

INTERNATIONAL THEOLOGICAL SEMINARY

ACADEMIC CATALOG 2023-2024

September 1, 2023- August 31, 2024



INTERNATIONAL THEOLOGICAL SEMINARY

Instruction is held at the following address:

540 E. Vine Ave, West Covina CA 91790

Tel (626) 448-0023, Fax (626) 350-6343 | www.itsla.edu

FOREWORD

This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of conditions of contract between the student and this institution. Rules regarding admission policies, scholarships or grants, graduation requirements, student conduct, and other aspects of the institution's operations are subject to change. The institution reserves the right to adopt, amend or repeal rules and policies that apply to students. However, the relationship of the individual student to this institution is governed by applicable state education regulations.

Please refer to your "Enrollment Agreement" for specific terms under which you are enrolled. Should it be necessary that changes may be required either by the Bureau for Private Postsecondary Education of the State of California (BPPE), or by The Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS), or by the Asian Theological Association (ATA), the changes in the content of this catalog will be posted on ITS website and on the bulletin boards.

2023-24 ACADEMIC CALENDAR

Faculty/Staff Prayer	Wednesday, August 16
Faculty Work Day/Work Day	Wednesday, August 23
<u>Fall Quarter 2023</u>	
Orientation for new students	Thurs-Fri., August 24-25
ALL students Registration	Mon-Friday, August 28-Sept 1
Beginning of School Year Convocation @ 10:00 a.m. (all students)	Wednesday, August 30
Labor Day Offices closed (no classes)	Monday, September 4
First day of the Fall quarter	Tuesday, September 5
Last day to add or drop classes	Monday, September 11
Submission of Proposal for DMin	Friday, October 6
Colloquium	Wednesday, October 18
<i>ITS OPEN HOUSE</i>	Tuesday, October 24
Bible Knowledge Test	Wednesday, October 25
Global Table: Faith & Cultural Impact at ITS	Saturday, October 21
Second Annual Reformed Lecture Series	Wed.-Friday, November 1-3.
Registration for Winter Quarter	Monday-Friday, November 13-17
Last day of Fall classes	Friday, November 10
Final Examinations	Monday-Friday, November 13-17
Last day to submit course assignments	Wednesday, November 15
Faculty Reading Week	Thurs.-Wed., November 16-22
Thanksgiving Holiday	Thursday, November 23

ITS Closed	Thursday-Sunday, November 23-26
Grade submission	Monday, November 27
Fall Interim Session	Mon.-Fri. November 27-December 1
Fall quarter grade report	Friday, December 8
Christmas Break (Library closed)	Sat.- Mon., December 16-January 1

Winter Quarter 2023

First day of Winter Quarter classes	Tuesday, January 2
Last day to add/drop classes	Monday, January 8
MLK Day offices closed/ classes on	Monday, January 15
Colloquium	Wednesday, January 24
Registration for Spring Quarter	Mon.-Wed., February 26-March 1
Last day to submit a Graduation request	Friday, March 1
Last day of the Winter Quarter	Friday, March 8
Final Examinations	Monday-Friday, March 11-15
Last day to submit class assignments	Friday, March 15
Final draft of Thesis	Friday, March 15
Faculty Reading Week	Monday-Friday, March 18-22
Spring Break	Saturday-Sunday, March 23-31
Good Friday (closed)	Friday, March 29
Grades Submitted	Monday, April 1

Spring Quarter 2023

First day of Spring Quarter classes	Monday, April 1
Last day to add/drop classes	Monday, April 8

Winter Quarter Grade Report	Monday, April 8
Oral Defense ThM/ DMin Students	Monday-Friday, April 15-26
ITS OPEN HOUSE	Tuesday, May 7
Bible Know. Exams (Graduating Students)	Friday, May 10
Submission of Dissertation/Thesis for binding	Friday, May 17
Submit Final draft of Personal Development Goals (MA/MDiv Graduates only)	Friday, May 24
Memorial Day (No classes)	Monday, May 27
Class Assignments due for graduates	Friday, May 31
Last day of Spring classes	Friday, May 31
Final Examinations	Mon.-Friday, June 3- 7
Course assignments due	Friday, June 9
Commencement and Commissioning 2023	Saturday, June 8
Faculty Reading Week	Monday-Friday, June 10-14
Juneteenth Public Holiday	Wednesday, June 19
Grades Submitted	Friday, June 21
Spring Quarter Grade Report	Friday, June 21

Summer 2023

Independence Day (ITS is closed)	Thursday, July 4
ITS Summer Break (Library closed/Downtime)	Saturday-Sunday, July 20-August 4
Faculty Work Day	Wednesday, August 14
Faculty-Staff Prayer/Work Day	Wednesday, August 21



A MESSAGE FROM THE PRESIDENT

International Theological Seminary is a truly unique place in many ways. The Seminary is a portal to diverse cultures and peoples in the San Gabriel Valley in Southern California. When you step into our classroom, you will see people from different cultures and races who come together with one common goal: loving God and serving communities. The Seminary emphasizes serving local communities and has served the global church for 40 years. With 2,000 graduates, the impact of the International Theological Seminary can be felt in countries like Tanzania, Cameroon, Nigeria, Thailand, Nepal, Malawi, Kenya, India, Indonesia, Korea, China, and the

United States.

The global church needs theologically trained and committed disciples of Christ who are rooted in their spiritual and cultural heritages but can adapt to the changing global context with intercultural sensitivities and communication skills. International Theological Seminary is the right training ground for those who seek this type of discipleship. The global mission is possible only when we bring transformation to the communities where we belong, live, and minister. As our communities face economic, spiritual, socio-political, and environmental challenges, our graduates are equipped to take the Gospel and live it out in their communities holistically.

Being part of this diverse community, even for a short period of time, will surely reward you with the amazement of God's rich gift for God's creation, deep appreciation of Christ's love for all humanity, and witness of the Spirit's moving and working in every culture and people.

I invite you to this exciting adventure.

In Christ,
James S. Lee

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ABOUT INTERNATIONAL THEOLOGICAL SEMINARY

VISION AND MISSION

International Theological Seminary equips men and women who will serve as future seminary teachers, community leaders, and pastors, and who will transform local communities into vibrant places of worship, mission, and justice.

INSTITUTIONAL GOALS

1. Respond primarily to the pressing needs and challenges of the churches in the Majority World and train leaders for churches in North America.
2. Provide opportunities for students to gain knowledge of other cultures, broaden their ministry perspectives, and prepare for partnerships in global ministries.
3. Provide and require academic integrity and excellence from faculty and students.
4. Develop godly leaders.

CORE VALUES

The following express strong values and consequently, these values drive the ministry at ITS.

1. Develop partnerships with churches in the local area and abroad
2. Provide and train leaders that combine vision and focus for the community's well-being
3. Recognize the contribution of each individual in the community
4. A student body composed of students from around the world, ethnically diverse but bound by a common purpose epitomizing "unity in diversity," and who accept one another in love, joy, and gentleness lived out in daily life.

INSTITUTIONAL IDENTITY

International Theological Seminary offers English, Korean, and Chinese programs. Faculty, staff, board members, and students come from around the globe, with no single national group predominating. The multi-ethnic and multi-national setting helps prevent hard feelings based on race, sex, or socioeconomic status. ITS is proud to have faithfully maintained a commitment to the International from its founding in our name. Dr. John H. Kromminga, late President Emeritus, wrote, "Where all are aliens, none are aliens."

REFORMED

Although the seminary teaches the essentials of the Reformed faith and believes that Reformed theology is a reliable representation of the teachings of the Bible, ITS welcomes students from backgrounds representing a broad cross-section of Christian denominational affiliations.

INDEPENDENT

ITS determines its own educational, admissions, and doctrinal standards and has a Board of Trustees. ITS is authorized under Federal law to enroll nonimmigrant alien students.

MISSION-ORIENTED

ITS is a mission-oriented seminary preparing men and women to serve the Lord and His churches worldwide. Therefore, ITS welcomes all students from all countries. However, the critical founding idea of ITS is to communicate the gospel to the Majority World by providing advanced theological education where such education is not readily available. To achieve its mission more effectively, ITS requires all students from the Majority of World countries to pledge to return to their countries once they complete their studies.

NON-DISCRIMINATORY

International Theological Seminary is committed to a community environment free of ungodly, unlawful, and prohibited discrimination, including the Board, faculty, administrators, staff, and students. The seminary does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Please direct inquiries regarding this policy to the President of the International Theological Seminary.

STATEMENT OF FAITH

Each board member, faculty, and staff are required to subscribe to the following statement of faith as the standard of faith and the practice of the ITS community:

1. We believe that the Bible is God's infallible written Word, uniquely inspired by the Holy Spirit, without error as originally written, and is the supreme and final authority in all matters of faith and practice.
2. Instructed by these Holy Scriptures, we believe in the triune God: Creator, Redeemer, and Sanctifier; in the atoning death and victorious resurrection of Jesus Christ and His return to judge the living and the dead; and in the forgiveness of sin; the resurrection of the body; and, life everlasting.
3. We believe that Jesus Christ is the head of the Church, which is His body, composed of all those He has gathered to himself by his Word and Spirit since the beginning of time, and that we are members of this Church. To this Church, He has given the commission to go into all the world and make disciples of all nations.
4. We hold that this teaching is faithfully reflected in the Westminster Confession, Belgic Confession, and Heidelberg Catechism.

HISTORY

In the early 1970s, when Korean immigrants increased in the Los Angeles area, some Korean church leaders felt the need to establish schools to train men and women to serve in the rapidly multiplying Korean churches. Dr. John Eui-Whan Kim, a church historian, seminary professor, and successful pastor, was one of these leaders. Unlike his peers who went on to open schools to provide theological education for Korean-Americans in Korean, Dr. Kim dreamed of a world mission and decided to start a seminary for international students worldwide. His intense desire to launch such a unique theological seminary was motivated by the conviction that trained national church leaders would be far more effective in the many tasks, namely evangelism, church planting, church growth, and education. Dr. Kim shared his dream with the elders of his church and gained their support. His dream became a reality with the founding in 1982 of the International Theological Seminary. From the beginning until today, the core philosophy of the seminary is to train church leaders from the Majority World.

PRESIDENTS

Dr. John E. Kim 1982-1984

Dr. John H. Kromminga, 1984-1990 (former president of Calvin Theological Seminary, Grand Rapids, Michigan)

Dr. Kim, 1990-1995 (president of Chong Shin University in Seoul, Korea)

Dr. Joseph Tong, 1995-2008 (notable advances were made under his presidency, including full accreditation by the ATA (Asia Theological Association) in 1998, and full accreditation by ATS (Association of Theological Schools in the US and Canada) in 2006)

Dr. See Nam Kim June 2008-December 2009

Elder Calvin Lee, January 2010-May 2010 (served as a board member and appointed by the board to serve as the interim president)

Dr. Mel Loucks, 2010-2013.

Dr. James Lee, January 2014, the current president.

THE CAMPUS

ITS has been housed in six locations, all within 25 miles of downtown Los Angeles:

1982–1989 U.S. Center for World Mission, 1539 Howard Street, Pasadena, CA 91104

1989–1992 332 South Virgil Avenue, Los Angeles, CA 9002

1992–1994 3215–3225 North Tyler Avenue, El Monte, CA 91731

1994–2003 1600 Wilshire Blvd., Los Angeles, CA 90017

2003–2019 3215–3225 North Tyler Avenue, El Monte, CA 91731

2019–present 540 E Vine Ave, West Covina, CA 91790

The International Theological Seminary campus is located in West Covina, CA, occupying a Presbyterian Church property with classrooms, administration offices, and a library. The property has a large kitchen and dining facility/multi-purpose hall and a sanctuary for worship services. The facilities possess the appropriate equipment for administrative and instructional purposes, complete with copiers, computers, file cabinets for staff, and standard equipment and supplies for classrooms. Classrooms are air-conditioned and equipped with whiteboards, desks, and chairs, and ITS is currently fitting classrooms with projectors for presentations. The library has tables and spaces suitable for study and research for students and faculty. Parking is available in the church parking lot, around the campus building, and on the street. ITS has introduced POPULI, in addition to Moodle encouraging students' continued learning and interaction with students outside the classroom. POPULI has dramatically improved the management of student records and information. Teaching materials vary from printed lectures, videos and movies, PowerPoint, and online forums.

ACCREDITATION

The International Theological Seminary is a private, nonprofit graduate theological institution, licensed since October 30, 1988, by the Bureau for Post-Secondary Private Education (BPPE) of the State of California to issue advanced theological degrees. 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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site (www.bppe.ca.gov).

ITS is accredited (1998) by the ATA (Asia Theological Association) and accredited (2006) by the Association of Theological Schools in the United States and Canada (ATS) with the following degree programs approved:

- Master of Divinity
- Master of Arts
- Doctor of Ministry
- Doctor of Intercultural Studies

Commissions' contact information:

Association of Theological Schools in the United States and Canada
<http://www.ats.edu/member-schools/international-theological-seminary>

10 Summit Park Drive Pittsburgh, PA 15275 USA
Telephone: 412-788-6505
Fax: 412-788-6510
Website: www.ats.edu

Asia Theological Association
<http://www.ataasia.com/united-states-america/international-theological-seminary>

54 Sct. Madrinan St
Quezon City 1103 Philippines
Telephone: (632)-410-0312 or (632)-410-0312
Website: <https://www.ataasia.com>

SELF-MONITORING PROCEDURES

In fulfillment of our accreditation by the Bureau for Private and Postsecondary Education, the Vice President of Academic Affairs will be responsible for overall BPPE compliance. The Registrar will attend the BPPE workshops and work with the VP of Academic Affairs to ensure that the Seminary operates in compliance with the requirements and policies of BPPE. The Registrar will submit the BPPE annual reports and the quarterly STRF reports in collaboration with the finance department.

As an institution accredited by the Association of Theological Schools in the United States and Canada (ATS), the Seminary has an assessment plan in place to meet ATS' institutional and educational standards. The staff and faculty attend the workshops offered by ATS on an ongoing basis for further training and education.

The summary is important information provided to the student as required by BPPE Ed. Code §949

ITS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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 (11 U.S.C. Sec. 1101 et seq.).

PERSONNEL

ADMINISTRATIVE OFFICERS AND STAFF

President: Dr. James Lee (2014 – present)

Assistant to the President: Ei Meren A. Gusto (2019- present)

Vice President for Academic Life: Dr. Priscilla Adoyo (2018 – present)

Vice President For Operations and Finance: Dr. Dave Tomlinson (Interim)

Vice President for Student Life: Dr. Premkumar Dharmaraj

Vice President of Advancement: Vacant

Assistant Academic Dean: Dr. Talatu Bonat

Director of Alumni Relations: Fitstum Tsige

Dean of Chinese Program: Dr. Li Hua Christina Gu

Director of Lilly Grant Phase II: Gwen Fleming

Dean of Korean Program: Dr. Woori Han

Director of Online Korean Program: Ella Park

Dean of Graduate Studies: Dr. Jaesuk John Lee

Director of Church Relations and Apprenticeships: Jay Thompson

Director of Admissions: Nataliya Tereshchenko

Administrative Assistant for Korean Program: Jina Kim (2021 – present)

Registrar: Suba Devi Ramachandran

Librarian: Susan Liu (2016 – present)

Director of Finance: Jane Li

Information Technology Director: Jim Rispin

Director of Immigration: Susan Liu

BOARD MEMBERS

ITS Board of Trustees

Chair	Eddie Rigdon
Hon.Chair	Younghoon Lee
Vice Chair	Timothy Park
Secretary	Dean Thompson
Treasurer	Lee Merritt
Ex-Officio	James Lee

Janet Wells
Christina Poon Wee
Jim Conner
George Kefalas
Ildoo Kwon
Bakari Bunga
Davidson Chifungo
Libbie Patterson
Larry Ballenger
Allen Yeh
Lisa Hansen
Tisa Blackmore
Fried Wilson
Ranjeet Gupta
Manoch Jangmook

Consulting Board

Frank Tranzow
Freda Cheung
Joseph Tong
Phil Eaton
Pin Tai
Eusig Kim
Mel Loucks
Barnabas Mtokambali
Ron White

FACULTY MEMBERS

Resident

Premkumar Dharmaraj, Ph.D
Associate Professor of Mission and Evangelism (Fall 2008 - present)
BD, Union Bible Seminary, India

Th.M, Denver Baptist Theological Seminary
MA, Fuller Theological Seminary
Ph.D, Fuller Theological Seminary

Ms. Monica Lau, Th.M

Lecturer of Systematic and Historical Theology (*Chinese Program* (2011-present))
M.Div, International Theological Seminary
Th.M, International Theological Seminary

James Seung-Hyun Lee, Ph.D

Associate Professor of Old Testament (*English & Korean Program* 2012-present)
M.Div, Princeton Theological Seminary
Graduate Study in Theology, University of Munster (Germany)
Ph.D, Union Presbyterian Seminary

Priscilla Adoyo-Maritim, DMiss

VP Academic Affairs (2017 – present)
Associate Professor of Peace and Reconciliation
BA Education Nairobi University
M.Div, Nairobi Evangelical Graduate School of Theology
MA Conflict Transformation, Eastern Mennonite University
DMiss Fuller Theological Seminary

Jae Suk Lee, Ph.D

Assistant Professor of Intercultural Studies (2020 – present)
BA, Theology Calvin Theological College, Korea
M.Div, equivalent Chong-Shin University
Th.M, Calvin Theological Seminary, Grand Rapids
DICS, Grace Theological Seminary
Ph.D, Fuller Theological Seminary

Talatu Bonat, Ph.D

Assistant Academic Dean, Program Assessment Director (2019 – present)
PGD in Theology, JETS, Nigeria
PGD in Education National Teachers Institute, Kaduna, Nigeria
MA, Jos ECWA Theological Seminary (JETS) Nigeria
Ph.D, Biola University

Joseph Tong, Ph.D

President Emeritus (1984-present)
Professor Emeritus of Philosophical and Systematic Theology (*English and Chinese Programs*)
BD, Calvin Theological Seminary
Th.M, Calvin Theological Seminary Ph.D, University of Southern California

Adjunct

Melvin Loucks, Ph.D

President Emeritus (1983-present)
Professor of Systematic Theology
M.Div, Trinity Evangelical Divinity School
Th.M, Fuller Theological Seminary
Ph.D, Fuller Theological Seminary

David McKinley, Th.D

Professor of Practical Studies (2009 - present)
M.Div, Winnipeg Theological Seminary
D.Min, Trinity International University
Th.D, University of Santo Tomas (Manila)

Jaretha Joy Jimena-Palmer, Ph.D

Professor of Church History (2008 - present)
M.Div, Asian Center for Theological Studies and Mission, Seoul Korea
Th.M, Asian Center for Theological Studies and Mission, Seoul Korea
Ph.D, Fuller Theological Seminary

Li Hua Gu, Th.M

Adjunct Lecturer (*Chinese Program*) (2012 - present)
Th.M, International Theological Seminary

Peter Hintzoglou, D ThP

Adjunct Professor of Greek Language (2016- present)
BA Philosophy, Barrington College D.ThP, Fuller Theological Seminary

Samuel Ling, Ph.D

Professor of Systematic Theology (English and Chinese Program) (1998-present)
M.Div, Westminster Theological Seminary
Th.M, Westminster Theological Seminary
Ph.D, Temple University

Chul Won Kim, Ph.D

Ph.D, Fuller Theological Seminary

Robert Wyatt, Ph.D

Adjunct Professor of New Testament
MA, Fuller Theological Seminary
Ph.D, University of Wales

Ross Purdy, Ph.D

Faculty Church History (2018 - present)
BA, Comparative Religion California State University
M.Div, Princeton Theological Seminary
Ph.D, History University of Sterling, Scotland

Michael Woodcock, Ph.D

Adjunct Faculty Old Testament (2019- present)
M.Div, Fuller Theological Seminary
Ph.D, Old Testament Fuller Theological Seminary

Neal D. Presa, Ph.D

Visiting Professor of Practical Theology
BA, University of California, Davis
Graduate Studies, Westminster Theological Seminary California
M.Div, San Francisco Theological Seminary
ThM, Princeton Theological Seminary
MPhil, Drew University
MBA, Missouri State University (expected 2022)
PhD, Drew University

Enoch Wan, PhD

BA, Nyack College
MTS, Gordon-Conwell Theological Seminary
MA & PhD, State University of New York

James Zo, PhD

Adjunct Professor of Missions (*English and Chinese Program*) (2009-present)
M.Div, Fuller Theological Seminary
ThM, Fuller Theological Seminary
PhD, Fuller Theological Seminary

Visiting

Timothy Fearer, PhD

Visiting Professor of Old Testament
M.Div, Princeton Theological Seminary
PhD, Claremont Graduate University

Jonas Muljo, DMin

ThM, International Theo Seminary
DMin, International Theo Seminary

Enoch Wan, PhD

Chinese Program MTS, Gordon-Conwell Theological Seminary
MA & PhD, State University of New York

Timothy Kiho Park

B.A. (Equiv.) Chongshin University. South Korea
M.Div.(Equiv.) Presbyterian General Assembly Theological Seminary. South Korea
Th.M. in Missiology. Asian Center for Theological Studies & Mission, South Korea
M.A. in Intercultural Studies. Fuller Theological Seminary
Ph.D. in Intercultural Studies. Fuller Theological Seminary

Man Soo Mok

Choong Ang University. South Korea
M.Div. Korean Presbyterian Seminary. South Korea.

M.A. in Intercultural Studies. Fuller Theological Seminary
Ph.D. in Intercultural Studies. Fuller Theological Seminary

Kyung Hwan Oh

B.A. Kangwon National University. South Korea.

M.Div. (Equal.) Chongshin Theological Seminary. South Korea.

M.A. in Science and Religion and Missiology, Faculty of Theology. University of Pretoria South Africa

Ph.D. in Science and Religion and Missiology Faculty of Theology. University of Pretoria South Africa

Hee Kyung Youn

B.A. Calvin Theological Seminary. South Korea

M.A. in Practical Theology Faculty of Theology. University of Pretoria. South Africa

Ph.D. in Practical Theology Faculty of Theology. University of Pretoria. South Africa

STUDENT LIFE AND SERVICES

STUDENT BODY

An international community made up of current and future church leaders: Students coming from such places as Cameroon, China, Ethiopia, Ghana, India, Indonesia, Korea, Myanmar, Nepal, Nigeria, the Philippines, Tanzania, Thailand, Zaire, and the US. The rich fellowship among students encourages them to expand the Kingdom of God to the ends of the earth.

CHAPEL

Worship and prayer meetings are a vital part of the ITS community and play an essential role in molding Christian character and promoting unity in the community. Chapels are held on Tuesday mornings, and ITS invites local pastors, faculty, visiting alumni, and students to speak. Chapel services are conducted in English, Chinese, and Korean, and all are invited to attend any of the three chapel services, which highlight the diverse cultural aspects of Christian worship.

STUDENT GRIEVANCES

When a student has a grievance with a faculty member, the student is encouraged to contact the faculty member directly to resolve the issue. If the issue cannot be resolved at this level, the student is encouraged to make an appointment with the Vice-President of Academic Affairs to discuss ways to resolve the issue.

Students should resolve grievances with each other. If the students cannot resolve the grievance, they should refer it to the Vice-President for Student Life, who will resolve the issue.

Students with a serious grievance with a staff or faculty member, or a student should write the grievance out and present it to the Vice-President for Student Life, who will take the letter to the Administration Council. Within ten days of the council meeting, the council will promptly communicate with all involved to resolve the grievance.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, by calling telephone number (888) 370-7589 toll-free or by fax (916) 263-1897, or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

HOUSING

International Theological Seminary has adequate housing facilities within a 2-mile radius of the seminary campus for single students. Rooms are on a first-come-first-serve basis and students are encouraged to look for roommates before applying for a particular dormitory. ITS dormitory rental rates are listed each quarter and are subject to change.

Room - \$800 - \$1000 per month (including utilities, no phone)

One bedroom apartment - \$1000 - \$1,600 per month

Two bedroom apartment - \$1,500 - \$ 2,000 per month

Married students must secure their own housing. Students on F-1 visas may not arrive earlier than one month prior to the beginning of classes, but married students must plan to secure housing one month before the beginning of the Fall Quarter (earlier if they have children).

ITS has no responsibility to find or assist a student in finding housing.

HEALTH INSURANCE

All full-time students are required to have health care coverage. The student is responsible to secure health insurance for themselves and for the family members living with them.

IMMIGRATION

Under the office of the VP of Student Life, both the Admission Officer and International Student Advisor (ISA) provide assistance to international applicants to obtain F-1 visas to study at ITS. ISA is responsible for issuing and endorsing form I-20s. ISA also works closely with the VP of Academic Affairs office to ensure international students maintain their full-time status.

EMPLOYMENT

Immigration laws generally do not allow international students to work while studying in the United States without USCIS authorization. However, USCIS offers Temporary Protected Status (TPS) to F-1 students whose countries are at war and are suffering from economic hardship to seek off-campus employment. Full-Time students may apply for EAD (Employment Authorization Document) or “work permit” based on the TPS after completing one full academic year of study. For more information, please contact the Principal Designated School Official (PDSO) at International Student Services (ISS) for details. *(For on-campus employment, please see work study on p.72 of the academic catalog.)*

STUDENT GOVERNMENT

Each year, the student body selects a student body president and a chaplain, and other leaders to serve the student body, representing student opinions before the Faculty and Administration, organizing student activities, and coordinating students' involvement. Students are strongly encouraged to participate in student government and the various student activities offered.

The chaplain is responsible for organizing and preparing monthly chapel services, in consultation with the Vice-President for Student Life. *(Refer to the Student Handbook for more information.)*

PRACTICAL TRAINING SERVICES

ITS offers all students, including international students, Curricular Practical Training (CPT). The Director of Church Relations and Apprenticeships works to connect students to local churches and mission organizations in the U.S. and has partnered with nearby churches so students can be involved in weekly church ministries such as leading worship, Bible study, choir, children's ministry, youth, and adult, or as volunteers. Students can apply for CPT after completing one full academic year. *(International students must consult with the International Student Advisor as well.)*

International students are entitled to 12 months of full-time practical training after completing a Master's or Doctoral degree. Graduates wishing to pursue OPT should consult with the International Student Advisor for further instructions before the end of the degree program.

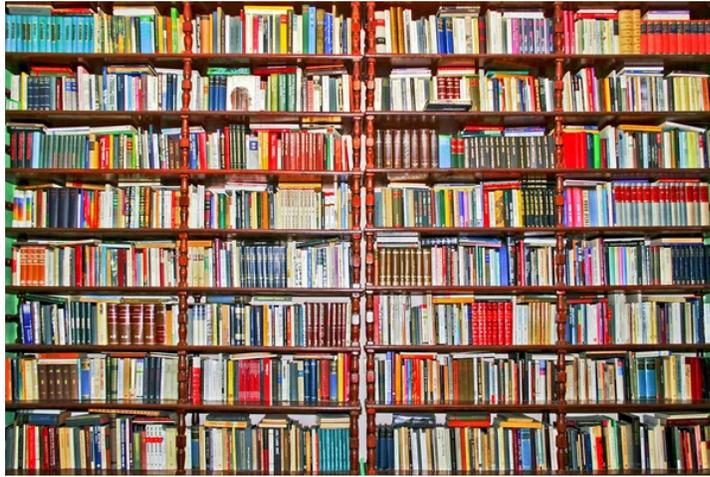
Immigration laws do not allow international students to work while studying in the U.S. without USCIS authorization. Full-time students who suffer from economic hardship may apply for a work permit after completing one full academic calendar year of study. ITS does not guarantee nor promise jobs for students. (See Immigration Officer for detail).

CAREER DEVELOPMENT

The Personal Development Plan is a tool to assess a student's abilities and skills to integrate theological education and previous ministerial experiences into future ministry. The PDP is also designed to guide students in setting goals and developing action plans to prepare for future ministry. A quarterly "Peer Evaluation" is conducted by the Vice President for Student Life.

- All students are assigned a resident professor to serve as a mentor at the beginning of their program.
- Master of Theology and Doctor of Ministry mentors assist students in choosing curricula related to their concentration and serve as thesis and dissertation advisors.
- The majority of students attending ITS are sent to the seminary by their respective churches or other organizations with the understanding that they will return to their ministries. Therefore, ITS does not provide placement services for graduates.

LIBRARY



FACILITIES

The library at International Theological Seminary offers on-site access to collections of books, course and reference materials, dissertations/theses, CDs, DVDs and magazines. At present, more than 35,000 titles of books are cataloged and classified using the Library of Congress (LC) Classification system. Apart from the English-language holdings, ITS Library has collections of 4,000 volumes of Chinese and Korean-language theological books.

The library has also selected twenty-three Open Access (OA) online resources and is subscribed to four online databases: ProQuest Religion and Philosophy ebook collection, the ATLASerials journal database, Proquest Dissertations and Theses (PQDT) and DBpia Korean journal database. ITS Library is a member of the American Theological Library Association (ATLA), Southern California Area Theological Library Association (SCATLA), Online Computer Library Center (OCLC), and an affiliate member of the Statewide California Electronic Library Consortium (SCELC).

ITS students are welcome to visit and use the library on weekdays from 9 am to 5 pm when the library office is open. New students or non-students need to register at the library office before borrowing books from the library. During library office hours, a professional librarian is available to answer reference questions and provide guidance to students and faculty accessing all library resources for their learning needs. In addition, students have access to the libraries of other seminaries in the area through their identification cards and the electronic cards issued by the Southern California Area Theological Library Association (SCATLA).

LIBRARY PROCEDURES

Locating Materials

Book search is made using OPAC (Online Public Access Catalog). Search can be done by author, title, keyword, or subject in bib-base, on our online library catalog. The online library catalog is also available on an iPhone app; please consult the librarian for installation.

Checking out Materials

A valid student or visitor ID card is required to check out or renew books. The maximum number is 10 books for current students and 5 books for non-current students. Circulation books can be checked out for three weeks and may be renewed once unless there is a no-hold restriction on

the material. The library staff can place a hold on any circulating books except for reserve materials. You will be contacted when the book is available for check out.

DVDs and CDs

DVDs may be checked-out (maximum of 2 copies) for two days with an overdue charge of \$1.00 per item per day. An overdue period in excess of one month is considered lost. Lost visual media will incur a \$50 replacement charge. CDs may be checked out (maximum of 2 copies) for two days. An overdue charge is \$1.00/CD/day. An overdue period in excess of one month is considered lost. Lost video material will incur a \$50 replacement charge.

Overdue Fines and Lost Materials

Any overdue fine on checked-out material must be paid before the item can be renewed. Overdue books are charged at \$0.25 per book per day to the maximum replacement cost of books. Overdue reference or reserved books are charged at \$0.25 book per hour to the maximum replacement cost of books. Lost books must be replaced with the same or similar materials, plus a charge of \$20 per softcover item or \$50 per hardcover item. Three months overdue is considered lost. Past due item(s) or unpaid fines in excess of one month will result in the revocation of borrowing privileges until the issue is resolved.

Non-circulating Materials

Reference books, reserved books, and dissertations and theses are strictly for on-site use only, and not to be taken out of the library. However, special arrangements can be made for some materials to be checked out overnight (must return by 11 am the following morning or the following Monday). Non-circulating materials should be left on the desk or in the designated book cart for re-shelving purposes.

Library Conduct

Silence should be observed. Mobile phones must be set to silent mode. Students are expected to remove all litter from the tables and desks they have been using. Always keep the library clean. No food or drink is allowed inside the library.

Computer Laboratory

There is a temporary computer lab in the library office with two computers and a wireless printer for printing and scanning purposes. Printouts are available from the black and white laser printer for 5 cents per page. Copying is allowed only on one side, not on both sides. All pages must be paid for, even if a copy was made by mistake. Please consult the librarian for color printing.

Students may ask for computer assistance from the student intern on duty. Students should bring virus-free thumb drives or USBs to save their own work.

Students are not allowed to alter any programs or settings; any attempt to do so will result in the loss of computer privileges.

Use the internet discriminately. Do not access inappropriate websites that violate school ethics. Violators will be reported to school officers for proper sanction.

System Modifications

No one, except those authorized by IT Personnel, can make any hardware or software modifications to the current computer workstation, including, but not limited to the following actions:

- Installing any program
- Deleting any program
- Changing system preferences or options
- Clicking “yes” to internet dialogue boxes asking to install programs.

If a student wishes to use a program not installed on the computers, he or she may petition the system administrator to include it on the list of installed programs. The decision to accept or reject this petition will be based on the necessity and utility of the program as well as overall security considerations.

Usage Limits

To make the facilities available to all, students are asked to be reasonable and sensitive in their use of the lab computers. If others are waiting, work processing and quick email checking, for example, would take precedence over extended internet sessions.

Questionable and Prohibited Internet Sites

The Internet makes available a wide variety of materials, some of which fall into the categories of the illegal or morally reprehensible, or against the Christian life expectations of ITS, or a combination of two or more of the above. Students are expected not to use the internet in such ways. Any student found to have done so will be expelled permanently from the computer lab and subjected to the appropriate school disciplinary procedures.

Mentored Ministry is considered an integral part of the Master of Divinity, Master of Arts, Doctor of Ministry, and Doctor of Intercultural Studies students' learning experience. It provides opportunities to apply what is being learned in the classroom and to reflect theologically. Although many students come to seminary with ministry experience, ITS encourages students to work in another environment and be mentored by experienced leaders in their field.

Guidelines

1. MDiv and MA students may begin a Mentored Ministry after one year of study (42 units)
2. Doctoral students should contact the Mentored Ministry Director for details
3. Students can fulfill Mentoring through a church or mission setting, non-profits, or Clinical Pastoral Education (CPE)
4. Three-quarter (non-CPE) mentoring internships (fall-spring) require 8-10 hours per week and are available to all students
5. CPE requires at least 20 hours per week and counts as eight units of elective credit ([*students should arrange for the 8 units to fit into their degree program*](#))
6. Students may complete both a three-quarter mentorship and a CPE

(Students can complete additional Mentored Ministry opportunities.)

Requirements

1. A minimum of 8-10 hours per week (non-CPE)
2. A weekly one-hour meeting with the mentor
3. Attend a two-hour quarterly theological reflection group led by a faculty member or a church pastor (*Students will discuss mentorship challenges and will work through assigned case studies*)
4. Evaluations must be completed and are due at the end of each quarter
5. Completion of reading or writing assignments as required

Deadlines

Complete all registration requirements by the 7th week of the preceding quarter

Weekly Schedule (non-CPE)

1. Students spend 5-6 hours per week in leadership activities, including leading groups, preaching, overseeing others, or designing programs or initiatives
2. Students may spend 2-3 hours per week in preparation
3. Students spend at least 1 hour per week with their mentor
Any remaining time can be used with the mentor, including the one-hour meeting, attending committee meetings or planning sessions, and in theological reflection and prayer with others

(Travel time does not count toward the required hours.)

Activities That Do Not Count Toward Mentored Ministry (examples)

1. Nursery duty or childcare
2. Running errands for the pastor, mentor, or church staff
3. Janitorial work

Mentor Qualifications

1. MDiv or MA in theology or related ministry education
2. Minimum of three years in a corresponding leadership position
3. Minimum of one year in current position

Mentor Responsibilities

1. Assist the student in working out the learning agreement
2. Help the student connect with others at the site for a richer experience
3. Spend one hour per week with the student reflecting, praying, evaluating, and setting goals
4. Mentors need to submit student evaluations at the end of each quarter
5. Mentors should notify the Mentored Ministry Director with any concerns or changes to the original learning agreement

Getting Started

1. Check Populi for available mentoring sites
2. Find a site and a mentor
3. Fill out the mentored ministry application and return it to the Mentored Ministry Director to confirm your qualifications
4. Complete the mentoring agreement and have it signed by the site mentor, student, and the Mentoring Director

Student Learning Outcomes

Upon completion of the Mentored Ministry, the student will be able to affirm:

1. I have grown in my ability to engage in theological reflection by having regular opportunities to think critically about ministry in light of the Christian tradition
2. I have grown in my ability to use practical theological reflection to connect the biblical and theological insights I have gained in the classroom with the contextualized praxis of my mentorship
3. I have deepened my understanding of the cultural context of ministry immersing myself in a specific context and regularly reflecting with my mentor on the connection between context and ministry
4. I have developed toward becoming a spiritually mature and accountable practitioner by reflecting with my peers in the theological reflection groups and with my mentor on the connection between my faith and my ministry
5. I have become a better Christian leader by having many opportunities to practice the responsibilities of diverse ministry responsibilities
6. I have grown in my understanding of peers and ministry in a cross-cultural ministry setting.

ACADEMIC INFORMATION

GENERAL STANDARDS FOR ADMISSION

All applicants must have a baccalaureate from an accredited institution or its equivalent. In considering applicants, the seminary assigns balanced importance to academic ability and commitment to leadership among the churches of the world.

To evaluate the personal qualifications of each applicant, the seminary requires:

- Application for Admission (download at www.itsla.edu)
- A \$50 application fee for MA/MDiv, certificates, and \$100 for DMin and Dics (nonrefundable)
- One photo
- Official transcript(s) from all postsecondary schools attended
- Three references
- Personal Testimony
- Statement of Commitment
- Statement of Financial Support
- TOEFL score (if required)
- Other materials on request

ITS admits students of any race, sex, color, nationality, or ethnic origin, and they are accorded all the rights, privileges, and activities made available at the seminary nor does the seminary discriminate in the administration of educational policies, scholarships, grant programs, or other seminary administered programs.

ITS may admit some students without an accredited undergraduate degree as special students who meet the following requirements: High School Graduation; at least ten years of work experience after high school; 2-3 years of ministry experience; and a 1,000-word essay based on 2-3 prompt(s) provided by the seminary and the completed application steps as stated above. Students admitted as Special will be on probation for the first 24 units of academic studies. *(Added 11/15/2023)*

This seminary has not entered into an articulation or transfer agreement with any other college or university,

***Admission materials submitted to the seminary typically remain in the seminary's possession. Therefore, any original documents or certificates that cannot be reissued should be submitted with a photocopy.*

PRELIMINARY ADMISSIONS PROCESS

The Admissions Office reviews all applications for admission throughout the year. (*International students' deadlines between January and August.*)

ADMISSIONS NOTIFICATIONS AND ISSUANCE OF THE I-20 FORM

Upon the decision of the Admission Committee, the Director of Admissions will immediately mail the following documents to the applicant:

- Official Letter of Admission
- An I-20 Form issued by authorized personnel (if needed)
- Notice of scholarship or grant award, if any, and the conditions of the scholarship.
- A standard form of Intent to Enroll (sign and mail within the designated time period).

Students needing visas should submit applications no later than 90 days before the Fall Quarter (*visa students are admitted only in Fall*).

TOEFL REQUIREMENT

Applicants whose first language is not English must submit a TOEFL score. The minimum scores are 500 for paper-based and 220 for computer-based. (*ITS TOEFL ID is CA 0575*)

The requirement will be waived for applicants providing evidence that they completed their latest post-secondary degree in English, Chinese, or Korean programs with a cumulative grade point average of 3.0 or better. (A passing TOEFL is required to enroll in English language courses.)

Non-submission of TOEFL will result in a probationary status admission for the first quarter. A passing TOEFL score is required before continuing to study.

F-1 STATUS

Students on F-1 status must maintain a “full course study load” to maintain visa status. They are expected to finish the degree within the specified length of time:

MA 16 units per quarter for (2) years

MDiv 16 units per quarter for (3)years

DMin 15 units per quarter for (2)years

F-1 ANNUAL ACADEMIC REVIEW

A student who fails to maintain the required cumulative GPA of 2.67 (B-) for the MA and MDiv and 3.0 (B) for DMin, is placed on academic probation. The Registrar issues a notice of Academic Probation, and failure to raise the GPA to the required level may result in dismissal from the seminary upon recommendation of the Faculty. The VP for Academic Affairs signs a

letter of dismissal and a copy of the letter is sent to the student, and a note is placed on the student's 1-20 SEVIS.

THESIS AND DISSERTATION EXTENSIONS

1. A thesis or dissertation should be completed within three-quarters
2. A fourth Quarter Extension for the Dissertation (excluding summer) is subject to an extension penalty
3. Maximum extensions are TWO quarters. A student may be advised to finish the dissertation in the home country and is allowed to return for graduation
4. SEVIS allows students to return home for research but is limited to 120 days away from school

A student with an F-1 visa can take less than the minimum units in the last quarter of study. The lower minimum study load for the last quarter:

MA	12 units
MDiv	12 units
DMin	10 units

GRADE SCALE

Excellent	Good	Average	Poor	Failure
A+ 4.00 (96-99)	B+ 3.33 (88-91)	C+ 2.33 (76-79)	D+ 1.33 (64-67)	F 0.00 (0-55)
A 4.00 (96-99)	B 3.00 (84-87)	C 2.00 (72-75)	D 1.00 (60-63)	FN 0.00 Non-attendance
A- 3.67 (92-95)	B- 2.67 (80-83)	C- 1.67 (68-71)	D- 0.67 (56-59)	

INCOMPLETES

A student with a documented illness or hardship can request an Incomplete. In discussion with the Vice President for Academic Affairs, the professor may grant an incomplete, represented by an "I" on the student's transcript. All work is due at the end of the following quarter. If not

completed on time, the grade is changed to an F, factored in the overall grade point average, and remains on the student's permanent record. The student must repeat and pass the course if needed to fulfill a course requirement.

TRANSFER CREDIT

Master of Divinity and Master of Arts students may request transfer credit for up to 20% of the program. The work must be from an accredited theological institution, with a minimum grade of C, and the work must be no older than ten years at the time of graduation.

Doctor of Ministry students may transfer up to 30% of the program total from an accredited theological institution, The work must be from an accredited theological institution, with a minimum grade of B-, and the work must be no older than ten years at the time of graduation.

(Requests for transfer credit are reviewed only after a student has applied for admission.)

ITS has not entered into an articulation or transfer agreement with any other college or university.

ADVANCED STANDING

Refers to a student's competence in a given field but does not appear on a transcript. Although advanced standing may exempt a student from some courses, it will not reduce the overall number of units required for the degree.

ITS grants an "award of credit for prior experiential learning" to an outstanding, exemplary, and promising student with more than 15 years of successful church or mission ministry from his/her home country. Proper certification of ministerial experience from one's home country and recommendation from leadership is required for a student who requests an evaluation for an "award of credit for prior experiential learning." Upon the recommendation of the Faculty, a student may be awarded for "award of credit for prior experiential learning" up to a maximum 20% of the total number of required units for the degree. Advanced standing is only for the Master of Divinity program.

However, the "award of credit for prior experiential learning" may be granted to a Doctor of Ministry student by administering necessary written and oral examinations by the advanced standing committee. Awarded credits not more than 20% of the total required units, excluding dissertation, will be recorded in the transcript with a notation Passed (ADS) without counting toward GPA.

- The student should request the "Award of Credit for Prior Experiential Learning" evaluation to the VP of Academic Affairs office. Certification of ministerial experience

from one's home country and recommendation from his/her home country leadership should be filed together with the request form.

- The VP for Academic Affairs shall appoint the members of the Advanced Standing Committee consisting of a mentor and two other faculty members. This committee appointed for this particular student will also serve as the dissertation committee.
- The "Advanced Standing Committee" (ASC) will administer the necessary written and oral examinations as the basis for evaluation. Upon passing the examinations, the ASC and the VP for Academic Affairs will decide the number of "awards of credit for prior experiential learning" of not more than 20% of the total number of required units for the degree, excluding the units for the dissertation of a DMin student.
- ASC will recommend a student to Faculty members for certification. "Award of credit for prior experiential learning" will be forwarded to the registrar for recording with a notation Passed (ADS) without counting toward the GPA.

A student granted the "award of credit for prior experiential learning" shall pay 50% of the tuition fee for the awarded credit. A student has the right to appeal for re-evaluation.

AUDITING COURSES

Auditors apply for admission on a 'non-credit' basis and meet all applicable admissions requirements. To register for a course, auditors must obtain approval from the Vice President for Academic Affairs, complete the necessary registration, and pay a non-refundable fee of \$200 per course. (*The fee is refundable if the instructor does not approve of attending the class.*)

Students registering as auditors must gain permission from the VP for Academic Affairs and must declare their intention to audit a class at the time of registration. A course may be changed from Audit to Credit no later than the end of the third week of the quarter.

A grade of "AU" will denote an audit.

INDEPENDENT STUDIES

Requests are reviewed by the VP for Academic Affairs and only approved in special circumstances. Master of Divinity students are allowed one independent study per quarter during the *last year* of their program, and Master of Arts, ThM, and DMin students are allowed two Independent study courses. After obtaining an agreement from the faculty, an independent study may be completed through a combination of assigned readings and papers, and the professor and student must meet at least four times during the quarter.

- M.Div and MA
- Reading 1200 pages

- Paper 20 pages

The maximum credit hours which can be taken through independent study:

- M.Div 3 courses (9-12 units)
- MA 2 courses (6-8 units)
- DMin 2 courses (10 units)

ACADEMIC PROBATION

A student will be placed on academic probation when their grade point average falls below 2.67 for MDiv and MA programs, and 3.0 for DMin programs. Students placed on academic probation must make progress in the following quarter/s to regain good academic standing: Failure to do so may result in dismissal from the seminary.

READMISSION AFTER ACADEMIC DISMISSAL

There is no specified time limit before students dismissed for poor academic performance are eligible to petition for readmission. However, in consultation with the VP of Academic Affairs, the Admissions Committee will consider re-admitting a student only when there is clear evidence that the difficulties previously encountered with the student have been overcome and completion of a degree can reasonably be expected.

CLASS ATTENDANCE

Is expected in every course. Absence from class for a legitimate reason will be excused by the professor if the reason is reported promptly. When a student's absence from the campus is due to illness or some other cause, the student is expected to notify the VP for Academic Affairs promptly of such absence and its cause. A leave of absence can be granted under extraordinary circumstances. If a student misses two weekly (or four bi-weekly) classes for no legitimate reason, the student will not receive a passing grade in the class.

COMMENCEMENT



Prospective graduate must process their “clearance” no later than the last day of winter quarter to participate in Commencement. Commencement

exercises are held every year at the end of the third quarter. Graduating students are expected to participate in the ceremony. Students unable to attend the ceremony must petition the faculty, giving reasons for their inability to attend, to receive the degree *in absentia*.

REQUEST FOR TRANSCRIPTS AND DIPLOMAS

Diploma and final transcripts will not be released until a student has met all financial obligations. However, students who received grants, or the Mission Partnership Scholarship and have signed the “Pledge to Return” to their home country will receive their diploma and transcript when they graduate and have returned and served for at least three years. (See scholarship and application process.) Transcript fee: \$20.00 for pickup and email, \$25.00 for mail delivery.

GENERAL REQUIREMENTS FOR ALL PROGRAM

Class attendance is mandatory. Students are expected to attend classes regularly and punctually. Normally, three absences constitute a failing grade, and three tardies are equivalent to one absence: The professor has the authority to determine appropriate consequences.

- Excused absences are given only for sickness or a family crisis. A student may ask to be excused from class, prior to the class, by explaining the circumstances and providing a plan to make up the work.
- If illness or other emergencies require them to drop one or more classes or withdraw from the seminary, notify the seminary office immediately. This is especially important for international students.
- Leave of absence must be cleared with the Vice President of Academic Affairs

RETENTION OF ACADEMIC RECORDS

All transcripts must be retained permanently and all other student documents shall be maintained for a period of 5 years - 94900(b).

State regulations require that all academic records be kept in fire-proof cabinets, otherwise, duplicates are made and the original shall be stored in locked, fire-resistant file cabinets. In that event, backup copies shall be placed at a secured, off-campus location, and updated quarterly under the custody of the President or the designated officer of educational codes.

Original transcripts are retained by the school and provided at students’ request through the Registrar's office. Diplomas and final transcripts will not be released until students meet all seminary financial obligations.

DEGREE PROGRAMS

MASTER OF DIVINITY (126 units)

DESCRIPTION: The Master of Divinity is a three-year program designed for those who want to prepare for ordained ministry. The program seeks to integrate a classical Reformed theological curriculum with a variety of ministerial skills. Graduates are expected to serve as pastors or function as leaders in the Christian community. The curriculum aims at competency in biblical languages, exegesis, historical, and theological perspectives gained in one of the three required emphases: Pastoral Ministry, Missions and Evangelism, or Educational Ministry providing an opportunity to go deeper in a specific choice of study.

PROGRAM LEARNING OUTCOMES: Upon completion of this program, the student will:

1. Demonstrate an introductory graduate-level understanding of the Bible and the ability to exegete and communicate the Bible accurately.
2. Articulate Reformed theology and identify its distinctiveness
3. Demonstrate an understanding of the historical impact of the reformed faith in the church.
4. Develop a Christian worldview, understand the particularity of a cultural context, and apply biblical principles to a changing world, community, and individuals.
5. Exhibit growth in Christian maturity as evidenced by a deeper knowledge of self and good, and a deeper love for God, His Word, His church, and people through the practice of a lifestyle that reflects the fruits of the Spirit.
6. Apply biblical perspectives regarding church leadership and administration to the cultural context of ministry.
7. Demonstrate an understanding of transformational teaching principles and Bible teaching skills.
8. Promote church health through missions, evangelism, discipleship, education, and church growth.

MASTER OF DIVINITY CORE CURRICULUM FOR ALL EMPHASIS

Part I: COURSES REQUIRED (84 UNITS)

Course Title		Units
Biblical Languages (24 units)		
BH101	Hebrew I	4 units
BH102	Hebrew II	4 units
BH103	Intro to OT Exegesis	4 units
BG101	Greek I	4 units
BG102	Greek II	4 units
BG103	Intro to NT Exegesis	4 units
Biblical Studies (24 units)		
NT101	NT I	4 units
NT102	NT I	4 units
NT103	NT III: Johannine and General Epistles or	
NT104	NT Theology	4 units
OT101	Pentateuch OR Samuel/Kings	4 units
OT102	Prophets I or II	4 units
<i>Choose one of the following</i>		
OT103A	Psalms	
OT103B	Wisdom Literature or	
OT104	Biblical Theology	4 units
Church History (12 units)		
CH101	CH I: Early to Medieval	4 units
CH102	CH II: Reformation to Awakening	4 units
CH103	CH III: Modern & Major Church or	
CH104	Global Church History	4 units

Systematic Theology (16 units)

ST101	Hermeneutics & Prolegomena	4 units
ST102	Doctrine of God & Man	4 units
ST103	Doctrine of Christ & Salvations	4 units
ST104	Doctrine of the H.S., Church, & Last Things	4 units

Philosophy Theology (4 units)

PT103	Apologetics	4 units
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Ethical Theology (4 units)

ET101	Christian Ethics and Social Problems	4 units
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PART II CHOOSE ONE OF THE FOLLOWING EMPHASIS

EMPHASIS: PASTORAL MINISTRY (21 units)

PR101	Homiletics	3 units
PR102	Expository Preaching	3 units
PR103	Senior Preaching	3 units
PM101	Pastoral Theo. & Miss.	4 units
PM102	Pastoral Care & Counseling	4 units
PM103	Leadership & Administration	4 units

Electives	Choose any courses	21 units
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EMPHASIS: MISSION AND EVANGELISM (12 units)

ME101	Cult. Anthropology	4 units
ME102	Biblical Theo. of Mission	4 units
ME103	Urban Min. & Evangelism	4 units

Electives Choose any courses 30 units

EMPHASIS: CHRISTIAN EDUCATION (12 units)

EM101	Fnd. Of Educational Min.	4 units
EM102	Life Span Dev. & Learning	4 units
EM103	Effective Teaching & Learning	4 units

Electives Choose any courses 30 units

Students may also take any 3-unit DMin courses to meet electives.

MASTER OF ARTS (82 Units)

Description: The two-year program is designed for students who desire to seriously engage in religious studies at the graduate level. Master of Arts in Theological Studies graduates are expected to prepare to serve churches or para-church organizations in leadership roles. Students choose one of the three emphases within the MA curriculum to meet their individual needs: Biblical Studies, Missions and Evangelism, or Christian Educational.

Master of Arts in Theological Studies graduates are expected to be able to serve churches or parachurch organizations.

PROGRAM LEARNING OUTCOMES (PLOS) Upon completion of this program the student will:

1. Demonstrate competencies in Biblical Studies, Missions, and Evangelism, or Christian Education.
2. Demonstrate the ability to explain the origin of the Reformed faith through Christian history and systems.

EMPHASIS: BIBLICAL STUDIES (BSE) 76 units

Division	Code#	Course Title	Units
Biblical Languages (24 units)			
	BH101	Hebrew I	4 units
	BH102	Hebrew II	4 units
	BH103	Intro to OT Exegesis	4 units
	BG101	Greek I	4 units
	BG102	Greek II	4 units

BG103	Intro to NT Exegesis	4 units
Biblical Studies (24 units)		
OT101	Pentateuch or Samuel & Kings	4 units
OT102	Prophets I or II	4 units
NT103	NT III Johannine and General Epistles or	
NT104	NT Theology	4 units
Church History (12 units)		
CH101	CH I: Early to Medieval	4 units
CH102	CH II: Reform. to Awaken.	4 units
CH103	CH III: Modern & Major or	
CH104	Global CH. History	4 units
Systematic Theology (12 units)		
ST101	Hermeneutics and Prolegomena	4 units
ST102	Doctrine of God & Man	4 units
ST103	Doctrine of Christ & Salvation	4 units
Ethical Theology (4 units)		
ET501	Christian Et. & Soc. Problems	4 units
Elective (6 units)		

Students may also take a 3-unit ThM/DMin combined course to the elective.

EMPHASIS: MISSION AND EVANGELISM EMPHASIS (60 Units)

Biblical Languages (12 units)		
BH101	Hebrew I	4 units

BH102	Hebrew II	4 units
BH103	Intro to OT Exegesis	4 units
	or	
BG101	Greek I	4 units
BG102	Greek II	4 units
BG103	Intro to NT Exegesis	4 units
Biblical Studies (24 units)		
OT101	Pentateuch OR Samuel/Kings	4 units
OT102	Prophets I or II	4 units
OT103	Psalms and Wisdom	
	or	
OT104	Biblical Theology	4 units
NT101	NT I	4 units
NT102	NT II	4 units
NT103	NT III Johannine Writings and General Epistles	
	or	
NT104	NT Theology	4 units
Church History (8 units)		
CH101	CH I Early to Medieval	4 units
CH102	CH II Reformation to Awaken.	4 units
Systematic Theology (12 units)		
ST101	Herm. & Prolegomena	4 units
ST102	Doctrine of God/Man	4 units
ST103	Doctrine of Christ & Salvation	
	or	
ST104	Doctrine of H.S., Ch, Last Things	4 units
Ethical Theology (4 units)		
ET101	Christian Et. And Social Prob.	4 units
Part II Mission & Evangelical (20 units)		
ME101	Cultural Anthropology	4 units

ME102	Biblical Theo. of Mission	4 units
ME103	Urban Min. & Evangelism	4 units
ME105	Cross-Cultural Min.	4 units
ME106`	Contemporary Evangelism	4 units

Electives (2 units)

EMPHASIS: CHRISTIAN EDUCATION EMPHASIS (60 units)

Part I Required Core Courses for All Emphases (60 units)

Biblical Languages (12 units)

BH101	Hebrew I	4 units
BH102	Hebrew II	4 units
BH103	Intro to OT Exegesis	4 units
	or	
BG101	Greek I	4 units
BG102	Greek II	4 units
BG103	Intro to NT Exegesis	4 units

Biblical Studies Emphasis (24 units)

OT101	Pentateuch OR Samuel/Kings	4 units
OT102	Prophets I or II	4 units
OT103	Psalms and Wisdom	
	or	
OT104	Biblical Theology	4 units
NT101	NT I	4 units
NT102	NT II	4 units
NT103	NT III Johannine Writings and General Epistles	
	or	
NT104	NT Theology	4 units

Church History (8 units)

CH101	CH I Early to Medieval	4 units
CH102	CH II Reformation to Awaken.	4 units

Systematic Theology (12 units)

ST101	Herm. & Prolegomena	4 units
ST102	Doctrine of God/Man	4 units
ST103	Doctrine of Christ & Salvation	
	or	
ST104	Doctrine of H.S., CH, Last Things	4 units

Ethical Theology (4 units)

ET101	Christian Et. & Soc. Problems	4 units
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PART II TAKE THE FOLLOWING COURSES FOR CEE EMPHASIS (20 UNITS)

EM101	Foundations of Christian Ed.	4 units
EM102	Life Span Dev. & Learning	4 units
EM103	Effect. Teaching & Learning	4 units

Electives (2 units)

DOCTOR OF MINISTRY (55 units)

DESCRIPTION The program is a two to three-year program with a primary emphasis on the integration of academic resources and practical ministry. It combines ministry and on-campus studies designed to foster growth in skills and personal qualities essential to ministerial excellence. This program is designed with the specific objectives to meet the needs of the immigrant churches in America and in the Majority World. However, the program is open to all ministers and all Christian denominations.

PROGRAM GOALS

The Doctor of Ministry degree is the highest professional degree designed for those who are in full-time pastoral ministry. The goals of the program are: 1) to equip a pastor with the necessary ministry skills to achieve a higher level of competence, and, 2) to foster the spiritual maturity necessary for effective ministry.

PROGRAM LEARNING OUTCOMES Upon completion of this program, students will:

1. Demonstrate the ability to integrate sound biblical and theological foundations, social science, and modern-day ministry strategies into the practice of ministry.
2. Demonstrate advanced scholarship through research and writing.
3. Demonstrate ministry skills applicable to contemporary culture.
4. Demonstrate renewed awareness of calling and ministry through critical reflection.

PROGRAM DESIGN

1. DMin courses are normally five-unit courses.
2. All 500-level courses are open to DMin students
3. Elective courses listed in the class schedule are open to DMin students
4. DMin students' attendance of 100-level courses is subject to the approval of the VP for Academic Affairs

Each course is equivalent to five quarter units. A five-unit course requires:

- 1.5 hours of lecture, interaction, and discussion weekly
- Assigned reading of no less than 2,400 pages completed before or after attending classroom sessions
- A written report, based on reading and class work, of no less than 35 pages

COURSE REQUIREMENTS

Doctor of Ministry courses are equivalent to 5 quarter units. A 5-unit course required 50 minutes a week for 10 weeks for a total of One-quarter unit requires 50 minutes per week for 10 weeks of Student-Faculty classroom interaction. Each course requires 30 hours of interaction through lectures, discussions, and classroom activities.

Research Methodology – Two (3 unit course)	6 units
Practical Studies Concentration – Five (5 unit course)	25 units
Required Theology Course - one (5 unit course)	5 units
Elective Courses - Two (5 unit course)	10 units
Dissertation (project paper)	9 units

DISSERTATION PROCEDURE FOR THE DOCTOR OF MINISTRY

The dissertation is the culmination and the last requirement for the completion of the DMin program. Although students can write on diverse topics, they are strongly advised to develop a project relevant to their ministry. The dissertation must be approved by a faculty mentor and two faculty readers, must be orally defended, and then formatted and bound. *(For details, refer to Guidelines in Writing A Proposal and Dissertation given when registering the dissertation.)*

GRADUATION REQUIREMENTS FOR DOCTOR OF MINISTRY

Candidates for the DMin must meet the following requirements:

- Completed all course requirements
- Successfully passed the Bible Knowledge test.

- Successfully written and defended the dissertation (finalized format to the satisfaction of the librarian).

The Doctor of Ministry program is normally a 2-year program with a “Full course Study Load” required for F-1 visa students. All requirements for the degree should be completed within a maximum of five (5) years from the time of matriculation.

MASTER OF DIVINITY: EQUIVALENT PROGRAM

Students who have not completed an MDiv (or its equivalent) must complete 48 units before starting the ThM or DMin programs. Please consult the Director of Advanced Programs for a summary of your required courses.

DOCTOR OF INTERCULTURAL STUDIES (40 units)

The ITS Doctor of Intercultural Studies (DICS) program is a 3-year program. The program is intended to prepare individuals for positive and influential leadership, relationships of trust, and biblical ministry in intercultural contexts, either in denominational or interdenominational structures, through study and applied learning in the sociocultural and theological disciplines of missiology, intercultural communication, contextualization, mission theology, missional trends, and analysis. It provides students with expertise in intercultural issues and missiological strategies and paradigms for effective missional ministry and for developing cultural intelligence for relevant problem-solving in receptor cultures.

Purpose of The Program

The purpose of the DICS online program is to equip leaders engaged in a wide variety of missional, cross-cultural, and educational ministries. ITS plans to accomplish this by integrating theory with a praxis that befits the twenty-first-century context of globalization. The program aims at educating mission leaders through an in-depth study so that they can become expert practitioners of cross-cultural ministry in Christian missions.

Program Learning Outcomes (PLOs)

Having successfully completed this program, students should be able to:

- Understand theories, disciplines, and major issues related to the subject areas of their research or/and ministry context.
- Engage in both academic discussions and doing theology in a specific context.
- Evaluate problems in the context and develop new strategic plans for their resolution.
- Do research through standard methods and tools, and communicate its results effectively with their concrete conditions of ministry.

Admission Requirements

Applicants for the DICS program must meet the following requirements:

Completed and signed Application for Admission, including:

- Ministry experience responses (applicants must have a minimum of 3 years of cross-cultural ministry).
- Focus Statement.
- A \$100 nonrefundable application fee.

2. Official transcripts from all postsecondary schools attended (undergraduate and graduate coursework).

- Official transcript(s) showing a bachelor's degree.
- Official transcript(s) showing a MA or ThM in Missiology degree (if achieved) or official transcript(s) showing a degree of MDiv or equivalent.
- Missiology Prerequisite: a minimum of 36 units. If an applicant has taken fewer than 36 units, he or she should take the lacking units at a Master's level at ITS. Their status is 'conditional student.'

3. Evidence of obtaining a Master's degree from an accredited institution (ATS accredited or equivalent) with a grade point average of 3.0 (on a 4.0 scale) or higher.

4. Three completed reference forms, including one academic and one pastoral or ministry reference.

5. A writing sample (minimum of 5,000 or about 20 pages); this may include the applicant's previous writing project or research thesis, and any combination of writing projects and theses may be submitted in a portfolio.

6. A 5-page Research Proposal Paper: This paper will help to define the student's interests and possible topics (Interested Topic, Background, Purpose, Central Research Question & Sub questions/Hypotheses, Anticipated Methods, Bibliography).

Program Design

The DIcs program requires 4 seminars, 4 tutorials, and a Professional Research Project (40 hours) to complete the program in 3 years.

1. *All DIcs courses are four-unit courses.*
2. All 700-level courses are open to DIcs students.
3. Elective courses for the tutorial courses are open to DIcs individual students. This course is an independent class through a contract between a professor and a student.
4. A total of 40 units must be completed for the DIcs degree:

A. Seminar Courses (16 units): Students take the following four courses

SR 701: Research Methodology A: Literature Review 4 units

The course provides a guided study of the techniques and tools of research methods needed to write a doctoral dissertation. Students will learn to craft a research problem, employ appropriate research methodologies, locate and evaluate scholarly sources, document sources, and write at the doctoral level.

SR 702: Research Methodology B: Qualitative Research 4 units

The course provides qualitative research methods in the social sciences. In particular, this course is designed to emphasize observing, interviewing, and conducting qualitative research. Students will learn about research design, data collection, and how to write proposals and reports.

MT 701: Missiological Seminar A: Theology of Mission 4 units

The course provides a comprehensive examination of the theology of missions from the perspectives of biblical foundations, historical development, contemporary missiological issues, and future directions. This course emphasizes the analysis of major missiological motifs, ramifications of cross-cultural communication of the Gospel, and strategies for applied missiology.

MT 702: Missiological Seminar B: Doing Theology in Contexts 4 units

This course introduces students to the complexities involved in doing theology in such contexts, especially in the third world. This involves giving attention to the fields of Cross-Cultural Communication, Hermeneutics, and Contextualization. The aim is, among other things, to help the student interpret the Word of God in ways that will be best understood from within the worldview of the receptor society.

B. Tutorial Courses (16 units): Students choose four from the following list

ME 701: Introduction to World Missions 4 units

The course will explore the nature of Christian outreach and provide a study of the principles, history, and methodology of worldwide missions.

MH 702: Mission History 4 units

The course provides an overview of the historical progress of the Christian missions from the early church to the present. Emphasis is given to the modern era, especially dynamic growth in the Global South (non-Western world).

ME 702: Church Planting Models and Strategies 4 units

The course provides a survey and analysis of the strengths and weaknesses of various church planting strategies. Emphasizing key factors which the church planter can implement in a given cross-cultural context with a strategy for turning over the leadership to the local church.

ME 703: Urban Ministry and Evangelism 4 units

The course is designed to establish foundational structures toward a compelling mission in the urban context around the world.

MT 703: Understanding Islam and Islamic Theology 4 units
Focused on Hinduism Muslim, Asian Muslim, etc. The course provides an introductory survey of the Islamic world and its faith, major themes in Muslim theology, and critical issues like contextualization, power encounter, church multiplication, the role of women, and contemporary Islamic thought. This course will deal with the examination of the theological challenge of Islam and Christians' response to communicating the Gospel to Muslims.

MB 702: Missional Hermeneutics 4 units
The course provides a study of the biblical foundations for mission, examining the Old and New Testaments in light of God's mission. It aims to engage students in the process of examining Christian missions and provide the theological basis grounding contemporary Christian missions.

ME 704: Cultural Anthropology 4 units
The course is designed to introduce the students to the concepts of cultural anthropology and ethnographic research. It will also expound on the cultural principles and the implementation of cultural understanding in their respective contexts of ministry. The course will give the students the opportunity to bring theory and praxis together through classroom activities and field research.

MC 701: Intercultural Communication 4 units
The course examines the principles and processes of communicating from one culture to another. Focus on different perceptions, ways of thinking, values, non-verbal expression, language expression, and subgroups within a culture as they relate to the media and the message.

MD 701: Community Development Models and Strategies 4 units
The course is exposed to major theories, various models, and important concerns for engagement in development projects and practice, assessment of participatory learning and action approaches, and a historic overview of the practice of relief and development. This course will focus on topics such as poverty, gender, human rights, debt, nationalism and economic development, globalization, and

C. Dissertation (8 units): *Students complete the following*

M790A Dissertation A 4 units
M790B Dissertation B 4 units

Tutorial Course Abbreviations:

CH Church History
EM Education Ministry
ET Ethical Theology
ME Mission/Evangelism
NT New Testament

OT Old Testament
PM Pastoral Ministry
PR Preaching
PT Philosophical Theology
ST Systematic Theology
TH Theology

(1) Seminar:

- First-Year Seminars are courses (Research Methodology A&B and Missiological Seminar A&B), in which students interact with faculty and their peers. (1) Methodology A&B focused on thinking critically and constructively about missiological theories and major issues as well as on using data collection and analysis methods. In particular, Research Methodology A helps students prepare for a preliminary research paper. Next, as engaging in survey methodologies, Research Methodology B guides them to write a First Draft Proposal (2) Research Methodology A&B are concentrated on the research design of the First Draft Proposal (FDP). Missiological Seminar A&B provides a strong theological, biblical, and historical foundation for doing theology in contexts. In particular, these seminars ask students to identify their research areas and issues.
- A Seminar generally results in a final paper of 5,000-8,000 words, inclusive of footnotes or endnotes and bibliography.

(2) Tutorial:

- Second-Year Tutorials are focused on students' use of research methods to collect, analyze, and present data relevant to their dissertation proposal. They should be tutored by an expert in a specialized field.

A Tutorial generally results in a final paper of 10,000-12,000 words, inclusive of footnotes or endnotes and a bibliography.

Curriculum for Dlcs

Part I Required Seminar Courses: 700 level & 16 units

- MR : Research Methodology A: Literature Review

The course provides a guided study of the techniques and tools of research methods needed to write a doctoral dissertation. Students will learn to craft a research problem, employ appropriate research methodologies, locate and evaluate scholarly sources, document sources, and write at the doctoral level.

- MR : Research Methodology B: Qualitative Research

The course provides qualitative research methods in the social sciences. In particular, this course is

Dissertation Procedure For Doctor of Intercultural Studies

The dissertation is the culmination and the last requirement for completing the DIcs program. Although students can write on diverse topics, they are strongly advised to develop a project from the cultural/contextual perspective and evaluate the project's outcomes. The writing of the dissertation includes the proposal, which must be approved by a faculty mentor and two faculty readers; the dissertation, which must be orally defended; and formatting and binding of the dissertation. (For details, refer to Guidelines in Writing A Proposal and Dissertation. This will be given when you register.)

Graduation Requirements For Doctor of Intercultural Studies

1. Completed all course requirements a total of 32 units of coursework plus 8 units of dissertation with a minimum grade point average of 3.0 (B), and with no grade below B-counting toward the degree.
2. Successfully passed the Bible Knowledge test.
3. Successfully wrote and defended his/her project dissertation and finalized the format of the dissertation to the satisfaction of the librarian.
4. Submitted two (2) final copies of the dissertation for printing
5. Settled all financial obligations with ITS Administrative Office.
6. The Doctor of Intercultural Studies program is normally a 3-year program with a "Full course Study Load." All requirements for the degree should be completed within a maximum of five (5) years from the time of matriculation.

NON-DEGREE PROGRAMS

- AUDITING
- CERTIFICATES

CERTIFICATES

- Certificate do not qualify for financial assistance
- (\$50 application fee)

1. Certificate for Commissioned Ruling Elders

The Presbyteries of San Diego and San Fernando have partnered with the International Theological Seminary to develop a certificate program that will meet the academic requirement for candidates in the CRE program. (The program is open to students from other presbyteries, but students should first check to ensure the courses required for this program will meet the academic requirement for their presbytery.)

Admissions Standards: High School Diploma.

Curriculum: seven-eight two-unit courses (these courses cannot be used toward a degree program at ITS)

Required Courses:

- Presbyterian Polity
- Worship and Sacraments
- Reformed Theology
- NT Survey
- OT Survey
- Ethics* (*students should check with their Executive Presbytery & COM on whether this course is required*)
- Pastoral Care & Counseling
- Choose one: Preaching/Christian Education/Missions

2. Certificate of Christian Studies

This certificate provides students an opportunity to study at the master's level. Students may choose courses that meet denominational requirements or pursue a personalized area of study, concentrate on biblical, theological, missiological, ministerial courses, or a combination of courses. The certificate program can help students discern whether to pursue a degree program. If admitted into a degree program later, students can use qualifying certificate courses toward the degree program.

Admissions Standards: same as all master's-level programs

Curriculum: 24 units (typically six 4-unit courses) Choose any six courses.

3. Certificate of Continued Education

This certificate was designed for pastors and laity who want further theological education to

better serve in their ministry or church context. Students can choose a suggested group of courses (*see below) or any six courses.

Admission: High-School Diploma

Curriculum: six 0-unit courses (*these courses cannot count toward a degree program*).

Suggestions for possible areas of study: For the Certificate of Christian Studies and the Certificate of Continued Education (not available in the CRE Certificate):

Spiritual Formation

PM501	Spiritual Formation of the Christian Leader
PM504	Mentoring
PM509	The Development of Leaders
PM101	Pastoral Theology and Ministry
OT/NT	Survey

Theological Education

OT503	Old Testament Theology
ST101	Hermeneutics
PR101	Homiletics
BG101/2	Greek or
BH101/2	Hebrew
ET101	Christian Ethics and Social Issues

Missions

OT/NT	Survey Course
ME105	Cross-Cultural Ministry
ME106	Evangelical Theology and World Religions
PT102	Apologetics
ME102	Biblical Theology of Mission

COURSE LISTS

Course Abbreviations

Letters and numbers designate courses in terms of the departments and degree-levels. The departments are designated with letters in the following way:

BG	Biblical Greek
BH	Biblical Hebrew
CH	Church History
EL	English Language
EM	Education Min
ET	Ethical Theology
ME	Mission/Evangelism
MM	Mentored Ministry
NT	New Testament
OT	Old Testament
PM	Pastoral Ministry
PR	Preaching
PT	Philosophical Theology
ST	Systematic Theology
TE	Theological English
TG	Theological German
TH	Theology
TL	Theological Latin

100–200 level courses (MA and MDiv)

500–600 level courses (Th.M., Dlcs, and DMin)

The descriptions of the following courses serve as a framework and defined scope of study expected for each course while encouraging freedom in scholarship by the professors.

MASTERS LEVEL COURSES IN THEOLOGICAL STUDIES 100-Level

English and Research Language Courses (*Language courses offered when necessary.*)

BIBLICAL LANGUAGE COURSES

BH101 **Biblical Hebrew I** 4 units

The course focuses on the mastery of the basic components of Biblical Hebrew

BH102 **Biblical Hebrew II** 4 units

The course completes the study of basic elements of Hebrew grammar.

Prerequisite: *BH11 or approval of the instructor.*

BH103 **OT Exegesis** 4 units

An interpretive reading of selected passages of the Hebrew Old Testament, including various styles of the text and writers, for the purpose of increasing the student's reading ability in Hebrew, with the concentration on syntax, advanced grammar, and textual criticism. *Prerequisite: BH102 or approval of the instructor.*

BG101 **Greek I** 4 units

A study of the basic elements of New Testament Greek: the declensions of Greek nouns, verbs, and basic vocabulary of the Greek NT.

BG102 **Greek II** 4 units

This course completes the second part of the textbook. *Prerequisite: BG 101 or approval of the instructor.*

BG103 **Intro NT Exegesis** 4 units

An interpretive reading of selected passages of the Greek New Testament, including various styles of the text and writers, for the purpose of increasing the student's reading ability. This course is also designed to help the student improve his/her exegetical skill, including textual criticism. *Prerequisite: BG 102 or the instructor's approval.*

OLD TESTAMENT STUDIES

OT101A **Pentateuch** 4 units

A study of the Pentateuch regarding the contents, structure, and theology of the first five books of the Old Testament. The course will also cover some major approaches to the study of the Pentateuch. *(This course can be replaced by OT 101B (Samuel/Kings).*

OT101B **Samuel/Kings** 4 units

A study of the history of Israel from the appearance of Samuel to exile. Attention will be given to the relationship between Israel's history and its theological understanding of history in the context of God's sovereignty. (This course can be replaced by OT101A)

OT102A **Prophets I** 4 units

manuscript. Effective, powerful delivery and guided homiletic criticism are emphasized.

PR102 Expository Preaching 3 units
Students compose and deliver sermons with special attention to a contemporary audience. Emphasis will be on audience analysis and sociological awareness reflected in sermons.

PR103 Senior Preaching 3 units
Further advanced work in the preparation and delivery of sermons with special emphasis on expository preaching and reconstruction. A minimum of three sermons in class is required.

PR104 Independent Study in Preaching (*Elective*) 3 units
A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum units which can be taken through independent study in a degree program.

PASTORAL MINISTRY

PM101 Pastoral Theology and Ministry 4 units
This course surveys the biblical theology of the church and her ordained pastoral-teaching ministry, from masterworks in the Reformed tradition; the biblical foundation for a personal call to the pastoral-teaching ministry; the biblical theology of church government, from the Reformed and Presbyterian tradition; and principles for doing pastoral-teaching ministry or ministry in the local church setting for church growth and revitalization.

PM102 Pastoral Care and Counseling 4 units
An introduction to methods of counseling appropriate for pastors in the care of individuals, families, members of the congregation, and the broader community and will include the development of theological skills and psychological analysis through case studies and professional growth groups.

PM103 Leadership and Administration 4 units
This course will introduce the diverse dimensions of Christian leadership for churches and organizations. The topics will include the character of a leader, leadership styles, working with teams, visioning and goal-setting, decision-making, being a change agent, managing conflicts, and understanding organizational life.

PM104 Theology of Ministry (*Elective*) 3 units

A study and examination of the roles and functions of pastoral work as designed in Scripture and various church traditions. Students will learn to identify the foundational pastoral tasks and their personal competencies for ministry.

PM105 **Indep. Study in Pastoral Ministry** (*Elective*) 3 units

A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum units which can be taken through independent study in a degree program.

MISSION AND EVANGELISM

ME101 **Cultural Anthropology** 4 units

A study of cultural anthropology with the emphasis on the importance of the study to Christian mission. Students will be enabled and encouraged to develop skills to understand cultural and anthropological perspectives different from their own.

ME102 **Biblical Theology of Mission** 4 units

This course is an introduction to missions emphasizing the biblical basis for missions. The student will be guided to develop a theology of mission based on biblical foundations as seen in the Old Testament and New Testament records and the corresponding missiological topics.

ME103 **Urban Ministry & Evangelism** 4 units

This course is designed to establish foundational structures for effective ministry in urban contexts around the world. The student will be enabled to deal with the challenges of urban.

ME108 **Indep. Study in Mission & Evangelism**(*Elective*) 3 units

A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum units which can be taken through independent study in a degree program.

EDUCATIONAL MINISTRY

EM101 **Foundations of Educational Ministry** 4 units

The course focuses on the biblical and theological, philosophical, and historical foundations for the educational ministries of the “Church” – the Body of Jesus Christ with special emphasis on developing effective teaching skills, methods, and strategies.

EM102 **Life Span Development and Learning** 4 units

This course provides us with a fundamental map in growing toward maturity, commitment, and citizenship in the Kingdom of God brought by Jesus Christ.

EM103 Effective Teaching in Christian Education 4 units

This is an introductory course to develop effective teaching skills and strategies. Special attention will be given to creative approaches to teaching different groups of learners in the Church. Students will be encouraged to present creative teaching methods.

EM109 Indep. Study in Education Min. (Elective) 3 units

A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the academic dean. The student must be aware of the maximum number of units that can be taken through independent study in a degree program.

MENTORED MINISTRY

MM101A First of a Part-time Three-quarter mentorship 0 units

This course is designed to provide practical experience for ITS students in all programs and will provide mentoring opportunities to work cross-culturally, learn from experienced mentors, participate in theological reflection that moves the classroom learning to praxis.

MM101B Second of a Part-time Three-quarters 0 units

Students continue at the same site and with the same mentor unless otherwise previously arranged.

MM101C Third quarter of a Part-time Three-quarter 0 units

Students continue at the same site and with the same mentor unless otherwise previously arranged.

MM102 Full-time one quarter 0 units

This course is designed to provide practical experience for students in all programs. It provides mentoring opportunities to work cross-culturally, learn from experienced mentors, and participate in theological reflection, moving classroom instruction to ministry practice. MM 102 is for a full-time Mentored Ministry (one quarter, a minimum of 20 hours per week), typically completed in the summer quarter.

ADVANCED LEVEL COURSES 500-LEVEL

BIBLICAL STUDIES: THE OLD TESTAMENT

OT501 Readings in the Pentateuch 3/5 units

This course will study the contents, structure, and theology of the first five books of the Old Testament, introducing the student to the historical, cultural, literary, and theological features within and outside the text which are critical to understanding and interpretation.

OT502 **A History of Israel** 3/5 units

This course is an overview of the history of Israel mainly from the time of the Patriarchs to the intertestamental period. Special attention will be given to the historical and cultural background materials from the ancient Near East for the study of the Old Testament.

OT503 **Old Testament Theology** 3/5 units

A study of central themes of the Old Testament. It also covers a survey of various approaches to Old Testament theology. Emphasis is given to the understanding of God, prophets, and priests in the Old Testament.

OT503B Reading in Wisdom Literature 4 units

This course introduces the wisdom literature of the OT, with special attention to the books of Proverbs, Job, and Ecclesiastes. Special attention is given to the definition and international character of wisdom as well as human sufferings and meaningful life. The aim is for students to gain an overview, acquaintance, and orientation to the scope of biblical wisdom, and that the scriptural materials we study may become a powerful resource for life and ministry. This course can be replaced by OT103A.

OT504 **Proverbs** 3/5 units

A book study to understand the main themes of Proverbs and the literary form and background of sayings. Special attention is given to the position of Proverbs in the OT Wisdom Books, the characteristics of each collection, and typological understanding of Wisdom in the Christian context.

OT505 **Isaiah** 3/5 units

A study of Isaiah to understand the book in a theologically unified way. Special attention is given to distinctive theological themes and the messianic message of the book.

OT506 **Old Testament Exegesis** 3/5 units

A detailed interpretive study of a selected book or passages of the Old Testament for the purpose of increasing the student's reading and exegetical ability in Hebrew.

- OT507** **Dead Sea Scrolls and the Bible** 3/5 units
 A survey of the findings in the Judean desert, especially in the Qumran area, with attention to the settlers, their religious lifestyle, the scrolls from the eleven caves, and their relevance for the study of the Bible. Emphasis is on the religious aspects of the Qumran community from the third century BC to the first century AD.
- OT508** **A Selected Topic in OT Studies** 3/5 units
 A concentrated study of a selected topic in the Old Testament. The professor shall determine the requirements, and the course will be conducted by means of reading, lectures, and research in a seminar setting.
- OT509** **Independ. Study in the OT** 3/5 units
 A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum number of units which can be taken through independent study in a degree program.

BIBLICAL STUDIES: THE NEW TESTAMENT

- NT501** **Kingdom of God and Gospel of Matthew** 3/5 units
 An exegetical study of selected portions of the book with special attention to Matthew's theology and structure. *Prerequisite: BG 103 or instructor's approval*
- NT502** **Johannine Studies** 3/5 units
 A study of the Gospel of John, emphasizing its literary character, relationship to the Synoptic Gospels, distinctive presentation of Christ, and historical setting.
- NT503** **Book of Acts** 3/5 units
 An exegetical study of the book of Acts focuses on the history of the early Christian Church to trace the development of Christianity from Jerusalem to Rome.
- NT504** **Pastoral Epistles** 3/5 units
 A study of Paul's letters to Timothy and Titus, with attention to distinctive themes, structure, and historical contexts. In-depth interpretation may be limited to one of the three books.

- NT505** **Advanced Exegesis: I Corinthians** 3/5 units
This is an overview course for Paul's theological and missionary understanding of the Christian faith. Special attention is given to Christology, salvation, Christian life, and other leading exegetical issues.
- NT506** **Introduction to NT Christology I** 3/5 units
A study of the background of Jesus' teaching in the Gospels relating to the Messiah, the Son of Man, and the messianic Son of God using a historical comparison of texts from the Old Testament, Qumran, the Targums, and the Rabbinic Literature. The distinctive and common messianic terms of the four Gospels will be compared.
- NT507** **Introduction to NT Christology II** 3/5 units
First, a study of Pauline Christology including Paul's continuity with Jewish messianic concepts and the teaching of Jesus and his later development of "Cosmic Christology" in his later letters: Philippians, Colossians, and Ephesians. Then, a study of the Christology of the Jewish-Christian ("General") Epistles and the Book of Revelations, focusing on their distinctive literary style and Christological content in contrast to that of Paul.
- NT508** **Independ. Study in NT Studies** 3/5 units
Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum number of units which can be taken through independent study in a degree program.

CHURCH HISTORY

- CH501** **Patristic Theology** 3/5 units
A survey of doctrinal development in the early church from the second century A.D. Special attention is given to the life and work of Augustine of Hippo, the greatest theologian of the early church.
- CH502** **Reformers' Biography** 3/5 units
This course is a biographical study of the reformers during the 15th to 18th centuries of the history of Christianity. Particular attention will be given to the events and movements that surrounded the rise of the reformer and the tracing of the development of Christian doctrine. The course will also consider the socio-political norm that influenced and/or resulted in important historical events.

CH503 **History of Christianity in the Majority World** 3/5 units
This course is the study of Christianity's historical development in the Majority world with emphasis on the geographical spread of Christianity. Attention will be given to important factors such as - religious, political, and social factors that impacted the so-called "shift of the Christian movement." Given the fundamental truth of "God's fullness of time," the study provides a historical context of factors impacting Christians in our modern times.

CH504 **John Calvin and the Reformation** 3/5 units
A study of the life and work of John Calvin. The course will include the study of the City of Geneva, Institutes, Calvin's letters and theology, and his pastoral issues.

CH505 **Puritanism** 3/5 units
A survey of the rise of English and American Puritanism and an examination of events and personalities connected with the two areas. Special attention is given to the studies of Owen, Bunyan, Sibbes, and Baxter.

CH506 **Renewal Movements in the 20th Century** 3/5 units
A survey of various theological and doctrinal movements in the last century. The course will include the studies of individuals such as Forsyth, Barth, and Niebuhr, and movements such as Neo-orthodoxy, Neo-Evangelism, and Neo-Pentecostalism.

CH507 **A Selected Topic in Church History** 3/5 units
A concentrated study of a selected topic in Church History and History of Doctrine. The professor shall determine the requirements, and the course will be conducted by means of reading, lecture, and research in a seminar setting.

CH508 **Independent Study in Church History** 3/5 units
A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum number of units that can be taken through independent study in a degree program.

SYSTEMATIC THEOLOGY

ST501 **Doctrine of Sanctification** 3/5 units

A study of biblical and theological holiness. Special attention is given to the Reformed doctrinal understanding of sanctification as a status conferred by divine grace and as a goal to be aimed at.

ST502 **Readings in Contemporary Theol.** 3/5 units

A critical reading and study of theological thought from the Enlightenment to the 21st century with special emphasis on the theologies of Neo-orthodoxy, Liberalism, liberation, Majority World Theologies, post-modernity, and post-colonialism. Critique and evaluation will be presented from an evangelical Reformed perspective

ST503 **Tradition of Reformed Theol.** 3/5 units

A study in the history of the Reformed Churches from the early sixteenth to the late seventeenth century. Special attention is given to the documents with emphasis on the diversity, development, and overarching theological consensus of the Reformed symbols.

ST504 **Evangelical Theol. and World Religions** 3/5 units

A study of the world's major religious traditions, such as Hinduism, Islam, and Buddhism, from an evangelical perspective. Instructional methods include readings, lectures, discussions, and video media (same **as ME 51**).

ST505 **A Selected Topic in Systematic Theol.** 3/5 units

A concentrated study of a selected topic in Systematic Theology. The professor shall determine the requirements, and the course will be conducted by means of reading, lecture, and research in a seminar setting.

ST506 **Independent Study: Systematic Theol.** 3/5 units

A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum number of units which can be taken through independent study in a degree program.

PHILOSOPHICAL AND ETHICAL THEOLOGY

PT501 **Readings in Apologetics and Phil. Theol.** 3/5 units

A critical reading of selected apologetic and philosophical treatises, covering major problems such as faith and reason, epistemology, love, power, and justice, and engaging students in an in-depth study, analysis, and application of the classical and contemporary systems. Students are

required to conduct a theological-apologetic discourse on an assigned topic.

PT502 **Selected Topic in Philosophical Theo.** 3/5 units

A concentrated study of a selected topic in Philosophical Theology. The professor shall determine the requirements, and the course will be conducted by means of reading, lecture, and research in a seminar setting.

PT503 **Independ. Study in Phil. Theol.** 3/5 units

A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum units which can be taken through independent study in a degree program.

ET501 **Contemporary Ethical and Social Problems** 3/5 units

A study and evaluation of basic and social problems in science, and sociology. Particular emphasis on the issues of love, power, and justice will be discussed from a Reformed medicine, politics, economics, and theological perspective. Students are required to develop theological approaches to ethical problems and social issues.

ET502 **Social Ethics in the Reformed Tradition** 3/5 units

A theological survey of some major individuals and movements in the Reformed tradition in connection with social, political, and economic issues. Special attention will be given to John Calvin's influence on public life in Geneva and Scotland.

ET503 **A Selected Topic in Ethical Theology** 3/5 units

A concentrated study of a selected topic in Ethical Theology. The professor shall determine the requirements, and the course will be conducted by means of reading, lecture, and research in a seminar setting.

ET504 **Independent Study in Ethical Theology** 3/5 units

A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum units which can be taken through independent study in a degree program.

PM505 **Managing and Resolving Conflicts** 3/5 units

This course will examine the nature and function of conflict in Christian organizations. Theological reflection and spirituality will be integrated with social science theory and practice designed to equip Christian leaders to design and employ intervention strategies for managing conflict in Christian organizations. A predominant cause of conflict in the church is the abuse of power and an inability to design and employ effective change strategies. All change is conflictual, and conflict resolution depends on readiness for change. A few basic types of conflict will be presented, along with tools and concepts for intervening. The conflict types will be conflict in organizational settings and family systems theory.

PM506 **Ministry to Families** 3/5 units

This course is to help students obtain basic elements to nurture and guide individuals and families. Students are required to develop competence in the care of those who are alienated or abandoned by families and in the alleviation of distress in marital and family conflict.

PM507 **Worship in the Reformed Churches** 3/5 units

This course will examine worship in the Reformed tradition from historical, theological, and liturgical perspectives. Students are required to present critical reflection upon current worship practices.

PM508 **Selected Topic in Pastoral Ministry** 3/5 units

A concentrated study of a selected topic in Pastoral Ministry. The professor shall determine the requirements,, and the course will be conducted by means of reading, lecture, and research in a seminar setting.

PM509 **Independent Study in Pastoral Ministry** 3/5 units

A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum number of units which can be taken through independent study in a degree program

MISSIONS AND EVANGELISM

ME501 **Evangelical Theology and World Religions** 3/5 units

A study of the world's major religious traditions, such as Hinduism, Islam, and Buddhism, from an evangelical perspective. Instructional methods include readings, lectures, discussions, and video media.

ME502 **Current Issues in World Mission** 3/5 units

This course is designed to engage students to understand the current issues in how Christianity and its ministries and missions function and how they relate to the other people in the world.

ME503 **Missionary Life and Ministry** 3/5 units

A study of a variety of issues involved in the life of missionaries living and ministering in an intercultural setting. The study will be conducted through reading missionary biographies, class discussions, lectures, and listening to the testimonies of experienced missionaries.

ME504 **Urban Ministry and Evangelism** 3/5 units

This course is designed to establish foundational structures toward effective missions in the urban context around the world.

ME505 **Selected Topic in Mission and Evangelism** 3/5 units

A concentrated study of a selected topic in Mission and Evangelism. The professor shall determine the requirements, and the course will be conducted by means of reading, lectures, and research in a seminar setting.

ME506 **Independ. Study in Mission and Evang.** 3/5 units

A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum units which can be taken through independent study in a degree program.

EDUCATIONAL MINISTRY

EM503 **Educational Ministry to Women** 3/5 units

This course examines the biblical and historical patterns for women's place and role in the Christian community to build a ministry to meet the specific needs of the women in the local church.

EM505 **Independent Study in Education Ministry** 3/5 units

A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum number of units which can be taken through independent study in a degree program.

FINANCIAL INFORMATION

ITS neither participates in Title IV nor receives any state nor Federal funds. The Seminary scholarships/grants are given to students who are already proven leaders and commit to returning and ministering in their home country or students already serving ethnic churches in the United States. The 50-90% tuition ONLY grants are given according to the needs of each student. Generally, international students with an F-1 visa are granted up to a 90 % tuition grant ONLY as an interest-free forgivable loan. This loan will be automatically reduced by 20% each year if a student returns home to serve a church or educational institution in his/her home country or the mission field after graduation from ITS. In order to receive a tuition grant from ITS, every student must sign a "Statement of Commitment." When a student does not keep his/her pledge to return to his/her country after studying, he/she will be obligated to pay back the total amount of the grant received throughout the study at ITS. All grants are reviewed and renewed annually during the duration of study within the designated program, provided the recipient remains in good standing. MA and MDiv students must maintain an average GPA of 2.67 or B- and DMin students a 3.0 GPA.

ENROLLMENT AGREEMENT, TUITION AND FEES, AND STUDENT AGREEMENT

International Theological Seminary
540 East Vine Avenue, West Covina, CA. 91790
www.itsla.edu

ENROLLMENT AGREEMENT

Student name _____ **Date (mm/dd/yyyy)** _____
Address _____
Telephone (h) _____ (c) _____ Email _____

I am hereby enrolling in the following academic program at International Theological Seminary (also referred as ITS), located at, 540 East Vine Avenue, West Covina, CA. 91790, where the instruction will take place, and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

I. PROGRAM INFORMATION

Program Title: _____
Total Units required for completion _____
Degree Start Date (Month/Year) _____
Degree Completion Date (Month/Year) _____

II. Tuition and Fees

Description	Fee	Total
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(1) Tuition		
Master of Arts in Theological Studies	\$250 per unit (total 82 units)	\$20,500
Master of Divinity	\$250 per unit (total 126 units)	\$31,500
Doctor of Ministry	\$350 per unit (55 units)	\$19,250
Doctor of Intercultural Studies	\$350 per unit (40 units)	\$14,000
Certificates		
Commission of Ruling Elders	\$250 per unit (14 units)	\$ 3,500
Continued Education	\$200 per course (6 courses)	\$ 1,200
Certificate of Christian Studies	\$250 per unit (24 units)	\$ 6,000

Application Fee (non-refundable)	\$50.00 (MA and MDiv.) one time \$100.00 (DMin & DICS) one time \$50.00 (Certificate) one time
(2) Registration Fee (non-refundable)	\$80 per quarter
(3) Equipment	N/A
(4) Lab supplies or kits	N/A
(5) Learning Resource Fee	\$10 per quarter
(6) Uniforms or other special protective clothing	N/A
(7) Tutoring	No charge
(8) Assessment fee for transfer of credit	No charge
(9) Fees to transfer credit	No Charge
(10) Student Tuition Recovery Fund; STRF Fee	\$50
(11) IT Service Fee	\$2.50 per \$1,000 of institutional charges \$30.00
Dissertation Continuation	\$500.00
Late Registration Fee	\$100.00
Audit Fee	\$200.00 per course
Deferred Payment Plan Fee	\$25.00
Student ID Card: Original Issuance	Free
Replacement	\$10.00

Graduation Fee	\$100.00 (MA & MDiv) \$150.00 (ThM, DMin & DICS)
Official Transcript	Email & Pick up - \$20.00 Mail - \$25.00
Gown/Hood/Cap/Tassel Deposit (\$350 refundable)	\$350.00
Dry-Cleaning Fee (non-refundable)	\$30
I-20 Form: Original Issuance	Free
Each Subsequent Issuance	\$30.00
Each Endorsement	\$15.00

ESTIMATE OF TOTAL CHARGES FOR EACH PROGRAM

MASTER OF DIVINITY (3-YEAR PROGRAM)

124 units times \$250/unit	\$31,000
Other fees:	
Application, registration, graduation, etc.	\$1,820
Dorm bed space Rent	
\$300/month times 36 months	\$10,800
Food and allowance	Varies
 Total Estimated Amount	 \$43,620 - 45,000

MASTER OF ARTS (2-YEAR PROGRAM)

76 units times \$250/unit	\$19,000
Other fees:	
Application, registration, graduation, etc.	\$1,820
Dorm bed space Rent	
\$300/month times 24 months	\$7,200
Food and allowance	Varies
 Total Estimated Amount	 \$28,020-29,000

DOCTOR OF MINISTRY (2 YEAR PROGRAM)

46 units at \$350/units	\$16,100
Dissertation (9 units)	\$ 2,520
Other fees	
Dissertation Continuation	\$ 500

Application, registration, graduation	\$ 1,500
Dorm Rent (Bed space)	\$ 7,200
24 months at \$300/month	
Food and allowance	Varies
 Total Estimated Amount	 \$ 27,320-30,000

DOCTOR OF INTERCULTURAL STUDIES (3 YEAR PROGRAM)

32 units at \$300/units	\$ 9,600
Dissertation (8 units)	\$ 2,400
Other fees	
Dissertation Continuation	\$ 500
Application, registration, graduation	\$ 1,500
Dorm Rent (Bed space)	\$ 10,800
36 months at \$300/month	
Food and allowance	Varies
 Total Estimated Amount	 \$ 24,800

Total estimated costs per program per quarter:

- MA \$5,000
- MDIV \$5,000
- DMin \$3,750
- DICS \$1,775

Tuition (refundable): M.A. & M.Div. (\$250 per unit)	\$ _____
D.Min & DICS. (\$350 per unit)	\$ _____
Certificate Program (\$250 Per unit)	\$ _____

Less: Grant _____ % (applied to tuition only)	(\$ _____)
Registration fee per quarter (non-refundable)	\$ _____
Course Materials (non-refundable)	\$ _____
Audit Fee (non-refundable)	\$ _____
Student Tuition Recovery Fund per quarter (non-refundable)	\$ _____
Others _____	\$ _____

A. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ _____

B. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

C. THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ _____

Signature of Student _____ Date _____

ACKNOWLEDGED AND ACCEPTED:

Signature & Title of Institution Official

Date

III. CHANGES IN FEE SCHEDULE

Tuition and fee charges are subject to change at the school's discretion. The student will be notified prior to any tuition changes.

IV. PAYMENT PLAN OPTIONS AND POLICY

Tuition and Registration fees for each Quarter must be paid in full prior to the first class session, unless the student has received approval from the VP for Operations and Finance to pay using the payment plan option. If the student is unable to pay the full amount of tuition at the beginning of the Quarter, he or she is expected to pay in installments. The student can pay the tuition in up to three installments. The student will pay \$25 for the handling fee. The due dates of each installment are:

First Installment: the Day of Registration

Second Installment: 1st day of the following month

Third Installment: 1st day of the next month

Grants from ITS ranging from 25% to 100% of tuition will be automatically applied during the assessment of fees.

V. STUDENT'S RIGHT TO CANCEL

The student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

A student may withdraw or cancel his/her enrollment agreement by email, mail or in person with a written request, permanently or for a quarter. The Intent to Withdraw or Cancel Letter must be addressed to the VP for Academic Affairs, 540 E. Vine Ave, West Covina, CA91790. If the student has an I-20 provided by ITS, he/she must present an admission letter from another institution; or he/she must present an immigration paper showing the change of status. Students with F-1 status will be transferred upon the receipt of a copy of the admission letter from another institution. Paperwork will be forwarded to the finance to process the refund of the tuition fee. For non-F-1 students, he/she must proceed to the Registrar to process refunds on tuition.

VI. CANCELLATION OF CLASSES

If the seminary cancels or discontinues a class, the seminary will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal. A student has the right to withdraw from school at any time and receive a refund for that part of the course not taken for which the student paid.

VII. REFUND POLICY

In addition, the student may cancel, withdraw, or drop a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition if the student has completed 60% or less of the instruction.

Scenario 1: The school charges the student **\$960** for the program (Total Charges). This includes:

\$ 830.00 Tuition (refundable)
 \$ 80.00 Registration fee (non-refundable)
 \$ 0.00 **For Non-California Students** - STRF fee (non-refundable)
 \$ 10.00 Learning resource fee (non-refundable)

\$ 920.00 Total Charges

The student pays **\$920** upfront (Total Student Paid). The student withdraws after completing **10** out of **40** hours in attendance.

The formula for refund calculation is as follows:

If a student paid \$920 tuition and withdraws after completing 10 hours of a 40-hour course, his refund would be:

$\$920 \div 40 \text{ hours} = \23.00 (Hourly Rate for Instruction)
 $\$23.00 \times 10 \text{ hours} = \230.00 (Amount Owed to the School)

Then

\$ 830.00 (Refundable Amount)
 - \$ 230.00 (Amount Owed to the School)

\$ 600.00 (Refund Amount)

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

VIII. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits a student earns at the International Theological Seminary (ITS) is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any programs - MA, MDIV, DMIN, DICS at ITS is also at the complete discretion of the institution to which he/she may seek to transfer. If the credits or degree, diploma, or certificate that a student earns at this institution are not accepted at the institution to which he/she seeks to transfer, he/she may be required to repeat some or all of the coursework at that institution. For this reason the student should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which he/she may seek to transfer after attending ITS to determine if the credits or degree, diploma, or certificate will transfer.

IX. STUDENT TUITION RECOVERY FUND

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may

be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

X LOAN AGREEMENT

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.

If the 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:

- (1) 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.

(2) 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 Agreement:

Student name: (Print) _____ Date _____

Program Title: _____

This agreement contains the complete understanding between ITS and you regarding the Seminary providing educational services in exchange for your payment of fees and tuition. Please **initial** each line.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Initial

_____ I certify that I have received the current school catalog and School Performance Fact Sheet with information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

_____ I understand that my failure to comply with all Seminary policies, including attendance, academic and financial requirements, will result in termination of my enrollment AND dismissal from ITS.

_____ I understand that I will receive official transcripts and/or a degree, only if I have met all the required academic standards and requirements and have paid my financial obligations to ITS in full.

_____ For F-1 students: I understand that I will receive official transcripts only if I have fulfilled my Pledge to Return.

_____ I understand that a degree or diploma cannot be conferred until all academic obligations have been completed or otherwise cleared with the Registrar and all financial obligations have been completed or otherwise cleared by the institution.

_____ I have read and understood this agreement and the refund policy in the ITS catalog before signing. Further, I understand that my tuition does not include books and materials, registration fees, learning resources fees, dissertation continuation fees, graduation fees and other miscellaneous fees.

_____ I understand that ITS does not guarantee employment of any kind once my degree or certificate has been conferred.

_____ I understand that this school does not participate in State or Federal Assistance programs.

I also understand that this enrollment agreement is a legally binding contract when signed by the student and accepted by the school. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student _____ Date _____

ACKNOWLEDGED AND ACCEPTED:

Signature & Title of Institution Official _____ Date _____

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSE THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

PAYMENTS

PAYMENT SCHEDULE

Tuition and other fees are payable at the time of registration. This is normally on the day before the beginning of classes. Returning students who did not take advantage of Pre-registration, during the previous quarter, will be charged a late registration fee (\$100).

PAYMENT IN FULL

This means that students pay the whole amount of tuition and fees indicated on the registration paper at the time of registration.

INSTALLMENT PAYMENT PLAN

Students who want to pay tuition and fees in installments must pay one-third at the time of registration, one-third on the first day of the following month, and the final one-third on the first day of the next month. Important: For students with an F-1 visa, non-payment will affect the “full load” requirement to maintain the visa. It will eventually result in the termination of one’s status at ITS. A notice will be sent to SEVIS.

POLICY FOR CONTINUING STUDENTS

Failure to keep accounts current will render students ineligible to attend classes or receive grades or transcripts. Students will not be permitted to register for courses for a new quarter unless all financial obligations to the seminary have been settled, or satisfactory arrangements have been made. *Important: For students with an F-1 visa, non-payment will affect the “full load” requirement to maintain the visa. It will eventually result in the termination of status at ITS. A notice will be sent to SEVIS.*

FINANCIAL AID, GRANTS, AND SCHOLARSHIP

When the admission application is accompanied by a scholarship application, the scholarship committee shall decide on grants. Grants or Scholarships are for “Full-time” Students only.

TUITION FEE GRANT: TUITION FEE ONLY

Since this seminary is fully dedicated to developing and training future church leaders for the developing world, all prospective students are encouraged to demonstrate their promise and potential for leadership in the churches of their home countries. The grants are funded by mission-minded churches, mission organizations, and individuals who are concerned for the strategic mission to the Majority World through ITS.

Grants are awarded to international students in the form of an *interest-free forgivable loan*. *This loan will be automatically reduced by 20% for each year a student serves a church in his/her home country, or on the mission field after graduation from ITS.*

When students do not keep their pledge to return to their countries after studying, they will be obligated to pay back the full amount of grant they have received throughout their study at ITS.

The grant application must be applied for at the time of application for admission (download admission documents online).

BASIS FOR GRANT AWARD

The following are considered the bases for the awarding of grant:

- Individual financial need
- Ministerial experience and special merit
- Mission strategy, demonstrated promises and potentialities for leadership in Majority World churches
- Maintains 3.0 GPA
- Designated funds

DURATION OF GRANT

All grants are renewed annually for the duration of the study within the designated program, provided the recipient remains in good standing and must maintain an average of 2.67 GPA or B- as stipulated on the the conditions of the awarding of the grant. A Renewal application must be submitted no later than May 1 of each year.

The maximum duration of the grant is two (2) years for MA and DMin, and three years for Master of Divinity. When additional courses are prerequisites for the degree, the grant may be extended to a maximum of three (3) years. There is No GRANT for students who apply for a second-degree program right after graduation. For the ITS grant, a student must return to their home country and serve at least 4 years.

FAILED COURSES

Students must pay a fee and tuition for any course that must be retaken.

I also understand that this enrollment agreement is a legally binding contract when signed by the student and accepted by the school. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student _____ Date _____

ACKNOWLEDGED AND ACCEPTED:

Signature & Title of Institution Official Date

MISSION PARTNERSHIP SCHOLARSHIP: TUITION FEE ONLY *Annually, a TUITION FEE only scholarship is awarded to in-coming new students who are highly recommended and sent by either their academic institution or denomination for further study in order to prepare for leadership responsibilities in their home country. (Updated 11/15 to remove scholarship percentages)*

INITIAL QUALIFICATIONS FOR MISSION PARTNERSHIP SCHOLARSHIP:

- Submission of the Mission Partnership scholarship application together with "Commitment to Return Home" and a signed job contract with the home mission, church, or school.
- Minimum average of B+ or 3.5 GPA from the last school attended
- Certification Letter of ministry performance from either supervisor or pastor
- A signed agreement by the applicant and home mission or church/school indicating that after graduation from the FIRST-degree program, the student should return home and will be absorbed by the denomination, school or church for ministry.
- Notification of the scholarship.
- An annual satisfactory performance review.

TERMS AND CONDITIONS FOR ITS MISSION PARTNERSHIP SCHOLARSHIP:

- There is no automatic annual renewal of the scholarship. Mission Partnership scholarships are subject to an ANNUAL review.
- ALL applicants should maintain a "full course study load" prescribed by ITS in order to qualify for the Mission Partnership scholarship.
- Re-application for Mission Partnership Scholarship: Applicants must maintain a grade average of 3.5 GPA (B+) or higher and have submitted the "Personal Development Plan."
- Recommendation from field ministry pastor or faculty to be considered for renewal.
- Deadline for scholarship application renewal: On or before June 15.

PRESIDENTIAL SCHOLARSHIP

Every year ONE \$1000 Presidential scholarship will be given to a student who has the most financial need. To qualify, a student must have a minimum 3.5 GPA and be highly recommended by the supervising pastor or faculty. The recipient may be recommended by the faculty but the final decision will be from the president. This scholarship will be credited towards tuition.

Awarded Fall Quarter – at Convocation Service

DEAN'S LIST SCHOLARSHIP

Every year ONE \$1000 Dean's List Scholarship will be awarded to a student who exemplifies academic excellence, and has the highest GPA but not lower than 3.80 GPA. The recipient should be chosen by the faculty and recommended to the Administrative Council for awarding. The scholarship will be credited to the recipient's account.

Awarded Fall Quarter – at Convocation Service.

ALL Applications for renewal will be reviewed by the faculty and be recommended to the Administrative Council for awarding. (This academic scholarship is subject to fund availability.)

STUDENT WORK OPTIONS

WORK STUDY

Limited availability. Upon the approval of the VP for Operations and Finance, a student is allowed to work between 6- 10 hours each week, depending on two factors: funding and work availability. Payments are automatically credited towards tuition fees. Submit an application to the Office of the VP for Operations and Finance.

TEACHING ASSISTANTSHIP

Limited availability. Upon the approval of the VP for Academic Affairs, Teaching Assistants are allowed to work 6-10 hours each week, depending on two factors, funding and work availability. Payments are automatically credited towards tuition fees. Inquire from the Office of the VP Academic Affairs.

APPENDICES

APPENDICES

Appendix 1 Master of Divinity Distribution of Courses (Reduced Units)

DISTRIBUTION OF MASTER OF DIVINITY REQUIRED COURSES

Total Units = 126

FALL		WINTER		SPRING	
FIRST YEAR					
BG101 Greek I	4	BG102 Greek II	4	BG103 Intro. to NT Exegesis	3
NT 101 NT I (Synoptic Gospels)	4	NT 102 NT II (Acts & Pauline Epistles)	4	NT 103 NT III OR NT 104 NT Theology	4
ST101 Hermeneutics & Prolegomena	4	ST102 Doctrine of God & Man	4	ST103 Christology and Soteriology	4
PM101 Pastoral Theology & Ministry	4	PM102 Pastoral Care & Counseling	4	PM103 Leadership & Administration	4
SECOND YEAR					
BH101 Hebrew I	4	BH102 Hebrew II	4	BH103 Intro. to OT Exegesis	4
OT101 Pentateuch OR Hist'l Books	4	OT102 Prophets I OR Prophets II	4	OT103 Psalms & Wisdom Books	4
EM101 Foundations of C.E	4	EM102 Life Span Dev. & Learning	4	EM103 Effective Teaching & Learning	4
ME101 Cultural Anthropology	4	ME102 Biblical Theo. of Mission	4	ME103 Church Planting & Evangelism	4
THIRD YEAR					
PR 101 Homiletics	3	PR102 Expository Preaching	3	PR 103 Senior Preaching	3
CH101 Early & Medieval	4	CH102 Reformation & Awakening	4	CH103 Modern /OR CH104 Global Ch.	4
ST104 Doc. Of HS. Ch. & Last Things	4	PT101 Apologetics	3	ET 101 Christian Ethics & Social Issues	4

NOTES

1. Total Number of units for Master of Divinity Program: 126 units
2. The Schedule of the Distribution of courses will not change.
3. Master of Divinity with concentration

PASTORAL MINISTRY

Red Color – Required Courses

Yellow Color – Required Courses

Green Color – Elective

Blue Color – Elective

Option: ThM and DMin courses as elective for 3rd year MDiv

MISSIONS

Red Color – Required Courses

Blue Color – Required Courses

Yellow Color – Elective

Green Color – Elective

Option: ThM and DMin courses as elective for 3rd year MDiv

CHRISTIAN EDUCATION

Red Color – Required Courses

Green Color – Required Courses

Yellow Color – Elective

Blue Color – Elective

Option: ThM and DMin courses as elective for 3rd year MDiv

Appendix 2. Master of Arts Distribution of Courses (Reduced Units)

**DISTRIBUTION OF MASTER OF ARTS REQUIRED COURSES:
82 UNITS**

Master of Divinity Equivalent: 48 units

FALL		WINTER		SPRING	
FIRST YEAR					
BG101 Greek I	4	BG102 Greek II	4	BG103 Intro. to NT Exegesis	3
NT 101 NT I (Synoptic Gospels)	4	NT102 NT II (Acts & Pauline Epistles)	4	NT103 NT III OR NT 104 NT Theology	4
ST101 Hermeneutics & Prolegomena	4	ST102 Doctrine of God & Man	4	ST103 Doctrine of Christ and Salvation	4
PM101 Pastoral Theology & Ministry	4	PM102 Pastoral Care & Counseling	4	PM103 Leadership & Administration	4
EM101 Foundations of C.E	4	EM102 Life Span Dev. & Learning	4	EM103 Effective Teaching & Learning	4
ME101 Cultural Anthropology	4	ME102 Biblical Theo. of Mission	4	ME103 Church Planting & Evangelism	4
SECOND YEAR					
BH 101 Hebrew I	4	BH102 Hebrew II	4	BH103 Intro. to OT Exegesis	4
OT101 Pentateuch OR Hist'l Books	4	OT102 Prophets I OR Prophets II	4	OT103 Psalms & Wisdom Books	4
CH101 Early & Medieval	4	CH102 Reformation & Awakening	4	CH103 Modern /OR CH104 Global Ch.	4
PR 101/501 Homiletics	3	PR102/502 Expository Preaching	3	PR 103/503 Senior Preaching	3
EM 104 /504 Hybrid	3	EM105 /505 Hybrid	3	EM106 /506 Hybrid	3
ME105/505 Hybrid	4	ME105/505 Hybrid	3	ME106/506 Hybrid	3

CONCENTRATIONS

COLOR	BIBLICAL STUDIES	MISSIONS	CHRISTIAN EDUC	M.DIV EQv.
Teal	Required	One Language Rqd	One Language Rqd	Required
Red	Required	Required	Required	Required
Yellow	Elective	Elective	Elective	Elective
Green	Elective	Elective	Required	Elective
Blue	Elective	Required	Elective	Elective

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