdraws properly from a course, the letter “WP” will be placed in the student’s transcript, if passing, and “WF” if the student is failing. Failure to withdraw properly will result in an “F” for that course. Withdrawal from a course is considered to be a change in registration for which a non-refundable fee of \$20.00 is charged for each course. Financial arrangements must be made with the Seminary Office according to the regulations of the State of California.

From School: Students who find it necessary to withdraw from school before the close of the semester must secure a statement of *honorable dismissal* from the President of the Seminary and must formally withdraw from all classes as described above. Financial arrangements must be made with the Seminary Office according to the regulations of the State of California.

Refund

Please see the refund policy of MTSA under Financial Policy.

Attendance Policy

Class attendance, punctuality, and fulfilling class requirements is considered a vital part of academic development as well as a sign of integrity and Christian character. Any excused absences from class, due to illness, ministry or ministry requirements, should be discussed directly with the instructor. The attendance policy in each class will be included in the course syllabus by each instructor.

Leave of Absence

A student may fill out a petition form in the seminary office requesting a leave of absence. Approval of a leave of absence secures the student’s standing in the program. Students who fail to register for two consecutive semesters will be considered to have withdrawn from the program.

Academic Dismissal

All students must achieve two successive semesters with a GPA higher than 2.00. Those who do not meet this standard may be disqualified from the program.

Grading

A	Excellent	(95–100)	4.0 grade points / semester unit
A–	Excellent	(90–94)	3.7 grade points / semester unit
B+	Good	(87–89)	3.3 grade points / semester unit
B	Good	(83–86)	3.0 grade points / semester unit
B–	Good	(80–82)	2.7 grade points / semester unit

C+	Average	(77–79)	2.3 grade points / semester unit
C	Average	(73–76)	2.0 grade points / semester unit
C–	Below Average	(70–72)	1.7 grade points / semester unit
D	Passing	(60–69)	1.0 grade points / semester unit
F	Failure	(0–59)	0 grade points / semester unit
I	Incomplete		
W	Withdrawal		
R	Repeated Course		

Graduate level courses vs. Undergraduate level courses

Due to the student body size of MTSA, many of our classes are offered to both graduate and undergraduate level students. Graduate studies are fundamentally different than undergraduate studies. This is not merely a matter of reading more pages and writing longer papers. Graduate students are expected to take significant responsibility in determining what to learn, how to learn it, and in finding learning resources. In addition to submitting course work to professors, graduate students will often submit or orally present work to their peers for comments, suggestions, and ideas for improvement. Sometimes this involves team projects. A research paper at the BA level may primarily require that a student report what authors have said. Instead of simply reporting what authors say, graduate students will often be required to evaluate an author’s work, identify presuppositions and biases, or suggest applications to their ministries. In short, graduate students are responsible to take initiative – they are partners with their professors in their own equipping.

Therefore, each graduate syllabus explains how the above philosophy will be implemented and what activities will be used to implement the graduate guidelines.

Graduation Requirements

To obtain a degree, students must meet the following general degree requirements, in addition to the requirements specific to their program of study and the completion of the required units.

- *Grade Point Average Requirement*
 - An overall grade point average of at least 2.0 is required for an undergraduate degree. A minimum GPA of 3.0 is required for a graduate degree.
- *Unit Requirement*
 - The student must complete the total unit requirement for a degree.
- *Residence Requirement*
 - Undergraduate students must also complete at least 50 percent of the total unit requirement at MTSA. Their residency requirement is at least 62 units for the B.Th.
 - Except where otherwise noted, graduate students are allowed to transfer up to six semester hours from another institution for master’s degree programs, with the remaining degree units to be completed while in residence at MTSA: 45 units for the 90-unit M.Div., and 24 units for the 48-unit M.Th.
- *Completion of Student Ministry Requirements*
 - An undergraduate student must complete four semesters approved student ministry for the equivalent of each full–time semester. Thus, a student who transfers to

MTSA as a junior, and takes the equivalent of, up to, four full-time semesters, is expected to take four semesters of Student Ministry.

- *All accounts paid in full*
 - Students are not allowed to graduate if they have unpaid debts to the MTSA.
- *Graduation Petition*
 - Students must file a graduation petition with a fee with the Registrar's Office one semester prior to graduation.

Maintenance and Retention of Records

The MTSA shall maintain all records for each student as required by the regulation 71810(b)(15). It is the policy of the MTSA to retain in the campus building all the vital student records for a minimum period of five years and all student transcripts permanently in compliance of the State of California Education Reform Act and Regulations. The record shall be available to authorized persons for inspection during normal business hours. Should you need to have transcripts sent to future potential employers the Office of the Registrar will assist you in handling this. All records will otherwise be kept strictly confidential, with only authorized personnel having access to them.

Academic Freedom

Academic freedom for faculty members includes the right to judge and grade the academic performance of students. Academic freedom includes the right of students to be fairly and competently evaluated and graded. Students have the right to the instruction promised them in official MTSA publications. It is not inappropriate for faculty and students, both in and out of classes, to meet and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relate subject matter of courses to those social crises that arise temporarily and unpredictably. In the event of temporary departures from the normal course of instruction to discuss campus issues or community problems, faculty should make reasonable efforts to find ways of making up for missed material. In most foreseeable, if not all circumstances, instruction is to take place at the time and location indicated in MTSA publications except in such usual academic practices as field trips, classes meeting off-campus by prior arrangement, and experimental course procedures approved by the department and for which students have received notice prior to registration. Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior. Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of philosophies relative to those disciplines. This does not mean that each faculty member must give equal weight to all theories appropriate to his/her discipline, even though objectivity is ordinarily assumed to characterize scholarly pursuits; rather a spectrum of philosophies or theories should characterize the total offerings within a field. Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively. The responsibilities in academic affairs placed upon deans, department chairs, and faculty members should be clearly spelled out and should be respected in the operation of the MTSA. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

Academic's Complaint Procedure

Students with complaints relating to a particular class, grade or instructor should discuss them first with that instructor. If the complaint is not resolved satisfactorily, the student should then contact the Dean of Academic Affairs. The Dean of Academic Affairs will review the complaint with all parties concerned and investigate all documents. The complaint will be determined either unfounded and rejected or valid, at which time a compromise or settlement will be determined, and monies will be returned. The Dean of Academic Affairs will write a decision within five days, notifying the student(s) by mail and a copy of the decision and complaint will be placed in the student's academic file. The complaint will be logged on the complaint record. The Dean of Academic Affairs' decision is considered final. If you feel your grievances were not adequately resolved and would like further assistance, please contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: (916) 431-6959 Toll Free: (888) 370-7589
Fax: (916) 263-1897
Website: www.bppe.ca.gov

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy ("SAP") is composed of Qualitative Standard and Quantitative Standard.

Qualitatively, Students have to maintain a good academic standing. MTSA requires undergraduate students to maintain a 2.0 GPA in all courses attempted at MTSA and a 2.0 cumulative GPA. Graduate students are required to maintain a 2.5 GPA in all courses attempted at MTSA and a 2.5 cumulative GPA. Repeated courses which the student previously passed are not counted toward satisfactory academic progress requirements.

Quantitatively, there are two components in quantitative standard; (a) Acceptable Passing Rate and (b) Unit and Time Limit to complete an education program.

- a. Acceptable Passing Rate: Excluding transfer units, an overall ratio of units earned at MTSA to units attempted is calculated. Withdrawn and incomplete units are attempted with zero units earned. Students must complete 65% of units attempted.
- b. Unit and Time Limit: To complete the program, no more than 150% of the number of units required can be attempted. To determine satisfactory academic progress, all attempted units at MTSA are counted. For transfer students, only transferred units that apply to the degree program are counted.

Academic Standing

At the end of each semester, a student's progress will be monitored. When there is evidence of lack of satisfactory academic progress toward meeting graduation requirements, the Academic

Committee may place students on academic warning or probation or disqualify them from attendance at the university.

Academic Warning

MTSA will notify students in writing for failing to make satisfactory academic progress and place the students on academic warning at the end of each semester. Warning status lasts only one semester. Students who fail to make satisfactory progress after the academic warning period may be dismissed from MTSA unless they successfully appeal and are placed on probation.

Academic Probation / Dismissal

When a student fails to make satisfactory academic progress after the academic warning period, he may appeal that result on the basis of: his injury or illness, the death of a relative or other special circumstance. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation. If based on the appeal MTSA determines that the student should be able to meet the satisfactory academic progress standards by the end of subsequent semester, MTSA may place him on probation without an academic plan. This probation status lasts only one semester. If based on the appeal MTSA determines that the student will require more than one semester to meet progress standards, MTSA may place him on probation and develop an academic plan for him. According to the requirements specified in the plan, MTSA will review the student's progress at the end of each semester as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. A student failing to meet the minimum standards by the end of probation period may be dismissed from MTSA.

FINANCIAL POLICY

Financial Information

Students are expected to handle their personal finances in a Christian manner. Payment of accounts, or arrangement thereof by securing loans or scholarships, is expected at the time of registration. In certain cases of financial hardship, payment plans may be arranged with the financial office. Students are not admitted to final examinations until their accounts are fully cleared with the financial office. All tuition and bills must be paid before any record of grades or transcripts will be issued.

Tuition and Fees

Application Fee	\$ 0.00
Registration Fee / semester	\$150.00
Student's Activity fee / semester	\$ 50.00
Bachelors level / semester unit	\$200.00
Masters level/ semester unit	\$250.00
Audit / semester unit	\$ 50.00

Library fee / year (optional)	\$ 20.00
Late Registration fee	
(up to one week late)	\$25.00
(over one week late)	\$40.00
Graduation fee	\$ 200.00
Official Transcript (per copy)	\$10.00
Certificate (per copy)	\$ 10.00

Charges for Attendance

B.Th. (in case of full load)

Registration fee	\$ 150.00
Student Activities fee	\$ 50.00
Tuition \$200.00x15 units	\$ 3,000.00
S.T.R.F.	\$ 0.00
Total	\$ 3,200.00

M.Th/ M.Div. (in case of full load)

Registration fee	\$ 150.00
Student Activities fee	\$ 50.00
Tuition \$250.00x12 units	\$ 3,000.00
S.T.R.F.	\$ 0.00
Total	\$ 3,200.00

Estimated Total Charge for Entire Program

B. Th. (4 years)

Registration fee	\$ 1200.00
Student Activities fee	\$ 400.00
Tuition \$200.00x123 units	\$ 24,600.00
S.T.R.F.	\$ 0.00
Graduation fee	\$ 200.00
Total	\$ 26,400.00

M.Th. (2 years)

Registration fee	\$ 600.00
Student Activities fee	\$ 200.00
Tuition \$250.00x48 units	\$12,000.00
S.T.R.F.	\$ 0.00
Graduation fee	\$ 200.00
Total	\$ 13,000.00

M.Div. (3 years)

Registration fee	\$ 900.00
Student Activities fee	\$ 300.00

Tuition \$250.00x90 units	\$22,500.00
S.T.R.F.	\$ 0.00
Graduation fee	\$ 200.00
Total	\$ 23,900.00

Payment Schedule

All tuition and fees are due at registration. Students taking nine (9) semester units or more for graduate students, and twelve (12) semester units or more for undergraduate students, who are financially unable to pay all tuition and fees at registration may be allowed to pay by installment as follows:

- 1/2 tuition and fees at registration.
- 1/4 tuition and fees by the end of the 4th week.
- 1/4 tuition and fees by the end of the 8th week.

Students will not be permitted to register for a new semester unless all financial obligations of prior semesters at the school have been settled. MTSA requires a payment of five (5) percent of the annual interest in the amount which is still due pursuant to the payment schedule.

Refund Policy

Refund during Cancellation Period

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first session of class, or the seventh day after enrollment, whichever is later. The student must receive a refund of 100% of the amount paid for institutional charges, less a registration fee not to exceed \$100. Please note that the student must cancel in writing.

Cancellation Example

A student enrolls in the degree program 13 days before it is scheduled to start and pays \$3,000 toward the full tuition. Three days before the scheduled start the student decides he no longer wants to enroll. That same day the student submits a cancellation form to MTSA. Thirty days later the student receives a refund equal to the full amount paid, minus \$100 for the registration fee, for a total of \$2,900.

Refund after Cancellation Period

If a student withdraws from a course at MTSA after the first day of instruction, the student is entitled to only a partial refund. Please note the student must withdraw in writing. The refund policy is pro-rata to the 60 percent point of the course. Except for those who cancel the course, the formula for refund through the 60 percent point of a course is as follows:

Total Amount

Adjusted

Actually Paid
For Instruction
(Includes all fees,
but no equipment)

$$- \text{Registration Fee} = \text{Amount Actually Paid for Instruction}$$

Adjusted
Amount
Actually
Paid for
Instruction

$$\times \frac{\text{Hours of Instruction Not Received but for which Student Has Paid}}{\text{Hours of Instruction For Which the Student Has Paid}} = \text{Final Refund}$$

Refund Example

A student enrolls in a degree program, in which the student pays for one year’s worth of tuition in advance. Three–quarters through the program the student withdraws. If a student has paid for the entire year and withdraws after completing three quarters of that year’s program, *the student would not receive a refund*, because he or she has completed over 60 percent of the first year.

Withdrawal from the Program

You may withdraw from the school at any time and receive a prorated refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$ 250.00, and less any deduction for books and materials not returned in good condition, within 45 days of withdrawal.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non–refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan of third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

Definition of Withdraw

For the purposes of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs (a) You notify MTSA of your withdrawal or the actual date of withdrawal; (b) School terminates prior to your enrollment; or (c) You fail to attend classes for a three–week period.

Federal and State Aid

MTSA does not participate in Federal and State financial aid program yet. When such aid is available, MTSA will disclose to the student pursuant to the applicable Federal and State financial aid programs.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Student Loans

Student loan resources will be not available for MTSA students. MTSA is planned to apply for FAFSA by 2018.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the finances not paid from federal student financial aid program funds.

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student-Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid for by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Aid and Financial Assistance

MTSA offers a variety of institutional scholarships semi-annually to both incoming and current students for achieving better quality of education. The conditions for receiving this assistance differs with each scholarship. Applicants may obtain the information and applications by writing to or visiting the office of student financial assistance. Please note that MTSA does not participate in government financial aid programs. The preferences for awarding institutional scholarships are based on the following:

1. Leadership potentiality
2. Academic excellence
3. Need
4. Under and Graduate students (not for Audit)
5. Local pastor's spouse
6. Full time student status
7. Student spouses who are both enrolled

LIBRARY SERVICES

Methodist Theological Seminary in America shares an extensive collection of theological books, periodicals, and religious magazines for the benefit of the faculty and students. In addition to our library, our students have access to affiliate school libraries, such as Grace Mission University in Fullerton. Refer to the Library Handbook or contact our librarian by contacting the school for further information about the library.

DEGREE PROGRAMS

Bachelor of Theology

Admission Requirements

Anyone possessing a high school diploma, or its equivalent meets the basic academic requirement for admission to the program. See the section on admissions criteria, earlier in this catalog, for additional requirements. Also, the following generally apply:

1. Recommended to be 18 years of age or older.
2. Have a high school Diploma or its equivalent. Foreign transcripts must be evaluated and approved prior to applying to the program.
3. Must have a cumulative grade point average (GPA) of 2.0 or “C” average overall.
4. Functional ability to read and write English or Korean at the college level.
5. Prospective student must complete an admission application for M.T.S.A.

Special Notes:

1. Although not required, at least one letter of recommendation from someone who would endorse that the applicant possesses the necessary intellectual ability and mental attitude sufficient to complete the required courses within the required time frame will be helpful in evaluating the application.
2. The credentials of students educated in other countries will be evaluated individually. The official third party (transcript verification) verification will be made. Applicants may be required to present English translations of foreign language credentials.

Purpose and the Program Objectives

The Bachelor of Theology program offers students an opportunity to explore, academically and critically, the scriptural basis of traditional Christian faith and practice. This program emphasizes systematic, comprehensive, and critical study of the Christian Scriptures and of major Christian theological doctrines, spiritual disciplines, and ministry practices. Special emphasis is placed upon the historical context and development of the Biblical scriptures of the Hebrew Bible and the New Testament.

Program Learning Objectives of Bachelor of Theology (B.Th.)

Upon completing this degree, students will be able to:

1. Demonstrate a basic knowledge and understanding of the Scripture.
2. Demonstrate an understanding of fundamentals of Christian Doctrine and theology
3. To equip students to pursue a career in pastoral ministry
4. To fulfill the prerequisite for the M.Th. program.
5. To gain knowledges and skills to become faithful stewards for churches, communities, and missions.

PLO vs. CLO Matrix

PLO	1	2	3	4	5
#	26	18	36	20	36

General Education												
PLO	LA111	LA112	LA113	LA114	LA121	LA212	LA214	LA215	LA311	LA312	LA411	WR160
1						x			x			
2						x						x
3	x	x	x	x	x	x	x	x	x	x	x	x
4	x	x	x	x	x	x	x	x	x	x	x	x
5	x	x	x	x	x	x	x	x	x	x	x	x
Bible and Christian History												
PLO	CH111	CH211	NT101	NT201	NT221	NT230	NT244	OT101	OT201	OT245		
1	x	x	x	x	x	x	x	x	x	x		
2		x	x	x				x	x			
3	x	x	x	x	x	x	x	x	x	x		
4			x		x			x				
5	x	x	x	x	x	x	x	x	x	x		
Theology												
PLO	TT101	TT102	TT111	TT212	TT311	TT312						
1	x	x	x	x	x	x						
2	x	x	x	x	x	x						
3	x	x	x	x	x	x						
4	x		x									
5	x	x	x	x	x	x						
Professional Studies								SMF				
PLO	CE103	CE401	CS101	PT101	PT231	TT415	WR332	PT400				
1	x	x	x	x	x	x	x	x				
2				x	x	x	x	x				
3	x	x	x	x	x	x	x	x				
4	x		x	x								
5	x	x	x	x	x	x	x	x				

*PLO – Program Learning Objectives; CLO – Course Learning Objectives

Student Ministry Formation

MTSA is committed to equipping students to become full-time or lay leaders in Christian ministry. In order to serve God more effectively, all bachelor level students are required to participate in ministry outside of the class experience. It is the philosophy of MTSA that it is impossible to be equipped for ministry by merely studying in a classroom. Such competencies as learning to understand and related to people, learning to depend on more than one’s own abilities in ministry, developing a passion for ministry and mission, etc., require that students learn by doing. Perhaps that is part of the reason that Jesus requires service of his own disciples. MTSA believes that it is impossible for students to find their strengths, weakness, talents and gifts by

actually being involved in ministry. This self-knowledge can help students find their niche in the Kingdom as well as plan how to improve in necessary areas. MTSA believes that it is important for our students, who have been blessed with an opportunity to study, to meet human needs and to contribute to the kingdom of God and its expansion.

Under the new student ministry guidelines, B.Th. students are required to complete six semesters of Christian service, M.Th. students are required to complete three semesters of Christian services and M.Div. student are required to complete four semesters of Christian service, each worth a half (B.Th.) and one credit (Master) hour. Christian service courses are graded pass/fail. Christian service is registered for during normal registration. The student should obtain a Christian service approval form from the office during registration. Students who need less than six semesters to graduate (i.e. transfer students) will not be required to complete six semesters of Christian service, but will be required to take the Christian service course every semester they study at MTSA.

When the student decides on the area of Christian service, he or she will sign up for that semester. He or she must then discuss and receive approval by the ministry supervisor. Once approved by the ministry supervisor, the student must submit the student Ministry approval form to the Dean of students at the Christian service chapel that is scheduled for every Tuesday of each week. These forms should be completed completely. Students will also be grouped into teams. Team members are expected to pray for each other, encourage each other, and meet as a team with an assigned mentor three times during the semester.

Approximately at the mid-point of the semester the student must have the supervisor evaluate his or her ministry and submit the supervisor evaluation form to the Student Dean. At the end of the semester the following forms are to be submitted to the Student Dean: 1) the ministry supervisor evaluation form, 2) the student self-evaluation form and 3) Christian service survey.

Program Requirements

Students receive the Bachelor of Theology degree when they fulfill the following program requirements and finish 123 semester units:

- General Education– 36 units
- Bible and Theology– 48 units
- Professional Studies – 21 units
- Student Ministry Formation – 3 units
- Electives – 15 units

Bachelor of Theology Graduation Checklist					
General Education Requirement: 36 Units					
Course	Title	Units	Semester	Year	Grade
LA111	Writing Workshop	3			
LA112	Introduction to Philosophy	3			

LA113	Introduction to Psychology	3			
LA114	Introduction to Sociology	3			
LA121	Introduction to Natural Science	3			
LA212	Christian Literature	3			
LA214	Introduction to Management	3			
LA215	Advanced Computer Skills	3			
LA311	Method of Bible Study	3			
LA312	U.S. History	3			
LA411	Asian American Studies	3			
WR160	World Religions	3			

Bible and Theology Requirement: 48 Units

Course	Title	Units	Semester	Year	Grade
CH111	Church History	3			
CH211	History of Doctrine	3			
NT101	Introduction to NT	3			
NT201	Hermeneutics of NT	3			
NT221	Biblical Greek (I)	3			
NT230	Synoptic Gospels	3			
NT244	Pauline Letters	3			
OT101	Introduction to OT	3			
OT201	Hermeneutics of OT	3			
OT245	Pentateuch	3			
TT101	Systematic Theology (I)	3			
TT102	Systematic Theology (II)	3			
TT111	Introduction to Christian Ethics	3			
TT212	Contemporary Theology	3			
TT311	Methodist Theology	3			
TT312	Protestant Theology	3			

Professional Studies: 21 Units

Course	Title	Units	Semester	Year	Grade
CE103	Introduction to Christian Education	3			
CE401	Development of Education Program	3			
CS101	Introduction to Pastoral Counseling	3			
PT101	Introduction to Practical Theology	3			
PT231	Homiletic and Liturgy	3			
TT415	Doctrine of God	3			
WR332	Theology of Mission	3			

Student Ministry Formation: 3 Units

Course	Title	Units	Semester	Year	Grade
PT400	SMF (0.5/semester)	3			

Master of Divinity

Admission Requirements

Admission to Methodist Theological Seminary in America's Master of Divinity Program is based on the following factors: 1) the student's academic record (at least a 2.5 grade point average) in his/her undergraduate studies, and 2) two recommendations secured from the individual's pastor, a faculty member connected with the student's undergraduate program, and from one additional character reference.

Any person desiring to enter either school must submit the following:

1. The appropriate application including the names and addresses of three individuals as references, as described above,
2. Official transcripts of the school(s) previously attended (photocopies or transcripts in opened envelopes will not be accepted),
3. Applicants for admission must hold a Bachelor of Arts or equivalent degree from MTSA or college.
4. Must be at least 18 years of age and in good health.
5. Demonstrate ability to read and write either English or Korean at the college entrance level. Level test will be required.

Purpose and the Program Objectives

The Master of Divinity program is designed to equip dedicated Christians for various ministries in the church setting, including the ordained ministries of instruction and leadership in the church. This program emphasizes developing the capacity to study and communicate the Christian Scriptures and the theological traditions and the capacity to model and facilitate Christian spiritual formation and communal practices.

Program Learning Objective of Master of Divinity (M.Div.)

Upon completing this degree, students will be able to:

1. Interpret both the Old and New Testaments with accurate, evangelical hermeneutical skills.
2. Demonstrate a knowledge and understanding of historical and theological tenets of the Church.
3. Communicate biblical and theological truths through preaching, writing, or in such other ways as may be appropriate.
4. Demonstrate leadership skills that serve the ministry needs of the church and community.
5. To prepare students for ordained ministry.

PLO vs. CLO Matrix

PLO	1	2	3	4	5
#	10	13	21	10	25

Theological Studies									
PLO	CE511	CH511	CH611	CH711	TT501	TT502	TT612	TT711	WR511
1									
2		x	x	x	x	x	x	x	x
3			x		x	x	x	x	x
4	x		x	x					
5	x	x	x	x	x	x	x	x	x
Biblical Studies									
PLO	NT501	NT602	NT603	NT621	NT630	OT501	OT601	OT603	OT621
1	x	x	x	x	x	x	x	x	x
2			x					x	
3	x	x	x	x	x	x	x	x	x
4									
5	x	x	x	x	x	x	x	x	x
Professional Studies							SMF		
PLO	CE503	CS501	CS631	PT501	PT631	PT632	PT800		
1	x								
2	x			x			x		
3	x	x	x		x	x	x		
4	x	x	x	x	x	x	x		
5	x	x	x	x	x	x	x		

*PLO – Program Learning Objectives; CLO – Course Learning Objectives

Program Requirements

Students receive the Master of Divinity degree when they fulfill the following program requirements and complete 90 semester units:

- Theology – 27 units
- Biblical Studies – 27 units
- Professional Studies – 18 units
- Student Ministry Formation – 3 units
- Electives – 15 units

Master of Divinity Graduation Checklist					
Theological Studies: 27 Units					
Course	Title	Units	Semester	Year	Grade
CE511	Introduction to Christian Ethics	3			
CH511	Church History	3			
CH611	History of Doctrine	3			
CH711	History of Methodist Church	3			
TT501	Systematic Theology (I)	3			
TT502	Systematic Theology (II)	3			
TT612	Contemporary Theology	3			
TT711	Methodist Theology	3			
WR511	Comparative Study of Religion	3			
Biblical Studies: 27 Units					
Course	Title	Units	Semester	Year	Grade
NT501	Introduction to NT	3			
NT602	Exegesis of NT	3			
NT603	Theology of NT	3			
NT621	Biblical Greek (I)	3			
NT630	Synoptic Gospels	3			
OT501	Introduction to OT	3			
OT601	Exegesis of OT	3			
OT603	Theology of OT	3			
OT621	Biblical Hebrew (I)	3			
Professional Studies: 18 Units					
Course	Title	Units	Semester	Year	Grade
CE503	Introduction to Christian Education	3			
CS501	Introduction to Pastoral Counseling	3			
CS631	Mental Illness and Pastoral Care	3			
PT501	Introduction to Practical Theology	3			
PT631	Homiletic and Liturgy	3			
PT632	Preaching and Communication	3			

Student Ministry Formation: 3 Units					
Course	Title	Units	Semester	Year	Grade
PT800	SMF (1/semester)	3			

Master of Theology

Admission Requirement

Applicants must meet the following minimum requirements to be considered for admission to the Master of Theology program:

1. Applicants for admission must hold a Bachelor of Theology or equivalent degree from MTSA or college.
2. Must have a cumulative grade point average (GPA) of 2.75 (4.00 scale).
3. Recommended to be at least 18 years of age and in good health.
4. Demonstrate ability to read and write either English or Korean at the college entrance level. Level test will be required.
5. Two letters of recommendation sent directly to MTSA (One from an ordained minister and one from an academic advisor or professor), substantiating that the applicant possess the necessary intellectual ability and mental attitude sufficient to complete the required courses within the time frame allowed, and to participate productively and responsibly in an academic discipline that relates to a sensitive topic such as religion.

Purpose and the Program Objectives

The Master of Theology (M.Th.) is designed to prepare students for further study, in preparation for a Doctoral Degree, or employment that requires a master's degree.

Program Learning Objective of Master of Theology (M.Th.)

Upon completing this degree, students will be able to:

1. Interpret both the Systematic Theology, Christian History, Old and New Testaments with accurate, evangelical hermeneutical skills.
2. Demonstrate academic competence in theological disciplines.
3. Articulate the significance of their academic work for the broader community.
4. To prepare students for further theological and biblical studies.
5. To prepare students for ordained ministry.

PLO vs. CLO Matrix

Biblical Studies Track

PLO	1	2	3	4	5
#	16	3	16	16	17

		Theological/Religious Studies					Language			
PLO		CH501	NT501	OT501	TT501	TT511	TT612	NT621	NT622	OT621
1		x	x	x	x		x	x	x	x
2		x			x		x			
3			x	x	x	x	x	x	x	x
4		x	x	x	x		x	x	x	x
5		x	x	x	x	x	x	x	x	x
		Concentration								
PLO		NT630	NT635	NT645	NT648	OT645	OT646	OT648	OT658	
1		x	x	x	x	x	x	x	x	
2										
3		x	x	x	x	x	x	x	x	
4		x	x	x	x	x	x	x	x	
5		x	x	x	x	x	x	x	x	

Religious Education Track

PLO	1	2	3	4	5
#	10	6	13	11	14

		Theological/Religious Studies					Language	
PLO		CH501	NT501	OT501	TT501	TT511	NT621	OT621
1		x	x	x	x		x	x
2		x			x			
3			x	x	x	x	x	x
4		x	x	x	x		x	x
5		x	x	x	x	x	x	x
		Concentration						
PLO		CE503	CE506	CS501	PT501	PT632	PT730	WR631
1		x			x	x	x	
2		x			x	x	x	
3		x	x	x	x	x	x	x
4		x			x	x	x	x
5		x	x	x	x	x	x	x

Theology Track

PLO	1	2	3	4	5
#	13	8	12	13	14

		Theological/Religious Studies					Language	
PLO		CH501	NT501	OT501	TT501	TT511	NT621	OT621
1		x	x	x	x		x	x
2		x			x			
3			x	x	x	x	x	x
4		x	x	x	x		x	x
5		x	x	x	x	x	x	x
		Concentration						
PLO		CE503	CS501	TT502	TT503	TT504	TT505	TT612
1		x	x	x	x	x	x	x
2		x	x	x		x	x	x
3		x	x	x		x	x	x
4		x	x	x	x	x	x	x
5		x	x	x	x	x	x	x

*PLO – Program Learning Objectives; CLO – Course Learning Objectives

Program Requirements

Students receive the Master of Theology degree when they fulfill the following program requirements and complete 48 semester units:

BIBLICAL STUDIES TRACK

- Theological/Religious Studies – 18 units
- Biblical Languages – 9 units
- Concentration – 15 units
- Electives – 3 units
- Master’s Thesis – 3 unit

M.Th. Biblical Studies Track					
Theological/Religious Studies - 18 Units					
Course	Title	Units	Semester	Year	Grade
CH501	History of Christian Thought	3			
NT501	Introduction to NT	3			
OT501	Introduction to OT	3			
TT501	Systematic Theology (I)	3			
TT511	Introduction to Christian Ethics	3			
TT612	Contemporary Theology	3			
Biblical Languages - 9 Units					
Course	Title	Units	Semester	Year	Grade
NT621	Biblical Greek (I)	3			
NT622	Biblical Greek (II)	3			
OT621	Biblical Hebrew (I)	3			
Concentration - 15 Units (Choose up to 15 units)					
Course	Title	Units	Semester	Year	Grade
NT630	Synoptic Gospels	3			
NT635	Gospel of John	3			
NT645	General Epistles	3			
NT648	Revelation	3			
OT645	Pentateuch	3			
OT646	Psalms	3			
OT648	Prophetic Books	3			
OT658	Isaiah	3			
Electives: 3 Units (Any Classes Relevant to Concentration)					
Course	Title	Units	Semester	Year	Grade
		3			
Master's Thesis: 3 Units					
Course	Title	Units	Semester	Year	Grade
	Writing Workshop	3			

RELIGIOUS EDUCATION TRACK

- Theological/Religious Studies – 15 units
- Biblical Language – 6 units
- Concentration – 15 units
- Free Electives – 9 units
- Master’s Thesis – 3 unit

M.Th. Religious Education Track					
Theological/Religious Studies - 15 Units					
Course	Title	Units	Semester	Year	Grade
CH501	History of Christian Thought	3			
NT501	Introduction to NT	3			
OT501	Introduction to OT	3			
TT501	Systematic Theology (I)	3			
TT511	Introduction to Christian Ethics	3			
Biblical Languages - 6 Units					
Course	Title	Units	Semester	Year	Grade
NT621	Biblical Greek (I)	3			
OT621	Biblical Hebrew (I)	3			
Concentration - 15 Units (Choose up to 15 units)					
Course	Title	Units	Semester	Year	Grade
CE503	Introduction to Christian Education	3			
CE506	Christian Leadership	3			
CS501	Introduction to Pastoral Counseling	3			
PT501	Introduction to Practical Theology	3			
PT632	Preaching and Communication	3			
PT730	Evangelism in 21st Century	3			
WR631	Global Perspective on Ministry	3			
Electives: 9 Units (Choose up to 9 units Relevant to Concentration)					
Course	Title	Units	Semester	Year	Grade
		3			
		3			
		3			
Master's Thesis: 3 Units					
Course	Title	Units	Semester	Year	Grade
	Writing Workshop	3			

THEOLOGY TRACK

- Theological/Religious Studies – 15 units
- Biblical Language – 6 units
- Concentration – 15 units
- Free Electives – 9 units
- Master’s Thesis – 3 unit

M.Th. Theology Track					
Theological/Religious Studies - 15 Units					
Course	Title	Units	Semester	Year	Grade
CH501	History of Christian Thought	3			
NT501	Introduction to NT	3			
OT501	Introduction to OT	3			
TT501	Systematic Theology (I)	3			
TT511	Introduction to Christian Ethics	3			
Biblical Languages - 6 Units					
Course	Title	Units	Semester	Year	Grade
NT621	Biblical Greek (I)	3			
OT621	Biblical Hebrew (I)	3			
Concentration - 15 Units					
Course	Title	Units	Semester	Year	Grade
CE503	Introduction to Christian Education	3			
CS501	Introduction to Pastoral Counseling	3			
TT502	Systematic Theology (II)	3			
TT503	Study on Church Fathers	3			
TT504	Theology of Wesley	3			
TT505	Theology of Karl Barth	3			
TT612	Contemporary Theology	3			
Electives: 9 Units (Choose up to 9 units Relevant to Concentration)					
Course	Title	Units	Semester	Year	Grade
		3			
		3			
		3			
Master's Thesis: 3 Units					
Course	Title	Units	Semester	Year	Grade
	Writing Workshop	3			

Master Course List

Biblical Studies	
NT101/501	Introduction to NT
NT201/601	Hermeneutics of NT
NT202/602	Exegesis of NT
NT203/603	Theology of NT
NT221/621	Biblical Greek (I)
NT222/622	Biblical Greek (II)
NT230/630	Synoptic Gospels
NT235/635	Gospel of John
NT244/644	Pauline Letters
NT245/645	General Epistles
NT248/648	Revelation

OT101/501	Introduction to OT
OT201/601	Hermeneutics of OT
OT201/601	Exegesis of OT
OT203/603	Theology of OT
OT221/621	Biblical Hebrew (I)
OT245/645	Pentateuch
OT246/646	Psalms
OT247/647	Minor Prophets
OT248/648	Prophetic Books
OT258/658	Isaiah
OT259/659	Book of Writings

Theology / Doctrine	
TT101/501	Systematic Theology (I)
TT102/502	Systematic Theology (II)
TT103/503	Study on Church Fathers
TT104/504	Theology of Wesley
TT105/505	Theology of Karl Barth
TT111/511	Introduction to Christian Ethics
TT212/612	Contemporary Theology
TT311/711	Methodist Theology

TT312/712	Protestant Theology
TT415/815	Doctrine of God
TT416/816	Doctrine of Holy Spirit
TT417/817	Doctrine of Jesus Christ
TT460/860	Women in Church History and Theology

History	
CH101/501	History of Christian Thought
CH111/511	Church History
CH211/611	History of Doctrine
CH212/612	Reformation
CH311/711	History of Methodist Church

Practical Studies	
PT101/501	Introduction to Practical Theology
PT231/631	Homiletic and Liturgy
PT232/632	Preaching and Communication
PT330/730	Evangelism in 21st Century
PT331/731	Urban Study
PT332/732	Christian Spirituality
PT333/733	Wesley's Spirituality
PT350/750	The Doctrine and Discipline of the KMC
PT400/800	Student Ministry Formation B.Th. 0.5 unit/semester M.Div. 1 unit/semester

CE103/503	Introduction to Christian Education
CE106/506	Christian Leadership
CE140/540	Hymnology
CE401/701	Development of Education Program

CS101/501	Introduction to Pastoral Counseling
CS231/631	Mental Illness and Pastoral Care

World Religion	
WR111/511	Christian Worldview
WR160/560	World Religions
WR231/631	Global Perspective on Ministry
WR332/732	Theology of Mission

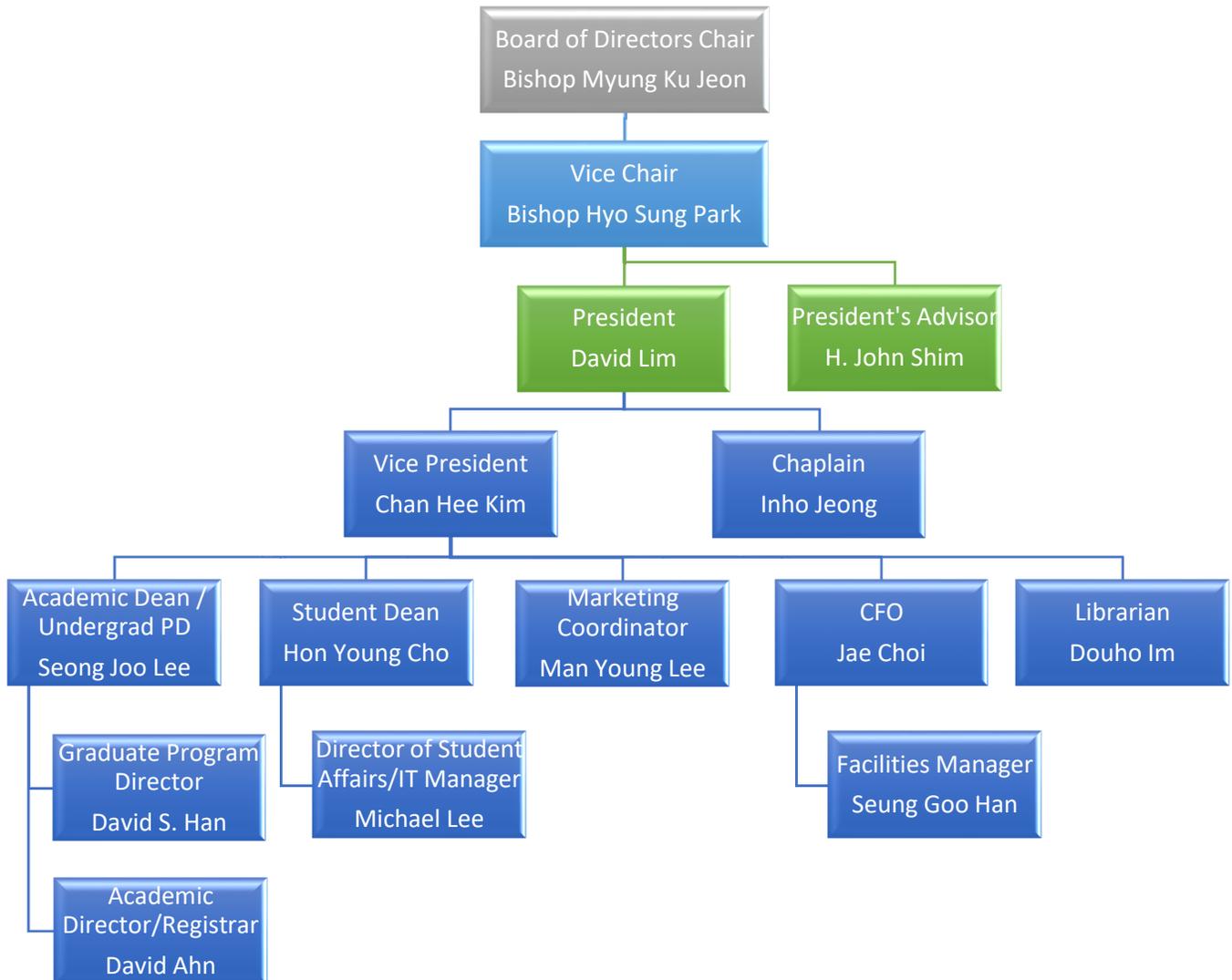
General Education	
LA111	Writing Workshop
LA112	Introduction to Philosophy
LA113	Introduction to Psychology
LA114	Introduction to Sociology
LA121	Introduction to Natural Science
LA212	Christian Literature
LA214	Introduction to Management
LA215	Advanced Computer Skills
LA311	Method of Bible Study
LA312	U.S. History
LA411	Asian American Studies

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Organization and Administration

(2017–2018 MTSA Organizational Chart)



Catalog Policy

Catalog information is subject to change at any time, and students must adhere to changes. It is the student's obligation to ascertain current rules, regulations, fees, and requirements. Students should consult an office director for more information. This institution reserves the right to adopt, amend or repeal rules and policies that apply to students. This catalog is annually updated and provided to prospective students or to the general public when requested, either in writing or electronically at our web site <http://www.mtsamerica.org>.

Revision of Regulations

Any regulations issued by the Administration of the MTSA shall have the same force as those printed in this catalog and shall supersede, after notice has been made, any ruling on the same subject that may appear in the printed catalog or other official bulletins of the MTSA.