

# INTERNATIONAL UNIVERSITY AND THEOLOGICAL SEMINARY



## Academic Catalog

JULY 2023 – JUNE 2024

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## **Greetings from the President**

I am so pleased to welcome you to International University & Theological Seminary (IUTS). The entire faculty and staff of IUTS is committed to providing you with a quality Christian higher education fulfilling the cause of Christ Jesus. We believe that you will understand biblical truth in a deeper way, build a meaningful relationship with the Lord, experience a spiritual uplifting, and develop a biblical worldview through your study and life at IUTS.

Our excellent educational programs will serve to prepare you to be of maximum use both in the church and in a global society for the purpose and glory of God. You will acquire rich biblical knowledge and ministerial/professional skills that enable you to render service needed to the church and society.

We will help you to pursue Christlike character and uphold passion for the Lord. We want to see you experience a meaningful transformation in your life at IUTS and go forth for wonderful ministries and successful career in the future.

On behalf of faculty and staff of IUTS, I invite you to join us walking with the gracious Lord for the advancement of His Kingdom.

Sincerely,

Jong Cho

President

## **Mission Statement**

International University & Theological Seminary (IUTS) exists to equip students to be faithful Christian leaders in the church and in society, through a Christ centered excellent higher education.

## **Institutional Objectives**

To fulfill its mission, International University & Theological Seminary pursues certain outcomes to be demonstrated in its graduate as follows.

- To demonstrate a deeper relationship with God
- To exhibit a Christ-like life and the fruits of the Holy Spirit
- To acquire in-depth knowledge of the Bible as the ultimate authority for faith and life
- To interpret the Bible and apply it to the contemporary life and society
- To uphold a biblical worldview to understand and respond to the contemporary society
- To think critically, communicate effectively, and research productively
- To effectively communicate the gospel of Christ Jesus
- To acquire proper ministry skills for serving in churches and in communities
- To lead with servant mind in the church and in the global society

## **Philosophy of Education**

International University & Theological Seminary (IUTS) upholds the primacy of the truth revealed in the Bible and incarnate in Jesus Christ. In this light, IUTS is based on a philosophy of education which recognizes the one true and living God of Trinity as the Author of life and the Bible as the ultimate norms for human life. IUTS believes that the Bible, God's Word must be central in all learning, and that it is our responsibility to provide the tools to embolden and encourage our students to spread the Word of God.

## **Statement of Faith**

International University & Theological Seminary conforms to the following statement of faith:

- The Bible is the only source of knowledge about God and His forgiveness, and is also the way in which He speaks to us today. It was written by people as they were directed and guided by God's Holy Spirit, and so it true and without error.
- There is only one true God. He has revealed Himself in three persons: Father, Son, and Holy Spirit.
- God the father is the Creator of the universe with all of its grandeur and beauty, and He alone sustains it with His almighty power. The crown of His creation was Adam and Eve, whom He made in His own image that they might live in fellowship with Him and care for His creation.
- Adam and Eve doubted and rebelled against God. Now every human being is born with a self-centered (sinful) nature. Attempts to change human nature or to please God demands

perfection. We are not perfect. Therefore, all of us need forgiveness and new life, which comes only from God in Jesus Christ.

- Jesus Christ is God the Son. In His perfect life on earth, He did what no one can do. Through His death on the cross, He took upon Himself the punishment for sin that was due all people. By defeating death and rising from the dead, Jesus showed the world that His sacrifice on the cross had been accepted by God the Father, paying for man's sin.
- God the Holy Spirit gives us this new relationship with Jesus. By giving us faith in who Jesus is and what Jesus did and continues to do, the Spirit brings about his forgiveness that is our thanks to God the Son. The Holy Spirit also encourages and nurtures us as we grow in our relationship with the Lord.
- The Church is the fellowship of all who have come to faith in Jesus Christ as their Savior and Lord. God has given His Church two great gifts to continue its growth: Baptism to create faith and sustain faith and The Lord's Supper to nurture faith. In His Supper, our Lord Jesus gives us His body and blood in and with the bread and wine.
- A Christian is a member of the Church not because of what he has done or who he is, but because God has called him into a relationship with Jesus Christ as Savior and Lord. While here on earth our imperfections remain with us, but thanks to Jesus we are already perfect in God's eyes.
- Christians are called to live for Jesus, seeking to serve and honor Him in all facets of life. Life cannot be divided into compartments where Jesus is not present. To know Him is the only way to know what true life is all about, and serving him is life's greatest privilege.
- Death is no longer something to be feared. Rather, all those who trust in Jesus will live in joy with him in heaven for eternity. Death is now simply a doorway to another level of intimacy with God.

## Statement of Ethical Values

### ACADEMIC INTEGRITY

We as faculty and students alike commit to honesty in all aspects of our work. Faculty are responsible for modeling in their lectures and publications the same standards for use of oral and written sources that they expect of students in students' oral and written work.

Academic integrity requires that as faculty:

- we will carefully acknowledge our dependence on the ideas of others, including those of our students, in publications, and as appropriate in lectures and in materials distributed in class;
- we will follow accepted standards in the construction and grading of examinations;
- we will challenge academic dishonesty when it occurs;
- we will seek to assure consistency in applying these standards by consulting with colleagues as we deal with questions and issues about academic integrity within our professional work.

Academic integrity requires that as students:

- we will rigorously follow accepted standards of citation for quoting directly or indirectly from published or unpublished sources;

- we will not, in take-home or in-class examinations,
  - provide or receive answers from other students during an examination
  - plagiarize the works of others
  - use informational aids such as "crib sheets" or other types of notes during an examination
  - do anything else that might reasonably be construed as cheating.

## **SEXUAL HARASSMENT**

IUTS does not tolerate sexual harassment and seeks freedom from all forms of harassment for students, faculty, staff and applicants who seek to join IUTS. Any person violating IUTS policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense. Harassment based on race, color, national origin, ancestry, religion, physical conduct or mental disability, marital status, sexual orientation or age includes behavior that is expressly prohibited by this policy which is in accordance with applicable state and federal law, and will not be tolerated.

## **NON-DISCRIMINATION**

International University & Theological Seminary notes that all persons are created in the image of God and equal and admits students of any race, gender, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students. Everyone has the equal opportunity and access in IUTS's educational programs, administration, and activities. IUTS also hires staff and faculty without discrimination in regard to the above. IUTS provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

## **SUBSTANCE ABUSE**

IUTS ensures its learning environment be free of unlawful or banned substances. Specifically, all members of IUTS community, which includes administration, faculty, staff, students and guests, must abstain from the consumption or use of alcohol, narcotics, and/or misuse of prescription drugs while on the IUTS campus and on any field trips or projects sponsored by the school. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies.

## **LAWS AND REGULATIONS OF THE U.S. GOVERNMENT**

The University also expects to meet and surpass basic laws and regulations of the U.S. government and the U.S. educational department.

## Exemption and Accreditation Status

### BUREAU OF PRIVATE POSTSECONDARY EDUCATION

This institution is a private institution operating under the California Education Code (CEC) section 94874(e)(1) by receiving exempt status from the Bureau for Private Postsecondary Education (BPPE). For more information, please refer to the **Bureau for Private Postsecondary Education (BPPE)**

Physical Address:

2535 Capitol Oaks Drive,  
Suite 400, Sacramento, CA 95833

Mailing Address:

P.O. Box 980818, West  
Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Fax Number: (916) 263-1897

### ASSOCIATION FOR BIBLICAL HIGHER EDUCATION

International University and Theological Seminary's degree programs are not accredited. A degree and degree program from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

International University and Theological Seminary received Applicant Status by the ABHE Accreditation Commission on November 15, 2018. This status is effective for a period of up to five years. ABHE is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). More information about ABHE can be obtained at <http://www.abhe.org>

Address 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822.

Phone: (407) 207-0808

e-mail: [info@abhe.org](mailto:info@abhe.org)

## Notice Concerning Transferability of Credits and Credentials Earned at Our University

The transferability of credits you earn at IUTS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, and/or certificate you earn in IUTS is also at the complete discretion of the institution to which you may seek to transfer.



If the credits, degree, diploma, and/or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your course work at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IUTS to determine if your credits, degree, diploma and/or certificate will transfer.

## **Bankruptcy**

International University & Theological Seminary (IUTS) has not pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.).

## **Compliance and Self-Monitoring**

The Board of Directors bears major responsibility for maintaining the institutions in compliance with the institutional purpose and the California Regulations, though the process engages the entire campus including CEO, CAO, CFO, faculty, staffs, and students. The institution's policies and procedures are developed, appropriately approved and disseminated for administrative operations and Academic/financial practices. The institution annually reviews its policies and procedures: the faculty, administrators, and the board participate in this process. Chief Academic Officer coordinate this process and the President presents the result to the board of directors for their review and approval. The board approves the policies and procedures annually and the board minutes confirm the approvals.

Prior to enrollment, the institution provides a prospective student or the general public, either in writing or electronically, with a school catalog. The catalog is reviewed and updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The faculty, administrators, and the board participate in the process of reviewing and updating the catalog: Chief Academic Officer coordinate this process and the President presents the result to the board of directors for their review and approval. The board approves the catalog each year and the board minutes confirm the approval.

## **Admissions Information**

### **ADMISSIONS REQUIREMENTS**

IUTS evaluates applicants in the light of the three criteria of genuine Christian faith, character, and academic ability. Each program requires applicants to submit relevant evidence to verify their qualifications.

#### **BACHELOR OF THEOLOGY**

- A completed application
- Graduation from high school with a minimum 2.0 GPA or General Equivalency Diploma (GED)
- An agreement to the faith statement of International University & Theological Seminary.
- Application fee: \$100

#### **MASTER OF DIVINITY**

- A completed application
- Bachelor's degree with a minimum GPA 2.5.
- An agreement to the faith statement of International University & Theological Seminary.
- Application fee: \$100

### **GRADUATION REQUIREMENTS**

#### **BACHELOR OF THEOLOGY**

- A completion of all required course work of 120 semester hours with at least a cumulative GPA of 2.0.
- A successful completion of at least 60 credits in residency at IUTS.
- A successful completion of the capstone course (PS 402 Senior Integrative Seminar)
- A settlement of all financial obligations to IUTS.

#### **MASTER OF DIVINITY**

- A completion of all required course work of 96 semester hours with at least a cumulative GPA of 2.5.
- A successful completion of at least 48 credits in residency at IUTS.
- A successful completion of the capstone project.
- A settlement of all financial obligations to IUTS.

### **INTERNATIONAL ADMISSIONS**

International University & Theological Seminary has an authority to issue I-20 for students from other countries. International students are subject to the admission policies of IUTS and to the regulations of the U.S. Citizenship and Immigration Services.

International students applying for admission must:

1. File all of the documents required of any new student. Transcripts of academic achievement submitted in a foreign language must be accompanied by a certified translation into English.
2. Demonstrate English proficiency. It is required that students demonstrate adequate reading, writing, and speaking skills in English, since all educational activities at IUTS are conducted in English. If your first language is not English, or if your previous education has been conducted in another language, you are required to demonstrate English proficiency of TOEFL score of 550 for paper-based test or 80 for internet-based test (iBT). Those applicants without the required TOEFL score should successfully complete 9 hours English courses with minimum average B grade (GS 101 English Grammar & Composition, GS 107 English for Theological Studies I, GS 108 English for Theological Studies II) during the first year they enrolled in their programs.
3. Submit a financial guarantee (USCIS Form I-134) that all incurred expenses while in attendance at IUTS will be underwritten. This financial guarantee must be from the source(s) that will provide the funds for study actually and living expenses. This can be accomplished by:
  - Provide proof that the student is sponsored by a responsible Christian organization which will commit itself to guarantee the necessary support and round-trip transportation for the student and his or her dependents (if they are to accompany the student to the seminary).
  - Demonstrate with a letter from a bank or savings institution that the student has on deposit sufficient funds to cover tuition, other school fees, living expenses for the student and family, and round-trip airfare.
  - Provide the same proof from other individuals or organizations that wish to contribute to the student's support that there are sufficient funds available to cover the student's financial commitment. If the dependents are remaining in their home country, IUTS strongly recommends that appropriate financial arrangements be made to care for them during the entire time the student is away, in addition to the student's expenses in the United States.
4. Maintain a full program of studies per semester. Part-time employment is allowed when permission has been granted by the United States government. Employment must not interfere with the student's studies.

#### **PRIOR LEARNING POLICY**

International University & Theological Seminary does awards of credit for prior experiential learning.

#### **ABILITY TO BENEFIT**

International University & Theological Seminary does not accept the ability to benefit examination.

## **TRANSFER OF CREDIT**

IUTS will accept transfer credits from other institutions subject to the following conditions and limitations:

- Credits earned at institutions that have been approved by the BPPE, or another appropriate and equivalent state agency, or institutions accredited by an accrediting agency recognized by the U.S.D.O.E. will be considered as equivalent to IUTS course work where the course descriptions and/or objectives are similarly to IUTS courses are transferred through official transcripts.
- Credits accepted in transfer must be at the grade level of 'C' or higher.
- B.Th.: Up to 90 Semester units
- M.Div.: Up to 18 Semester units
- IUTS reserves the right to deny credit for specific courses.

Students desiring to transfer credits must have an official transcript on file and must confer with the Academic Affair Office before or during their first semester at IUTS. IUTS will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on IUTS transcripts until the student's first semester at IUTS are satisfactorily completed.

## **ARTICULATION AGREEMENTS**

IUTS currently maintains an articulation agreement with St. Luke University.

## **ADMISSIONS NOTIFICATION AND REGISTRATION**

The Director of Admissions will inform applicants of the decision by mail within fourteen (14) business days after having reviewed the application. All matriculated students are required to register for the following semester by the scheduled registration deadline, which is usually four to five weeks before the start of the new semester. These deadlines are posted on the official bulletin board. Continuing registration fees are \$20.00 per semester. A late registration fee of \$20.00 is assessed to students who do not register within the deadline.

## **SIGNING THE ENROLLMENT AGREEMENT**

First-time freshman and Transfer students are required sign an Enrollment Agreement outlining the entire course of study, tuition and fees, and a statement that International University & Theological Seminary reserves the right to raise tuition at any time. The enrollment agreement signed by a prospective student will not become valid and binding until the student makes an initial visit to IUTS or attends the first class of instruction. Prospective students are encouraged to visit the campus prior to the first day of class for a tour of campus facilities, to ask questions about the program, and to obtain other information that may affect the student's decision to enroll.

## **WITHDRAWAL FROM THE INSTITUTION**

Those who want to withdraw temporarily from IUTS, but with the intent to remain as continuing students, should obtain the approval of the Academic Dean. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who fail to register for two (2) consecutive semesters without the Academic Dean's approval will be considered as withdrawn from IUTS. Such students must apply for re-admission if they wish to complete their program of study at IUTS. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from IUTS. Notification must be in writing. The following must take place for any student to withdraw from IUTS:

- Notify the Academic Dean or Registrar of intent to withdraw by completing a Withdrawal Notice form.
- Clear all outstanding debt with IUTS.

## **READMISSION POLICY**

Former students who have been absent from IUTS at least one semester (not including study abroad or an approved leave of absence), must reapply for admission. Those who wish to be considered for reinstatement following suspension must also have approval from the Academic Dean. Official transcripts from other institution or attempted/completed coursework must be submitted to be evaluated. No one will be permitted to register for classes until officially readmitted or reinstated to IUTS. Students who have been absent from IUTS for one or more years will be subject to degree requirements in the catalog of the re-entry year.

## **CAMPUS VISITS**

International University & Theological Seminary encourages prospective students and their parents to visit its campus. The campus visit coordinator is pleased to arrange individual visits for students and their families and/or register students to attend one of our regularly scheduled Preview Days. Opportunities to meet with faculty, students, and admission and financial aid staff, and to participate in classes and become familiar with the living and learning atmosphere at IUTS, can be experienced firsthand during a campus visit. The Office of Admissions is open from 9:00 a.m. to 5:00 p.m. on weekdays. Appointments for campus visits should be made in advance of the desired date by calling the Office of Admission.

## Academic Programs

International University & Theological Seminary offers two educational programs: Bachelor of Theology (B.Th.) and Master of Divinity (M.Div.).

### BACHELOR OF THEOLOGY (B.TH.)

#### PROGRAM DESCRIPTION

This program is designed to equip students with rich biblical understanding, Christlike character, and ministry ability to effectively serve in the church and in society. The program consists of 120 semester hours: 36 hours General Studies, 48 hours Bible/Theology, 32 hours Professional Studies, and 4 hours Spirituality Formation. The course of study usually spans a period of four years. Students must complete their study within six years, beginning on the date of their first registration for courses. Those who carry twelve or more hours are considered full-time students. Those carrying fewer than twelve hours are considered part-time students.

#### PROGRAM LEARNING OUTCOMES

Upon completion of the program, students will be able to:

1. Articulate the meaning of biblical passages in the light of their historical and cultural context.
2. Demonstrate an understanding of the development and essentials of Christian doctrine.
3. Exhibit a Christlike character and lifestyle.
4. Evidence the ability to communicate biblical truth and the gospel with others.
5. Demonstrate ministry skills and leadership ability to serve in the church or in community.

#### CURRICULUM

(Each course is awarded 4 credit hours except spirituality formation.)

**General Studies** (36 Semester hours: 20 hours Core; 16 hours Electives)

**Communication** (8 hours)

GS 110 English Grammar & Composition (4)

GS 120 English for Theological Study I (4)

**Humanities** (4 hours)

GS 130 World Civilization (4)

**Social/Behavioral Sciences** (4 hours)

GS 140 Introduction to Psychology (4)

**Natural Science/Computer** (4 hours)

GS 150 Creation and Science (4)

**General Studies Electives** (16 hours)

GS 160 American Government (4)

GS 170 Introduction to Microsoft Office (4)

GS 180 English for Theological Study II (4)  
GS 190 Computer and Ministry (4)  
GS 210 Introduction to Comparative Religion (4)  
GS 220 Introduction to Philosophy (4)  
GS 230 Introduction to Sociology (4)  
GS 240 Cultural Anthropology (4)

**Bible/Theology** (48 hours total: 32 hours Core; 16 hours Electives)

BT 250 Introduction to Old Testament (4)  
BT 260 Introduction to New Testament (4)  
BT 310 Introduction to Pentateuch (4)  
BT 320 Introduction to Historical Books (4)  
BT 330 Introduction to Prophets (4)  
BT 340 Introduction to Gospels (4)  
BT 350 Introduction to Pauline Epistles (4)  
BT 360 Introduction to Common Epistles (4)

**Bible/Theology Electives** (16 hours)

BT 361 The Book of Romans (4)  
BT 371 Introduction Major Prophets (4)  
BT 372 Introduction to Minor Prophets (4)  
BT 380 Wisdom Literature (4)  
BT 381 Psalms (4)  
BT 390 Prison Epistles (4)  
BT 395 Introduction to Revelation and Daniel (4)  
BT 407 Introduction to Biblical Hebrew (4)  
BT 408 Introduction to Biblical Greek (4)

**Professional Studies** (32 hours total: 16 hours Core; 16 hours Electives)

TH 410 Foundations of Christian Theology (4)  
TH 420 Christian Ethics (4)  
TH 430 Introduction to Church History (4)  
TH 440 Introduction to Christian Education (4)

**Professional Studies Electives** (16 hours)

TH 405 Introduction to Gospel and Law (4)  
TH 441 Youth Ministry (4)  
TH 445 Church Administration (4)  
TH 450 Introduction to Hermeneutics (4)  
TH 460 History of Christian Thoughts (4)  
TH 470 Introduction to Worship and Liturgy (4)  
TH 480 Introduction to Preaching (4)  
TH 481 Preaching Practicum (4)  
TH 483 Ministrant Practicum (4)  
TH 485 Missiological Practicum (4)  
TH 487 Evangelism (4)

TH 490 Leadership in Ministry (4)

**Spirituality Formation** (4 hours total)

SF 501 Spirituality Formation I (1)

SF 502 Spirituality Formation II (1)

SF 503 Spirituality Formation III (1)

SF 504 Spirituality Formation IV (1)

**B.TH. COURSE DESCRIPTIONS**

**General Studies**

GS 110 English Grammar & Composition: A review of English grammar including sentence structure and composition. Prerequisite: None.

GS 120 English for Theological Study I: An elementary level English for theological studies. Required for those who are not with the required TOEFL scores. Prerequisite: None.

GS 130 World Civilization: An examination of world civilizations from the ancient period to modern times. This course explores world civilizations in light of geography, economic organization, politics and law, war, technology, religion, philosophy, science and arts, and social relations. Prerequisite: None.

GS 140 Introduction to Psychology: A survey of the basic principles of psychology in light of a Christian worldview. Prerequisite: None.

GS 150 Creation and Science: This course examines science in the light of Scripture and how creationism and science are related to each another. It helps students defend and claim the truth of God and His creation in the society that advocates evolutionism. Prerequisite: None.

GS 160 American Government: An introductory study of American politics and government. The course explores key concepts in American political life and the sources of political conflict in contemporary American society. Students will be able to be an informed and reflective critic and participant of the societal and political system. Prerequisite: None.

GS 170 Introduction to Microsoft Office Applications: An Introductory study of the Microsoft applications: Word, Excel, Access, and PowerPoint. It addresses the procedures for creating documents, databases, and presentations for course work, professional purposes, and the local church. Prerequisite: None.

GS 180 English for Theological Studies II: An intermediate level English for theological studies. Required for those who are not with the required TOEFL scores. Prerequisite: None.

GS 190 Computer and Ministry: A survey of computer technology and information systems in application to Christian ministry. Students will acquire an understanding and skills of how the use of hardware and software for ministry. Prerequisite: None.

GS 210 Introduction to Comparative Religion: This course is a comparative study of religion and religious traditions. Fundamentals of several religious traditions are reviewed with various approaches of scholars use to understand religion. Prerequisite: None.



GS 220 Introduction to Philosophy: An examination of the major philosophers, their ideas, and backgrounds, as well as their influence on the history of the world in the light of biblical teaching. Prerequisite: None.

GS 230 Introduction to Sociology: An introductory study of sociological perspectives on human behavior and society. It explores basic sociological concepts as well as identity, economic foundations, religion, and modernity. Prerequisite: None.

GS 240 Cultural Anthropology: A study of cultures and customs of the world to identify their meanings and importance in societies. It will address how cultural commonalities and differences are related to Christian witness and ministry. Prerequisite: None.

### **Bible/Theology**

BT 250 Introduction to Old Testament: A survey of the entire Old Testament Scriptures. This course addresses the authorship, time of writing, themes, historical backgrounds, and key issues. Prerequisite: None.

BT 260 Introduction to New Testament: A survey of the entire New Testament Scriptures. This course addresses the authorship, time of writing, themes, historical backgrounds, and key issues. Highlighted are the life and ministry of Christ, the establishment of the church, and teachings concerning the believer's faith and practices. Prerequisite: None.

BT 310 Introduction to Pentateuch: A study of the purpose, background, and message of the five books of Moses. Emphasis is placed on the birth and development of the nation of Israel with special attention to the development of the covenant between God and His people. Prerequisite: Recommend BT 250.

OT 320 Introduction to Historical Books: The course focus is 12 Historical Books (Joshua-Esther) and its interpretation in the context of the Church in mission. This means attention to the content of the Historical Books, its historical-cultural context, questions of interpretive method, and questions of contemporary application. Prerequisite: Recommend BT 250.

BT 330 Introduction to Prophetic Books: A study of the seventeen Old Testament books of prophets. This course gives attention to the historical background, purpose, and message of each book. Prerequisite: Recommend BT 250.

BT 340 Introduction to Gospels: A study of the first four books of the New Testament with special emphasis on the person and work of Jesus Christ. Prerequisite: Recommend BT 260.

BT 350 Introduction to Pauline Epistles: This course is a general introduction to the letters of Paul and Pauline studies. Attention is given to the first-century contexts (Judaism; Greco-Roman society; early church) of the documents, to the methodological issues of interpretation and to the use of these texts in the church today. Prerequisite: Recommend BT 260.

BT 360 Introduction to Common Epistles: An introduction of the epistles of James, Peter, John, and Jude, with emphasis on each book's background, structure, purpose, and theological themes. It addresses the significance and application of these books for contemporary church. Prerequisite: Recommend BT 260.

BT 361 The Book of Romans: A careful examination of Paul's letter to the Roman church, in terms of authorship, date, purpose, and theological themes along with a detailed study of the text. Prerequisite: Recommend BT 260.

BT 371 Introduction to Major Prophets: This survey course studies the Hebrew prophetic literature. It examines the historical, theological, literary, and canonical perspectives of selected texts as well as the prophetic traditions that inform and shape the Hebrew Prophets. Prerequisite: Recommend BT 250.

BT 372 Introduction to Minor Prophets: This introduction course studies the Hebrew prophetic literature, namely, focusing on Latter Prophets (Hosea-Malachi). It examines the historical, theological, literary, and canonical perspectives of selected texts as well as the prophetic traditions that inform and shape the Hebrew Prophets. Prerequisite: Recommend BT 250.

BT 380 Wisdom Literature: A study of the four Old Testament books (Job, Proverbs, Ecclesiastes, Song of Songs). Various types of wisdom literature emphasizing poetic devices and principles of interpretation. Prerequisite: Recommend BT 250.

BT 381 Psalms: The course involves reading the whole of Psalm, section by section, and gaining a grasp of the contents and nature of each of the sections (Chs. 1-41; 42-72; 73-89; 90-106; 107-150). It also studies about ten verses in Hebrew from each section and offers students practice in analyzing passages with a view to preaching on them and seeking to discern how they speak to the church today. Prerequisite: Recommend BT 250.

BT 390 Prison Epistles: A study of the background, structure, purpose, authorship, and theological aspects of the books of Ephesians, Philippians, Colossians, and Philemon. Emphasis is given to the implication of these books on contemporary church. Prerequisite: Recommend BT 260.

BT 395 Revelations and Daniel: The course will look closely at the distinctive theological ideas of the Revelation and Daniel including the doctrine of God, the person and work of Jesus Christ, the Holy Spirit, the church, election, conversion, faith and knowledge, ethics and eschatology. Prerequisite: Recommend BT 260.

BT 407 Introduction to Biblical Hebrew: An Introductory study of the classical Hebrew language of the Old Testament including Hebrew grammar, vocabulary, and reading the Old Testament texts. Prerequisite: None.

BT 408 Introduction to Biblical Greek: An introductory study of the original language of the New Testament including word formation, sentence structure, vocabulary, and practice reading from the New Testament. Prerequisite: None.

### **Professional Studies**

TH 410 Foundation of Christian Theology: This is the basic principles of Christian Theology, which expresses our faith. It is to define Christian Identity of what we believe. We set Christian theology at a Biblical position apart from other theological subjects. Emphasizes independent thinking. Prerequisite: Recommend BT 250, 260.

TH 420 Christian Ethics: A study of biblical ethics for application in contemporary church and society. Prerequisite: Recommend BT 250, 260.

TH 430 Introduction to Church History: An overview of the history of Christianity and Christian church from Apostolic times to the present. The course addresses key church leaders/theologians, doctrinal/theological development, church governance, church-state relations, martyr, revivals, and awakening movements. Prerequisite: None.

TH 440 Introduction to Christian Education: It is a survey of the Biblical historical, and philosophical developments of education, studying men and movements in various countries and in different times in their quest of Christian freedom and service. Prerequisite: Recommend BT 250, 260.

TH 405 Introduction to Gospel and Law: This class shows that the Scripture is both the Law and the Gospel. All of God's Word is to be rightly understood and interpreted by the Law and the Gospel. Prerequisite: Recommend BT 250, 260.

TH 441 Youth Ministry: This course aims to equip students to assist church and parents in reaching and teaching young people with biblical truth. Prerequisite: Recommend TH 440.

TH 445 Church Administration: A study of the operation of a local church. Subjects include church organization, administration, membership, officers, ordinances, government, and ordination. Prerequisite: Recommend BT 250, 260.

TH 450 Introduction to Hermeneutics: A study of biblical interpretation, its history, its basic principles, methods, and its application. Prerequisite: Recommend TH 410.

TH 460 History of Christian Thoughts: This is a survey course that is designed to cover the development of Christian thought and the formation of various confessional groups in the Western theological tradition from the early churches. Emphasizes independent thinking. Prerequisite: Recommend BT 250, 260.

TH 470 Introduction to Worship and Liturgy: A study of the biblical foundations of worship, the historical development of Christian liturgy, and contemporary worship styles. Attention will be given to the planning and ordering of worship and the role of prayer and music. Prerequisite: Recommend BT 250, 260.

TH 480 Introduction to Preaching: A study of biblical preaching. Special attention is given to different types of preaching with the emphasis on the expository sermon. Prerequisite: Recommend BT 250, 260.

TH 481 Preaching Practicum: Sermons preached by students in class, electronically-recorded sermons, and class lecture and discussion will serve as the basis for a study of preaching content, structure, and style. Prerequisite: Recommend BT 250, 260.

TH 483 Ministrant Practicum: A ministry practice by participating in a local church or Christian organization, guided by an instructor. The instructor serves as student mentor, engaging students in reflection groups, case studies, and ministry experience reports. Prerequisite: Recommend BT 250, 260.

TH 485 Missiological Practicum: Fieldwork under the supervision of a pastor. Work to be arranged with an appointed church minister's office. Prerequisite: Recommend BT 250, 260.

TH 487 Evangelism: A study of effective witnessing for Christ. Instruction includes handling and answering difficult questions. Emphasis is given on discipleship of new believers. Prerequisite: Recommend BT 250, 260.

TH 490 Leadership in Ministry: An overview of biblical components including character essential for effective leadership in ministry. Students learn strategies for team-building, conflict management, and leading for positive change in light of biblical teaching. Prerequisite: Recommend BT 250, 260.

### **Spirituality Formation**

SF 501 Spirituality Formation I (1 unit), SF 502 Spirituality Formation II (1 unit), SF 503 Spirituality Formation III (1 unit), SF 504 Spirituality Formation IV (1 unit) through chapel services and prayer practice. Prerequisite: Recommend BT 250, 260.

## **MASTER OF DIVINITY (M.DIV.)**

### **PROGRAM DESCRIPTION**

This graduate program is a required degree program in general for professional clergy and minister. The study of the program includes biblical worldview, biblical interpretation, theology, spiritual formation, Christian liturgy, servant leadership principles, evangelism and other professional ministry skills. The program consists of 96 semester hours: 72 hours Required (28 hours Biblical Theology, 8 hours Systematical Theology, 8 hours Historical Theology, 20 hours Practical Theology and Ministry, 4 hours Spirituality Training, 4 hours Graduate Capstone Project) and 24 hours Electives. The course of study usually spans a period of four years. Students must complete their study within six years, beginning on the date of their first registration for courses. Those who carry eight or more hours are considered to be full-time students. Those carrying fewer than eight hours are considered to be part-time students.

### **PROGRAM LEARNING OUTCOMES**

Upon completion of the program, students will be able to:

1. To articulate the backgrounds and purpose of the Old and New Testament Scriptures.
2. To describe the development of Christian doctrine and church.
3. To interpret the Bible and apply it to contemporary life and society.
4. To demonstrate Christlike character and lifestyle.
5. To effectively communicate the gospel and biblical truth.
6. To faithfully serve and lead in churches and in society for the cause of Christ.

### **CURRICULUM**

(Each course is awarded 4 credit hours except spiritual training.)

#### **Biblical Theology (28 hours)**

BT 510 Old Testament Survey (4)

BT 520 New Testament Survey (4)

BT 530 Pentateuch (4)

BT 540 Gospels (4)

BT 550 Biblical Hebrew I (4)

BT 560 Biblical Greek I (4)

BT 570 Biblical Hermeneutics (4)

**Systematic Theology** (8 hours)

ST 571 Systematic Theology I (4)

ST 572 Systematic Theology II (4)

**Historical Theology** (8 hours)

HT 581 Church History (4)

HT 582 History of Christian Doctrine (4)

**Practical Theology and Ministry** (20 hours)

PT 571 Worship and Liturgy (4)

PT 572 Homiletics (4)

PT 573 Pastoral Counseling (4)

PT 574 Pastoral Ethics (4)

PT 580 Church Internship (4)

**Spiritual Training** (4 hours)

PT 501 Spirituality Training (1)

PT 502 Spirituality Training (1)

PT 503 Spirituality Training (1)

PT 504 Spirituality Training (1)

**PT 599 Graduate Capstone Project** (4 hours)

**Electives** (Choose 24 hours from the following)

BT 535 Major Prophets (4)

BT 536 Minor Prophets (4)

BT 537 Historical Books (4)

BT 538 Poetic & Wisdom Literature (4)

BT545 Pauline Theology (4)

BT 546 General Epistles (4)

BT 547 Johannine Works (4)

BT 548 Romans and Galatians (4)

BT 551 Biblical Hebrew II (4)

BT 561 Biblical Greek II (4)

PT 568 Reformation Theology (4)

PT 575 Bible Study and Educational Ministry (4)

PT 576 Evangelism (4)

PT 578 World Religions and Christian Missions (4)

PT 579 Global Expansion of Christian Missions (4)

### **M.DIV. COURSE DESCRIPTIONS**

BT 510 Old Testament Survey: An introductory study of the text, canon, foundation, and conclusions of modern historical-critical methods; special introduction of each Old Testament book. Prerequisite: None.

BT 520 New Testament Survey: An introductory study of the historical background of the New Testament including the formation, history, extent, and transmission of the canon. Includes a special introduction to each New Testament book. Prerequisite: None.

BT 530 Pentateuch: A course which introduces the student to the critical issues of the Pentateuch writing, including its collection and a study of the theological issues which it addresses. Prerequisite: Recommend BT 510.

BT 535 Major Prophets: An in-depth study of the books of Isaiah, Jeremiah, and Ezekiel. Prerequisite: Recommend BT 510.

BT536.Minor Prophets: An in-depth study of the books of Daniel, Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi. Prerequisite: Recommend BT 510.

BT 537 Historical Books: A study of the books of Joshua through Esther with special emphasis on a historical overview of this period. Prerequisite: Recommend BT 510.

BT 538 Poetic & Wisdom Literature: Various types of poetic and wisdom literature emphasizing poetic devices and principles of interpretation. Prerequisite: Recommend BT 510.

BT 540 Gospels: A study of the inter-testament period and the first four books of the New Testament with attention given to their formation, relationship to the first century Christian Church, critical issues, and theology. Prerequisite: Recommend BT 520.

BT545 Pauline Theology: An introduction to both the primary and secondary literature related to Paul's theology, with the focus on conversion and revelation, Israel and the law, anthropology, Christology, soteriology, ecclesiology, ethics, and eschatology. Prerequisite: Recommend BT 520.

BT 546 General Epistles: A study of the epistles of 1 and 2 Peter, 1, 2, and 3 John, James and Jude. The context and specific issues in each book and their significance for contemporary life will be explored. Prerequisite: Recommend BT 520.

BT 547 Johannine Works: An overview of the main teachings and problems of interpretation of the New Testament books of Apostle John. Prerequisite: Recommend BT 520.

BT 548 Romans and Galatians: An exegetical study of the books of Romans and Galatians in light of its foundation for Christian theology. Prerequisite: Recommend BT 520.

BT 550 Biblical Hebrew I: A study of the exegetically significant categories of Hebrew grammar and the resources available for understanding these categories; attention is given to significant Old Testament texts involving grammatical questions and to the place of grammar in exegesis. Prerequisite: None.

BT 551 Biblical Hebrew II: An in-depth study of the exegetically significant categories of Hebrew grammar and the resources available for understanding these categories; attention is given to significant Old Testament texts involving grammatical questions and to the place of grammar in exegesis. Prerequisite: Recommend BT 550.

BT 560 Biblical Greek I: A study of the exegetically significant categories of Greek grammar and the resources available for understanding these categories; attention is given to significant New Testament texts involving grammatical questions and to the place of grammar in exegesis. Prerequisite: None.

BT 561 Biblical Greek II: An in-depth study of the exegetically significant categories of Greek grammar and the resources available for understanding these categories; attention is given to significant New Testament texts involving grammatical questions and to the place of grammar in exegesis. Prerequisite: Recommend BT 560.

BT 570 Biblical Hermeneutics: A study of the principles for sound interpretation and application of the Bible, including analysis of presuppositions, general rules and specialized principles for the various biblical genre and phenomena. Prerequisite: Recommend BT 510, 520.

HT 581 Church History: A study of the foundations and development of the Christian Church from the first century to the present. Prerequisite: None.

HT 582 History of Christian Doctrine: An introduction to the theological and historical study of individual theologians and schools of theological thought from the early church to present days. Emphasizes research and independent thinking. Prerequisite: Recommend BT 510, 520.

PT 501 Spirituality Training I (1 unit), PT 502 Spirituality Training II (1 unit), PT 503 Spirituality Training III (1 unit), PT 504 Spirituality Training IV (1 unit), Spirituality Training through chapel services and prayer. Prerequisite: Recommend BT 510, 520.

PT 568 Reformation Theology: An introduction to Reformed theology through a study of the Reformation era, the subsequent developments and more current shape and issues of the reformed theology. Prerequisite: Recommend BT 510, 520.

PT 571 Worship and Liturgy: A study of the nature, types, and methods of Christian worship and liturgy. Prerequisite: Recommend BT 510, 520.

PT 572 Homiletics: An introduction to the skill of sermon construction and delivery. Students are given opportunities to preach followed by an evaluation for improvement and further development. Prerequisite: Recommend BT 510, 520.

PT 573 Pastoral Counseling: A study of the biblical principles to Christian counseling. Application and implementation of a biblical model of counseling will be emphasized. Prerequisite: Recommend BT 510, 520.

PT 574 Pastoral Ethics: A study of the ethical issues unique to the pastor, his family and the congregation. Includes a discussion of the practice of church discipline as it relates to scripture and society. Prerequisite: Recommend BT 510, 520.

PT 575 Bible Study and Educational Ministry: A study of the church's Bible study and educational ministry. Effective Bible study and education methods are presented and applied. Prerequisite: Recommend BT 510, 520.

PT 576 Evangelism: An examination of the principles and methods of evangelism and church growth. Special attention is given to the training of others to engage in evangelistic ministry and church growth. Prerequisite: Recommend BT 510, 520.

PT 578 World Religions and Christian Missions: A survey of the religious systems present in the world and an analysis of evangelistic outreach among their members. Prerequisite: Recommend BT 510, 520.

PT 579 Global Expansion of Christian Missions: This course surveys the missionary activity that spread the Christian faith over the world, from the formation of the early church down to this 21<sup>st</sup> century. Attention will be given to the characteristics of mission engagement through ages; motivations, principles, methods, and unique trends in doing missions. Students will gain valuable insights for doing missions both. Prerequisite: Recommend BT 510, 520.

PT 580 Church Internship (4): Field work under the supervision of a pastor. Work to be arranged with the Academic Dean's office. Prerequisite: Recommend BT 510, 520.

PT 599 Graduate Capstone Project: A capstone project requiring students to demonstrate an ability to synthesize and apply concepts and skills acquired from the program of study to their ministry contexts. Prerequisite: Recommend BT 510, 520.

ST 571 Systematic Theology I: An introduction to the foundation of theology with particular attention to the doctrine of God, Christ, the Bible (including authority, origins, and canonicity) and humanity. Prerequisite: Recommend BT 510, 520.

ST 572 Systematic Theology II: A study of the nature of salvation, the Church, and last things. Emphasizes such topics as the nature and authority of the Church, the function and ministry of the Church, different interpretation of millennium, death, resurrection, judgment, heaven, and hell. Prerequisite: Recommend ST 571.



## Financial Information

### TUITION AND FEES

Tuition and fees may be paid in person or by mail. The Student Accounts Office accepts payment by cash, check, or Visa Card. Billing for tuition and fees is done on a semester bases, although the student may make one payment in full for the entire academic year. Instructions for payment are available to students at the time of registration. It is the student's responsibility to obtain and pay bills on time. Students who fail to do so are charged a late registration fee. IUTS reserves the right to make any changes in the schedule of hours or in the courses of study. An installment payment plan may be arranged. For details concerning an installment payment plan, consult with IUTS's Financial Officer.

#### TUITION

Bachelor of Theology Program (per semester hour)	\$170
Master of Divinity Program (per semester hour)	\$200

#### FEES

Application Fee (one time non-refundable)	\$100
Registration Fee (per semester)	\$20
Late Registration Fee	\$20
Drop/Add Fee (per course)	\$20
Catalog Fee	\$10
Library Fee (per semester)	\$10
Student Activity Fee	\$30
Transcript (per copy)	\$10
Misc. Certificate Fee (per copy)	\$10
Transfer Credit Fee (per credit)	\$15
Graduation Fee (Bachelor)	\$200
Graduation Fee (Master)	\$250
Returned Check Fee	\$20
Degree Replacement Fee	\$50

Students should be aware of the expense for textbooks, in addition to tuition and fees. It is the students' responsibility to purchase textbooks.

#### OTHER EXPENSES (ESTIMATES)

Textbooks	\$300
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IUTS may withhold permission to register, take the final examination, use campus facilities, receive services, if the student fails to make payments owed to IUTS until the debt is paid or suitable arrangement for payment has been made with the Financial Officer.

## AN ESTIMATED TOTAL CHARGE FOR A SEMESTER

### Bachelor of Theology Program

Academic Semester Charges	Amount
Tuition (16 hours x \$170)	\$ 2,720
Student Activity Fee	\$ 30
Books	\$ 300
Library Fee	\$ 10
Any Other Institutional Charge or Fee	\$ 100
<b>Academic Semester Estimated Total</b>	<b>\$3,160</b>

### Master of Divinity Program

Academic Semester Charges	Amount
Tuition (12 hours x \$200)	\$ 2,400
Student Activity Fee	\$ 30
Books	\$ 300
Library Fee	\$ 10
Any Other Institutional Charge or Fee	\$ 100
<b>Academic Semester Estimated Total</b>	<b>\$ 2,840</b>

### Estimated Total Charges for the Entire Program

Academic Programs	Estimated Total Charges
Bachelor of Theology (122 hours)	\$ 25,280
Master of Divinity (98 hours)	\$ 22,720

## REFUND POLICY

The student has the right to cancel the 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. Those students who want to cancel the enrollment agreement or withdraw from IUTS shall obtain a refund by the following policies and procedures:

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete. In order to cancel this enrollment agreement with IUTS, the student shall mail or deliver a signed and dated form of "Leave of Absence" or "Withdrawal Notice" along with "Refund Application" to the Academic affair office. Then, the refund shall be made to the student within

45 days following IUTS's receipt of the cancellation notice. The refund excludes non-refundable application and registration fees.

The following pro rata refund schedule applies:

**Weekly Refund Chart**

100% Refund	Friday, 1 <sup>st</sup> week of the semester
90% Refund	Friday, 2 <sup>nd</sup> week of the semester
80% Refund	Friday, 3 <sup>rd</sup> week of the semester
70% Refund	Friday, 4 <sup>th</sup> week of the semester
60% Refund	Friday, 5 <sup>th</sup> week of the semester
50% Refund	Friday, 6 <sup>th</sup> week of the semester
40% Refund	Friday, 7 <sup>th</sup> week of the semester
30% Refund	Friday, 8 <sup>th</sup> week of the semester
20% Refund	Friday, 9 <sup>th</sup> week of the semester
10% Refund	Friday, 10 <sup>th</sup> week of the semester

**FINANCIAL ASSISTANCE**

At present, IUTS is not able to offer federal financial aid to students, such as the Pell Grant and Stafford Student Loan Programs. However, IUTS awards a limited number of partial tuition scholarships to the truly needy and deserving students who meet the following qualifications:

- a. The applicant must be accepted for admission.
- b. The applicant must submit a scholarship application for award with requested documents.
- c. The applicant must have/maintain cumulative grade point average (GPA) of 3.5 or higher.
- d. The applicant must provide proof that their financial needs satisfy the requirements for awarding financial assistance established by the Scholarship Committee of IUTS.

All financial assistance is awarded on a year-to-year basis. Students who are admitted on provisional basis will not be eligible to receive any financial assistance.

## **Academic Policies**

### **CONTINUING REGISTRATION**

Students are expected to enroll in each consecutive semester. Students must notify the Registrar if they do not intend to register in a given semester. Students are allowed to apply for and take a leave of absence for two consecutive semesters without penalty. Any student who does not register for the next semester after the expiration of a Leave of Absence must apply for re-admission and be approved by the Admissions Committee. The student is subject to all current academic and administrative policies and procedures, including any new degree requirements in effect at the time of re-admission.

### **COURSE REGISTRATION REQUIREMENTS**

Returning students are required to register for the next semester courses by the scheduled registration deadline and pay tuition and related fees. The registration deadline is usually four to six weeks before the beginning of the new semester. A \$20 late fee is charged to those students who do not register by the posted deadline. IUTS expects that students will enroll in each consecutive semester. Students must notify the Registrar in writing if they do not plan to register for a semester.

### **LATE REGISTRATION**

Students who have not officially registered by the last day of the registration period may be allowed to enroll in courses by the end of the first week of a semester after completing late registration and paying the late registration fee of \$20. Students cannot register later than the last day for Add/Drop deadline. No enrollment is permitted if a student has missed more than one (1) week of classes. Students returning from a leave of absence or from withdrawal status are allowed up to the last day for Add/Drop to enroll in classes without paying the late Registration Fee.

### **ADDING AND DROPPING COURSES**

Students can add or drop a course by the end of first week of a semester. An Add/Drop form must be submitted to the Registrar's office before the deadline. No more than two courses may be dropped. An equivalent number of courses may be added without penalty (financial or attendance). Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

- All add/drop forms are subject to approval of the Academic Dean and Financial Aid Officer (if applicable).
- For dropped courses, refunds are calculated from the date the Add/Drop form is delivered to the Registrar's office.
- A grade of W (Withdrawal) will be placed on the student's transcript for a course officially dropped after the start of the second week.

## **COURSE WITHDRAWAL**

Students can withdraw from courses by the end of the first week of the semester without affecting their grade point average (GPA). Thereafter students must obtain permission from the Academic Dean to withdraw. Withdrawal from enrolled classes after the Add/Drop period, but before the 14th week of the semester will result in a "W" grade recorded in the official transcript. All withdrawals must receive permission from the Dean. Students who withdraw from a course must repeat that course in order to receive full credit. Refunds for course withdrawals shall be made according to the IUTS's tuition refund policy.

## **AUDITING**

Those who want to audit one or more courses may do so and must complete an audit application form. Audit classes are not incorporated in calculating overall grade point average.

## **GRADING SYSTEM**

Students must have a "C" average to graduate. IUTS uses the following four-point grade scale:

GRADE POINTS	LETTER GRADE	SCORES
4.0	A	93+
3.7	A-	90-92
3.3	B+	88-89
3.0	B	83-87
2.7	B-	80-82
2.3	C+	78-79
2.0	C	73-77
1.7	C-	70-72
1.3	D+	68-69
1.0	D	63-67
0.7	D-	60-62
0.0	F	59 or less

- A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C Sufficient grasp of facts and a general competence of subject.
- D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F Failure to achieve minimal quality or production of work.
- W Withdrawal from a class.

- I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an “F.”

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

IUTS provides the SAP policy to ensure students to successfully complete all the required courses. All students must maintain a minimum of a 2.0 cumulative GPA (undergraduate), 2.5 cumulative GPA (graduate) in order to meet graduation requirements.

The standards of SAP are maintained at all times in order for students to graduate in a timely manner from IUTS. Failure to maintain SAP can lead to academic probation and eventual dismissal from IUTS. The maximum time allowed for any student to complete IUTS's programs is 12 semester or 6 calendar years.

### **REPEATING COURSES**

Student may repeat only the courses in which D, D-, F, or W grade was given. Whenever a course is repeated for credit, only the highest grade earned will be the official grade and will be used for computing the grade point average. However, original grades will also be shown in the student's transcript. Grades of F (failure), W (withdrawn), R (repeat) and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully completed. The student must repeat any required course in which a grade of F or W is received.

A W grade is not replaced when a student repeats the course, but remains part of the student's permanent record. To receive an incomplete (I), the student must petition by the last week of the term for an extension to complete the required coursework.

### **GRADE CHANGE**

To change a grade, the instructor must provide the Academic Dean with appropriate reasons and evidence for the change in writing. Change of Grade Forms must be submitted by faculty to the Academic Dean before the change can be processed by the Registrar. Students wishing to contest a grade must do so in writing to the Academic Dean by the end of the first week of the following semester. Any grade change requests made after this day will not be honored.

### **SEMESTER SYSTEM**

Each Academic year at International University & Theological Seminary comprises two 15 week semester terms organized on the semester system. The fall semester usually begins in September, and the spring semester in March, as illustrated on the following Academic Calendar. The campuses are closed on legal

holidays. Academic credit is measured on the semester system in semester hours; All courses are, thus, evaluated in terms of semester hours of credit.

## **RESIDENCY REQUIREMENT**

All students must complete a minimum of the 50 percent of their degree program credit requirements in residency at IUTS in order to be qualified for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study.

## **COURSE LOAD**

Students normally enroll for 12 to 15 hours each semester. A student who is maintaining a C grade level, with the Registrar's approval, may be allowed to enroll in up to 21 hours. In exceptional circumstances, a student who is performing outstandingly may submit a petition to the Academic Dean for approval to enroll in up to 24 hours. In the written petition, the student must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated. To comply with the SEVIS regulations, international students with the F-1 student visas must carry a full-time load, at least 9 hours for the graduate program and 15 hours for the undergraduate program.

## **INCOMPLETE GRADES**

This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."

## **ATTENDANCE POLICY**

### **ABSENCES AND TARDINESS**

Students are expected to attend class regularly. No student shall be allowed to pass a course if the total absences exceeds three (3) classes unless special petition has been approved. Students should be aware that a failing grade may result upon missing the fourth class. Absences may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable. Students should contact the Academic Affair Office as soon as they can on the first day of absence, and provide an estimated duration of absence.

Students who enter the class more than ten minutes late will be marked tardy. Three (3) tardies are counted as one absence. A student who arrives after the first third of a class session may be counted as absent from that session. A student who leaves class before its completion or who does not return to class after a break without the permission of the instructor will be charged as a tardy.

### **MAKEUP WORK**

Students are responsible for taking the initiative in making arrangements with faculty members to make up work missed. Instructors may arrange makeup work or examinations, in cases of an excused absence. Instructors are not required to provide makeups for examinations missed due to unexcused absences, and will normally assign a failing grade for that course.

### **LEAVE OF ABSENCE**

All leaves of absence must be approved by the Academic Dean to avoid withdrawal status. The duration of an approved leave of absence will not be included in the calculation of a student's maximum allowed time-frame for completion of the degree program. A student who wishes to take a leave of absence must make a request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Academic Dean has acted upon the request and granted permission. A student who has taken a leave of absence without the Academic Dean's permission will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such absence. If a student anticipates being unable to enroll for one or more semesters, he or she must file a Leave of Absence form with the Registrar. Specific dates and signature must be provided and specific conditions for the resumption of study will be prescribed. A student who does not file a leave of absence and fails to register for the following semester is considered to have unofficially withdrawn from the program, and may be subject to the provisions of re-admission.

### **ACADEMIC HONORS**

IUTS recognizes students' academic achievement. Honors will be awarded to students attaining the following final grade point averages:

GPA 3.8 -4.0	Summa Cum Laude
GPA 3.65-3.79	Magna Cum Laude
GPA 3.5-3.64	Cum Laude

### **ACADEMIC PROBATION AND DISMISSAL**

Students will be placed on academic probation if a 2.0 (undergraduate)/2.5 (graduate) grade-point average is not maintained. A student on academic probation may only enroll for a maximum of 12 hours for undergraduate programs and 9 hours for graduate programs until their GPAs reaches minimum requirement of 2.0 (undergraduate)/2.5 (graduate). Failure to achieve a minimum GPA after two consecutive semesters will result in dismissal.

### **EVALUATION OF COURSE AND INSTRUCTOR**

At the end of each semester, students are asked to complete an evaluation of their instructors. Evaluations are one of several tools used by the administration to assess the effectiveness of instruction. Instructors will also receive summaries of the results.



## **FACILITIES AND EQUIPMENT**

The University is committed to providing a safe and clean environment for learning and working. The maintenance of the University's physical facilities and equipment are the responsibility of the administration and staff. Regular reviews of the utilization of existing space and facilities are performed so as to assess the present and future space needs and make any necessary improvements.

### **ACCESSIBILITY FOR THOSE WITH DISABILITIES**

The university facilities are on a single level on a mid-rise building. All offices, classrooms, the library, and restrooms are accessible from the ground floor via an elevator. There are also handicap accessible parking spots.

All equipment, materials, and use of facilities should be deemed fully accessible for use by those with disabilities. Every effort should be made to accommodate for full and unimpeded access and use. If help or special attention is required at any time, the administration office should immediately provide for those necessities.

Should anyone require assistance or service, students may contact the administrative office.

### **TECHNOLOGICAL RESOURCES**

All students are required to have access to a personal computing device and access to the Internet to complete coursework. The programs of study and courses are designed to utilize widely available software. If a need or difficulty arises in the use of software, please contact the administrative office.

### **STUDENT PRIVACY**

Student privacy and the policies governing all student records are enforced. Federal and state policies are to be applied equally for all students. The privacy of individual students' assessments and grades is maintained by the administration.

## Appendix A

### BOARD OF DIRECTORS

Ms. Alice HS. Choi (Chair)  
Ms. Hana Kim (Esq) (Treasurer)  
Mr. Stephen K. Cho (Esq)  
Mr. Sean Sohn (Business Owner)  
Mr. Jong Cho (Ex Officio)

### ADMINISTRATION AND STAFF

President/CEO	Jong Cho
Chief Academic Officer	Jasmine Park
Director of Student Development	Jongpil Ko
Director of Ministry Formation	Shin-woo Lee
Librarian	Vacant
Chief Financial Officer/COO	Jandee Kim
Chief Enrollment Officer	Ill Soon lee
Registrar	Jandee Kim
Bursar	Ill Soon Lee
Admissions	Ill Soon Lee

### FACULTY

Kim, Kyung Hwan

D.Min. Fuller Theological Seminary, Pasadena, CA  
D.Miss. Midwest University, Wentzville, MO  
M.A. Korean Presbyterian Mission Graduate School  
B.A. Han Shin University, Seoul Korea

Field of Specialization: Biblical Theology, Ministerial Theology, Missiological Theology.

Kim, Young Dae

D.Min. Fuller Theological Seminary, Pasadena, CA.  
M.A.Th. Concordia University, Irvine, CA.  
M.C.E. International Theological Seminary, El Monte, CA.  
M.Div. Presbyterian Theological Seminary in America, Santa Fe Springs, CA  
B.S. Dan Kook University, Seoul, Korea.

Field of Specialization: Biblical Theology, Historical Theology, Systematic Theology, General Education.

Ko, JongPil

Ph.D. Talbot School of Theology of Biola University, La Mirada, CA  
M.A. in Spiritual Formation Talbot School of Theology of Biola University, La Mirada, CA  
M.A. in Bible Exposition Talbot School of Theology of Biola University, La Mirada, CA

M.Div. Christian Theology Seminary at Baekseok University, Seoul, Korea  
B.A. University of Incheon, Incheon, Korea.  
Field of Specialization: Biblical Theology, Historical Theology, Systematic Theology.

Lee, Myung C.

Ph.D. Candi. Presbyterian Theological Seminary in America, Santa Fe Springs, CA  
D. Min. Fuller Theological Seminary, Pasadena, CA  
M. Div. Presbyterian Theological Seminary in America, Santa Fe Springs, CA  
M.B.A. Vienna University, Vienna, Austria  
B.A. Myoungji University, Seoul, Korea

Lee, Shin-woo

D.D. Honor Yeshua University and Theological Seminary, Los Angeles, CA  
M.Div. Fuller Theological Seminary, Pasadena, CA  
B.A. University of Southern California, Los Angeles, CA  
Field of Specialization: Biblical Theology, Historical Theology, Ministerial Theology.

Park, Jasmine

D.C.C. Emmanuel University, Los Angeles, CA.  
Studied Hebrew Online School of Institute of Biblical Studies  
M.Div. Miju Sungkyul University, Los Angeles, CA  
M.A. World Mission University, Los Angeles, CA  
Studied M.A. World Mission University, Los Angeles, CA  
Studied vocal for four years at El Camino College, Los Angeles, CA.  
B.A. Kyunghee University, Seoul, Korea,  
Field of Specialization: Biblical Theology, Historical Theology, Systematic Theology, General Education.

Park, Dae Samuel

D.D. Honor California Graduate School of Theology, La Habra, CA.  
M.A.R. Biblical Theological Seminary, Hartfield, PA.  
M. Div. Biblical Theological Seminary, Hartfield, PA.  
M.Div. studied Eastern Baptist Theological Seminary, King of Prussia, PA.  
Th.B. Koshin University, Pusan, Korea.  
Field of Specialization: Biblical Theology, Systematic Theology, Practical Theology.

## Academic Calendar

### 2023 – 2024

#### Fall Semester 2023

Registration.....	Jul 24 - Aug 8
New Student Orientation .....	Aug 11
First Day of Classes .....	Aug 14
Labor Day Break .....	Sep 4 – 8
Last Day to Add-Drop Classes .....	Sep 8
Columbus Day Break.....	Oct 9 – 13
Last Day to Withdraw .....	Oct 16
Thanksgiving Break .....	Nov 20-24
Last Day to Request Incomplete .....	Dec 1
Final Examination Week.....	Dec 11 – 15
Semester Ends.....	Dec 15

#### Spring Semester 2024

Registration.....	Jan 2 – 17
New Student Orientation .....	Jan 19
First Day of Classes .....	Jan 22
Last Day to Add-Drop Classes .....	Feb 1 – 6
President Day Break.....	Feb 19 – 23
Last Day to Withdraw .....	Mar 1
Easter Break .....	Apr 1 – 5
Last Day to Request Incomplete .....	May 3
Final Examination Week.....	May 13 – 17
Semester Ends.....	May 20

#### Summer Intensive Session 2024

Registration.....	May 13 – Jun 24
Summer Intensive Classes Begins.....	Jun 3
Last Day to Withdraw .....	Jun 10
Summer Intensive Classes Ends .....	Jul 19

*The schedule is subject to change.*

## **Emergency Plan**

### **MEDICAL CARE**

Paramedics	9-1-1 ( <b>emergencies only</b> )
Fire Department	(213) 485-6229 ( <b>emergencies and non-emergencies</b> )
Ambulance	(323) 468-1600
Police Department	(213) 484-3400

### **CAMPUS SECURITY**

Los Angeles Police Department	9-1-1 ( <b>emergencies only</b> )
Federal Protective Service	(213) 894-3264
CEO	Jong K. Cho <a href="mailto:jongcho@imission.us">jongcho@imission.us</a>