

CALIFORNIA INTERNATIONAL THEOLOGICAL SEMINARY

ACADEMIC CATALOG

2021 – 2022

The Academic Catalog and Student Handbook is a comprehensive resource designed to help students prepare for their time at CITS. Students are advised to use this handbook to familiarize themselves with the seminary's academic policies, tuition information, programs, and courses. Please note that the Seminary Catalog and Student Handbook may be revised and amended from time to time by the Seminary and new requirements may apply when returning from a disruption in continuous enrollment.

Revised on July 31, 2021
+ Student Learning Outcome
+ Checklist for Safety and Health
+ Student Enrollment Form
+ Dr. Leo Memorial Scholarship
+ M. Div. Thesis Evaluation Rubric

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GENERAL INFORMATION

MISSION

The mission of California International Theological Seminary (CITS) is to provide a Christian education at the baccalaureate and post-baccalaureate levels in biblical studies, theology, and selected applied and professional fields. The focus in seeking to train pastors is to lead them toward excellence in their role of equipping God's people for Christian service.

The Master of Divinity program, seeks to equip lay persons who desire a more intense level of personal study and discipleship in practical ways for their roles within the local church.

California International Theological Seminary is to be a seminary in the full traditional meaning of the term, with the individual becoming mature in their experience and understanding of the substance of Christ's character and image, while they develop their knowledge and effective potential. It is to be a Seminary where understanding and knowledge are generated and dispersed together with essential principles for their practical application in a contemporary world.

California International Theological Seminary seeks to impart to each student a high level of competency in their ability to study and present the Word of God to others. It is our goal to produce individuals who are able to bring enlightened solutions to the problems that are faced by both the church and the secular world. The faculty seeks to guide each student along a sure pathway of discovery, resulting in a clearer understanding of their personal abilities, giftedness, and compatible fields of ministry.

California International Theological Seminary works to equip students with a practical understanding of the local church through training that covers a range of methods and ways in which they are able to effectively carry out its mission of evangelism, discipleship and ministry involvement.

HISTORY

The vision to establish a seminary for the training of Christian ministers and lay persons was that of Dr. Philip S. Huang, Founder and Chancellor of Christ International Theological Seminary (CITS) in 1990. Later on, CITS filed a document with Franchise Tax Board doing business as California International Theological Seminary.

From its beginning, California International Theological Seminary has sought to fill an existing void in the field of theological education by addressing the needs of students who required a less traditional approach to obtaining quality instruction at the undergraduate and graduate levels, as well as offering flexible and affordable night courses and short-term seminar classes.

California International Theological Seminary has progressively broadened its missionary outreach as programs designed to meet the needs of the Chinese community were added. The majority of students who have attended the Seminary are now serving as pastors and church workers throughout Southern California and in various countries of the world.

On August 14, 2019, CITS obtained the Religious Exemption from BPPE, because we only offer one Master of Divinity program and one Diploma Program. We are still actively seeking accreditation from the Transnational Association of Christian Schools and Colleges (TRACS).

STANDARDS

The Board of Trustees and members of the faculty of California International Theological Seminary recognize the value of maintaining certain high behavioral standards that contribute to the atmosphere on campus. In addition to providing a Christian testimony to our community, these standards assist in promoting a sense of fellowship among students.

California International Theological Seminary is for sincere Christians who are sensitive to the many biblical principles for Christian living. Although regulations are not the basis for our standing in Christ, or necessarily a consequence of it, they can strengthen the testimony and life of the individual. Therefore, California International Theological Seminary expects its staff, faculty, and students to refrain from gambling and the use of alcoholic beverages, drugs, and tobacco.

All students, faculty and staff of California International Theological Seminary are expected to abstain from all morally degrading social elements wherever they are found, and to exhibit tangible evidence of their maturing knowledge of Christ and the exercise of discerning judgment. They are expected to avoid contention, strife, and arguments with all other persons, whether they are a student, staff member, or member of the faculty.

The Seminary reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies and programs of California International Theological Seminary. These standards apply to the student while he is enrolled in any and all of the CITS programs.

APPROVAL

California International Theological Seminary is a private institution and is seeking accreditation approval from the Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; alternative address: P.O. Box 980818, West Sacramento, CA 95798-0818.

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 the above address or at their website at: www.bppe.ca.gov. Telephone number (916) 431-6959 and Fax number: (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 (916) 431-6959 or by completing a complaint form, which can be obtained on the Bureau's internet website at www.bppe.ca.gov.

On August 14, 2019, CITS obtained the Religious Exemption from BPPE, because we only offer one Master of Divinity program and one Diploma program. We are still actively seeking accreditation from the Transnational Association of Christian Schools and Colleges (TRACS). We have removed the Diploma program.

ACCREDITATION

California International Theological Seminary is seeking accreditation approval from the Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. It has also received the institutional accreditation from Transworld Accrediting Commission (TAC), 231 E. Alessandro Boulevard, Suite A-210, Riverside, CA 92508-6039, for non-traditional Christian Schools,

Bible Colleges and Theological Seminaries. TAC is not recognized by the United States Education Department. Therefore, it is not an accreditation agency. Currently, CITS is seeking accreditation from the Transnational Association of Christian Colleges and Schools (TRACS).

Due to California International Theological Seminary's objective to educate the students in the areas of Christian character, spirituality, and practical ministry, the seminary has not applied to other major accrediting agencies that hold to a different philosophy of education.

While continuing to pursue our goal of academic excellence, our commitment for the future is to cooperate with other institutions of similar philosophy in the establishment of an accrediting agency that gives credence to the belief that personal acquisition of the substance of Christ is of equal importance to becoming competent in one's chosen field of study.

CITS is seeking pre-accreditation and full accreditation as early as possible. Currently, we are not yet fully accredited. Therefore, our graduates will seek schools that recognize our degrees for possible transfer of units. However, most of them have found placements in various Christian organizations.

DOCTRINAL STATEMENT

In as much as the Seminary is interdenominational and yet theologically conservative, the Articles of Incorporation contain a doctrinal statement that is given below.

The Bible, consisting of all the books of the Old and New Testaments, is our all-sufficient rule for faith and practice. The Bible is verbally inspired by God and is the revelation of God to man, the infallible, authoritative rule for faith and conduct (II Timothy 3:15-17, I Thessalonians 2:13, and II Peter 1:21).

The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth, and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit (Deuteronomy 6:4, Isaiah 43:10-11, Matthew 28:19, and Luke 3:22).

The terms "Trinity" and "Persons," as related to the Godhead, while not found in the Scriptures, are words in harmony with Scripture, whereby we may convey to others our immediate understanding of the doctrine of Christ respecting the Being of God, as distinguished from "gods many and lords many." We therefore may speak with propriety of the Lord our God, who is One Lord, as a Trinity or as one Being of three Persons, and still be absolutely scriptural (Matthew 28:19, II Corinthians 13:14, and John 14:16-17).

Christ taught a distinction of Persons in the Godhead which He expressed in specific terms of relationship, as Father, Son, and Holy Spirit, but that this distinction relationship, as to mode, is inscrutable and incomprehensible, because it is unexplained (Luke 1:35, I Corinthians 1:24, Matthew 11:25-27 and 28:19, II Corinthians 13:14, and I John 1:3-4).

Accordingly, therefore, there is that in the Son which constitutes Him the Son and not the Father; and, there is that in the Holy Spirit which constitutes Him the Holy Spirit and not either the Father or the Son. Wherefore the Father is the Begetter, the Son is the Begotten, and the Holy Spirit is the One proceeding from the Father and the Son. Therefore, because these three Persons in the Godhead are in a state of unity, there is but one Lord God Almighty and His name is the Creator and Lord of the universe (John 1:18, 15:26, and 17:11, 21; and Zechariah 14:9).

The Father, Son, and the Holy Spirit are never identical as to Person; nor confused as to relation; nor divided in respect to the Godhead;

nor opposed as to relation. The Son is in the Father and the Father is in the Son as to relationship. The Son is with the Father and the Father is with the Son, as to fellowship. The Father is not from the Son, but the Son is from the Father, as to authority. The Holy Spirit is from the Father and the Son proceeding as to nature, relationship, cooperation and authority. Hence none of the Persons in the Godhead exists or works separately or independently of the others (John 5:17, 37; John 8:17-18).

The appellation "Lord Jesus Christ," is a proper name. It is never applied in the New Testament either to the Father or to the Holy Spirit. It therefore belongs exclusively to the Son of God (Romans 1:1-3, 7; II John 3).

The Lord Jesus Christ, as to His divine and eternal nature, is the proper and only Begotten of the Father; but, as to His human nature, He is the proper Son of Man. He is, therefore, acknowledged to be both God and man; who because He is God and man, is "Immanuel" – God with us (Matthew 1:23; I John 4:2, 10, 14; and Revelation 1:13, 17).

Since the name "Immanuel" embraces both God and man in the one Person, our Lord Jesus Christ, it follows that the title Son of God describes His proper deity, and the title Son of Man, His proper humanity. Therefore, the title Son of God, belongs to the order of time (Matthew 1:21-23; II John 3; I John 3:8; and Hebrews 7:3 & 1:1-13).

It is a transgression of the Doctrine of Christ to say that Jesus Christ derived the title "Son of God" from the fact of the incarnation, or because of His relation to the economy of redemption. Therefore, to deny that the Father is a real and eternal Father, and that the Son is a real and eternal Son, is a denial of the distinction and relationship to the Being of God; it is a denial of the Father and the Son; and, a displacement of the truth that Jesus Christ is come in the flesh (II John 9; John 1:1, 2, 14, 29, 49; I John 2:22-23 & 4:1-5; and Hebrews 12:2).

The Son of God, our Lord Jesus Christ, having by Himself purged our sins, sat down on the right hand of the Majesty on high, with angels and principalities and powers having been made subject to Him. Having been made both Lord and Christ, He sent the Holy Spirit that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord to the glory of God the Father until the end, when the Son shall become subject to the Father, that God may be all in all (Hebrews 1:3; I Peter 3:22; Acts 2:32-36; Romans 14:11; I Corinthians 15:24-28).

Since the Father has delivered all judgment unto the Son, it is not only the express duty of all in heaven and on earth to bow the knee, but it is an unspeakable joy in the Holy Spirit to ascribe unto the Son all of the attributes of Deity, and to give Him all honor and glory contained in all the names and titles of the godhead (except those which express relationship); and, thus to honor the Son even as we honor the Father (John 5:22; I Peter 1:8; Revelation 5:6-14; Philippians 2:8-9; and Revelation 7:9-10 & 4:8-11).

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

His virgin birth

(Matthew 1:23; Luke 1:31, 35)

His sinless life

(Hebrews 7:26; I Peter 2:22)

His miracles

(Acts 2:22 and 10:38)

His substitutionary work on the Cross

(I Corinthians 15:3; II Corinthians 5:21)

His bodily resurrection from the dead

(Matthew 28:6; Luke 24:39; I Corinthians 15:4)

His exaltation to the right hand of God

(Acts 1:9, 11 and 2:33; Philippians 2:9-11; Hebrews 1:3)

Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26-27, 2:17, 3:6; Romans 5:12-19).

Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God.

The Ordinances of the Church are:**Baptism in Water**

The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47-48; and Romans 6:4).

Holy Communion

The Lord's Supper, consisting of the elements – bread and the fruit of the vine – is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (II Peter 1:4); a memorial of His suffering and death (I Corinthians 11:26); a prophecy of His second coming (I Corinthians 11:26); and is enjoined on all believers "till He come!"

All believers are entitled to; and should expect and seek the "promise of the Father," the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the experience of all in the early Christian church. By it comes the endowment of power for life and service, the bestowment of the gifts, and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; I Corinthians 12:1-31). This experience is subsequent to the experience of the new birth (Acts 8:12-17, 10:44-46, 11:14-16, and 15:7-9).

With the baptism of the Holy Spirit comes such experiences as an overflowing fullness of the Spirit (John 7:27-39; and Acts 4:8); a deepened reverence for God (Acts 2:43; Hebrews 12:28); an intensified consecration to God and dedication to His work (Acts 2:42); and a more active love for Christ, for His Word, and for the lost (Mark 16:20). This experience:

- a. Enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15-20; Acts 4:29-31; and Hebrews 2:3-4).
- b. Adds a dimension to a worshipful relationship with God (I Corinthians 2:10-16, and chapters 12, 13, and 14).
- c. Enables them to respond to the full working of the holy Spirit in expression of fruit, gifts, and ministries, as in New Testament times, for the edifying of the Body of Christ (Galatians 5:22-26; I Corinthians 14:12; Ephesians 4:11-12; I Corinthians 12:28; and Colossians 1:29).

Sanctification is an act of separation from that which is evil and of dedication unto God (Romans 12:1-2; I Thessalonians 5:23; and Hebrews 13:12). The Scriptures teach a life of "holiness without which no man shall see the Lord" (Hebrews 12:14). By the power of the Holy Spirit we are able to obey the command: "Be ye holy, for I am holy" (I Peter 1:15, 16).

Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection; by faith reckoning daily upon the fact of that union; and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11, 13, 8:1, 2, 13; Galatians 2:20; Philippians 2:12, 13; and I Peter 1:5)

The Church is the Body of Christ, the habitation of God through the spirit with divine appointments for the fulfillment of the great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven (Ephesians 1:22, 23 and 2:22; and Hebrews 12:23).

A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in: the evangelization of the world (Mark 16:15-20); the worship of God (John 4:23-24); and the building of a body of saints being perfected in the image of His Son (Ephesians 4:11-16).

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the Atonement, and is a privilege of all believers (Isaiah 53:4; Matthew 8:16-17; James 5:14-16).

The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (I Thessalonians 4:16; Romans 8:23; Titus 2:13; I Corinthians 15:51-52).

The second coming of Christ includes the rapture of the saints, which is our blessed hope; followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7, 19:11-14, and 20:1-6). This millennial return will bring the salvation of national Israel (Ezekiel 37:21; Zephaniah 3:19-20; Romans 11:26-27); and, the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; and Micah 4:3-4).

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whoever is not found in the Book of Life, together with the evil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burns with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Revelation 19:20, 20:11-15, and 21:8). We look for a new heaven and a new earth (Revelation 21 and 22).

Since God's purpose concerning man is to seek and to save that which is lost, to be worshipped by man, and to build a body of believers in the image of His Son, the priority reason for being of Trinity Nation University, as part of the Church is:

- a. To be an agency of God for evangelizing the world (Acts 1:8; Matthew 28:19-20, and Mark 16:15-16).
- b. To be a corporate body in which men may worship God (I Corinthians 12:13).
- c. To be a channel of God's purpose to build a body of saints who are being perfected in the image of His Son (Ephesians 4:11-16; I Corinthians 12:28 and 14:12).

OBJECTIVES

California International Theological Seminary seeks to instruct Christian men and women in order to produce graduates who are:

1. Earnest Christians personally equipped with the substance of Christ for service to the Christian community and society at large.
2. Knowledgeable in the Word of God and in biblical studies.
3. Competent in their field of study.

The intention of the Seminary in its graduate program is to produce graduates who are:

1. Broadly educated for service in all Christian working fields, including Sunday school teachers, members of church staff, and in leadership positions for the various outreach ministries;
 - a. who knows how to use the reasoning process: (1) who can use the processes of investigation and research; (2) who can reason logically; (3) who recognizes that in addition to reason and experience, one must exercise faith.
 - b. Who is knowledgeable of biblically-based values and beliefs to the degree that it permeates their behavior;
 - c. Who is able to communicate and defend biblically-based ideas on the basis of evidence;
 - d. Who understands and appreciates ethnic and cultural differences.
2. Competent in their major.
 - a. prepared for graduate study in those programs where graduate degrees are offered.
 - b. Prepared to enter directly into a vocation or profession in Christian ministries.
3. One who is able to make a distinctive contribution to mankind through their vocation, church, and personal witness within the community.
 - a. Committed to maintaining biblically-based high moral standards.
 - b. Prepared to fulfill Christ's commission to make disciples of all nations.
 - c. Able to express personal knowledge of the Bible and their relationship to Christ, and who demonstrates the love of Christ toward others.

LOCATION OF CLASSES

Classes are held on the campus of California International Theological Seminary at 119 north Curtis Avenue in Alhambra, California on Monday and Tuesday evenings from 6:30pm to 10:20pm and on Saturday mornings from 9:30am to 12:00pm.

FACILITIES AND EQUIPMENT

The following equipment is available for classroom usage: Computer and Printer, Fax Machine, Multi-Media Projector, Photocopy Machine, a White board, and WIFI equipment in every classroom.

California International Theological Seminary currently leases one administrative office, one classroom and a chapel, as well as chairs with attached tables, and other chairs for use by its students and faculty at its Alhambra, California location.

LIABRARY

California International Theological Seminary currently has two library rooms and hallways with a total of over 12,500 books. This includes both English and Chinese titles. About 3,000 of these books are in Chinese. The books can be accessed at libraryworld.net/OPAC and the name of the library is citsem lib. A password is not needed to gain access. The library classification system is the Dewey Decimal system. The librarian is available during break time. He will assist students to find the wanted books. A limit of three books per student is enforced, except for students doing their thesis or dissertation. In this case, there is no limit of borrowing the number of books. Most books are theological in nature. However, we also have access to comparative religion, Christianity, the Bible, and various peripheral subjects, such as Greek and Hebrew learning, church architecture, historical biographies, etc. Students can go to our librarian to borrow and return books during all school sessions.

SERVICES

California International Theological Seminary has available for its students, scholarships, financial aid, campus employment by application, and tuition payment installments, if needed.

HOUSING

California International Theological Seminary (CITS) has a dormitory facility available for students at the approximate cost of \$500 to \$800 per month, depending on the size of the room. This is in a residential area within walking distance of the school. There are other apartments and housing available in the neighborhood as well.

INTERNATIONAL LANGUAGE CLASSES

Most of the courses at California International Theological Seminary are conducted in Mandarin, with English translation immediately available, if needed. If the course is conducted in English, translation is also provided for Mandarin-speaking students.

California International Theological Seminary currently does not require a TOEFL score, and does not have any requirement for English proficiency at the present time. However, this may change in the future. CITS does not offer a diploma for English classes.

RECORDS

All student records are retained in files in the Administrative Office of California International Theological Seminary for perpetuity. We store student transcripts in either CDs or DVDs in a fire-proof safe deposit located at: 630 W Santa Anita Ave., San Gabriel, CA 91776.

POLICIES

Non-Discrimination Policy

California International Theological Seminary subscribes to a policy of equal education and employment opportunity for all people regardless of race, color, national origin, or age. Academic admission is granted without regard to race, color, national origin, or age to all applicants who meet CITS requirements. We comply with Title IX of the Education Amendment of 1972; it does not discriminate on the basis of sex in admission, treatment of students, or employment. CITS complies with the Family Educational Rights and Privacy Act of 1974. It complies with Section 504 of the Rehabilitation Act of 1974 and does not discriminate on the basis of handicap in academic admission, access to, treatment of, or employment in its programs.

Sexual Misconduct

California International Theological Seminary affirms that all persons, male and female, are created in the image of God, and therefore deserve to be treated with respect, honor and love. Jesus Christ provides the supreme model for Christian relationships, treating others with love and purity. Sexuality is a good gift of God that enhances the whole of life, yet Scripture expressly limits the expression of sexual intimacy to heterosexual, monogamous marriage. Violation of marriage vows by unfaithfulness or unbiblical divorce displeases God and damages others. Sexual intimacy outside marriage violates God's standards, as may words, attitudes, and thoughts (e.g., pornography); therefore, sexual harassment is sin, and one that is viewed in society as discrimination prohibited by federal law. These offenses will be viewed as serious and will be subject to appropriate disciplinary and other measures. Sexual misconduct or harassment allegations will be treated as any other

allegation of serious misconduct. Complaints will be investigated immediately and thoroughly. If it is determined that sexual misconduct or harassment has occurred, prompt and appropriate disciplinary action will be taken, up to and including termination (of an employee) and/or expulsion (of a student). The Seminary will not retaliate or permit retaliation (including termination of employment) for bringing an allegation of sexual harassment or misconduct in good faith (i.e., not frivolously, maliciously, or with vengeful intent). Definitions Sexual misconduct includes any violation of scriptural standards for sexual behavior, whether single or married. Examples include, but are not limited to:

1. Physical sexual activity with and/or deep emotional attachment to a person other than one's legitimate spouse.
2. Intimate sexual activity by unmarried persons.
3. Sexual abuse of children.
4. Unbiblical separation or divorce and/or remarriage.
5. Collection, viewing, or use of pornography.
6. Homosexual sexual activity.
7. Sexual harassment.

FACULTY

FACULTY QUALIFICATIONS

To qualify as a member of the faculty of California International Theological Seminary, one must have at least a Master's Degree. However, a Doctor of Ministry or Doctor of Philosophy (D. Min. or Ph.D.) degree is preferred.

ORGANIZATIONAL CHARTS

CITS is divided along functional lines in administrative, operational, and instructional areas of service. These are regularly updated and include positions and the names of individuals holding specific positions. It is recommended that all employees review these to gain a broader understanding of the scope and impact of the seminary.

BOARD OF TRUSTEES AND ADMINISTRATION

The Board of Trustees is responsible for the oversight of CITS. The Board adopts rules, regulations, and policies governing CITS. The Board has authority over curricular development, use of property, development of facilities, and fiscal and human resources management. Administration of the university is under the direction of the president, who is assisted by the executive leadership team. Referred to collectively as the Office of the President.

EMPLOYEE DEFINITION

Nonexempt employees include all regular employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws. Employees in this category are entitled to premium pay for work in excess of forty hours in a workweek or eight hours in a workday. Such employees are hourly employees.

Exempt employees include all regular employees who are exempt from receiving overtime pay as classified by the Federal Fair Labor Standards Act and any applicable state laws. Employees in this category receive a monthly salary based on an average forty hours work week computed over a year's time. The salary is received for accomplishing their job responsibilities. Such employees include workers who are defined by state and federal law as exempt executives, professionals, or administrators. Salaries employees may be exempt or nonexempt employees. Employees in this category receive as semi-monthly salary based on their position. Hourly employees are nonexempt employees. Employees in this category receive pay based on the actual hours worked for a pay period, including overtime hours when applicable. Hourly employees must record their hours accurately on a daily basis.

Full-time faculty are individuals employed by the seminary to provide instruction to students and other duties as outlined in their contract. The salary is received for accomplishing the job, which may normally take approximately 30-40 hours per week, but may take more hours as needed. Such employees include workers who are defined by state and federal law as exempt executives, professionals, or administrators.

Part-time faculty are individuals employed by the seminary at a less than full load of units to provide instruction to students. The salary is received for accomplishing the job, which may normally take approximately less than 35 hours per week.

Adjunct faculty are individuals employed by the seminary to provide a limited number of units of instruction to students and are temporary employees.

ATTENDANCE

Each employee's performance is important to the overall success of CITS. For this reason, attendance and punctuality are essential to the efficient operation of the seminary and are vital components of solid employee performance. All absences should be pre-approved in writing for other than serious illness or injury of an employee or family member. Prior approval is required for requests for vacation days, personal days, jury duty, bereavement leave and all other personal leaves, including anticipated partial day absences. Generally, an email from the employee seeking approval and a return email from the supervisor granting approval is an appropriate means of approval. If the request is not pre-approved, the time off may be considered time off without pay and may be the basis of disciplinary action. Employees who show a pattern of frequent or long absences that are not pre-approved will be subject to disciplinary action up to and including termination of employment.

DRUG FREE WORKPLACE POLICY

It is CITS' policy to make every effort to provide and maintain a drug-free campus and workplace. It is unlawful to manufacture, distribute, possess, use, or sell controlled substances or illicit drugs and alcohol at seminary work sites (e.g., buildings, property, facilities, service areas, and satellite centers of the Seminary), activities or events, or while performing university business. All employees are required to comply with this policy as a condition of their continued employment. Local, state, and federal laws establish severe penalties for violations of drug and alcohol statutes. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that federal laws have established penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000. Some examples of local or state laws are as follows:

- Unlawful possession of a narcotic drug is punishable by imprisonment in the state prison.
- The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- It is not permissible to provide alcohol to a person under the age of 21.
- Serving alcohol to an intoxicated person is prohibited.
- Selling any alcoholic beverages, either directly or indirectly, except under the authority of a California Alcoholic Beverage Control License, is prohibited.
- It is a felony to induce another person to take various drugs and "intoxicating agents" with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be regarded as a principal in any crime committed.
- Any person found in a public place to be under the influence of an intoxicating liquor or drug and unable to care for his/her own safety, or who is interfering with the use of a public way, is guilty of disorderly conduct, which is a misdemeanor. Alcohol/drug abuse counseling, treatment, rehabilitation

information, referral information, and social service directories for Los Angeles County are available in the Registration Office.

REVISION OF POLICY

Change is a way of life in this modern world, and we naturally expect that our policies, procedures, and programs will be modified in order to meet the demands of the future. These policies, therefore, may be revised from time to time. Policy changes made after publication of this handbook will be on file, and such changes will be fully effective whether or not they are printed in the Handbook. If there are any questions that this Handbook has not answered, the employee's supervisor or the Registration Office will be glad to assist.

PRACTICE GOOD PEDAGOGICAL METHODS

Professors are experts in their fields. However, all professors are required to prepare course outlines and lesson plans for each session to enhance student learning. Professors also need to grade their students fairly so that students earn their rewards. All

UNDERSTANDING STUDENT LEARNING

Students learn best by a combination of hearing, seeing, and doing - hearing what professors say, seeing the professors' lecture notes, and doing the class' summary and reflection. A final exam will ensure students review all class contents. Therefore, final exams are essential to all classes.

LIST OF FACULTY

Huang, Philip S.

Chancellor, Ph.D., D.D. in Mission, and Christian Life

Chen, William

D. Min., D.D. in Mission, and Bible

Chui, Christopher

M.S., Ph.D. in Science, Bible, Apologetics, Logos University

Depew, David

L.D., in Doctrine, Liberty University, Kensington University

Depew, Pat

Ph.D. in Mission, Liberty University, University of South Africa

Shi, Angel

D. Min.

Hsu, Grace

M. A. in Church Music, Tau Sheng College of Sacred Music, Taiwan

Huang, Timothy

D. Min.

Iwata, Paul

M. Div. in Pastoral Counseling

D. Min. in Counseling, Fuller Theological Seminary

Tai, James

D. Div., D. Miss., Baptist Theological Seminary, Fuller Theological Seminary

Young, William

D. Min., D. Missiology, Fuller Theological Seminary

& Other Visiting Professors

PROGRAMS OFFERED

ENGLISH CLASSES

California International Theological Seminary offers English courses that might lead to the TOEFL examination. No diploma is offered for English Classes.

The pre-seminary student should check the program course work to determine that all of the requirements for entrance into graduate level studies are met. Course work counseling is available to assist the student to properly plan the desired academic load and content.

GRADUATE

California International Theological Seminary offers courses leading to the following graduate degree:

MASTER OF DIVINITY (M. DIV.)

The Master of Divinity is a professional minister's degree. It is designed to provide a high degree of competency in biblical knowledge, refinement of research skills, and personal professional development. The degree prepares one for increased effectiveness in professional pastoral ministry and further study at the doctoral level. The M. Div. degree is considered the minimum educational credential for teaching biblical and theological subjects at accredited seminaries and Bible schools. The student must complete a minimum of 102 units of graduate study, 3 years beyond the Bachelor's degree or 1 year beyond the M.A. degree.

Admission Standards / Requirements

All applicants must hold a Bachelor's degree in Bible or Theology, a Bachelor of Ministry degree, or its academic equivalent in order to enter the Master's Degree program. Students with either baccalaureate or theological deficiencies may be admitted into the program on a provisional basis, but will be required to complete up to 30 quarter units of pre-seminary study. In addition to the required units:

1. The applicant must have a 3.0 grade point average on a 4.0 scale. Students not meeting this requirement will be placed on probation if accepted into the program. Graduate students transferring units from unaccredited colleges will be granted provisional acceptance into the program, except that a waiver of this requirement may be made if their grade point average is 3.0 or higher.
2. Students who have not taken Greek may take beginning Greek at California International Theological Seminary with credit being granted toward graduation.
3. All applicants must submit a written statement outlining their vocational objectives and how the degree might relate to those objectives.

Learning Outcomes

1. Formation of Christian Character
2. Development of Faithful Ministry Skills
3. Growth in Christian Spirituality
4. Deepening Biblical knowledge and Theology

Admission Standards

The student must present an acceptable Bachelor of Arts and Bachelor or Master of Ministry or Divinity degree. They must have maintained at least a 3.0 average in their Ministry or Divinity program and have completed at least eight semester hours of Greek and twelve semester hours of Hebrew, four of which may be Aramaic.

Applicants who are deficient in the biblical language may take the prerequisites at California International Theological Seminary while taking other M. Div. courses, but such deficiencies must be made up before more than 18 units in other subjects may be taken.

Divinity degrees presented from non-accredited seminaries and theological schools are individually evaluated. Deficiencies discerned in such cases may be made up by course work at California International Theological Seminary or other accredited institutions.

Students must also have the personal qualifications necessary for a minister of Christ, including promise of future usefulness. They must be spiritually qualified by providing evidence of a born-again experience and a consistent Christian manner of life.

Graduates of other seminaries must file a full application with the office of admissions and records. All applicants are required to submit a statement of one or two double-spaced typewritten pages explaining their career goals and personal objectives in seeking M. Div. training.

Core Requirements

Character Formation	12 units
Ministry (Required)	15 units
Christian Spirituality	12 units
Bible & Theology	60 units
Thesis Seminar	3 units
TOTAL	102 units

Thesis

The student will be assigned an academic advisor during the thesis seminar portion of study. The student will be required to prepare a 75-page thesis covering Old and New Testament theology. The thesis must be submitted by early January or late May prior to graduation. Upon completion and acceptance of the thesis, the student will receive a certificate.

Areas of Concentration

Old Testament Theology & New Testament Theology

ACADEMIC STANDARDS

STUDENT LEARNING OUTCOMES

- **MASTER OF DIVINITY**

(Although separated to represent individual outcomes, the following are necessarily integrated.)

1. A Mind for Truth
 - a. Articulation – Oral & Written
Broadly understands and articulates knowledge, both oral and written, of essential biblical, theological, historical, and cultural/global information, including details, concepts, and frameworks.
 - b. Scripture
Significant knowledge of the original meaning of Scripture. Also, the concepts for and skill to research further into the original meaning of Scripture and to apply Scripture to a variety of modern circumstances. (Includes appropriate use of original languages and hermeneutics; and integrates theological, historical, and cultural/global perspectives.)
 - c. Biblical Theology
Significant knowledge of Biblical theology and practice.
2. A Heart for God
 - a. Sanctification
Demonstrates a love for the Triune God that aids the student's sanctification.
 - b. Desire for Worldview
Burning desire to conform all of life to the Word of God.
 - c. Winsomely Biblical and Evangelistic
Embraces a winsomely Biblical ethos. (Includes an appropriate ecumenical spirit with other Christians, especially Evangelicals; a concern to present the Gospel in a God-honoring manner to non-Christians; and a truth-in-love attitude in disagreements.)
3. For Servant Leadership
 - a. Preach
Ability to preach and teach the meaning of Scripture to both heart and mind with clarity and enthusiasm.
 - b. Worship
Knowledgeable of historic and modern Christian-worship forms; and ability to construct and skill to lead a worship service.
 - c. Shepherd
Ability to shepherd the local congregation: aiding in spiritual maturity; promoting use of gifts and callings; and encouraging a concern for non-Christians, both in America and worldwide.
 - d. Church/World
Ability to interact within a denominational context, within the broader worldwide church, and with significant public issues.

FULL-TIME GRADUATE STUDENTS

California International Theological Seminary defines satisfactory academic progress for the full-time graduate students as a student who completes twelve or more units per quarter or thirty-six or more units per academic year while maintaining the minimum cumulative grade point average specified by the graduate program

requirements in which the student is enrolled. Students progressing at the minimum full-time rate must complete the graduate degree requirements within the period of time required. For example, participation in a degree program requiring 120 units progressing at twelve units would have ten quarters to complete the program. Repeated courses which have been previously passed are not counted toward minimum satisfactory academic progress requirements.

PART-TIME STUDENTS, PRE-SEMINARY STUDENTS , AND PROFESSIONAL STUDY STUDENTS

California International Theological Seminary defines satisfactory academic progress for the above student as a student who completes six or more units per quarter and maintains a cumulative grade point average of at least 2.0 for the pre-seminary and a cumulative grade point average of 3.0 for the graduate student. Pre-seminary students must complete the degree requirements within a maximum of three years beyond that a full-time student.

PROFESSION

The professional requirement of California International Theological Seminary that leads to a licensed position needs at least a Bachelor of Theology degree, but a Master of Divinity degree is the overall requirement for most American churches. Part-time students must complete the degree requirements within a maximum of three years beyond that of a full-time student.

ACADEMIC PROBATION

Any student, graduate or undergraduate, who does not maintain the minimum grade point average, as outlined in the Statement of Satisfactory Progress, will be placed on academic probation. In the event that the student does not meet minimum cumulative grade point average requirements for two consecutive quarters while on academic probation, the appropriate faculty committee will consider the student for academic dismissal. Graduate students carrying six quarter units or more who receive less than a 3.0 current grade point average will be considered for dismissal. Any undergraduate student taking six quarter units or more who receives less than a 2.0 current grade point average will be considered for academic dismissal.

APPEALS

All student appeals must be submitted in writing to the records office and include an explanation of why an exception should be granted. The explanation must include information stating why the minimum academic requirements were not met. Appeals must be received within three weeks following notification that the student is on academic probation or has failed to meet probationary requirements.

ADMISSION & REGISTRATION REQUIREMENTS

APPLICATION INFORMATION

California International Theological Seminary maintains an admission policy that is selective, and only those who are most likely to profit from the distinctively Christian emphasis and the educational program are admitted.

While no discrimination with reference to racial or national background is practiced in the admission policies, California International Theological Seminary maintains a strong Christian commitment within the evangelical tradition and requires that an applicant be an evangelical believer as a condition of acceptance.

Application forms may be requested from the dean of admissions by students interested in attending California International Theological Seminary. If a pre-admission conference is desired, it is advisable to phone or write in advance for an appointment. Applications should be submitted as early as possible since admission is on a selective basis.

When the application forms and all transcripts of previous academic training have been filed, accompanied by one photograph and an application fee of \$50.00, an admission decision will be made. Official notification of the decision will be sent by mail to the applicant.

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

Students who attend a 2-hour class are required to spend 1-hour for study and research. Therefore, if a student takes four 2-hour courses, then he/she should spend 4 hours for extra study and research.

REGISTRATION

Students are to register during the scheduled registration days for each quarter. Late registration will continue for one week from the date classes begin. There is a registration fee of \$40.00 for each quarter. Students receive credit for only those courses in which they are officially enrolled in the office of admissions and records. Registration is mandatory for students in all phases including those who have finished all requirements except the dissertation.

CHANGE OF REGISTRATION

A student who finds it necessary to add or drop a class must submit a Change of Registration form to the office admissions and records. Failure to fulfill this requirement when dropping a class will result in the student receiving a "UW" (Unofficial Withdrawal) in the subject. A charge is made for each class change transaction.

Students may add classes during the first two weeks of a normal twelve-week quarter schedule. After that date classes cannot be added without the approval of the office of records. Courses may be dropped during the first three weeks of a quarter without penalty. If a course is dropped during the first three weeks of classes, it will not be recorded on the student's permanent record. Courses dropped between the fourth and sixth week of classes will have a grade of "W" (Official Withdrawal recorded. See policy for refunds on a previous page for additional information.

PRE-REGISTRATION

Pre-registration for the fall quarter is held during the month of May; during the month of September for the winter quarter; and, in December for the spring quarter. Returning students are required to pre-register if they plan to return to school the next quarter. Failure to pre-register will result in the student having to file an application for re-admission and paying a fee.

NAME CHANGES

Student's name change requests which become necessary as a result of marriage or court order must be submitted in writing and must be accompanied by a copy of the legal action which changes the individual's name.

NUMBERING OF COURSES

Courses numbered 100 to 299 are lower division. Courses numbered 300 to 499 are upper division. Courses numbered 500 and above are graduate level.

ACADEMIC LOAD

The minimum full-time load for graduate level is 12 units per quarter. Those carrying less than the full-time load are considered part-time students.

Graduate students are normally permitted to carry a maximum of 18 units per quarter.

A unit of credit is considered to consist of one class hour (50 minutes) a week for a quarter.

Full-time enrollment is required for students receiving financial aid of any kind, students receiving social security benefits, and veterans receiving full benefits. When dropping classes, students must remember that they are required to maintain a load of twelve (12) units per quarter in order to remain classified as full-time students.

We have four (4) courses per quarter, or sixteen (16) courses per year, in four major categories: Bible/Apologetics, Mission, History/Doctrine, and Language/Hebrew or Greek.

ATTENDANCE

Students are expected to regularly attend all classes since regular attendance contributes to growth in Christian character and encourages academic excellence. Students who are absent for three classes are equivalent to quitting the class.

Specific attendance requirements and the final authority for satisfactory attendance standards rest with the individual faculty member conducting the class.

The office of records furnishes faculty members with attendance roll forms for each course. Forms are returned to the records office at quarter end.

AUDITORS

Students desiring to increase their knowledge by taking courses on a non-credit basis may do so by registering as an auditor. Auditors must receive permission from the instructor of the course to be audited. A course that is taken for audit cannot be taken for credit at

a later date. Students wishing to audit courses must pursue normal application and registration procedures.

EXPERIENTIAL CREDIT

Experiential credit, which includes experiences in working with a church or religious organization, etc. would count for only 10% of the student's total credits. For example: A Master of Divinity (M.Div.) degree requirement is 102 credits to graduate, so no greater than 10 units credits will be recognized for life experiences in working with a church or religious organization, etc.

GRADING SYSTEM

Quality of course work is graded on the following scale, with a system of grade points used to determine a student's general grade-point average or standing:

Grade	Quality	Grade Points
A	Highest Passing	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.30
D	Lowest Passing	1.00
D-		0.70
F		Failure

The grade point average of a student is obtained by dividing the total number of units attempted at California International Theological Seminary into the total number of grade point obtained. The calculation starts anew for returning students who are entering the graduate level programs.

A "W" indicates an official withdrawal from a class and does not affect the grade point average.

A "UW" indicates an unofficial withdrawal. Students who register for courses and fail to attend are given the grade of "UW" which influences the grade point average the same as an "F".

An "I" indicates an incomplete grade where students are unable to finish the course due to extenuating circumstances. The incomplete grade may remain on the student's record for only one quarter. If the student does not complete the course work after one quarter, the grade will be changed to an "F".

A student will be permitted to repeat a course in which either a "D" or an "F" grade was earned. Courses in which grades of either a "C" or "B" were earned may only be repeated with the approval of the academic dean.

The grades processor in the office of records must be notified when a course is repeated. When a course is repeated where the student received a "D" or "F" grade, the better grade is the only one used in computing the cumulative grade point average. The units are counted only once. When the student is repeating a course and has received a grade of "C" or "B" the first time, both the first and second grades are included in the cumulative grade point calculation.

Grade reports will be issued to students from the office of admissions and records on a quarterly basis.

GRADE CHANGES

Grade changes are only allowable for recording or computational errors and must be corrected by no later than the last day of classes of the next full term quarter.

It is the student's responsibility to bring any error in grades to the attention of the instructor within the quarter following the quarter in which the original grade was issued.

Once approved, a change of grade notice will be sent to records and entry made on the student's transcripts.

WITHDRAWALS

A student who officially withdraws from the seminary during a quarter will receive a grade of "W" in all courses, providing that the withdrawal takes place within the first six weeks of class. Otherwise, a grade of "UW" or "F" will be given. A course which is dropped by a student doing passing work results in a grade of "WP". A course dropped while one is not doing passing work results in a grade of "WF".

A student withdrawing may be granted honorable dismissal provided that they have met all of their financial obligations to the seminary; have secured a withdrawal form from the office of admissions and records; and, have completed all forms necessary for withdrawal while in good standing.

A student who does not complete the proper forms for withdrawal is considered to be an "unofficial withdrawal" and, as such, is not entitled to receive a refund of a portion of tuition fees; and, will receive a grade of "UW" in each course.

Transcripts will be sent to other schools upon request providing that all financial obligations to the seminary are fulfilled.

A registered student who has been absent without a valid reason for three weeks is considered to be "Withdrawn" by the seminary. No credit will be given. Fees will not be refunded.

LEAVE OF ABSENCE

For international students a leave of absence can be no longer than five months and, in the case of illness, a doctor's written diagnosis or medical certificate is required. If students are absent for three or more classes, for any reason, they will receive no grade for that quarter. However, their records will still be in effect; that is, all previous work done will still be counted and applied toward their degree.

INCOMPLETE GRADES

A student who is unable to complete course work due to extenuating circumstances may receive a grade of "I" for each course which cannot be completed. The incomplete grade may remain on the student's record for no more than one quarter. If the student does not complete the course work after one quarter, a grade of "F" will be given for courses which have not been completed.

TRANSFER STUDENTS

Transfer students are required to present the same application forms and transcripts as those applying for freshman status. The office of records has the final authority for the release of transfer credits into California International Theological Seminary. The student transcript from the last school attended must bear the statement of honorable dismissal.

Transfer students with less than 30 semester units/48 quarter units of regular college or university work must qualify for admission on the basis of both their high school and college record. A minimum grade average of "C" (2.0) is required on all work attempted at the college level for undergraduate transfers.

Students transferring with more than 30 semester or 48 quarter units will be considered on the basis of their college grades (high school graduation transcript is still required for admission).

A minimum grade average of "B" (3.0) is required for all work attempted at the graduate level for students desiring to transfer into either masters or doctoral level programs. Transcripts must be transmitted to the office of records by no later than one month prior to the start of the quarter in which the student plans to attend.

Transfer students who have attended institutions which are not accredited may be given the opportunity to validate credits through the College Level Examination Program or through consultation. Provisional credit may be granted for non-accredited liberal arts course work in accordance with the policies of the state colleges or universities of the state in which the institution transferring credit is located. Validation of provisional credit is obtained only when the transferring student maintains a cumulative grade point average of "C" or better at the undergraduate level, and "B" or better at the graduate level following enrollment at California International Theological Seminary.

TRANSFER OUT

In order to be eligible to transfer to another school, the student must have completed a minimum of one-year course of study at California International Theological Seminary.

TRANSCRIPT REQUESTS

The office of records will release a student's transcript record only upon receiving a written authorization from the student. One transcript of the student's record is furnished free. A \$5.00 charge is made for each additional official transcript.

A student or alumnus may request a transcript in person or by mail. Telephone requests will not be accepted. To make a request in person, the student or alumnus must fill out a transcript request form and pay the \$5.00 fee at the office of records.

Mailed requests for transcripts should include the student's name; date of birth; social security number; last quarter attended at California International Theological Seminary; the name and address

of where the transcript is to be sent; and, a \$5.00 fee for each copy of the transcript to be sent. Transcripts will be released only after all financial obligations to the seminary have been paid.

All requests for a transcript must bear the signature of the individual whose permanent record is involved. The request will not be honored if the name is printed or typed, or if it appears that it has been altered in any fashion.

This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

TRANSFERABILITY OF CREDITS

The transferability of credits you earn at California International Theological Seminary is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in California International Theological Seminary's educational program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree, diploma 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 of your course work at the 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 California International Theological Seminary to determine if your credits or degree, diploma or certificate will transfer.

PLACEMENT SERVICES

If students wish to apply for internship during the study years, they need to apply for Curriculum Practical Training (CPT) in the first semester or the first two quarters. After graduation they can apply for Optional Practical Training (OPT).

INTENT TO GRADUATE

Students who have satisfactorily completed the necessary course work for baccalaureate or graduate level degrees and who intend to graduate must file an "intent to graduate" form with the office of records a minimum of six weeks prior to graduation. Following review of records, a graduation confirmation notice will be sent to the student.

FINANCIAL INFORMATION

California International Theological Seminary (CITS) seeks to provide a quality education for all of its students at the most reasonable cost possible. As a private, non-profit seminary, CITS receives no support from taxes or public funds. The tuition charges for each quarter unit taken by the student do not cover the costs for providing a quality education. The gifts made by alumni, individual supporters, interested churches, and occasionally for-profit corporations, subsidize every student who attends California International Theological Seminary.

The Seminary reserves the right to change all student charges, change its programs of study, or modify its services should curriculum revisions, economic conditions or national emergency make it necessary to do so.

GENERAL FEES

In addition to tuition, the following fees are charged only as applicable to the individual student:

Non-Refundable Charges:	
Application Fee	\$50.00
I-20 Processing Fee	\$35.00/person
I-20 Issue Fee	\$300.00/person
I-20 Re-issue Fee	\$95.00/person
SEVIS I-901 Fee	\$350.00/person
Transcript Fee	\$35.00/copy
Returned-Check Fee	\$35.00
Late Fee	\$50.00
Change of Schedule	\$10.00
Refundable Charges:	
Registration Fee	\$40.00/quarter
Miscellaneous Fee	\$250.00/quarter
Library Fee	\$15.00/quarter
Lecture Notes Fee	\$10.00/course

TUITION FEES

M.Div. Tuition	\$250.00/unit (with scholarship \$150/unit)
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SPECIAL FEES

Thesis Reading Fee	\$450.00
Graduation Fee	\$350.00

ESTIMATED COST OF ATTENDANCE

The figures below are based on the average expenses incurred by students at CITS. They are subject to change each academic year.

Pre-Seminary (192 units)	\$24,000.00
Master of Divinity	\$25,500.00
with Scholarship	\$12,750.00
Professional Studies (120 units)	\$18,000.00

**The above expenses do not include living expenses, insurance, transportation fee, and other expenses.*

PAYMENT OF ACCOUNTS

All tuition and fees for all students are to be paid in full on or before the first day of each quarter. Those students who are unable to pay the total amount of these costs may request consideration for the deferred tuition payment plan. A student is not considered registered, and may not attend classes, until either the tuition is paid or the student is approved for one of the optional plans. All financial accounts must be paid in full before transcripts, diplomas, or degrees may be released.

PAYMENT OPTIONS

The cost of tuition may be paid in one of the following ways:

1. Payment made for each quarter in full on or before the day of fall, winter, spring registration.
2. A down-payment made at the time of registration with payment of any remaining balance by the first payment due date (Fall – October 10; Winter – January 6; Spring – April 5). No finance charges are assessed.
3. A down-payment equal to one-third of the cost of tuition at the time of registration and the remaining balance as follows:
 - 1/3 – First Day of Fourth Week
 - 1/3 – First Day of Eighth Week

An interest payment of 1.5% per month on the unpaid balance is added. A five (5) day grace period is allowed from the date that payment is due. Students remaining delinquent after the grace period are subject to immediate dismissal.

FINANCIAL AID INFORMATION

It is the desire of California International Theological Seminary to provide financial assistance to needy students within the limits of its resources. This is especially the case for those who, without such aid, would not be able to attend.

The office of student financial services offers counseling and assistance in ascertaining the most suitable form of financial aid for each student.

California International Theological Seminary does not discriminate on the basis of sex, race, color or national and ethnic origin in administration of its scholarship or loan programs. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal aid funds is no included.

FINANCE CHARGES

One and one-half percent of the unpaid balance shown on each monthly statement will be added to the account as a finance charge.

A student's transcripts or diploma may be withheld if the student has an outstanding financial obligation to the seminary.

All student's payments forwarded for credit to an individual's account should be clearly designated with the student's name and should be addressed as follows:

California International Theological Seminary
119 North Curtis Avenue,
Alhambra, CA 91801

A student is not registered and cannot attend classes until satisfactory financial arrangements have been made with the office of student financial services.

TITLE IV

California International Theological Seminary (CITS) does not participate in federal and state financial aid programs such as Title IV programs.

LOANS

California International Theological Seminary (CITS) does not have a loan program. However, if the student has financial difficulty to pay the full tuition, they can pay the quarter tuition in three installments. In some cases, the students are given financial aid or partial scholarship by CITS. If the students do not pay tuition in full before graduation, CITS has the right to withhold all transcripts and diplomas.

REFUNDS

In as much as faculty arrangements and other financial commitments are made by California International Theological Seminary for the entire academic year in advance, the following refund policy has been adopted in order to distribute the loss equitably when a student finds it necessary to withdraw from the seminary:

Withdrawal within First Week	40%
Withdrawal within Second Week	20%
Withdrawal after Second Week	None

Refunds are computed from the beginning of the quarter, based upon the total tuition which has been paid by the student for the quarter classes in which the student is enrolled. There are no refunds for application or registration fees. No refunds are made for deferred payment fees.

1. A schedule of total charges, including a list of any charges that are nonrefundable and the student's obligations to the Student Tuition Recovery Fund, clearly identified as Nonrefundable charges.
2. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

All refunds must be requested by properly completing and submitting a departure card or class drop form. In all cases the official withdrawal date determines the amount of the refund.

BANKRUPTCY NOTICE

California International Theological Seminary has not experienced any occasion or need to file for bankruptcy in all its years of operation. If a bankruptcy occurs, students will be refunded for their unused tuition. Also, CITS will assist the students to transfer to other schools or educational institutions.

California International Theological Seminary 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, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

STUDENT TUITION RECOVERY FUND

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

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

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

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

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

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

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

It is a requirement of the State of California that all California resident students who pay his or her tuition are required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This Fund exists to relieve or mitigate economic losses suffered by a student in an educational program as defined in section 94837 of the Code at a qualifying institution, who is or was a California resident or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, paid the assessment, and suffered loss as a result of any of the following: (1) The closure of the institution; (2) The institution's failure to pay refunds or charges on behalf of a student to a third party for fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the institution; (3) The institution's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the institution prior to closure in excess of tuition and other costs; (4) A significant decline in the quality or value of the educational program within the 30-day period before the closure of the institution or, if the decline began before that period, the period of decline determined by the Bureau, to a degree

that results in the institution's failure to meet minimum operating or academic standards; and (5) The student's inability to collect a judgment entered against a qualifying institution for a violation of the Act, subject all of the following: (1) The student has reasonable tried, and failed, to collect on the judgment. The Bureau will determine the reasonableness of the effort on a case-by-case basis; (b) The Bureau receives the student's application within 4 years from the school's closure; (c) The student has not received reimbursement or forgiveness from any other source.

A student whose total charges were paid by a third-party payer is not eligible to make a claim.

STUDENT TUITION RECOVERY FUND ASSESSMENTS

Each qualifying institution shall collect an assessment of fifty cents (\$.50) per one thousand dollar (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$.50).

Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.

Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable.

GRIEVANCES

California International Theological Seminary has available a suggestion box for the students to use whenever they have complaints or suggestions regarding academic needs or problems related to their education or personal issues.

If the students have a problem, they can go to the class leader to assist them in resolving their problems. The class leader could organize a student association who would then negotiate with the faculty committee. If needed, the committee would then meet with the students. The President of California International Theological Seminary would also be involved in the resolution of the situation, if the seriousness would warrant such action.

REQUIREMENTS

MASTER OF DIVINITY

Degree Requirements – 102 Units

Character Formation – 12 Units

CF 400-500	Pastor's Spiritual & Emotional Health	3 Units
CF 401-504	Moral & Value Development	3 Units
CF 402-502	Leadership Development	3 Units
CF 404-504	Ministerial Ethics	2 Units
CF 405-505	Foundations of Leadership	3 Units
CF 406-506	Leadership Relationships	3 Units

Ministry – 15 Units

MN 400-500	Evangelism	2 Units
MN 402-502	Advanced Evangelism	3 Units
MN 403-503	Asian Evangelism	2 Units
MN 404-504	Soul Winning	2 Units
MN 410-510	Church Planting in the USA	2 Units
MN 411-511	Principles of Church Growth USA	3 Units
MN 412-512	Small Group Ministries	2 Units
MN 413-513	Discipleship	2 Units
MN 414-514	Advanced Church Growth	3 Units
MN 420-520	Pastoral Theology	3 Units
MN 425-525	Advanced Study in Ministry	3 Units
MN 427-527	Pastor & Church Finance	3 Units
MN 428-528	Pastor & Church Finance	3 Units
MN 430-530	Creative Preaching	2 Units
MN 431-531	Homiletics	3 Units
MN 532	Advanced Preaching	2 Units
MN 432A-532A	Hermeneutics	2 Units
MN 433-533	Hermeneutics & Bible Study	3 Units
MN 435-535	Exegetics	3 Units
MN 436-536	Sermon Preparation	3 Units
MN 437-537	Advanced Sermon Preparation	3 Units
MN 440-540	Pastoral Counseling	3 Units
MN 442-542	Advanced Counseling	3 Units
MN 444-544	Marriage & Family Counseling	3 Units
MN 450-550	Church Personnel Management	3 Units
MN 451-551	Pastoral Ministry	3 Units
MN 452-552	Leadership Development	2 Units
MN 453-553	Church Management	2 Units
MN 454-554	Church Finance and Administration	2 Units
MN 455-555	Admin. Organ. & Leadership	3 Units
MN 570	Introduction to World Missions	2 Units
MN 571	Contemporary Theology of Missions	3 Units
MN 572	History of Missions	3 Units
MN 573	Theology of Missions	3 Units
MN 574	World Missions & Local Church	3 Units
MN 495-595	Learning Contract in Ministry	3 Units

Christian Spirituality – 12 Units

CS 400-500	Christian Faith Development	3 Units
CS 410-510	Ministry of Holy Spirit (Believer's Life)	3 Units
CS 411-511	Developing Devotional Life	3 Units
CS 420-520	Discovering Your Spiritual Gifts	2 Units
CS 430-530	Cultivating Spiritual Growth	3 Units

Bible & Theology – 60 Units

BI 400-500	Old Testament Survey	3 Units
BI 401-501	New Testament Survey	3 Units

BI 402-502	Pentateuch	3 Units
BI 407-507	Genesis	3 Units
BI 410-510	Historical Books	3 Units
BI 415-515	Elements of Hebrew	3 Units
BI 416516	Advanced Hebrew	3 Units
BI 417-517	Advanced Hebrew – Reading	3 Units
BI 418-518	Advanced Hebrew – Grammar	3 Units
BI 415A-515A	Beginning Greek	3 Units
BI 416A-516A	Elementary Greek II	3 Units
BI 417A-517A	Advanced Greek Grammar	3 Units
BI 420-520	Poetic & Wisdom Literature	3 Units
BI 425-525	Major Prophets	3 Units
BI 426-526	Isaiah & Jeremiah	3 Units
BI 427-527	Isaiah	3 Units
BI 428-528	Minor Prophets	3 Units
BI 429-529	Advanced Studies in Minor Prophets	3 Units
BI 435-535	Feasts and Festivals of Israel	3 Units
BI 436-536	Daniel	3 Units
BI 440-540	Old Testament Typology	3 Units
BI 442-542	The Book of Joshua	3 Units
BI 451-551	Old Testament Theology	3 Units
BI 452-552	Gospels: Life of Christ	3 Units
BI 452A-552A	Synoptic Gospels	3 Units
BI 454-554	The Gospel of John	3 Units
BI 454A-554A	The Johannine Epistles	3 Units
BI 455-555	Jesus in the Gospel of John	3 Units
BI 456-556	Acts of the Apostles	3 Units
BI 457-557	Romans	3 Units
BI 458-558	Galatians	3 Units
BI 459-559	I Corinthians	3 Units
BI 459A-559A	II Corinthians	3 Units
BI 460-560	Ephesians	3 Units
BI 461-561	Philippians	3 Units
BI 462-562	Colossians	3 Units
BI 463-563	I & II Thessalonians	3 Units
BI 464-564	The Prison Epistles	3 Units
BI 465-565	The Pastoral Epistles	3 Units
BI 470-570	Hebrews	3 Units
BI 471-571	General Epistles	3 Units
BI 480-580	Daniel and Revelation	3 Units
BI 481-581	Advanced Studies in Revelation	3 Units
BI 482-582	The O.T. in the N.T.	3 Units
BI 490-590	New Testament Backgrounds	3 Units
BI 492-592	New Testament Theology	3 Units
BI 593	Selected Studies in the Bible	3 Units
BI 594	Advanced Studies	1-3 Units
BI 595	Learning Contract in Bible	1-6 Units
TH 400-500	Survey of Church History I	3 Units
TH 401-501	Survey of Church History II	3 Units
TH 402-502	Systematic Theology I	3 Units
TH 403-503	Systematic Theology II	3 Units
TH 404-504	Systematic Theology III	3 Units
TH 405-505	Trinity & the Person of Christ	3 Units
TH 407-507	Survey of Modern Theo. Thought	3 Units
TH 409-509	Reformation Theology	3 Units
TH 410-510	Hermeneutics	2 Units
TH 411-511	A Biblical View of Man	3 Units
TH 414-514	Acts 29 – Paul to Augustine	3 Units
TH 415-515	Versions of the Bible	2 Units
TH 420-520	Apologetics	2 Units
TH 423-523	Cults and the Occult	2 Units
TH 426-526	Cults of America	2 Units
TH 430-530	Ministerial Ethics	2 Units

TH 440-540	Pneumatology	3 Units
TH 448-548	Doctrine of Church – 20 th Century	3 Units
TH 450-550	Eschatology	3 Units
TH 453-553	Bible Prophecy	3 Units
TH 454-554	Current Events in Eschatology	3 Units
TH 480-580	Church History	2 Units
TH 590	Selected Studies in Theology	1-3 Units
TH 595	Advanced Study in Theology	1-6 Units

Thesis Seminar – 3 Units

RR 701	Master's Thesis Seminar	3 Units
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Old Testament – 18 Units

BI 500	Old Testament Survey	3 Units
BI 502	Pentateuch	3 Units
BI 507	Genesis	3 Units
BI 510	Historical Books	3 Units
BI 515	Elements of Hebrew	3 Units
BI 516	Advanced Hebrew	3 Units
BI 517	Advanced Hebrew – Reading	3 Units
BI 518	Advanced Hebrew – Grammar	3 Units
BI 520	Poetic % wisdom Literature	3 Units
BI 525	Major Prophets	3 Units
BI 526	Isaiah & Jeremiah	3 Units
BI 527	Isaiah	3 Units
BI 528	Minor Prophets	3 Units
BI 529	Advanced Studies in Minor Prophets	3 Units
BI 535	Feasts and Festivals of Israel	3 Units
BI 536	Daniel	3 Units
BI 540	Old Testament Typology	3 Units
BI 542	The Book of Joshua	3 Units
BI 551	Old Testament Theology	3 Units

New Testament – 18 Units

BI 501	New Testament Survey	3 Units
BI 515A	Beginning Greek	3 Units
BI 516A	Elementary Greek II	3 Units
BI 517A	Advanced Greek Grammar	3 Units
BI 552	Gospels: Life of Christ	3 Units
BI 552A	Synoptic Gospels	3 Units
BI 554	The Gospel of John	3 Units
BI 554A	The Johannine Epistles	3 Units
BI 555	Jesus in the Gospel of John	3 Units
BI 556	Acts of the Apostles	3 Units
BI 557	Romans	3 Units
BI 558	Galatians	3 Units
BI 559	I Corinthians	3 Units
BI 559A	II Corinthians	3 Units
BI 560	Ephesians	3 Units
BI 561	Philippians	3 Units
BI 562	Colossians	3 Units
BI 563	I & II Thessalonians	3 Units
BI 564	The Prison Epistles	3 Units
BI 565	The Pastoral Epistles	3 Units
BI 570	Hebrews	3 Units
BI 571	General Epistles	3 Units
BI 580	Daniel and Revelation	3 Units
BI 581	Advanced Studies in Revelation	3 Units
BI 582	The O.T. in the N.T.	3 Units
BI 590	New Testament Backgrounds	3 Units
BI 592	New Testament Theology	3 Units
BI 593	Selected Studies in the Bible	3 Units
BI 594	Advanced Studies	1-3 Units
BI 595	Learning Contract in Bible	1-6 Units

Theology – 18 Units

TH 500	Survey of Church History I	3 Units
TH 501	Survey of Church History II	3 Units
TH 502	Systematic Theology I	3 Units
TH 503	Systematic Theology II	3 Units
TH 504	Systematic Theology II	3 Units
TH 505	Trinity % the Person of Christ	3 Units
TH 506	Theology of John	3 Units
TH 507	Survey of Modern Theo. Thought	3 Units
TH 509	Reformation Theology	3 Units
TH 510	Hermeneutics	2 Units
TH 511	A Biblical View of Man	3 Units
TH 514	Acts 29 – Paul to Augustine	3 Units
TH 515	Versions of the Bible	2 Units
TH 520	Apologetics	2 Units
TH 523	Cults and the Occult	2 Units
TH 526	Cults of America	2 Units
TH 530	Ministerial Ethics	2 Units
TH 540	Pneumatology	3 Units
TH 548	Doctrine of Church – 20 th Century	3 Units
TH 550	Eschatology	3 Units
TH 553	Bible Prophecy	3 Units
TH 554	Current Events in Eschatology	3 Units
TH 580	Church History	2 Units
TH 590	Selected Studies in Theology	3 Units
TH 591	Advanced Study in Theology	1-3 Units
TH 595	Learning Contract in Theology	1-6 Units

Evangelism – 9 Units

MN 500	Evangelism	2 Units
MN 502	Advanced Evangelism	3 Units
MN 503	Asian Evangelism	2 Units
MN 504	Soul Winning	2 Units
MN 510	Church Planting in the USA	2 Units
MN 511	Principles of Church Growth USA	3 Units
MN 512	Small Group Ministries	2 Units

Character Formation – 12 Units

CF 500	Pastor's Spiritual & Emotional Health	3 Units
CF 501	Moral & Value Development	3 Units
CF 502	Leadership Development	3 Units
CF 504	Ministerial Ethics	2 Units
CF 505	Foundations of Leadership	3 Units
CF 506	Leadership Relationships	3 Units

Christian Spirituality – 9 Units

CS 500	Christian Faith Development	3 Units
CS 510	Ministry of Holy Spirit (Believer's Life)	3 Units
CS 511	Developing Devotional Life	3 Units
CS 520	Discovering Your Spiritual Gifts	2 Units
CS 530	Cultivating Spiritual Growth	3 Units

Personal/Counseling Ministry – 9 Units

MN 540	Pastoral Counseling	3 Units
MN 542	Advanced Counseling	3 Units
MN 544	Marriage & Family Counseling	3 Units
MN 548	Handling Stress	2 Units
MN 550	Church Personnel Management	3 Units

Church Leadership – 12 Units

MN 510	Church Planting in the USA	2 Units
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MN 511	Principles of Church Growth USA	3 Units
MN 512	Small Group Ministries	2 Units
MN 513	Discipleship	2 Units
MN 514	Advanced Church Growth	3 Units
MN 550	Church Personnel Management	3 Units
MN 551	Pastoral Ministry	3 Units
MN 552	Leadership Development	2 Units
MN 553	Church Management	2 Units
MN 554	Church Finance and Admin.	2 Units
MN 555	Admin. Organ. & Leadership	3 Units
MN 570	Introduction to World Missions	2 Units
MN 571	Contemporary Theology of Missions	3 Units
MN 572	History of Missions	3 Units
MN 573	Theology of Missions	3 Units
MN 574	World Missions & Local Church	3 Units
MN 595	Learning Contract in Ministry	3 Units

Church Worship – 3 Units

RR 618	Directed Studies in Church Music I	3 Units
RR 619	Directed Studies in Church Music II	3 Units

Specialized Ministry – 3 Units

RA 800	Advisor Assigned	3 Units
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COURSE DESCRIPTIONS

BIBLE

BI 200-500

Old Testament Survey

Units 3.0

A broad survey of Genesis through Song of Solomon including overall themes, division, main problems, and spiritual principles of these books in relation to their background and Christianity today.

BI 201-501

New Testament Survey

Units 3.0

A general overview of the New Testament including theme, major divisions, problems, and lessons from each book.

BI 202-502

Pentateuch

Units 3.0

A critical introduction to the first five books of the Bible. Examination of the Higher Criticism of the Pentateuch, the chronological issues, and the archaeological and cultural background of the Pentateuch.

BI 207-507

Genesis

Units 3.0

An in-depth study of the first book of the Old Testament.

BI 210-510

Historical Books

Units 3.0

A study of the books of Joshua through Esther with special emphasis on a historical overview of this period.

BI 215-515

Elements of Hebrew

Units 3.0

Basic grammar with translation and written exercises including the reading of selected biblical texts.

BI 216-516

Advanced Hebrew

Units 3.0

Grammar and syntax with selected readings and exegesis in biblical texts including passages in Zechariah.

BI 217-517

Advanced Hebrew Reading

Units 3.0

Selected passages of Hebrew text with emphasis on reading and translation.

BI 218-518

Advanced Hebrew Grammar

Units 3.0

A study of the details of Hebrew grammar and syntax along with readings in the Hebrew text.

BI 315A-515A

Beginning Greek

Units 3.0

An introductory study of the basic elements of New Testament Greek.

BI 316A-516A

Elementary Greek II

Units 3.0

Continued study of the basic elements of New Testament Greek including translation of portions of the New Testament.

BI 317A-517A

Advanced Greek Grammar

Units 3.0

An intensive study of A.T. Robertson's "A Grammar of the Greek New Testament in the Light of Historical Research" along with other standard works on grammar.

BI 220-520

Poetic & Wisdom Literature

Units 3.0

Various types of poetic and wisdom literature emphasizing poetic devices and principles of interpretation.

BI 225-525

Major Prophets

Units 3.0

An in-depth study of the books of Isaiah, Jeremiah, and Ezekiel.

BI 226-526

Isaiah & Jeremiah

Units 3.0

A study of the life and times of each prophet, his character, message and Messianic emphasis, including discussion of the value of each book for the church today.

BI 227-527

Isaiah

Units 3.0

A study of the life and times of the prophet, his character, message and Messianic emphasis, including discussion of the value of the book for the church today.

BI 228-528

Minor Prophets

Units 3.0

A study of the place and function of the prophet in Israel and Judah's history, including a rapid survey of each book in view of the political, social and religious conditions of the times.

BI 329-529

Advanced Studies in Minor Prophets

Units 3.0

An in-depth study of the special message of each prophet as clarified by the exposition.

BI 235-535

Feasts & Festivals of Israel

Units 3.0

An in-depth study of the feasts and festivals of Israel and their theology in the New Testament.

BI 236-536

Daniel

Units 3.0

A study of the book of Daniel, including discussion of the identity of the writer, the purpose and theme of the book, and a survey of nine general divisions of the book.

BI 240-540

Old Testament Typology

Units 3.0

A study of the Tabernacle, Priesthood, offerings and feasts of the Old Testament and their theology in the New Testament.

BI 242-542

The Book of Joshua

Units 3.0

A study of the book of Joshua, including discussion of the identity of the writer, the theme and purpose of the book, and a survey of the four general divisions.

BI 251-551

Old Testament Theology

Units 3.0

A study of the main doctrines of the Christian religion and how they

are traced and developed in the Old Testament.

BI 252-552
Gospels: Life of Christ **Units 3.0**

A broad study of the four Gospels with special emphasis on the major events and teachings of Jesus.

BI 252A-552A
Synoptic Gospels **Units 3.0**

Introduction to the examination of the Synoptic Problem in a Greek harmony of the Gospels and scholarly works. Discussion of similarities, differences, and the importance of each Gospel account.

BI 254-554
The Gospel of John **Units 3.0**

A study of John's Gospel in the light of the author's stated purpose with emphasis on its contribution to the knowledge of the person and work of Christ.

BI 254A-554A
The Johannine Epistles **Units 3.0**

A detailed study of these epistles which unfold the practical solution to the problems of fellowship and falsehood.

BI 255-555
Jesus in the Gospel of John **Units 3.0**

An in-depth study of the person, character, and completed work of Christ as presented in the Gospel of John.

BI 256-556
The Acts of the Apostles **Units 3.0**

Introduction to the book with emphasis placed upon its importance and its historicity. Comparison studies of the style and that of Luke's Gospel and comparison of Peter's and Paul's speeches with their epistles.

BI 257-557
Romans **Units 3.0**

An exegetical study of the epistle to the Romans with special study of the major doctrines of Salvation by Grace through faith. Includes discussion of the identity of the writer, the theme and purpose of the book, and five general divisions in the epistle.

BI 258-558
Galatians **Units 3.0**

An exposition of the epistle which devotes special attention to interpretive questions concerning justification by faith and the life of the Christian according to the principles of grace.

BI 259-559
I Corinthians **Units 3.0**

An exposition of the epistle devoting attention to the concept of grace through Christ, divisions in the body and disorders in the Church, marriage, and Christian liberty. Includes discussion of the writer, theme, and purpose of the epistle.

BI 259A-559A
II Corinthians **Units 3.0**

An exposition of the epistle in light of the social and moral conditions of the times with special focus on doctrinal and ethical values and their application to church problems of today

BI 260-560
Ephesians **Units 3.0**

An exposition which unfolds divine revelation about the church and its calling, its relationship to Christ and its life in the world today.

BI 261-561
Philippians **Units 3.0**

An exposition which continues study of divine revelation about the church and its relationship to Christ and its role today. Includes discussion of the author, theme, and the purpose of the epistle.

BI 262-562
Colossians **Units 3.0**

An exposition which continues study of divine revelation about the church, the believer, and their respective relationship to Christ. Includes discussion about the writer, theme, purpose of the epistle, and covers four major divisions of the book.

BI 263-563
I & II Thessalonians **Units 3.0**

An exposition of each of these epistles with special emphasis on discussions of the ideal church and the ideal servant. Includes discussion of the five major divisions of the first epistle and two divisions of the second, and mention of the writer, theme, and purpose of the epistles.

BI 264-564
The Prison Epistles **Units 3.0**

An exposition of Ephesians, Philippians, Colossians and Philemon which unfolds divine revelation about the church and its calling, its relationship to Christ, and its life in the world today.

BI 265-565
The Pastoral Epistles **Units 3.0**

The epistles to Timothy and Titus expounded in the light of their special emphasis upon pastoral ministrations and church discipline.

BI 270-570
Hebrews **Units 3.0**

An exposition showing the relation of the Old Testament priesthood and sacrificial systems to New Testament fulfillment in Christ.

BI 271-571
General Epistles **Units 3.0**

An overview of the main teachings and problems of interpretation of the New Testament books of James through Jude.

BI 280-580
Daniel and Revelation **Units 3.0**

An exposition related closely in each case to the historical background, theme, flow of argument through chapters and sections, problem areas and spiritual applications. Discussion of the prophetic relationship between the two books and their correlation to other books.

BI 281-581
Advanced Studies in Revelation **Units 3.0**

An in-depth chronological study of chapters one through six of the Book of Revelation and topical studies of the remaining chapters with special discussion of their significance in view of current events today.

BI 282-582
The Old Testament in the New Testament **Units 3.0**

A study of quotations in the New Testament from the Old Testament showing the specific adaptation of the quotations by the New Testament writers and how they compare with the Old

Testament context.

BI 290-590
New Testament Backgrounds **Units 3.0**

An investigation of the Jewish and Hellenistic backgrounds of the New Testament world, of Jesus, and of the early church.

BI 292-592
New Testament Theology **Units 3.0**

A study of important theological concepts in the New Testament focusing on the orthodox understanding of major doctrines in light of their first century environment.

BI 593
Selected Studies in the Bible **Units 3.0**

Directed studies with extensive reading and preparation of written materials under the direction of a faculty member. Includes written thesis for completion.

BI 594
Advanced Studies **Units 1.0 - 3.0**

A research-oriented course with directed reading and seminar discussion on selected biblical subjects. Requires extensive written thesis for completion.

BI 595
Learning Contract in Bible **Units 1.0 - 6.0**

Development of a learning program on a particular subject under the direction of a faculty member. Requires extensive written thesis providing explanation of conclusions and demonstration that subject has been learned.

THEOLOGY

TH 200-500
Survey of Church History I **Units 3.0**

Church history from Pentecost to the Reformation. Emphasis upon the development of doctrine, organization and the Roman Catholic Church. Discussion of the place and importance of monasticism, scholasticism, mysticism and the Renaissance. Mentions the influence of leading personalities.

TH 201-501
Survey of Church History II **Units 3.0**

An in-depth study of Church history from 1517 to the present day. Emphasis on the causes and development of the Reformation, Protestant denominations, and English and American Christianity. Opportunity provided for each student to familiarize themselves with the history and polity of their church.

TH 202-502
Systematic Theology I **Units 3.0**

The nature, method and rationale of Christian theology. Revelation, both general and special, inspiration, canonicity, authority and illumination of the Word of God. The doctrine of God, including His existence, attributes, and Trinitarian nature. Includes discussion of both good and bad angels.

TH 203-503
Systematic Theology II **Units 3.0**

Man, his creation in the image of God, his nature, fall and the effect of sin upon the race. The salvation of God, including the person and work Christ. The application of salvation to men including election, regeneration, justification, sanctification, and perseverance.

TH 204-504
Systematic Theology III **Units 3.0**

A study of the broad kingdom purpose of God and the future events relating to the destiny of individuals and history, including the second coming of Christ in its phases, the millennial reign of Christ, the resurrections, the judgments and eternal state. Discussion of the church, its inception, its nature, including its organization, ordinances, place and mission in the purpose of God.

TH 205-505
Trinity & the Person of Christ **Units 3.0**

An in-depth study of the doctrine of the trinity with special emphasis on the person and character of Christ.

TH 207-507
Survey of Modern Theological Thought **Units 3.0**

The study of contemporary theological positions including a survey of the philosophical and theological thought leading up to the present day.

TH 209-509
Reformation Theology **Units 3.0**

The history of the doctrine beginning with the reformers and continued into the twentieth century with a refutation of heterodox views.

TH 209-509
Reformation Theology **Units 3.0**

The history of the doctrine beginning with the reformers and continued into the twentieth century with a refutation of heterodox views.

TH 210-510
Hermeneutics **Units 2.0**

A study of fundamental principles for sound interpretation of the Bible, including general rules and special principles for poetic, parabolic, prophetic and typological portions.

TH 211-511
A Biblical View of Man **Units 3.0**

The study of man in his origins, nature and perfections in the image of God. Includes discussion of the origin, character, transmission, effect and punishment of sin; the saving work of the triune God as carried out in the redemptive act centering in Christ.

TH 214-514
Acts 29 – Paul to Augustine **Units 3.0**

A historical study of the life and exploits of Paul, as recorded in the Bible and Church tradition up through Augustine.

TH 215-515
Versions of the Bible **Units 2.0**

A study of the stages through which our English version of the Bible came into existence, including discussions relating to the strengths and weaknesses of the various versions.

TH 220-520
Apologetics **Units 2.0**

The acceptability of the Christian faith in light of the biblical, historical and archaeological records, Christian experience, science and philosophy.

TH 223-523
Cults and the Occult **Units 2.0**

A study of the basic doctrines of some of the major cults including

an analysis of the nature of the demonic influence behind them.

TH 226-526

Cults of America **Units 2.0**

The distinctive features of the cults of America with their significance in the development of religious thought with particular reference to their treatment of the central features of orthodox Christian doctrine.

TH 230-530

Ministerial Ethics **Units 2.0**

A study of the ethical issues unique to the pastor, his family, and the congregation. A study of the practice of church discipline as it relates to scripture and society.

TH 240-540

Pneumatology **Units 3.0**

The person and work of the Holy Spirit in both the Old and New Testaments with particular attention to His ministries in this age to the individual believer and the church.

TH 248-548

Doctrine of the Church – 20th Century **Units 3.0**

An examination of the fundamental doctrines concerning the church, including its nature, organizational structure, ministry, ordinances, purpose and place in God's design. Discussion of the significance derived from each of these areas for the practical life of the church with special focus on current theological issues.

TH 250-550

Eschatology **Units 3.0**

A study of the doctrine of future things relating to the destiny of individuals, nations, and the universe.

TH 253-443

Bible Prophecy **Units 3.0**

A broad overview of biblical prophecy in the Old and New Testaments contrasted with a rapid survey of historical events which fulfilled prophecies.

TH 254-554

Current Events in Eschatology **Units 3.0**

An overview of current events and trends with special emphasis on their relation to the biblical sequence of final things.

TH 280-580

Church History **Units 2.0**

A broad overview of the history of the church from the time of Christ to the present.

TH 590

Selected Studies in Theology **Units 1.0 - 3.0**

Supervised reading and research in selected areas of systematic theology.

TH 591

Advanced Study in Theology **Units 1.0 - 4.0**

A research-oriented course including directed reading and seminar discussion on selected theological subjects; extensive written thesis required for completion.

TH 595

Learning Contract in Theology **Units 1.0 - 6.0**

Development of a learning program on a particular subject under the direction of a faculty member. Requires extensive directed

reading and a written thesis for completion.

MINISTRY

MN 200-500

Evangelism **Units 2.0**

The practical examination of the theology of evangelism and discipleship with an emphasis on developing the skills of personal evangelism and equipping others to share their faith.

MN 202-502

Advanced Evangelism **Units 3.0**

A survey of the history of evangelism and revivals. An examination of various strategies such as T.V., mass crusades, street and pulpit evangelism and the giving of invitations and altar calls.

MN 203-503

Asian Evangelism **Units 2.0**

A study of the programs and methodology of evangelism among the Asian communities and cultures.

MN 204-504

Soul Winning **Units 2.0**

A study of the programs and methodology of mass evangelism.

Mn 210-510

Church Planting in the USA **Units 2.0**

The study of the components, such as geography, demography, strategy and implementation that go into church planting in the USA.

MN 211-511

Principles of Church Growth in the USA **Units 3.0**

A biblical study of church growth principles. An analysis of contemporary practices.

MN 212-512

Small Group Ministries **Units 2.0**

A study of the role of small groups in the church in providing fellowship, mutual ministry and edification. Identification of the skills necessary to organize and lead small groups. Discussion of the dynamics of small group interaction.

MN 232A-532A

Hermeneutics **Units 2.0**

A study of fundamental principles for sound interpretation of the Bible, including general rules and special principles for poetic, parabolic, prophetic and typological portions.

MN 233-533

Hermeneutics & Bible Study **Units 3.0**

A study of hermeneutical principles for sound interpretation of the Bible, including general rules and specialized principles for parables, types, prophecies and poetry. An application of Bible study methods, including the synthetic, analytic, doctrinal, biographical and others.

MN 235-535

Exegetics **Units 3.0**

The development of the student's expository ability by exercises in the critical explanation of scripture.

MN 236-536

Sermon Preparation **Units 3.0**

A study of the techniques and fundamentals of sermon construction and persuasive delivery of expository sermons.

MN 237-537
Advanced Sermon Preparation **Units 3.0**

A skill-refining practicum in the essentials of expository preaching, including evaluation of off-campus ministry.

MN 240-540
Pastoral Counseling **Units 3.0**

A study of basic techniques for pastoral counseling with a biblical orientation with emphasis on the characteristics of an effective counselor, the development of counseling skills, the making of referrals, the place of counseling in the church, and the various theories of counseling.

MN 242-542
Advanced Counseling **Units 3.0**

A study of the conflict between the kingdom of darkness and the kingdom of light with emphasis on the techniques of counseling the spiritually afflicted. Discussion of the vulnerability of the believers, their authority, power, and protection.

MN 244-544
Marriage & Family Counseling **Units 3.0**

Advanced course dealing with problems and conflicts within marriage and family settings. Explores various counseling methods and practical behavioral methods designed to meet problems and conflicts from a biblical perspective.

MN 248-548
Handling Stress **Units 2.0**

Identification of sources of stress and discussion of biblically based methods for effective resolution. Includes discussion of "burn-out".

MN 250-550
Church Personnel Management **Units 3.0**

An examination of contemporary personnel management concepts, organization and interpersonal theories as applied to the local church.

MN 451-551
Pastoral Ministry **Units 3.0**

A study of the pastor's call, philosophy of ministry, orientation, role, ethics, spiritual life and ministry with attention to leadership in worship and special services.

MN 452-552
Leadership Development **Units 2.0**

The biblical principles and practices of developing leaders within the church, including discussion of theological truth, spiritual character and practical skills.

MN 453-553
Church Management **Units 2.0**

An examination of contemporary management concepts, organization and interpersonal theories as applied to the local church. Prerequisite is MN 451-551.

MN 454-554
Church Finance and Administration **Units 2.0**

An examination of the biblical principles of financial stewardship, fundraising and budgeting. Discussion of financial bookkeeping procedures and the use of the computer in the church.

MN 455-555
Administrative Organization & Leadership **Units 3.0**

A course designed to lead the student through a biblical organizational and psychological understanding of leadership, motivation, planning, managing conflicts, worker training, evaluation, change principles and organizational development.

MN 570
Introduction to World Missions **Units 2.0**

The nature of man and his culture with special emphasis on the principles, history, and methodology of worldwide missions.

MN 571
Contemporary Theology of Missions **Units 3.0**

An overview and critique of the various theologies of mission advocated by various branches of the Church down through the decades, beginning with Edinburgh 1910 to the liberation theology debate of our day.

MN 572
History of Missions **Units 3.0**

The background, development and spread of Christianity through world missions. Includes discussion of geographical thrusts, growth dynamics and church structures.

MN 573
Theology of Missions **Units 3.0**

An analysis of the tensions within the church focusing around the mission of the church in the contemporary world with an attempt to formulate a biblical-contemporary expression of the theology of the Church's mission in light of those tensions.

MN 574
World Missions & Local Church **Units 3.0**

Designed to integrate principles of cross-cultural communication, theology, and strategy of missions within the framework of the local church.

MN 295-595
Learning Contract in Ministry **Units 3.0**

Development of a learning program on a particular ministry subject under the direction of a faculty member. Requires student to produce and extensive research project for completion.

MN 243-543
Communication Skills **Units 3.0**

MN 245-545
Family Dynamics **Units 3.0**

MN 246-546
Counseling Ethics **Units 3.0**

MN 247-547
Counseling Issues **Units 3.0**

MN 249-549
Pastoral Counseling **Units 3.0**

MN 272-572

Voice Healing Evangelism **Units 3.0**

MN 274-574
History of Pentecostalism **Units 3.0**

Mn 296-596
Field Practicum **Units 3.0**

CHURCH WORSHIP

RR 618
Directed Studies in Church Music I **Units 3.0**

An in-depth study of the place of music in the church's program. Discussion of the criteria for the selection of appropriate music.

RR 619
Directed Studies in Church Music II **Units 3.0**

An in-depth study of the techniques of leading music and teaching various groups. Discussion of the relation of music to worship, instruction, and fellowship.

CHRISTIAN SPIRITUALITY

CS 200-500
Christian Faith Development **Units 3.0**

An advanced study of the biblically based view of ways in which faith is developed and brought to maturity in Christ. Prerequisite is TH 240-540.

CS 210-510
Ministry of Holy Spirit (In Believer's Life) **Units 3.0**

An exposition of the person and work of the Holy Spirit in the believer's life with discussion of conviction, manifestations (gifts), sanctification, and instruction. Special emphasis on living the Spirit-led life.

CS 211-511
Developing Devotional Life **Units 3.0**

A study of practical methods and helps for developing and maintaining a strong devotional life.

CS 220-520
Discovering Your Spiritual Gifts **Units 2.0**

An in-depth study of the student's personal gifting or manifestation of the Holy Spirit for the work of the ministry. Prerequisite is TH 240-540.

CS 230-530
Cultivating Spiritual Growth **Units 3.0**

A study of practical methods and helps for stimulating and maintaining spiritual growth.

CHARACTER FORMATION

CF 200-500
The Pastor's Spiritual & Emotional Health **Units 3.0**

A consideration of the special and unique spiritual and emotional problems faced by vocational Christian workers and their families, including all phases of occupational ministry. Discusses a variety of practical methods for maintaining a balanced approach to ministry.

CF 201-501
Moral & Value Development **Units 3.0**

An advanced study of the leading theories of moral and faith development with attention directed toward implication for intentional education ministries that develop a Biblical values system.

CF 202-502
Leadership Development **Units 3.0**

An investigation into Bibliocentric spiritual leadership theory and practice; practice in basic leadership skills, and, study of the application in the life of the vocational Christian worker.

CF 204-504
Ministerial Ethics **Units 2.0**

A study of the ethical issues unique to the pastor, the pastor's family and the congregation. Includes discussion of the practice of church discipline as it relates to scripture and society.

CF 205-505
Foundations of Leadership **Units 3.0**

Investigation into leadership theory and practice leading to the development of a Bibliocentric philosophy of leadership; practice of basic leadership skills; and, study of application of concepts in the church and para-church agencies.

CF 206-506
Leadership Relationships **Units 3.0**

Consideration of interpersonal relations between members of a multiple staff as well as management principles in church related groups.

DISSERTATION SEMINARS

RR 700
Master's Thesis Seminar **Units 3.0**

RR 701
Master's Project Seminar **Units 6.0**

RR 802
How to Write a Book **Units 3.0**

APPENDIX: CAMPUS SAFETY & SECURITY POLICIES

I. CAMPUS SECURITY PROCEDURES

California International Theological Seminary has no residential facilities for students, does not officially recognize any off-campus organizations and does not monitor the criminal activity of students when they are off its campus. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the CAO and Dean. California International Theological Seminary's policies and procedures regarding campus security are available to all campus community member and the public through the Seminary website at: <http://www.cits-edu.org>.

A. Campus Security Authority

California International Theological Seminary does not have a security department or a campus police force. Coordination of all safety and security activities and Campus Security Act is the responsibility of the Seminary's Chief Financial Officer (CFO) who is the designated Campus Security Authority. No member of the campus community has law enforcement authority. The Campus Security Authority (CSA) is not responsible for determining authoritatively whether a crime took place. Further, it is not the CSA's responsibility to try to convince a victim to contact law enforcement if the victim does not choose to do so.

Campus Security Authority Contact Information:

Mihoko Sakamoto Chief Financial Officer (626) 632-1212 California International Theological Seminary 119 N Curtis Ave, Alhambra, CA 91801 mihoko.huang@gmail.com	Alternate: David Butler Librarian California International Theological Seminary 119 N Curtis Ave, Alhambra, CA 91801 davidab313@yahoo.com
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The Campus Security Authority's responsibilities include the following:

- Annual distribution via e-mail notification of emergency response and evacuation procedures to the campus community
- Security Act data collection and annual reporting: Crime Incident Reports (all incidents, annually) and/or "No Crime Reported" statement(s); Annual Police Crime Reports; Annual Security Report for California International Theological Seminary
- Training and materials as needed to support Security Act compliance including crime/incident form, definition of Seminary's geography, list and definition of reportable crimes and associated Seminary policies, procedures for preparation and submission of Crime/Incident reports
- Emergency procedures (including timely warning, emergency notification and evacuation procedures) updated as needed and distributed to employees and students as appropriate
- Annual testing of emergency notification and evacuation procedures and report of findings.
- Educational materials for the campus community including emergency procedures, and crime prevention materials

B. Reporting a Crime or Emergency

A crime is "reported" when it is brought to the attention of the Campus Security Authority (or the CAO and Dean if the CSA is unavailable) and/or local law enforcement. The crime might be reported by a victim, witness or third party or even by the offender. Individuals having knowledge of a sex-based offense (including dating violence, domestic violence and stalking) are strongly urged to timely report that crime to the police and to contact the Campus Security Authority to discuss options for safe and positive intervention on behalf of the victim.

Short procedures for reporting a crime or emergency as well as emergency procedures for the campus (see Attachment 1: Campus Security Checklist) shall be mailed to students as part of their preparation packages for every on-campus intensive. These procedures shall be provided to new employees upon hiring and circulated to staff members on an annual basis

- All members of the campus community are instructed to dial 911 in cases of imminent danger, e.g. crime in progress, fire, accident, health emergency, etc. as soon as possible.
- After the emergency has been addressed, the initiating person should report the incident to the Campus Security Authority (CSA). All on-campus events of a criminal or emergency nature must be reported to the designated CSA who may prepare a Crime Incident Report (see *Attachment2: Crime Incident Report Form*) and/or issue a Timely Warning or Emergency Notification (see *Attachment3: Emergency Response & Timely Warning*), as appropriate. Events occurring after business hours should be reported on the next business day.
- For non-emergency situations, any person who is a victim or witness or who has knowledge of any criminal activity or dangerous situation on campus should report is immediately to the Campus Security Authority (CSA).

Persons reporting a crime will be asked to provide information including a description of the incident, the date and time the incident occurred, to whom it was reported (other than the CSA) and whether it was perceived to be motivated by hate or bias. If the Campus Security Authority received was provided in good faith, the CSA will complete a Crime Incident Report. "In good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. The incident report will be retained for appropriate follow-up and annual reporting.

C. Emergency Notifications and Timely Warnings to the Campus Community

Emergency Notification is initiated in response to any significant emergency or dangerous situation that is currently occurring on or imminently threatening the campus such as civil disturbance, criminal activity, acts of God, gas leaks, tornadoes, contagious viruses, fire, etc.

If a significant emergency or dangerous situation is suspected, the Campus Security Authority will confirm that a significant threat exists by whatever means is appropriate for the situation. In the absence of the CSA, the CAO and Dean will be responsible for carrying out emergency procedures. Further, it is required that all members of the Administration be familiar with all safety and security procedures and assist as appropriate.

In the case of criminal activity, the Alhambra Police Department will be consulted. In the case of a health emergency the Los Angeles Department of Health will be consulted. In the case of natural disasters, information will be obtained from the most reliable source immediately available, including but not limited to municipal sources, utilities personnel, police and fire personnel, local radio and television stations.

Upon confirmation of the situation/emergency, the following actions will be initiated by the Campus Security Authority: The security authority will notify all administrative officers on campus; will determine which physical area of the campus and/or campus community members are affected by the situation and will develop specific instructions (according to existing health and safety policies) to advise of the nature of the emergency situation and its immediacy and to ensure the immediate safety of the persons involved, e.g. an order to evacuate, orders to seek shelter and where, orders recommended by the health department according to the threat, request for fire, safety and/or health assistance, etc.

All members of the campus community will be notified as to the nature of the emergency of threat and the actions to be taken. Broadcast e-mail messages, local television and radio announcements, door-to-door notification and/or telephone calls might be employed, depending on the nature of the situation, persons to be notified and urgency for response. Should students be visiting for classes or Seminary activities at the time, the same notifications will be sent to these students via text. When and if the emergency situation is cleared, a notification will be sent advising of same.

California International Theological Seminary will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgement of the civil authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Timely Warning is issued on a case-by-case basis after consideration of the nature of the situation and the threat of continuing danger to the community. Situations which might warrant a timely warning include offenses committed within the Seminary's geography as well as other action which potentially pose a threat to campus community members. In this case, the crime has already occurred, but in the opinion of the CSA, represents an ongoing threat to students and employees. The intent of a timely warning is to enable members of the campus community to protect themselves. The warning will include information about the incident or crime which triggered the warning, the time, date and location of the occurrence and steps which should be taken to ensure individual safety.

The CSA will provide this information by broadcast e-mail alert to the campus community and by cell phone text to students who may be attending classes or Seminary functions as soon as it is available and deemed appropriate for broadcast. Accordingly, no information should be included in any campus crime report, emergency notification or timely warning that would personally identify the victim without his/her consent.

Annual Test or the Emergency Notification and Timely Warning Procedures: An Annual test of the emergency notification and timely warning procedures will be conducted, unannounced or announced, during each calendar year.

The Campus Security Authority will initiate each test and state the nature of the (test) emergency as well as performance goals. Notifications will be made as described above, according to the declared emergency. Results and recommended improvements will be reported by the CSA for Administration approval. Details of the test including time, date, actions taken, and response/findings will be recorded. Changes or improvements to the procedures ascertained as a result of the test will be placed into effect as soon as possible. This report (*Attachment 3: Annual Test of Emergency Response Notification Form*) will be placed on the Seminary's website with a link to relevant security and safety policies and procedures.

Evacuations: The Campus Security Authority is responsible for initiating this process. In the absence of the designated CSA, the CAO and Dean will serve as acting CSA.

D. Security of Facilities

The Campus Security Authority functions as liaison with building management and assists in all safety and security procedures initiated by management on Seminary controlled areas.

Fire Safety: Management will conduct an annual fire safety inspection of the building including Seminary campus areas.

Relationship with Law Enforcement: The Seminary enjoys an excellent working relationship with the Alhambra Police Department as well as state, federal and local agencies dedicated to the safety and security of the community.

E. Registered Sex Offenders

Information on registered sex offenders living and working in the areas near California International Theological Seminary's campus may be obtained through the following state law sex offenders website: <https://www.meganslaw.ca.gov/>. California International Theological Seminary is not responsible for the accuracy of data which appears on the state website. Students are encouraged to visit their home state's law enforcement website to locate information on sex offenders residing in their area.

F. Campus Security and Crime Prevention Programs

Consistent with campus security needs, from time to time the Campus Security Authority shall provide security and crime prevention information via posted message, e-mail, recommended websites and webcasts or printed material regarding security topics and concerns.

Information on sexual violence education and prevention training programs for the campus community is provided in the *Directory of Victim Assistance Services*.

II. DISCLOSURE OF CAMPUS SECURITY AND CRIME STATISTICS

A. Description of Statistics Reported

California International Theological Seminary will disclose all statistics from reports of alleged criminal incidents. The Campus Security Authority collects and reports, crime statistics in compliance with the federal laws annually. Crime definitions are provided in *Attachment 5: Crime Definitions* of this document.

B. Procedure for Annual Reporting of Crime Statistics

At the end of each calendar year the Campus Security Authority will direct preparation of the Seminary's Annual Security Report, including statistics for crimes required to be reported. The report will be made available for distribution/review no later than October 1st of the year following the reporting period. Notification of availability of the report along with a web address for access to a current copy will be sent via e-mail to the campus community.

Request for Annual Policy Crime Analysis Report: Early in the report year, a written request shall be directed to the Los Angeles County Division of Police, requesting data for the preceding calendar year as follows: Calls for Service, Reported Crime, and Arrests for the California International Theological Seminary Campus and for the areas constituting a perimeter around the campus. The request may be submitted by fax. Upon phone notification by the police liaison, the completed report is provided for pickup at the police station in Alhambra. There is a nominal charge for this service, which must be paid at the time the report is picked up for the Seminary. This report provides back-up information to the crime log, along with additional information about the areas surrounding campus, which is required for the compliance reports. The report is reviewed and incidents which must be reported are noted. A digital copy of the report shall be retained on file for four years. (Further instructions for special situations are available in Chapter 4 of the *Handbook for Campus safety and Security reporting*, provided by the U.S. Department of Education, Office of Postsecondary Education).

Campus Security Authority Notification: The President's annual memorandum to the Campus Security Authority ensures that personnel responsible for campus security have been informed of their responsibilities for crime and safety reporting for the year and that they are aware of procedures currently in effect in response to the Campus Security Act.

Annual Security Report: Annual crime statistics for the Seminary (which include reported crimes within campus geography in which individuals not associated with Seminary are involved) is provided in California International Theological Seminary's Annual Security Report. The report must include crime statistics as well as notification of policies and procedures according to the latest USDE requirements. This report must be posted on the Seminary website and must be available to the general public, including prospective students and employees. Availability must be announced by a broadcast e-mail message sent by the Campus Security Authority to all students, faculty and employees and must include the exact electronic address at which the report is posted. This report must be completed and posted prior to October 1st of each year.

C. Geographic Definitions

For the following location descriptions "controlled by" means that the Seminary rents, leases or has some other type of written agreement for a building or property, or a portion of a building or property.

On-Campus: Any building or property owned or controlled by the Seminary that is within the same reasonably contiguous geographic area and used by the Seminary in direct support of, or in a manner related to the Seminary's educational purposes is considered on-campus; and any building or property that is within or reasonably contiguous to the property referenced prior but controlled by another person, is frequently used by students and supports institutional purposes, is considered on-campus.

Public Property (adjacent to and accessible from): Public Property includes building common areas such as lobbies, elevators and stair ways in addition to thoroughfares, streets, sidewalks and parking facilities that are within campus or immediately adjacent to and accessible from campus.

Non-Campus Buildings or Property: Non-campus buildings to be included in emergency procedures and crime statistics reporting are buildings or property not owned or controlled by the Seminary that are used in direct support of, or in relation to the Seminary's educational purposes, are frequently used by students, and are not within the same reasonably contiguous geographic area of the Seminary.

D. Crime Log

Throughout the year, a file of criminal incidents and alleged criminal incidents which occur on the Seminary Geography is maintained. The file must include two elements:

Crime Log: The crime log (that records by the date the crime or alleged crime is reported) is maintained by the Business Office. Information contained in the log is gathered from the incident forms described below. The crime log for the latest 60-day period remains immediately available for review by the public or any member of the campus community during office hours. Any portion of the log older than 60 days will be made available within two business days of the request by the public or any campus community member.

Crime Incident Report: One form is completed for each criminal incident which occurs on campus during the calendar year. The Campus Security Authority (CSA) to which the crime is reported completes this form. The information must include the nature, date, time and general location of each crime and the disposition of the complaint, if known (*Attachment2: Crime Incident Report Form*).

Since there is no longer on-campus student housing at California International Theological Seminary, a Fire Log is no Longer Maintained.

E. Arrests and Referrals for Disciplinary Action

In addition to crimes defined in *Attachemtn5: crime definitions*, the Seminary requires reporting of arrests and referrals for disciplinary action for the following violations:

Weapons: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification also encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violation: The violation of law prohibiting the production, distribution and/or use of certain controlled substance and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

The Seminary's policies, including sanctions, concerning illicit drugs, alcohol, tobacco and firearms are provided at <http://cits-edu.org>

III. SEX OFFENSES

The Seminary's Policy on sexual discrimination, harassment and sexual misconduct is provided in the Seminary Catalog which is located on the Seminary website at: <http://www.cits-edu.org>.

A. Procedure to Follow If a Sexual Offense Occurs

The victim of a sex-based offense (including sexual assault, dating violence, domestic violence or stalking) should promptly report the incident to the Campus Security Authority who will prepare a Crime Incident Report and provide the victim with a copy of the Notification of Rights/Options and a Directory of Victim Assistance Services (see *Attachment6: Notification of Rights/options*) which will provide the victim with a brief written explanation of his/her rights to notify law enforcement and to be assisted by campus authorities in doing so, explanation of no contact orders and contact information for campus and local assistance services.

The Seminary encourages victims to also file a police report in all cases involving potential criminal conduct; however, victims may choose to first report the incident to the Campus Security Authority who will assist with reporting sexual misconduct/assault and in obtaining medical support and information regarding available legal resources as well as counseling and support services. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included in any campus crime report, emergency notification or timely warning that would personally identify the victim without his/her consent.

If the offense was committed by a member of the campus community, the victim may also choose to make a formal or informal complaint to the Appeals/Grievance Committee. In such cases, Grievance Procedures for steps to follow and disciplinary actions which may be taken. These procedures are found in the CITS Catalog.

Victim's Academic Situation: California International Theological Seminary will provide alternatives for a victim's academic situation (such as changing class assignments so that a victim need not attend class in the same classroom with the accused) after an alleged sex offense, if requested by the victim and if alternatives are reasonably available.

National Sexual Assault Hotline: Additional information on sexual assault and free confidential counseling may be obtained by contacting the toll free, 24-hour National Sexual Assault Hotline, operated by RAINN (Rape, Abuse & Incest National Network) at 1-800-656-HOPE or the RAINN website: www.rainn.org.

Medical Care/Emergency Room Examination: An individual who has been the victim of a sex-based offense is urged to seek medical evaluation as soon as possible, ideally within 72 hours of the incident. Any person who has been the victim of a sex-based offense may go directly to the emergency room of any local hospital for medical attention. For life-threatening conditions, call 911, or 9, then 911 from a campus phone.

Sexual assaults for which individuals seek medical treatment must be reported to the appropriate police unit by health care officials. However, victims are not required to criminally prosecute the case or file a police report, unless the sexual assault survivor is a minor.

Medical-Legal Evidence Collection: A person who has been the victim of sex-based offenses (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. If the sex-based offense occurred within 72 hours, a confidential exam can still be administered at local hospitals.

However, the sooner sex-based offenses are reported, the more likely evidence will remain. To help preserve evidence, the victim is encouraged to try to avoid:

- bathing or douching;
- washing hands or face
- urinating;
- drinking any liquids;

- if oral contact has occurred, the victim is encouraged to refrain from smoking, eating, or brushing their teeth;
- if clothes are changed, soiled clothes should be placed in a paper bag (plastic can destroy crucial evidence).

Questions about evidence collection can be directed to the local Rape Crisis Center.

Sexual Violence – Protections Orders: A protection order is a legal order issued by a court, which requires one person to stop harming, harassing, threatening, abusing, and/or stalking another person. A court looks at the facts and circumstances of the case to determine what actions the alleged individual may not engage in. emergency protective orders (EPO) and domestic violence orders (DVO) provide protection from harm by a family member or someone in a domestic relationship. In Kentucky, a Domestic Violence Order (DVO) is filed at the Circuit or District Courthouse in the county where the victim lives. If the victim has fled the county of residence to escape the abuser, the victim may go to the Courthouse in the county to which the victim has fled.

The court information for Los Angeles County, California is: <https://www.lacourt.org/>

Alhambra Courthouse				
Dept	Floor	Room	DEPS	Telephone
1	2	200	Y	(626) 293-2101
2	2	210		(626) 293-2102
3	3	300		(626) 293-2103
4	3	310	Y	(626) 293-2104
5	3	320	Y	(626) 293-2105
T	3	330	Y	(626) 293-2108
V	4	430		(626) 293-2167
W	4	417	Y	(626) 293-2109
X	4	405	Y	(626) 293-2119

- Domestic Violence, see: <http://www.courts.ca.gov/selfhelp-domesticviolence.htm?rdeLocaleAttr=en>
- Health Services Los Angeles County at:
http://dhs.lacounty.gov/wps/portal/dhs!/ut/p/b0/04_Sj9CPyKssy0xPLMnMz0vMAfGizOLdDAwM3P2dgo0sQp3MdBwtPIJdfdwNDZzcjPQLsh0VAQA24HQ!/

California International Theological Seminary has no Security or Police Department. No member of the campus community has law enforcement authority. Incidents of violation of no-contact, restraining and protective orders are handled in the same way as other criminal incidents.

Any employee who holds a lawful no contact or restraining order may directly petition the President of the Seminary for special work accommodation during the term of the order, including but not limited to consideration of restricting interaction/contact with a Seminary student or employee named in the order, etc. Any student who holds a lawful no contact or restraining order may directly petition the CAO for special academic accommodation during the term of the order, including but not limited to consideration of academic needs and issues, restricting interaction/contact with a Seminary student or employee named in the order, etc. The Seminary will make every reasonable effort to cooperate with the party/parties involved in order to honor the terms of the no contact or restraining order. The Seminary will require that the student/employee provide a copy of the court order for its records.

Consent in Sexual Assault: While California law does not define consent for sexual conduct, California law indicates the following constitute lack of consent*:

- Forcible compulsion
- Incapacity to consent; or
- If the offense charged is sexual abuse, any circumstance in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.

A person is deemed incapable of consent when he or she is:

- Less than sixteen (16) years old;
- An individual with intellectual disability or an individual that suffers from a mental illness;
- Mentally incapacitated;
- Physically helpless; or
- Under the care or custody of the state or local agency pursuant to court order and the actor is employed by or working on behalf of the state or local agency.

Note: The provisions of subsection € of this section shall not apply to persons who are lawfully married to each other and no court order is in effect prohibiting contact between parties.

**This is a non-exhaustive list and is not intended to provide legal advice. Persons should consult with law enforcement and prosecutors for advice.*

B. Advising Crime Victims

Any reason suffering a crime on campus will be referred to appropriate counseling resources by either the Campus Security Authority or the CAO and Dean, as appropriate.

Pastoral Support and Referrals: The Seminary will offer pastoral support to any member of the campus community who is a victim of a sex offense. The Dean will arrange for said support. Pastoral support persons shall be members of the clergy and others who receive confidences in their capacity as spiritual advisors, counselors or other positions. Referral information for crisis intervention, general counseling or medical attention will also be provided as determined by the Dean and pastoral support person.

C. Confidentiality

California International Theological Seminary will preserve student/employee confidentiality to the extent possible and allowed by law. The Seminary will exercise sensitivity with respect to the privacy concerns of the reporting person; however, these concerns must be balanced against the Seminary's legal obligations as well as its need to protect the campus community and to insure that appropriate disciplinary processes are implemented. Notification to a parent or guardian of a victim of an incident of sexual misconduct or sexual assault will be made, if necessary, in accord with the requirements of applicable privacy and reporting laws, including but not limited to the Family Educational Rights Privacy Act (FERPA).

The crime statistics included in the Seminary's annual state and federal compliance reports and the daily crime log do not include any information that would identify the victim or the person accused of committing a crime. Crime Incident Reports are retained by the Campus Security Authority in secure storage. All Appeals/Grievance Committee documentation relating to offenses reported to the Committee is retained by the Committee Chair in secure storage.

D. Positive Options for Bystander Intervention

The following advice and counsel concerning bystander intervention is provided for any member of the campus community who might notice a behavior of concern and interpret the behavior as a problem.

Bystander Intervention is a helping behavior whereby a bystander intervenes directly or indirectly in emergency or non-emergency situations. Examples of situations where active bystander intervention has proven effective include sexual assault, domestic violence, dating violence, stalking, discrimination, bullying and hazing, eating disorders, alcohol and drug abuse, and issues of academic integrity.

Positive bystander intervention strategies begin when individuals notice the behavior of concern, interpret the behavior as a problem. Always be aware of your personal safety while being an active bystander. Intervene only when it is safe to do so. The goal of bystander intervention is to save lives and prevent possible acts of violence.

The basic active bystander intervention strategy for emergency and non-emergency situations is to report the incident to the Campus Security Authority (CSA). Emergency notifications can also be made by calling 9-1-1 from a cell phone or 9, followed by 911 from a Seminary phone.

Additional strategies include:

- Encourage victims to self-report; never dismiss claims of sexual violence or domestic violence; never place blame on the victim of an act of violence.
- Intervene and as if a person needs help (e.g., "Do you need a ride?" or "Do you want me to call someone to help?").
- Do not leave another person alone in a situation in which you feel uncomfortable; develop a buddy system.
- Use distraction techniques such as humor, reframing, redirection, or personalization to reduce tension between individuals and to stall for time in which to intervene.
- Recruit help; group interventions can make individuals aware of patterns of behaviors of concerns.
If you are confident that it is safe for you to do so, address the potential perpetrator directly – Ask her/him to stop what she/he is doing, that it is not acceptable or condoned by you, your peers or the Seminary.
- Create a distraction to divert the attention of the potential perpetrator (for example: start a conversation about something else, suggest that they are needed to assist with something, etc.).
- Enlist the help of a friend or other bystander(s). draw their attention to the situation and quickly strategize with them to step in. ask them to join you in approaching the potential victim or perpetrator or to contact authorities such as the police, Campus Security Authority or Seminary officer/faculty member while you address the parties involved.

Additional information about the role of positive bystander intervention can be found at the National Sexual Violence Resource center website, specifically: https://www.nsvrc.org/sites/default/files/Publications_NSVRC_Booklets_Engaging-Bystanders-in-Sexual-Violence-Prevention.pdf

E. Educational Programs to Promote Awareness

The Seminary is committed to educate students and the campus community on how to identify early warning signs of violence and understand the appropriate responses. In this regard, a combination of on-line and print resources is used to inform new students and employees about crime and violence prevention and educate the campus community about sexual violence prevention, self-protection and safety.

Materials are provided to the campus community in several situations: included in preparation material for periodic student intensives, as annual mailings, as periodic notifications in response to active safety and security issues. A brief description of current program offerings is provided in the attached *Directory of Victim Assistance Services of this document*.

The Campus Security Authority in collaboration with the CAO for student issues is responsible for the design, update and selection of training and educational materials relating to crime, campus security and violence prevention.

IV. REFERENCES AND RELATED MATERIALS

A. National Hotlines

- ◆ National Suicide Prevention Hotlines: (800) 273-8255 www.suicidepreventionlifeline.org
- ◆ Substance Abuse & Mental Health Services Association: (800) 662-4357 www.samhsa.gov
- ◆ Mental Health Services Locator: <http://mentalhealth.samhsa.gov/databases/>
- ◆ Rape, Abuse & Incest National Network (RAINN): (800) 656-4673 www.rainn.org
- ◆ National Domestic Violence Hotline: (800) 799-7233 www.ndvh.org
- ◆ Department of Justice Office of Violence Against Women: www.usdoj.gov/ovw
- ◆ Narcotics Anonymous (find a registered Narcotics Anonymous group in your area): www.na.org
- ◆ Alcoholics Anonymous (find a registered Alcoholics Anonymous group in your area): www.aa.org

B. California Hotlines

- ◆ The Rape Foundation: (310) 451-0042
- ◆ Mental Health Crisis Line: (213) 974-0515
- ◆ Drug and Alcohol Abuse: (949) 899-6003

C. Resources for Drug & Alcohol Addiction

- ◆ Open 24 hours (949) 899-6003 https://resurgencebehavioralhealth.com/lp/addiction-treatment-options.php?utm_source=g&utm_medium=c&utm_campaign=16&utm_content=eta-geo&campaignid=8641893727&adgroupid=85046596017&adid=406892077607&gclid=CjwKCAjwvOHZBRBoEiwA48i6AhWfPd63v2U-BtyKRq1kInvfD0DIUmhugvGVzLXtxOmalfhQISXhoCTEQAvD_BwE

D. Resources for Victims of Sexual Violence

- ◆ (800) 656-4673 <http://www.rainn.org/about-national-sexual-assault-telephone-hotline>
- ◆ Health and Family Services: Provides information, links and referrals to various statewide resources.
Department of Children and Family Services: (323) 725-4401
(213) 955-9090 <https://www.peaceoverviolence.org/>
- ◆ Legal Aid: Lo & Lo Law Group (626) 289-8838
- ◆ The Stalking Resource Center: Stalking Prevention & Protection Information <http://www.victimsofcrime.org/our-programs/stalking-resource-center>

E. Resources for Victims of Sexual Violence – National

- ◆ Directory of Crime Victims Services: Enables crime victims to readily locate national and international assistance services and will help victim service providers make appropriate referrals. The directory allows users to search for victim services by location, type of victimization and type of service needed.
<http://ovc.ncjrs.gov/findvictimservices>
- ◆ National Organization for Victim Assistance: The National Organization for Victim Assistance (NOVA) provides victim and witness assistance for criminal justice and mental health professional, advocates, researchers, victims and survivors, and related professionals.
Hotlines: 1-800-TRY-NOVA (1-800-879-6682)
Phone: (703) 535-6682
<http://www.trynova.org>
- ◆ U.S. Citizenship & Immigration Services [Servicios de Inmigración]:
<https://www.uscis.gov/archive/archive-laws/archive-legal-documents/finding-free-legal-advice>
<https://www.uscis.gov/legal-resources>
- ◆ Financial Assistance for Crime Victims [Asistencia Financiera para Víctims de Crimen]
Victim Connect Resource Center: <https://victimconnect.org/victim-service-information/financial-assistance-crime-victim-compensation>
National Association of Crime Victim Compensation Boards: <http://www.nacvcb.org/index.asp?sid=6>

A: CMAPUS SECURITY CHECKLIST

In case of imminent danger from crime, fire or other emergency, dial "911" immediately and describe the situation to the responder; follow any instructions provided by the civil authorities. (If dialing from your cell phone, be prepared to give your physical location if asked. The Seminary campus is located at 119 N Curtis Ave, Alhambra, CA 91753.)

In the case of any crime or offense of a non-emergency nature which is observed or of which a person has knowledge, the situation must be reported immediately to the Campus Security Authority (CSA), Mihoko Sakamoto, Chief Financial Officer, (626) 632-1212. In the event the CSA is out of the office, the incident should be reported to the CAO, Christopher Chui, (818) 687-6882.

EMERGENCY PROCEDURES FOR STUDENT AND VISITORS

Whenever possible, all persons present in classroom facilities, offices, common areas and/or the library will be instructed by the Campus Security Authority, David Butler, to take the recommended action according to the nature of the situation. However, in the absence of instruction, please follow the procedures below according to the emergency situation encountered.

CRIME: If you witness a violent crime, dial 911 immediately. If you notice activity that is suspicious, report it to Mihoko Sakamoto, the Chief Financial Officer and CAO immediately. If you are unable to contact the CSA, notify another Seminary officer or faculty member. The Campus Security Authority will notify the police and also alert building management, if warranted.

To decrease the possibility of automobile crimes:

Do not leave your vehicle unattended with the engine running. Lock your vehicle. Do not leave laptops, tablets, CDs, tapes, GPS devices, loose change, etc. visible through vehicle windows; lock such items in glove compartment or in trunk before entering the parking lot. Take purses and wallets with you. Do not leave purses in the car or the trunk.

MEDICAL EMERGENCY: Immediately call 911 in the event of a medical emergency. Provide the street address, the floor and suite number (California International Theological Seminary's street address is: 119 N Curtis Ave, Alhambra, CA 91801), your name, the number you are calling from and the nature of the emergency. Stay on the telephone if at all possible or have someone relay messages to you from the 911 operator. Have someone contact building management.

Avoid moving the patient. Evaluate the patient, getting as much information as possible from the patient or if the patient is unresponsive, from anyone that saw the actions leading up to or preceding the emergency. Provide all information to the 911 operator and wait for directions. Have someone meet emergency personnel at building entrance to bring to location of patient.

FIRE: In case of fire, use voice alarm. If safely possible, notify the CSA or a Seminary officer or faculty member. Dial 911 to notify the fire department and will alert occupants on the floor. Exit the building through the nearest stairway. If occupants fully exit the building, gather away from the building with other building occupants so that once everyone has evacuated, a head count can be taken.

LOSS OF POWER: Immediately notify David Butler if it is necessary to exit the building, follow the lighted exit signs to the nearest stairway. Once outside, stay clear of downed power lines, trees or limbs.

EARTHQUAKE: Move immediately to a safe place. Get under a desk or table or stand in an interior doorway or in the corner of a room. Stay away from windows and heavy objects (such as refrigerator or tall furniture) that may topple or slide across a floor. Seek safety where you are at the time of the incident. If evacuation is necessary, leave calmly. Stairways may be broken or jammed with people. Do not use the telephone except to call for help or to report serious emergencies seek medical help for those in need and check for fire and use a fire extinguisher if you can. The electricity may go out, fire and burglar alarms may start ringing and/or the sprinkler system may activate. Expect to hear noise from breaking glass, cracks in walls and falling objects. If outdoors, get into an open area away from the building and power lines.

TORNADO/SEVERE WEATHER: Move to safe area on the floor (toward center of building), such as restrooms, fire stairwells or interior rooms with no glass. Do not attempt to go to the first-floor lobby. If outdoors, go to low lying area and remain there until storm passes.

C: EMERGENCY RESPONSE & TIMELY WARNING & ANNUAL TEST OF EMERGENCY RESPONSE NOTIFICATION

Emergency notifications will be issued in response to a significant emergency or a dangerous situation that in the judgment of the Seminary, constitutes an immediate, imminent, or impending threat to the health or safety of members of the campus community.

Timely warning will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the Seminary, constitute a serious or continuing threat to members of the campus community. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included in any campus crime report, emergency notification or timely warning that would personally identify the victim without his/her consent.

REASON OR PURPOSE FOR POLICY

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, and the Jeanne Clery Act, 20 U.S.C.1092(f), the purpose of this policy is to set forth the procedures by which the Seminary will provide emergency notification or timely warning to the campus community in the event that a significant emergency or dangerous situation is reported that poses an immediate, imminent, or impending threat to members of the campus community; or a crime or incident is reported that poses a threat to members of the campus community.

PROCEDURE FOR ISSUING EMERGENCY NOTIFICATIONS

1. Anyone with information believed to warrant an emergency notification should promptly report the circumstances to the Chief Financial Officer who is the designated Campus Security Authority (CSA): Mihoko Huang, (626) 632-1212. In the event the CSA is out of the office, the incident should be reported to the CAO, Christopher Chui, (818) 687-6882. Emergency notifications are considered for the following types of incidents: severe weather, hazardous chemical or hazardous material spills, violent intruder, significant outbreak of illness, flood, fire, earthquake, gas leak, bomb threat, terrorist incident, explosion, or any other circumstance that may constitute an immediate threat to the Seminary community.
2. The Campus Security Authority will decide whether an emergency notification will be issued.
3. The decision to issue an emergency notification will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the emergency and the continuing danger or risk to the campus community.
4. Every attempt will be made to issue the notification as soon as possible after the incident is reported to the Campus Security Authority; however, the release is subject to the availability of accurate facts concerning the incident.
5. If the determination is made that an emergency notification will be issued, Campus Security Authority will confer with the appropriate public and Seminary officials and make a determination of who needs to be notified, and what the content of the notification should be. This determination will be made giving consideration to what members of the community may be endangered by the emergency, who else may be affected by it, and what information is appropriate to communicate to them. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included that would personally identify the victim without his/her consent.
6. Once the message is prepared, the Campus Security Authority, working cooperatively with other appropriate members of the campus community, will, without delay, initiate the notification system. The notification may be distributed in one or more of the following methods, depending on the circumstances of the situation: Seminary web pages; electronic mail; posting within the CITS facility; telephone or door-to-door notification in the CITS suites; contracting the local media for immediate distribution; other means appropriate under the circumstances.
7. The content of an emergency notification should include the following information if appropriate:
 - A statement as to what the emergency or dangerous situation is, in specific terms.
 - A statement providing direction as to what actions the receiver of the message should take to ensure their own safety.
 - A statement as to where or when additional information may be obtained.
8. Testing of the Emergency Notification System should be done at least once annually. Different components will be tested on an individual basis to ensure the capability to use that specific communication method in an emergency. The tests should be planned and performed by the Campus Security Authority, working cooperatively with other appropriate members of the campus community. These tests should be announced or unannounced. Each test should be documented to include a description of the exercise, the date of the test, the start and end times of the test, and whether the test was announced or unannounced.

D: BUILDING EMERGENCY INFORMATION

Even if we are not in a disaster-prone area, there are potential events or disasters that could affect us at CITS.

The Emergency Building Information is not meant to provide every scenario of an emergency situation; however, it is a guide to use in the event of an emergency and a tool for each employer to use to train employees in some "what if" situations. Trying to remain calm and reassuring others is important in all emergency situations. Hopefully, we will not be faced with a need for most of this information and yet we wish to provide you with some safety procedures.

Flowing are some actions CITS may wish to take to avert major problems should an emergency situation affect us:

Keep a phone list of key employees and customers with you and other key staff members. Be sure several key employees have necessary company keys and access numbers. If you have a voice mail system, designate one remote number on which you can record a message to all employees. Get programmable call forwarding for your main business line(s). If you cannot get to the office, you can reprogram the phones to ring elsewhere. Back up computer data frequently; keep back up off-site. Use UL listed surge protectors and battery back-up systems. Purchase a NOAA Weather Radio with a tone alert feature. Stock minimum supply of goods, materials and equipment you would need for business continuity. Keep emergency supplies available for employees including flashlights with extra batteries, first aid kit, tools, nonperishable food and bottled water.

BOMB SCARE:

Ask caller if you can transfer him/her to supervisor; however, if caller refuses to be transferred to another party, employee should obtain appropriate information. Caller should be kept online as long as possible. Ask him/her to repeat the message. Employee should immediately request nearest person by note or signal, so that another employee is made aware of situation. Employee should try to obtain exact location of bomb, time of detonation and description of the bomb. Employee should try to remember distinguishing characteristics of the caller and should take notes on time call received, if caller sounds old or young, tone of voice, etc. If possible, have a second person listen in on the call. Pay attention to peculiar background noises, such as motors running, sirens, background music and any other noises which may provide clues. Immediately after the caller hangs up, call the police at 911 and then call building management. Building management will make notification to the other tenants in the building. If building maintenance is on duty, they will assist in search of the public areas, including restrooms and lobbies. All employees in the suite should be notified immediately and should make a quick search of their immediate area before evacuation.

Bombs and explosives have no standard appearance. Be alert of cans, boxes, suitcases, sections of pipe or other items which seem out of place. Never touch, move, or in any way disturb unidentified or suspicious objects. If a suspicious object is found, open all doors in the area to minimize structural damage in the event of an explosion.

CRIME:

Tenants noticing activity that is suspicious should report it to the police and also alert building management. Employees with window offices have reported suspicious activity seen from office windows.

If an effort to decrease the possibility of automobile crimes, note the following suggestions/information:

Lock your vehicle. Do not leave vehicle running with engine on while you enter the building. Do not leave CDs, tapes, GPS devices, loose change, etc. visible through vehicle windows; lock such items in glove compartment or in trunk. CITS has an extremely low crime rate. See additional information under SECURITY.

EARTHQUAKE:

Shen an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds but great earthquakes can last up to a minute. It is possible to feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion, followed by another shock. This phenomenon is merely the arrival of different seismic waves from the same earthquake. Aftershocks may occur; these are separate quakes which follow the main shock. They may occur minutes, hours or even days afterwards. They can cause damage or collapse structures already weakened by the main earthquake.

Procedures and guidelines: Move immediately to a safe place. Get under a desk or table or stand in an interior doorway or in the corner of a room. Stay away from windows and heavy objects (such as a refrigerator or tall furniture) that may topple or slide across a floor. Seek safety where you are at the time of the incident. If evacuation is necessary, leave calmly. Power for elevators may fail. Stair ways may be broken or jammed with people. Do not use the telephone except to call for help or to report serious emergencies. Listen to radio for information. Seek medical help for those in need and check for fires and put out if you can.

The electricity may go out, elevator, fire and burglar alarms may start ringing and/or the sprinkler system may activate. Expect to hear noise from breaking glass, cracks in walls and falling objects. Hut off electricity if any change of damage to wiring. Do not touch power lines, electric wiring or objects in contact with them. Be certain sewer lines not broken before resuming use of toilets. Building maintenance may need to shut off water main if breakage occurred. If outdoors, get into an open area away from the building, parking garage and power lines.

FIRE:

In case of fire: Use voice alarm and call fire department. Leave. Evacuate immediately if fire is in open area. Close doors behind you as you leave to help contain spread of smoke and flames. Confine fire. If possible, close the door, cover fire with a lid, move any material that might burn and do everything possible to contain the fire. Extinguish. Use fire extinguishers in suite or ones located at hallway.

The above sequence of events may be done by several people at once and good judgment should prevail for maximum safety.

With voice alarm, it may not be necessary to evacuate the entire building. All occupants must leave the building in an orderly fashion.

To exit the building: Exit through the nearest stairway. If occupants fully exit the building, gather away from the building with other building occupants so that once everyone has evacuated, a head count can be taken.

Each handicapped person shall be assigned a buddy/buddies that will assist in escorting the disable person to the nearest stair way and down the stairs.

LOSS OF POWER:

Notify David Butler first. Maintenance may come and check circuit breakers. In some cases, the Edison Company needs to be notified to restore power in level of importance. Hospitals, fire and police stations are restored first.

During office hours: Call building management to advise of situation and to find out if power loss is throughout the building or isolated to a particular suite or floor. Building management may contact Edison Company if necessary.

After office Hours: If CITS area experiences loss of power due to inclement weather, you may call building management to find out if CITS is affected.

Guidelines: Have radio and flashlights (with working batteries) readily available. Suggest that each employee keep the same in office desk drawer. If it is necessary to exit the building, follow the lighted exit signs to the nearest stairway. Once outside, stay clear of downed power lines, trees or limbs.

MEDICAL EMERGENCY:

Immediately call 911 in the event of a medical emergency. Provide the street address, the floor and suite number, your name, the number you are calling from the nature of the emergency stay on the telephone if at all possible or have someone relay messages to you from the 911 operator. Have someone contact building management.

Avoid moving the patient. Evaluate the patient, getting as much information as possible from the patient or if the patient is unresponsive, from anyone that saw the actions leading up to or preceding the emergency. Provide all information to the 911 operator and wait for directions. It may be necessary to contact a family member if patient is unresponsive as family member may be able to provide helpful information.

Have another employee or building management meet emergency personnel at building entrance to bring to the location of patient.

SECURITY:

Building Access: California International Green Office Building is open from 6:00 p.m. – 10:30 p.m. Monday through Thursday and 9:00 a.m. – 12:00 p.m. on Saturday. Access may be obtained after hours and on holidays by calling David Butler. Entry must be via the front, main entrances facing the parking lots. Tenants should not allow other persons to follow them into the building. Additionally, doors are not to be propped open during times that the building is “closed.”

TORNADO/SEVERE WEATHER:

In the event of threatening weather, tenants are encouraged to listen to television and radio. If a tornado is sighted or a tornado bulletin is issued, building management will notify all occupants in the building.

Guidelines: Close all window blinds/drapes on outside windows. Close all doors to outside offices. Move to safe area on your floor (toward center of building), such as restrooms, fire stairwells or interior rooms with no glass. Do not attempt to go to the first-floor lobby. If outdoors go to low lying area and remain there until storm passes.

E: CRIME DEFINITIONS

(Except where otherwise noted, the definitions listed below are applicable to both Acts and are excerpted from the Federal Bureau of Investigation's Uniform Crime Reporting Program, Uniform Crime Reporting Handbook; the specific wording of the definitions in the Minger Act may differ slightly from the federal definitions. The definitions for crimes specific to the Clery Act are also excerpted from the Uniform Crime Reporting Handbook.)

CRIMINAL OFFENSES

CRIMINAL HOMICIDE

Murder And Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of a person through gross negligence.

SEX OFFENSES

Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes attempts.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: Oral or anal sexual intercourse with another person; forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person; forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (An object or instrument is anything used by the offender other than the offender's genitalia.)

Forcible Fondling: The touching of the private parts of another person for the purpose of sexual gratification, forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Non-Forcible: Any unlawful, non-forcible sexual intercourse.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. (In California the age of consent is eighteen years old.)

Incest: Non-Forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

DOMESTIC VIOLENCE: This includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

DATING VIOLENCE: This includes felony or misdemeanor crimes of violence committed by a dating partner. The term "dating partner" refers to a person who is or has been in a social relationship of a romantic or intimate nature with the abuser, and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

STALKING: Stalking in the First Degree (KRS508.140) is defined as intentionally stalking another person and making an explicit or implicit threat with the intent to place that person in reasonable fear of sexual contact, serious physical injury, or death; and a protective order has been issued, or a criminal complaint is currently pending, or the defendant has been convicted of or pled guilty within the previous five (5) years to a felony or to a Class A misdemeanor against the same victim or victims; or the act or acts were committed while the defendant had a deadly weapon on or about his person.

Stalking in the Second Degree (KRS508.150) is defined as intentionally stalking another person and making an explicit or implicit threat with the intent to place that person in reasonable fear of sexual contact, serious physical injury, or death.

ROBBERY: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

ASSAULT:

Aggravated Assault: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Simple Assault: An unlawful attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle. (This does not include thefts from motor vehicles.) this includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.

ARSON: Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

MENACING (KRS508.050): Intentionally placing another person in reasonable apprehension of imminent physical injury.

WANTON ENDANGERMENT:

Wanton Endangerment in the First Degree (KRS508.060): When, under circumstances manifesting extreme indifference to the value of human life, the defendant wantonly engages in conduct which creates a substantial danger of death or serious physical injury to another person.

Wanton Endangerment in the Second Degree (KRS508.070): Wantonly engaging in conduct which creates a substantial danger of physical injury to another person.

TERRORISTIC THREATENING: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct but without displaying a weapon or subjecting the victim to actual harm.

CRIMINAL DAMAGE TO PROPERTY – VANDALISM: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (larceny and theft mean the same thing in the UCR.)

CONSTRUCTIVE POSSESSION is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

CRIMINAL ATTEMPT (KRS506.010): Intentionally engaging in conduct which would constitute the crime if the attendant circumstances were as he believes them to be; or intentionally doing or omitting to do anything which is a substantial step in a course of conduct planned to culminate in his commission of the crime; or engaging in conduct intended to aid another person to commit that crime, although the crime is not committed or attempted by the other person.

HATE CRIMES: Any criminal offense (as listed above) committed against a person or property which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Categories of Bias

RACE: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

GENDER: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

RELIGION: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

SEXUAL ORIENTATION: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

ETHNICITY/NATIONAL ORIGIN: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

DISABILITY: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

F: NOTIFICATION OF RIGHTS/OPTIONS

To be provided by the Campus Security Authority to any student or employee who reports he/she is a victim of a sexual offense including domestic violence and stalking.

Medical Care / Emergency Room Examination

Any victim of sex-based offense is urged to seek medical evaluation as soon as possible, ideally within 72 hours of the incident. The victim may go directly to the emergency room of any local hospital for medical attention. For life-threatening conditions, call 911.

Note: Sexual assaults for which individuals seek medical treatment must be reported to the appropriate police unit by health care officials. However, victims are not required to criminally prosecute the case or file a police report, unless the sexual assault survivor is a minor.

Medical-Legal Evidence Collection

The victim of a sex-based offense (particularly rape, forcible oral copulation, or sodomy) is encouraged to required collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. If the sex-based offense occurred 72 hours, a confidential exam can still be administered at local hospitals. However, the sooner sex-based offenses are reported, the more likely evidence will remain. To help preserve evidence, the victim is encouraged to try to avoid: bathing or douching; washing hands or face; urinating; drinking any liquids; if oral contact has occurred, the victim is encouraged to refrain from smoking, eating, or brushing their teeth; if clothes are changed, soiled clothes should be placed in a paper bag (plastic can destroy crucial evidence.)

To Whom an Offense May be Reported

The complainant has the right to choose not to file a complaint with the Seminary. However, when the Seminary is made aware of an allegation of sexual assault, stalking, dating violence, or domestic violence, CITS must investigate and take action to protect the complainant or other members of the campus community. The victim of a sex-based offense (including sexual assault, dating violence, domestic violence or stalking) should promptly report the incident to the Campus Security Authority (CSA), Mihoko Huang, David Butler, or to the CAO, who will contact the CSA.

The Seminary encourages victims to also file a police report in all cases involving potential criminal conduct; however, victims may choose to first report the incident to the Campus Security Authority who will assist with reporting sexual misconduct/assault and in obtaining medical support and information regarding available legal resources as well as counseling and support services.

Note: If a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included in any campus crime report, emergency notification or timely warning that would personally identify the victim without his/her consent. For complete detail on all campus policies and procedures involving criminal and/or sexual offenses, grievance procedures and/or harassment policies and procedures, see the Student Handbook, Appendix.

Rights of the Parties Involved in the Case of an Institutional Disciplinary Procedure

Both the accuser and the accused are entitled to: access information that will be used at the hearing; present relevant witnesses and other evidence; have others present during the hearing and related meetings or proceedings; protection under applicable privacy laws; be informed in writing of the Seminary's grievance process; be informed (simultaneously) in writing of any change in the results of the process that occurs prior to the time the results become final as well as the final outcome of the grievance process; to choose an advocate/advisor who may advise the party and may speak and question witnesses on the party's behalf.

Note: Confidential medical/counseling records and information regarding the victim's sexual history will not be provided to the accused and is not admissible at any disciplinary proceeding.

The standard of evidence used to determine responsibility is a "preponderance" of evidence. This determination is based on the greater weight of the evidence and does not require a standard beyond a reasonable doubt.

For the complete policy governing institutional disciplinary procedures see Grievance Procedure, of the Student Handbook.

Counseling, Health Services, Mental Health Services, Victim Advocacy, Legal Assistance, and other Victim Services

Any person suffering a crime on campus will be referred to appropriate counseling resources by either the Campus Security Authority or the CAO, as appropriate.

Pastoral Support and Referrals:

The Seminary will offer pastoral support to any member of the campus community who is a victim of a sex offense. The Dean will arrange for said support for students. The CSA will make these arrangements for employees. Pastoral support persons shall be members of the clergy and others who receive confidences in their capacity as spiritual advisors, counselors or other positions. Referral information for crisis intervention, general counseling or medical attention will also provided as determined by the Dean/CSA and pastoral support person.

Remedial Action for Sex-based Offenses

In the event the Seminary Administration finds by a preponderance of the evidence that sex-based offenses did occur (regardless of whether the victim chooses to report the crime to the Campus Security Authority or local law enforcement), the Seminary will take immediate steps to end the misconduct, eliminate any hostile environment that has been created, prevent further sex-based misconduct and prevent retaliation. Additional remedial action including victim counseling, tutoring, changing intensive class assignments so that the victim and alleged perpetrator do not share the same on-site classes, no-contact orders and/or permitting a student to re-take a course may be applied. The accused may be required to participate in educational or counseling intervention.

Judicial No-Contact, Restraining and Protective Orders Emergency protective orders (EPO) and domestic violence orders (DVO) provide protection from harm by a family member or someone in a domestic relationship. To discuss your filing options in Los Angeles County: Contact your State Representative.

Any employee who holds a lawful no contact or restraining order may directly petition the President of the Seminary for special work accommodation during the term of the order, including but not limited to consideration of restricting interaction/contact with a Seminary student or employee named in the order, etc. any student who holds a lawful no contact or restraining order may directly petition the CAO for special academic accommodation.

Order, including but not limited to consideration of academic needs and issues, restricting interaction/contact with a Seminary student or employee named in the order, etc. The Seminary will make every reasonable effort cooperate with the party/parties involved in order to honor the terms of the no contact or restraining order. The Seminary will require that the student/employee provide a copy of the court order for its records. Incidents of violation of no-contact, restraining and protective orders are handled by the Seminary in the same way as other criminal incidents.

G: DIRECTORY OF VICTIM ASSISTANCE SERVICES

To be provided by the Campus Security Authority to any student or employee who reports he/she is a victim of a sexual offense including domestic violence and stalking.

California Department for Public Health: provides information, links and referrals to various statewide resources. Please email calhealthfind@cdph.ca.gov or call (916) 558-1784; (916) 324-6630, 1-800-735-2922. Mailing address: PO Box 997377, MS 0500, Sacramento, CA 95899-7377 https://www.cdph.ca.gov/Pages/contact_us.aspx

Domestic Violence Association: <http://ncadv.org> Childhood Domestic Violence: <https://cdv.org/>

Legal Aid Network:

<https://legalsupporttoday.com/?page=Finding%20A%20Pro%20Bono%20Lawyer&og1=6399ddfb-e15c4727-86e4-14d3831051ac&cid=cid25796&gclid=&kw=attorney+services>

Rape Crisis Center: <http://rapecrisis.com/>

National Hotlines: National Suicide Prevention Hotline: 1-800-273-TALK (8255); www.suicidepreventionlifeline.org Substance Abuse & Mental Health Services Association: 1-800-662- HELP (4357) www.samhsa.gov Mental Health Services Locator: <http://mentalhealth.samhsa.gov/databases/> Rape, Abuse & Incest National Network (RAINN): 1-800- 656-HOPE (4673) www.rainn.org

National Domestic Violence Hotline: 1-800-799-7233 www.ndvh.org Department of Justice Office of Violence Against Women: www.usdoj.gov/ovw/ Narcotics Anonymous (find a registered Narcotics Anonymous group in your area): www.na.org Alcoholics Anonymous (find a registered Alcoholics Anonymous group in your area): www.aa.org

The Stalking Resource Center: Stalking Prevention & Protection Information <http://www.victimsofcrime.org/our-programs/stalkingresource-center>

Directory of Crime Victim Services Enables crime victims to readily locate national and international assistance services and will help victim service providers make appropriate referrals. The directory allows users to search for victim services by location, type of victimization and type of service needed. Web: <http://ovc.ncjrs.gov/findvictimservices>

The National Organization for Victim Assistance (NOVA) provides victim and witness assistance for criminal justice and mental health professionals, advocates, researchers, victims and survivors, and related professionals. Hotline: 1-800-TRY-NOVA (1-800-879-6682) Phone: (703) 535-NOVA (6682) Web: <http://www.trynova.org>

U.S. Citizenship & Immigration Services [Servicios de Inmigración]:

<https://www.uscis.gov/archive/archive-laws/archive-legaldocuments/finding-free-legal-advice>; <https://www.uscis.gov/legal-resources>

Financial Assistance for Crime Victims [Asistencia Financiera para Víctims de Crimen]: Victim Connect Resource Center

<https://victimconnect.org/victim-services-information/financial-assistance-crimevictim-compensation>; National Association of Crime Victim Compensation Boards <http://www.nacvcb.org/index.asp?sid=5>

On-Campus Assistance: Students wishing to discuss personal concerns are invited to use any of the following services: ■Faculty: Each member of the faculty is available to students. The primary matters discussed with faculty are academic and vocational; however, discussions with faculty are not limited to these issues. ■The Office of the Vice President for Academic Affairs: The Office works with students, advocates for students in appropriate circumstances, and works to assist individual students in solving problems that might inhibit academic progress.

Members of the campus community wishing to discuss personal concerns are invited to consult with the Campus Security Authority for referrals or recommendations.

H: FIRE DRILL FORM

FIVE-MINUTE FIRE DRILL PROCEDURES. THIS WILL BE DONE ONCE PER QUARTER!

STAFF AND STUDENTS

Upon hearing a fire alarm, leave the building immediately. **WALK, DON'T RUN.** ALWAYS USE STAIRS! If there is a delay getting through the exit, do not shove. Wait your turn. Keep calm. DO NOT DELAY leaving the building. Forget valuables except your cell phone and laptop. Save your life! Assist any handicapped person or visitor in the building. NEVER ASSUME AN ALARM IS A TEST!

BASIC FIRE EVACUATION PLAN

1. In event of a fire, immediately vacate the building. Class president or instructor of the hour must advise all by voice that there is a fire.
 2. The person discovering the fire then advises the designated Evacuation Coordinator, who is the class president at that time. Under such circumstances, the class president will inform all occupants in their assigned area to vacate the premises (which they should have already started to do when they hear the voice alarm), in accordance with the routes outlined on the floor plans. Exit the area using stairs. An alternate route will be determined at the time of the incident and will be based on the best route available. The class president is also responsible for making an immediate call to 911.
 3. The Evacuation Coordinator will assign two (2) persons to assist each handicapped person out of the building. After leaving the building, staff and students are to report directly to the location that was designated for their location. Please see your individual office plans for the specific locations. They are to remain there until all persons are notified it is safe to enter the building by the Evacuation Coordinator. The Evacuation Coordinator must proceed with checking each room in their respective areas, making certain that all rooms, including bathrooms, classrooms, library rooms and offices are vacated and that the doors are closed upon leaving.
 4. The Evacuation Coordinator is to proceed to the outside reporting area for their office and account for all staff.
 5. Stay in the Parking Lot until further action is required.
-

CLASS PRESIDENT OR TEACHER REPORT

Date of Fire Drill _____

Location of Drill _____

	Yes	No
1. Make sure everybody has left the room.	<input type="checkbox"/>	<input type="checkbox"/>
2. Make sure no one is in the bathroom.	<input type="checkbox"/>	<input type="checkbox"/>
3. Make sure hallways are clear.	<input type="checkbox"/>	<input type="checkbox"/>
4. Make sure no one is in the meeting room.	<input type="checkbox"/>	<input type="checkbox"/>
5. Make sure no one is in the library.	<input type="checkbox"/>	<input type="checkbox"/>
6. Make sure all people are accounted for in the parking lot.	<input type="checkbox"/>	<input type="checkbox"/>

Completed by and date: _____

***Send this form back to the Administrator at the Head Office for record.**



ENROLLMENT FORM

This Enrollment Agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it. You have been provided two copies of this Enrollment Agreement; the second copy is for your records.

THE RIGHT OF STUDENTS TO CANCEL

1. A student has the right to cancel his or her agreement for a course of institution, without any penalty or obligations, through attendance at the first class session.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: California International Theological Seminary, 119 N Curtis Ave, Alhambra, CA 91801. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Any questions a student may have regarding this Enrollment Agreement that have not been satisfactorily answered by the institution may be directed to

Bureau for Private Postsecondary Education
 P. O. Box 980818
 West Sacramento, CA 95798-0818
 (916)431-6959
www.bppe.ca.gov

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 internet website of Bureau, www.bppe.ca.gov.

TRANSFERABILITY OF CREDIT

Transfer students are required to present the same application forms and transcripts as those applying for freshman status. The office of records has the final authority for the release of transfer credits into California International Theological Seminary. The student transcript from the last school attended must bear the statement of honorable dismissal.

Transfer students with less than 30 semester units or 48 quarter units of regular college or university work must qualify for admission on the basis of both their high school and college record. A minimum grade average of "C" (2.0) is required on all work attempted at the college level for undergraduate transfers.

Students transferring with more than 30 semester or 48 quarter units will be considered on the basis of their college grade (high school graduation transcript is still required for admission).

A minimum grade average of "B" (3.0) is required for all work attempted at the graduate level for students desiring to transfer into either masters or doctoral level programs. Transcripts must be transmitted to the office of admissions and records by no later than one month prior to the start of the quarter in which the student plans to attend.

Transfer students who have attended institutions which are not accredited may be given the opportunity to validate credits through the College Level Examination Program or through consultation. Provisional credit may be granted for non-accredited liberal arts course work in accordance with the policies of the state colleges or universities of the state in which the institution transferring credit is located. Validation of provisional credit is obtained only when the transferring student maintains a cumulative grade point average of "C" or better at the undergraduate level, and "B" or better at the graduate level following enrollment at California International Theological Seminary.

STUDENT TUITION RECOVERY FUND

The fund exists to relieve or mitigate economic (i.e., pecuniary) loss suffered by a California resident while enrolled at a qualifying institution if the student enrolled in the institution, prepaid tuition, and suffered economic loss as a result of any of the following reasons per California Education Code Section 94923.

1. The institution or a location of the institution closed or an educational program offered by the institution was discontinued while you were enrolled, and you did not participate in or complete a teach-out plan.
2. You were enrolled at the institution or a location of the institution within the 120-day period before the institution or a location of the institution closed or an education program offered by the institution was discontinued.
3. You were enrolled in an education program offered by the institution or a location of the institution more than 120 days before the institution or a location of the institution closed and the Bureau determines there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution's failure to provide a refund to you as ordered by the Bureau.
5. The institution's failure to pay or reimburse to you loan proceeds under a federal student loan program as required by law or to pay or reimburse to you proceeds received by the institution in excess of tuition and other costs.

6. You obtained a monetary award or judgment against the institution or representative of the institution based on a violation of the California Private Postsecondary Education Act of 2009, and you have reasonably tried and failed to collect the award or judgment. (The Bureau shall review the award or judgment and ensure the amount paid from the STRF does not exceed your economic loss.)
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. (The Bureau shall review the invoice and evidence and upon verification, reimburse you up to \$500.00.)
8. Any part of your tuition was paid by a third-party payer (such as an employer, government program, or other entity) and those benefits were lost because of your inability to complete the educational program due to the institution's closure or loss of eligibility to receive the benefits. (The Bureau will pay your charges at a subsequent institution up to the original amount of the third-party payer benefit upon evidence of your enrollment at a subsequent institution that is eligible to receive the same benefit.)

You have up to four (4) years from the date of a school or program closure, or other qualifying event, to submit your STRF claim.

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

If you have any questions, or require additional information or assistance, please contact the STRF unit at 888-370-7589 and select option 5 when prompted, or you may send an email to STRF@dca.ca.gov.

CATALOGUE AND SCHOOL PERFORMANCE FACT SHEET

Prior to signing this enrollment agreement, you do have 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.

REFUND INFORMATION

In as much as faculty arrangements and other financial commitments are made by California International Theological Seminary for the entire academic year in advance, the following refund policy has been adopted in order to distribute the loss equitably when a student finds it necessary to withdraw from the seminary:

Withdrawal within First Week	40%
Withdrawal within Second Week	20%
Withdrawal after Second Week	None

Refunds are computed from the beginning of the quarter, based upon the total tuition which has been paid by the student for the quarter classes in which the student is enrolled. There are no refunds for application or registration fees. No refunds are made for deferred payment fees.

1. A schedule of total charges, including a list of any charges that are nonrefundable and the student's obligations to the Student Tuition Recovery Fund, clearly identified as Nonrefundable charges.
2. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

All refunds must be requested by properly completing and submitting a departure card or class drop form. In all cases the official withdrawal date determines the amount of the refund.

FEES AND CHARGES

• APPLICATION FEES

An application fee of \$50 must accompany each application for admission. This fee is non-refundable. Applications for the spring quarter which are received after January 1st, or for the fall quarter received after August 1st must be accompanied by an additional \$10.00 fee.

• TUITION FEE

Pre-Seminary	\$125.00/unit
Graduate	\$150.00/unit

• GENERAL FEES

Registration Fee	\$40.00/quarter
Library Fee	\$15.00/quarter
Miscellaneous Fee	\$250.00/quarter
Handout Fee	\$10.00/course
Transcript Fee	\$35.00/copy
Late Fee / Returned-Check Fee	\$50.00/time
Graduation Fee (Master)	\$350.00
Master's Level Advisory Fee	\$450.00

M. Div. program requires to complete 102 credit hours beyond the Bachelor Level. Total fee for a quarter is about \$1970.00. An application fee of \$50.00 is not refundable. Refund information is on page two of this Enrollment Agreement.

CALIFORNIA INTERNATIONAL THEOLOGICAL SEMINARY

Quarter

Student Name:

Student ID #:

Address:

Instruction is provided at:

This agreement is for the . A total of 10 weeks to complete the 4 courses.

Start Date:

Schedules Completion Date:

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS THE ESTIMATED TOTAL CHARGES FOR

THE ENTIRE EDUCATIONAL PROGRAM AND THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

This document constitutes the complete and fully integrated agreement of the parties, and can only be amended in writing. In the event of any dispute between the parties, the matter shall be submitted to binding arbitration. The arbitrator shall have the power to decide arbitrability of the controversy. The venue for any arbitration or court action shall be Los Angeles, California.

I understand that this is a legally binding contract. 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:

I accept this agreement and certify that the California International Theological Seminary has met the disclosure requirements of Education Code §94902 of the California Private Postsecondary Education Act of 2009.

Signature of School Official:

Date:

NOTE: Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder. You may assert against the holder of the promissory note you signed in order to finance the cost of the education program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.



MASTER OF DIVINITY THESIS EVALUATION RUBRIC

Based on Senior Project Thesis and Conversation

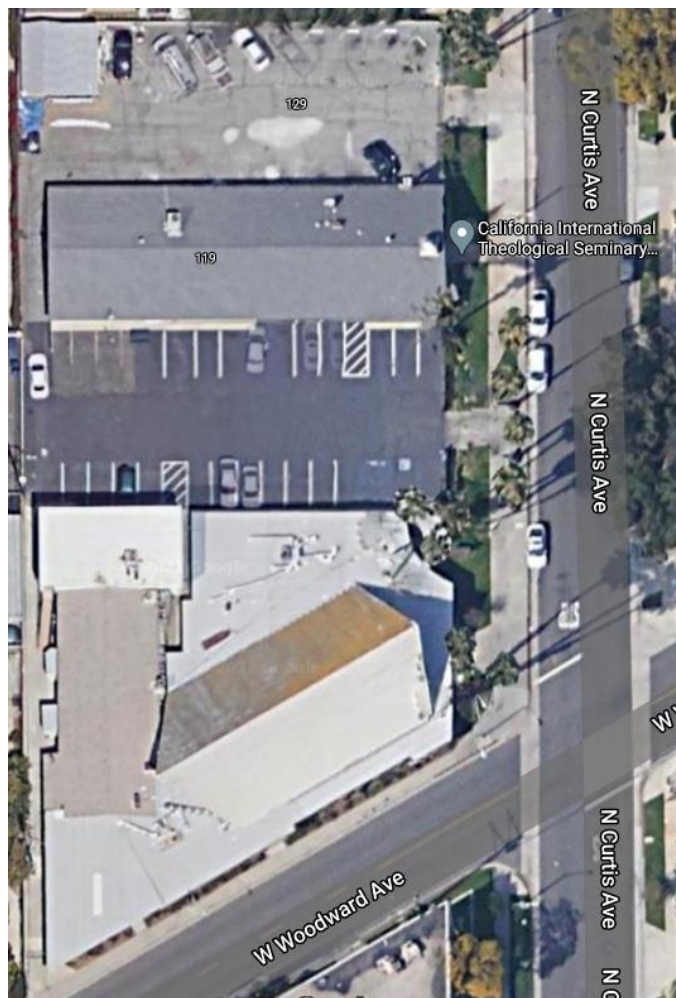
Reader:

Student:

Project Category	Highly Effective (4)	Moderately Effective (3)	Competent (2)	Below Average (1)	Row Score
Description of a Theological Problem/Situation in ministry	Provides a compelling account of an important.	Provides a mostly strong account of an important issue in ministry.	Provides an adequate account of an important issue in ministry.	Provides a less than adequate account of an important issue in ministry.	
Contextual Analysis of the problem/Situation	Analyzes accurately and well the social and material contexts relevant for the problem being addressed. Includes attention to issues of context identified in the school's commitments, as appropriate.	Analyzes accurately the social and material contexts relevant for the problem being addressed. Includes attention to issues of context identified in the school's commitments, as appropriate.	Analyzes adequately the social and material contexts relevant for the problem being addressed. Includes attention to issues of context identified in the school's commitments, as appropriate.	Rarely analyzes the social and material contexts relevant for the problem being addressed. Includes attention to issues of context identified in the school's commitments, as appropriate.	
Theological Foundations for a Response to the Problem/Situation	Demonstrates apt use of scripture, theology, and ethical traditions as appropriate to the project.	Demonstrates use of scripture, theology, and ethical traditions as appropriate to the project.	Demonstrates inconsistent use of scripture, theology, and ethical traditions as appropriate to the project.	Fails to demonstrate use of scripture, theology, and ethical traditions appropriate to the project.	
Pastoral/Practical Proposals for Action in Response to the Problem/Situation	Recommends responses that fit the preceding analysis in a creative and practicable manner.	Recommends responses that mostly fit the preceding analysis in a creative and practicable manner.	Recommends responses that sometimes fit the preceding analysis.	Recommends responses that fail to fit the preceding analysis.	
Theological Integration	Argument is cogent and recommended actions are fitting to the diagnosis offered; shows strong evidence of integration across the curriculum (core, required electives, electives).	Argument is clear and recommended actions mostly fit the diagnosis offered; shows strong evidence of integration across the curriculum (core, required electives, electives).	Argument is mostly clear and recommended actions credibly fit the diagnosis offered; shows strong evidence of integration across the curriculum (core, required electives, electives).	Some problems with clarity of fit between argument and recommended response; shows strong evidence of integration across the curriculum (core, required electives, electives).	

* LOA = Learning Outcome Assessment indicates program goal for student learning in the degree programs.
Our target goal is that 80% of all students will achieve a 3 or above in each category (or a 15 or above overall).

TOTAL: _____



Top view of California International Theological Seminary located at 119 N. Curtis Ave., Alhambra, CA 91801

38 parking spaces are located on the right and in between the two buildings.

The left building houses many small rooms, offices, conference room, restrooms, a chapel, and the main library.

The right building consists of the Church of the Nazarene, fellowship hall with a kitchen, a chapel, restrooms, library extension, and a 30-seat classroom upstairs. There is also a fire-escape staircase on the second floor. The church accommodates up to 300 people.

Board members must adhere to CITS Standards.

Board members must subscribe to Doctrinal Statement.

Board members must subscribe to CITS Objectives.

Board members must subscribe to Non-discrimination Policy.

Board members must be aware of the Location of Classes.

Board members must be aware of Facilities and Equipment.

Board members must be aware of Policies on Library.

Board members must be aware of Policies on Services.

Board members must be aware of Policies on Housing.

California International Theological Seminary

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