OPERATIONAL
MANUAL

2022-2023

INTERNTIONAL THEOLOGICAL SEMINARY

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INTRODUCTION

This Operational Manual is intended for the use of the Chief Governing Officer (Chair of the Board), Chief Executive Officer (President), Chief Operating Officer (VP for Operations and Finance), Chief Academic Officer (VP for Academic Affairs), other designated officers, faculty, and personnel of International Theological Seminary to bring the school up to necessary compliance with the codes and requirements of operating a seminary as a degree-granting institution under the Bureau for Private Postsecondary Education (BPPE), State of California, Association of Theological Schools in North America and Canada (ATS), and Asian Theological Association (ATA). This manual shall serve as the basic guideline for procedure, policy making, and other important matters. It shall be used accordingly together with and supplement to the Catalog, the Faculty Handbook, and the Student Handbook of the Seminary.

1. GOVERNING BODIES AND OPERATION OFFICERS

A. THE BOARD OF TRUSTEES

1. The corporation that is International Theological Seminary is governed by the Board of Trustees, whose authority derives from the State of California, which ordinarily consists of between thirty (30) and forty (40) persons.
2. The Board sets up general operating policies of the institution, determines the purpose and direction of the school together with the President, and establishes long and short-range goals consistent with the purpose and mission of the school.

B. THE PRESIDENT

1. The President is the Chief Executive Officer (CEO).
2. He or she shall provide both institutional and administrative direction and leadership for the institution.

APPOINTMENT

The President shall be appointed directly by the Executive Board for a period designated by the Board. The President is directly accountable to the Board of Trustees and works with the Executive Board to perform all of his or her assigned duties. The President chairs the Administrative Council, which consists of the President, the Vice President for Operations and Finance, the Vice President for Academic Affairs, the Vice President for Student Life, the Vice President for Strategic Initiatives and Church Relations, and the Vice President for Institutional Advancement. In emergency situation, the Vice President for Academic Affairs may serve as Acting President, whose affirmation must be approved at the Executive Board or full Board meeting.

RESPONSIBILITIES

a. Have general supervision over and responsibility for the affairs of the Seminary under policies adopted by the Board as well as such additional duties the Board may from time to time prescribe.
b. Act as the primary channel of communication between the Board and the Administrative Council.
c. Represent the seminary in all government matters and maintain proper compliance with the government regulations and accrediting agencies.
d. Promote the cause of the Seminary and initiate necessary communication with churches and theological institutions, local and abroad, to form strategic partnership to advance the purpose and mission of the Seminary.
e. Provide leadership to the process of achieving accreditation.
f. Provide leadership in student recruitment.

C. ADMINISTRATIVE COUNCIL

Administrative Council shall provide a forum for exchange of information and decision-making among the chief administrators and departments. The Council shall represent the views of the administration of the Seminary.

Administrative Council consists of the President, the Vice President for Operation and Finance, the Vice President for Academic Affairs, the Vice President for Student Life, the Vice President for Strategic Initiatives and Church Relations, and the Vice President for Institutional Advancement.

The Council shall establish policies for the daily operation of the Seminary.

The Council shall have the authority to hire and layoff the administrative staff upon the approval of the Board.

The Vice Presidents are appointed by the President upon the approval of the Board for a period designated by the Board.

D. THE VICE PRESIDENT FOR OPERATIONS AND FINANCE

The Vice President for Operations and Finances oversees the Seminary financial services and operations related to physical property operations and maintenance, other auxiliary services. He or she is the Chief Operating Officer (COO) of the Seminary.

RESPONSIBILITIES

a. Assist the President in promoting and advancing the cause, the purpose and the mission of the Seminary.
b. Oversee and provide necessary guidance and assistance to administrative staff for the smooth operation of the seminary.
c. Provide leadership and oversight in the areas of budgeting, financial accounting and reporting, purchasing, and payroll.
d. Provide leadership and oversight for the Seminary's campus operation and maintenance.
e. Assist the President with budget forecasting and financial analyses.
f. Ensure that necessary policies in the Operation Manual are written or updated annually.
g. Assist the President with Board of Trustees development and information.
h. Submit an annual status report on the financial state of the Seminary to the President.
i. Serve in any other capacity as deemed necessary by the President.

E. VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs gives leadership in the academic areas so as to accomplish the purpose and mission of ITS in accordance with its statement of belief and the philosophy of the school. He or she is the Chief Academic Officer (CAO) of the seminary.

RESPONSIBILITIES

a. Oversee all academic officers; build a faculty team of academically qualified men and women who are committed to Christ, one another, the students, and the purposes of the school.

b. Preside over all Faculty meetings. He or she shall see that all academic business is carried out as decided by the Faculty meetings.

c. Make necessary review on Faculty files; maintain academic excellence on the part of the faculty. He or she shall also give guidelines and counsel in faculty development.

d. Oversee the work of registrar in reviewing all academic files of students and to recommend them when eligible for graduation.

e. Oversee the preparation of the full year teaching plan through designated academic officers.

f. Teach as needed and assure the necessary services to the Faculty for their instructional and administrative needs.

g. Ensure that necessary policies in the Faculty Handbook are written or updated annually.

h. Work through the Librarian on all matters relating to the library.

i. Ensure that Faculty teaching loads, committee appointments, leaves of absence, etc. are worked out in accordance with school policies.

j. Ensure that educational effectiveness is enhanced through regular Faculty evaluation, Faculty workshops, Faculty development and other related activities.

k. Submit an annual status report on the academic area to the President.
l. Serve in any other capacity as deemed necessary by the President.

F. VICE PRESIDENT FOR STUDENT LIFE

The Vice President for Student Life directs overall student affairs and serves as advisor in all student activities. He or she also oversees the spiritual formation of students.

RESPONSIBILITIES

a. Oversee the affairs and decisions of the Student Council.
b. Provide necessary care for student housing needs, dorm life, and to respond to student grievances and concerns.
c. Keep the Faculty informed of student needs and concerns.
d. Coordinate and supervise student counseling and support groups.
e. Supervise the planning and organizing of chapel services and small group ministry.
f. Work with the Administrative Council and others in the annual revision of the Student Handbook.
g. Supervise the students' ministry participation in churches and other parachurch organizations. Evaluation of the ministry participation will be done by the students and by one or more church members who have observed and/or worked with the students. The VP of Student Life will meet with students to reflect on their ministry assignments in churches.
h. Develop and maintain contact with pastors/church leaders and their churches that are attended by students. These pastors/church leaders will be invited to speak in chapel in order to strengthen the relationship with these churches.
i. Maintain a roster of pastors, churches, and schools committed to working with ITS in its field education programs, and shall seek to enlist other churches, schools, and institutions in such relationships.
j. Submit an annual status report on the student life to the President.

k. Serve in any other capacity as deemed necessary by the President.

G. VICE PRESIDENT FOR STRATEGIC INITIATIVES AND CHURCH RELATIONS

The Vice President of for Strategic Initiatives and Church Relations addresses the development and progress of the Seminary's chosen plans for institutional enhancement. The VP communicates with churches both local and abroad to foster partnership with them, and develop educational programs to meet the identified needs of church and society. The VP works closely with the President and is a member of the Administrative Council.

RESPONSIBILITIES:

a. Serve as a member for the Strategic Plan Committee
b. Promote ITS and cultivate relationships with churches and other organizations in the local community and abroad
c. Oversee the operation and development of Korean Language Program
d. Establish and supervise teaching sites in greater Los Angeles and other locations as needed
e. Develop and implement Pentecostal studies track programs
f. Oversee the development of distance learning program
g. Report the progress of undertaken assignments to the President and the related committees
h. Serve in other capacity in consultation with the President

H. RELATION OF FACULTY AND THE BOARD OF TRUSTEES

1. International Theological Seminary is governed by the Board of Trustees, whose authority derives from the State of California, which ordinarily consists of between thirty (30) and forty (40) persons.

2. The Board sets up general operating policies of the institution, determines the purpose and direction of the school together with the President, and establishes long and short-range goals consistent with the purpose and mission of the school.
3. The Board promotes the cause of the Seminary, develops financial plans needed to accomplish the goals of the school, and approves the budget prepared by the Vice President for Operations and Finance and recommended by the Faculty.
4. The Board appoints the Resident and Adjunct Faculty. A new member of the Resident Faculty shall be recommended by the Faculty.
5. The Board approves annual Faculty contract prepared by the Vice President for Academic Affairs in conference with the President and the Vice President for Operations and Finance.
6. The Faculty shall be composed of the Resident Professors, the Adjunct Professors, the visiting professors, and such other categories as the Board may from time to time authorize.
7. The Faculty shall have the right and authority to provide for its own organization, committees, rules and regulations, and bylaws, subject to the approval of the Board
8. The Faculty shall have responsibility for the curriculum, setting requirements for admission to the Seminary, changes in academic programs, and the academic calendar. The Board, however, has the final authority to approve the change of policies.
9. The Faculty shall have the right to make academic and administrative decisions regarding students.
10. The Faculty shall have the right to invite visiting professors.

I. FACULTY

(Refer the Faculty Handbook)

J. SUPPORT STAFF

ASSISTANT TO THE PRESIDENT

The assistant to the President manages the day-today-administrative affairs of the President's office.

RESPONSIBILITIES

a. Schedules all appointments and other commitments.
b. Directs all external and internal communication that goes out from the President's office
c. Manages, organizes, and maintains paper and electronic files for the President
d. In the President's absence, handles communications with the President's direct reports
e. Keeps donors and constituency list, issuing donation receipts with thank you letters
f. And other works as directed by the President.

FINANCIAL OFFICER

RESPONSIBILITIES

a. Maintains records of financial transactions by establishing accounts; posting transactions.
b. Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
c. Maintains subsidiary accounts by verifying, allocating, and posting transactions.
d. Balances subsidiary accounts by reconciling entries.
e. Maintains general ledger by transferring subsidiary account summaries.
f. Balances general ledger by preparing a trial balance; reconciling entries.
g. Maintains historical records by filing documents.

h. Prepares financial reports by collecting, analyzing, and summarizing account information and trends.

i. Complies with federal, state, and local legal requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.

j. Contributes to team effort by accomplishing related results as needed.

FACILITIES MANAGER

The Building Facility Manager at ITS is responsible for maintaining the campus building and grounds. The Facility Manager performs and supervises tasks related to HVAC, electrical, plumbing, security, environmental, safety, custodial and coordination of facilities usage. This position requires a team player attitude, excellent interpersonal and communication skills, attention to details and project coordination.

RESPONSIBILITIES:

a. Perform, coordinate, and supervise duties of student's maintenance and cleaning, including the review and evaluation of work assignments for completion and compliance; make recommendations for improvements and modifications.

b. Participate in the scheduling of student's duties including custodial and grounds, evaluate and recommend disciplinary action as appropriate and provide recommendations concerning performance.

c. Assist in or coordinate the overall planning and decision-making for maintaining the safety, utility, and appearance of the facility.

d. Works with VP for Operation to report problems and solutions. Provides a weekly status update.

e. Manage storage inventory and distribution of supplies and equipment. Report to VP for Operation when supplies are low.

f. Serves as primary contact for facility related emergencies, which may require evening and weekend service. (holder of master copy of key's to building)

g. Act as liaison to fire extinguish service, security alarm service, pest control service, waste management service, internet service, and other providers.

COMMUNICATION DIRECTOR

The communication director is responsible for developing and executing strategies to expand and enhance the institution's public image, managing internal and external communications. The Director is responsible for oversight of the website and internal portals, social media, related electronic communication activities, and working with the media.

RESPONSIBILITIES

a. Implement the Seminary's integrated internal and external communications plan, to include marketing, publicity, public relations, and advertising.
b. Write, edit, and update content on the Seminary website, portals, and social media outlets.
c. Control quality to ensure accuracy and maintain style on website and electronic communications.
d. Implement other communication strategies as deemed appropriate to the goals of the Seminary's internal communications plan.
e. Maintain digital library of audio, video, and digital publications on website.
f. Develop content and design monthly e-newsletter.
g. Work collaboratively with the Director of Communications to ensure consistent messaging.
h. Direct the ongoing communications activities and functions of marketing, publicity, and public relations, including press releases, media pitches, event marketing, and publicity statements.
i. Develop and maintain effective media relations, not only with religion reporters but also metro/state and others.
j. Collect and edit electronic Community Announcements and Concerns, weekly calendars, etc.

INFORMATION TECHNOLOGY DIRECTOR

The Information Technology (IT) director is responsible for overall planning, organizing, and execution of all IT functions for the Seminary. This includes directing all IT operations to meet educational requirements as well as the support and maintenance of existing applications and development of new technical solutions.

RESPONSIBILITIES

a. Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, telephones, software applications, and peripherals.
b. Provide expertise and support during systems upgrades, installations, conversions and file maintenance.
c. Oversee systems development and enhancement and the integration of new systems with existing systems.
d. Work with the staff to develop strategies and plans to enhance student services, improve user effectiveness, and foster innovation.
e. Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.
f. Manage servers, security solutions, network hardware and equipment.

COORDINATOR OF ALUMNI/CHURCH RELATIONS

The Coordinator of Alumni Relations, a part time position, is responsible for the planning and implementation of programs and projects that strategically engage alumni and partner churches in strengthening programs and providing tangible benefits to alumni and current students at International Theological Seminary.

RESPONSIBILITIES:

a. Serves as an ambassador and is responsible for bringing together the Seminary with its alumni through a variety of formal and informal programs and securing commitments from alumni to provide professional expertise and volunteer service;

b. Furthers the Seminary's mission to prepare women and men for transformational ministries of justice, mission and worship, which advances the church’s hopeful, loving engagement with communities around the world.

c. Collaborates with colleagues in the administrative offices (including, but not limited to Admissions, Development, Academic Affairs and Student Life) to create and maintain pathways for alumni participation that advance the goals of the Seminary;

d. Partners with Development colleagues to identify, cultivate, solicit and steward alumni giving;

e. Serves as a liaison between the ITS Alumni Association and the academic and administrative leadership;

f. Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.;

g. Provides meaningful opportunities and diverse programming to enrich the lives of alumni and enhance their relationship with ITS;

h. Works closely with the Director of Admission on developing an Admissions-Alumni Recruitment program;

i. Educate graduating students about alumni benefits and engage them in programs;

j. Partner with the VP of Student Life to help current students find a church to attend and identify churches open to student internship opportunities (CPT)

PROGRAM ASSESSMENT COORDINATOR POSITION

The Assessment Coordinator is responsible for contributing to the work of the Academic Assessment and Evaluation of all programs offered at International Theological Seminary. Responsibilities include compiling, analyzing, and documenting data for program audits, student learning outcomes, and general education assessments. A commitment to the mission of ITS and to the goals of its theological programs is a requirement for this position.

The Assessment Coordinator will manage the development and implementation of a comprehensive program of assessment for the purpose of institutional improvements in accordance with accreditation requirements in support of institutional effectiveness. The Assessment Coordinator must work with the Faculty Curriculum Review Committee, all faculty, staff and administrators to develop effective strategies for the academic assessment of student learning outcomes at the general education and program levels. The assessment coordinator will provide ongoing support for assessment activities, assist with the analysis of assessment methods and results and report such results to both internal and external stakeholders. The Assessment Coordinator will coordinate the collection, evaluation, and dissemination of all academic, support, and administrative units.

RESPONSIBILITIES:

a. Work with Vice President of Academic Affairs and Faculty Curriculum Review Committee in order to:-
   Further develop assessment plan
   Develop SLOs and benchmarks and rubrics
   Present Assessment plan
b. Work with General Education committees and programs to:
   Collect evidence – design assessment tool, collect student work
   Analyze evidence – make summative judgments relative to SLO
   Document analysis in report (develop template for reports)
   Implement Changes
c. Work with non-instructional and academic support units to develop and assess service outcomes and develop reporting forms if they do not exist.
d. Develop statistical models to measure impact of learning support services on student achievement of intended learning outcomes.
e. Develop item analysis reports as necessary to help faculty evaluate the effectiveness of tests and test items.
f. Conduct focus groups with students and/or faculty and staff to get insight into practices that work and those that do not.
g. Work with Faculty Curriculum Review Committee to problem-solve issues that arise with assessment plan and present solutions to appropriate bodies.
h. Work with the accreditation liaison officer and assist with accreditation activities
i. Create reporting forms for assessment activities on campus

ADMINISTRATVE COORDINATOR, KOREAN PROGRAM

The Administrative Coordination of the Korean Program is to assist and report to Vice President of Strategic Initiatives & Church Relations/Korean Program Director to provide administrative work for the Korean program, including academic and general affairs

RESPONSIBILITIES

j. Undertake admissions, course scheduling, and documenting work
k. Maintain academic records on students
l. Communicate on student payments and other necessary transactions between the ITS financial office and related constituents
m. Administratively support and collaborate with distance education
n. Coordinate and collaborate between ITS administration and Korean program
o. Coordinate Korean online chapels
p. Support faculty and students for their administration needs.
q. Document and maintain faculty and student records
r. Prepare and coordinate faculty and student events
s. Respond to faculty and students' inquiries about education and administrative concerns
t. Fulfill other administrative needs in consultation with Vice President of Strategic Initiatives & Church Relations/Korean Program Director
u. Support and observe the mission of ITS

II. GENERAL MATTERS

A. CHANGE OF MISSION, OBJECTIVES, OR PRIMARY METHOD OF INSTRUCTION

In the event of the change of mission, objectives, or primary method of instruction is anticipated, the following procedure shall be followed:

1. The President shall initiate the procedures by consulting faculty to develop a proposal of change of Mission, Objectives, or Primary Method of Instruction.
2. The proposal be formally presented to the Board of Trustees for discussion, input and approval.
3. In the event of the change of mission, objectives, or primary method of instruction is envisioned and anticipated by the Board, the Board shall set up a committee, employ

the help of the President and the VP for Academic Affairs to launch the procedure set forth in this section.

4. Immediately upon the approval of the Board of Trustees, the President notify the change and make necessary application to BPPE, ATS and ATA.

B. CHANGE OF LOCATION, INITIATING A BRANCH, OR A SATELLITE LOCATION

In the event that change of physical location is necessary, the following procedure shall be followed:

1. The President shall make necessary investigation on the feasibility of the change of location and make necessary recommendation to the Board for the change of location. In the event change of physical location is initiated by the Board, then the Board notify and consult the president immediately to allow time for mutual understanding and necessary cooperation.
2. The President must follow the regulations stipulated by the Executive Board make formal application to BPPE, ATS, ATA, and SEVP and meet all the requirements imposed by those institutions.
3. Upon the approval of the above mentioned agencies, the seminary make necessary publication and announcement 60 days before the actual change of location.
4. In the event the school wishes to establish a branch or satellite location, the above procedure shall also be applied.

C. CHANGE OF OWNERSHIP OR CONTROL

In the event change of ownership or control is anticipated, the following procedures shall be followed:

1. Upon the approval of the change of ownership or control of the seminary by the Board of Trustees, the President shall immediately notify the BPPE, ATS, ATA, and SEVP.

2. Upon the receipt of formal approval from BPPE, ATS, ATA, and SEVP the administration publish the change of ownership to the public according to accrediting agencies/CCR and incorporate it in the catalog immediately.

D. RECORD AND RECORD KEEPING POLICY

1. FACULTY FILE

a. The VP for Academic Affairs is in charge of insuring that all faculty files are in compliance with BPPE, ATS and ATA. All faculty files shall contain the following:
    i. Curriculum vitae/resume
    ii. Official diplomas, transcripts, its copies, or record of verification of degrees
    iii. Publications, if any
    iv. Employment contract and job descriptions
    v. Communication and evaluation records
b. All faculty files are subject to annual review by the President or the VP for Academic Affairs or his/her designee. The officer initials the check list upon review to insure necessary compliance to BPPE, ATS and ATA codes.

2. STAFF FILE

a. The VP for Operations and Finance is in charge of insuring that all staff files are in compliance with BPPE, ATS and ATA. <u>All staff files contain the following</u>:
    i. Curriculum vitae/resume
    ii. Job descriptions and employment contract
    iii. Transcripts, diplomas, and related documents
    iv. Recommendations and communications, if any
    v. Interview and job evaluation records, if any

b. All staff files are subject to necessary review by the VP for Operations and Finance. The VP for Operations and Finance or his/her designee initial the check list upon review to insure necessary compliance with BPPE, ATS and ATA code.

3. STUDENT FILES

a. The Director of Admissions and Registrar are in charge of insuring that all student files are in compliance with BPPE, ATS, ATA and SEVP. <u>All student files contain the following</u>:

I. APPLICATION DOCUMENTS

1) Photo
2) Application form and copy of fee receipts
3) Statement of belief
4) Travel guarantees
5) Original transcripts from institutions attended
6) Recommendation #1
7) Recommendation #2
8) Recommendation #3
9) Communication Records
10) TOEFL scores and/or waiver interview memo

II. CURRENT RECORDS

1) Enrollment agreements and tour visit form
2) Copies of quarterly registration form
3) Updated transcripts
4) Financial records
5) Faculty memo, etc.
6) Interview and communications

b. All student files are subject to annual review by the Registrar. The Registrar initial the checklist and report any discrepancies to the VP for Academic Affairs no later than the 6th week of each academic year.

4. ACADEMIC RECORDS

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

E. ETHICAL PRINCIPLES AND PRACTICES

SEXUAL HARASSMENT AND SEXUAL ASSAULT

International Theological Seminary proclaims the teachings of the Holy Scriptures, the Bible, which calls those who profess Christianity to live holy lives. This is evident in express statements God has given. (Leviticus 19:1; Psalm 51:10-12; 1 Corinthians 6:18-20; Ephesians 5:3)

In such a context, International Theological Seminary is committed to creating an atmosphere which is free from harassment in general and sexual harassment and assault in particular.

ITS defines sexual harassment and sexual assault as inappropriate sexual advances, such as requests for favors or other conduct that is sexual in nature whether verbal or physical. Any attempt to coerce a person into sexual relations, subjecting students to unwarranted sexual attention, any covert or overt threat of punishment for a refusal to yield or reward for so doing, direct propositions, physical contact, conduct or speech which could bring discomfort and humiliation shall be deemed a violation of this policy.

Every member of the ITS community be aware that the seminary is strongly opposed to sexual harassment and that such behavior is prohibited both by seminary policy and by law (cf. Title VII of the Civil Rights Act, 1964, 42 U.S.C. Sections 20000e et seq. (1992); Title IX of the Educational Amendments, 1972, 20 U.S.C. Sections 1681 et esq. (1990). Sexual harassment is a violation to the learning experience in the classroom and to healthy productivity in the workplace. It is the intention of the seminary to take whatever action may be needed to prevent, correct and, if necessary, discipline behavior which violates this policy. Faculty, administrators and supervisors have the responsibility for participation in the creation of a campus environment free from sexual harassment, an environment that bears joyful witness to the God given worth of all persons.

Any student, staff, or faculty member who believes he/she is being sexually harassed is free to report to the administration Council. Upon receipt of complaint or grievance, the Academic Dean shall appoint a committee of no less than 3 to investigate and report to the faculty for action. In the event the faculty finds that the situation is beyond its ability to cope with, it must be reported to the Board for discussion and action. Parties involved are entitled to a proper hearing. All disciplinary action taken shall follow normal procedure appropriate to ecclesiastical procedure outlined in Matthew 18:15-22.

All records of such inquiry and investigation must be maintained in writing. Utmost confidentially shall be maintained and the corrective and disciplinary procedure maintained. If the violation is more serious, the seminary will consult legal counsel for the steps necessary to insure adequate resolution of the violation to take place.

POLICY ON CHEATING AND PLAGIARISM

(Refer to Faculty Handbook for details)

Ideas and words that represent the academic achievements of others may be used only with acknowledgement. Failure to do so is plagiarism. International Theological Seminary forbids plagiarism, and it will be dealt with according to measures determined by the institution, such as counseling, cancellation of credit for that course, or dismissal from the seminary.

POLICY ON CONFLICT OF INTEREST

The purpose of the conflict of interest policy is to protect the corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers or directors, or that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable California and federal laws governing conflict of interest applicable to nonprofit and charitable corporations and is not intended as an exclusive statement of responsibilities.

A) Definitions:

Unless otherwise defined, the terms used in this section have the following meanings:

1. “Interested Persons” - Any director, principal officer, or member of a committee with governing Board delegated powers, which has a direct or indirect financial interest, as defined below, is an interested person.

2. *“Financial Interest”* - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

(a) An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;

(b) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or

(c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing Board or committee decides that a conflict of interest exists.

B) Procedures

1. Duty To Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors, who are considering the proposed transaction or arrangement.

2. Determining Whether A Conflict Of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

3. Procedure For Addressing The Conflict Of Interest

In the event that the Board determines that a proposed transaction or arrangement presents a conflict of interest, the Board shall take the following actions:

(a) An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The Chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the Board shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction or arrangement in conformity with this determination.

4. Violations Of The Conflict Of Interest Policy

If the Board has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the Board determines the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5. Records And Procedures: The minutes of the Board and shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a

financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

F. FACULTY AND STAFF EVALUATION

(Also refer to Faculty Handbook for details)

1. FACULTY EVALUATION

a. The purpose of faculty evaluation cannot be simply to give marks to each professor for their teaching performance; an inappropriate use can only lead to demoralization. Therefore, the purpose of faculty evaluation is to strengthen each professor's teaching ability, and if each one takes an active role in their own evaluation, then it is possible that each professor will better understand his/her skills, talents, resources and creativity, and will also feel emotionally enhanced and intellectually enriched.

b. Resident faculty is subject to evaluation once a year, usually during spring months before the writing of the contract. A standard form is used for evaluation either by faculty peers., or by the administration. The results will be shared with the involved faculty member and will be included in his/her file.

c. Students will participate in the faculty evaluation process by assessing the strengths and weaknesses of each course taught by the faculty (refer to the Course Evaluation). The Academic Office will be responsible to distribute course evaluation forms to the students at the time of the final exam. After receiving the students' evaluations, the Academic Office will process the data and the results will be given shortly after to the particular faculty member.

d. Detailed criteria for the evaluation are stipulated in the Faculty Handbook.

2. STAFF EVALUATION

a. Key administrative staff evaluation shall be conducted by President or VP for Operations and Finance annually.

b. The criteria for the evaluation shall be competency, effectiveness, collegiality, personality attributes, and commitment to seminary cause.
c. A standard form be used for staff performance and results may be shared with the staff, but shall be filed with staff member's file.

III. ACADEMIC MATTERS

A. INITIATING NEW PROGRAM

As the needs arise, ITS will initiate new programs to be offered to the public upon the approval from BPPE, ATS and ATA. The procedure to initiate new programs shall be as follows:

1. Upon the observation of the need in the community, the President and the VP for Academic Affairs shall initiate a study to assess the need and feasibility of offering the program.
2. The faculty be solicited to provide necessary input.
3. The President and the VP for Academic Affairs decide the curriculum for the new program and present it to the Administrative Council for review and suggestions for the finalization of the program.
4. A formal proposal be drafted by the VP for Academic Affairs and presented to the Board through the President for approval.
5. The President follows the regulations stipulated by the Board, make formal application to BPPE, ATS & ATA and meet all the requirements imposed by the Board.
6. Upon the approval and authorization from BPPE, ATS & ATA, the new program be announced to the public and incorporated in the catalog of the following year.

B. DISCONTINUING AN EDUCATIONAL SERVICE

In the event a program or educational service is discontinued, the following procedure shall apply:

1. The matter shall be discussed at the faculty meeting and recommended to the Board through the President.
2. Upon the approval of the Board for the discontinuation of the service/program, the President must notify BPPE, ATS & ATA in writing at least 30 days prior to the ceasing of any program.
3. Upon the receipt of approval from BPPE, ATS & ATA, the administration publish the change by incorporating it in the new catalog.

C. ADMISSION PROCESSING PROCEDURES

(Self-Study 6.2.2 Admission Procedure

The Admissions Office normally reviews all complete applications for the Fall Quarter admission in April until end of May. Admission packets are sent out in June for applicants outside the United States. New M.A. and M.Div. students are required to commence their studies only in the Fall Quarter which is the beginning of every school year.

Complete applications for Th.M. and D.Min. Programs are reviewed twice during the school year – April to May for the Fall Quarter admission and November for Winter Quarter admission. If intensive summer courses are offered, complete applications are reviewed in March. ITS accepts complete applications from transfer students every quarter of the school year. Applications should be submitted at least 45 days prior to the commencement of the new quarter.

The following procedures have been developed early in 2016 to serve as guidelines in the screening, selecting and processing of applications until the final registration in the ITS programs.

Stage One: Admission Inquiry and Pre-Screening

1. The Admission Office shall respond to valid inquiries and shall give instructions on how to submit all required forms for admission which are available online at www.itsla.edu.
2. The Admission Office creates a folder in Google Drive for those who submit the application online. Each application received in the mail will be filed accordingly:

a. Application for admission
b. One photo
c. Official transcript(s) from all postsecondary schools attended
d. Three references
e. Personal Testimony
f. Statement of Commitment
g. Statement of Financial Support

2. TOEFL score
3. Other materials, if relevant, for admission

1. Only a *completed* application packet is scanned to Google Share and printed before being forwarded to the Admission committee for stage two of the process.

Stage Two: Review of Documents

The Admission Committee is composed of Deans, Directors and Faculty (adjunct and resident) members. There are three areas to evaluate:

1. *Christian Conversion, Calling and Ministerial Experience:*

ITS is keen to have applicants who are deeply involved in church ministry (particularly under the denominational supervision) or have several number of years of administrative and/or teaching experience in an educational institution. Applicants who are not sent by any denomination or educational institution may have the rare opportunity for admission. The alumni's role in vetting applicants is an important part in the admission process.

ITS accepts applicants who are under the supervision of mission organizations or missionaries who are known to ITS. Mission organizations and missionaries are encouraged to take the responsibility to raise 50% of tuition fees and all living expenses (such as dorm fee and other fees) for every applicant who is recommended.

1. *Academic Qualifications (See Catalog for details; Institutional Standard 6.3.5)*

Master of Divinity (MDiv) and Master of Arts in Theological Studies (MA)

In order to apply to the MDiv. and MA programs, applicants must have earned a regular bachelor's degree (BA) or its equivalent from an accredited institution with GPA of 2.5 or B- and higher and at least a two (2) year minimum church ministry. Applicants who have graduated from an unaccredited college will be considered on a case-to-case basis. Students who do not meet the admission standards such as the GPA and at least a two (2) year minimum church ministry involvement may be accepted under probationary status.

Master of Theology (ThM.) and Doctor of Ministry (DMin)

Applicants for the ThM. and DMin. programs must possess the minimum MDiv. degree from an accredited institution or its equivalent with GPA of B (3.0) or higher and have a minimum of three (3) years pastoral church ministry experience and/or seminary/college teaching experience. Applicants who have the MA degree also will be considered for admission, but, if admitted, they will be required first to complete the MDiv equivalent program (48 units) before taking ThM courses or DMin courses.

Whenever necessary, the VP for Academic Affairs or the Director of Admission may employ the service of International Education Research Foundation, P .O. Box 66940, Los Angeles, CA 90066 in evaluating foreign transcripts.

Financial Ability

Although ITS grants up to 50% tuition fee scholarship and in a rare situation 100% tuition fee scholarship, ITS shall determine the authenticity of the Financial Statement submitted by the applicant. Applicants who are accepted to the second phase are required to provide "Financial Guarantee" signed by two (2) persons in the leadership of the sending organization or educational institution. The Financial Guarantee shall stipulate the following minimum financial responsibility:

The student has to pay annually $3600 for dorm and other fees; $1000 for registration, materials and books; and $50 for the student activity fee. The total is $4650/year.

Applicants should understand that the SEVIS 1-20 form is prepared on the basis of an applicant receiving a 100% tuition fee scholarship. However, for those who received a 50%

tuition fee scholarship, the financial obligation will be higher and will be computed according to the degree program he/she is applying for.

Stage Three: Admission Notice and Issuance of 1-20 (SEVIS)

Upon the decision of the Admission Committee, the Director of Admissions shall immediately mail the Admission Packet to the applicant. The packet should include:

a. *Official Notification (Letter) of Admission*

The letter will stipulate the program the applicant is accepted to, the admission date of the program, the scholarship received, and financial obligations such as the tuition fee, dorm fee, living expenses and other fees.

b. *An I-20 Form (SEVIS) or Request for Transfer issued by authorized personnel*

Applicants outside of the United States applicants will receive a SEVIS 1-20 for a visa interview. It is the responsibility of the applicant to pay for the visa application to the US embassy. ITS does not pay for the visa application.

a. Additional documents are sent to complete the admission process

Applicants are required to mail back all documents signed with corresponding application fees to the Admission office within the designated period of time to avoid a delay of admission.

1) Non-Refundable application fee (see Catalog)
2) Intent to Enroll (form to be signed and mail)
3) Dormitory Application (form to be signed and mailed)
4) Dorm reservation fee
5) Doctor's medical report/letter
6) Directions on how to get to ITS – (refer to ITS website)
7) Instructions how to use online payment of application fees. (PayPal)

Stage Four: Submission of all fees and properly signed additional documents

(Scanned copies may be acceptable, but original copies should be submitted when a student arrives.)

The following are important notices to the Admission Committee:

a. ITS does not facilitate the change of status from TOURIST to F-1 (Student visa)
b. A maximum of 5 students from a particular country is set to avoid dominance among students.
c. The Registrar shall provide information about students who do not fulfill their "Commitment to Return to the Country" and are not involved in church and Christian ministry in the USA. In some situations, the admission of applicants from some countries will be postponed because former students either graduated and did not fulfill their "Commitment to Return to their country" or they transferred to other schools and remained in the USA.

APPLICATION DEADLINE

The annual deadline for international applications is March 15. The MA and MDiv. applications are screened and processed once a year prior to the beginning of the Fall Quarter.

ThM and DMin. applications are processed every quarter except for the Spring Quarter. International applications for ThM and DMin. programs should be received no later than 90 days before a quarter begins in order to begin studies.

Those who reside in the US and either have valid visa (except B1/B2), US citizens or do not require a student visa, admission may be granted throughout the year. However, it is required that local applications must be received by the Admissions office no later than 60 days before a quarter to begin studies.

COMPLETION OF APPLICATION FILE

The completed file shall be forwarded to the Registrar thereafter.

D. SCHOLARSHIP APPLICATION AND ITS AWARD

When the admission application is accompanied by a Grant or Scholarship application, the scholarship committee, which consists of the VP for Operations and Finance, VP for Academic Affairs and Director for Admission and Immigration, shall decide on grants.

1. TUITION FEE GRANT: 25% UP TO 50% TUITION FEE ONLY

A. NATURE AND CONDITIONS OF SCHOLARSHIP.

Since this seminary is fully dedicated to developing and training future leaders of the developing world churches, all scholarships are funded by several missions-minded churches and individuals who are concerned for the strategic mission to the developing world through the seminary.

All grants are awarded in the form of an interest-free forgivable loan. This loan is automatically reduced by 20 % for each year a student serves the church or mission field in his/her full-time ministry. Upon graduation, scholarship student acknowledges the total amount of scholarships he/she received throughout the course of his/her study and signed necessary documents to that effect.

In the event the student transfer or continue his/her studies to other school after their graduation, the loan reduction process will be deferred until the student starts his/her full-time ministry. The financial office shall keep the record of student's financial accounting and will subject it to annual review by the Vice President for Operations and Finance.

Student receiving grant must maintain a GPA of 2.67 for M.A. and M.Div. and GPA of 3.0 for Th.M. and D.Min. at all times. Student receiving grant must take ITS recommended full load of study each quarter, a minimum of 16 units per quarter for M.A. and M.Div.; 12 units per quarter for Th.M. and 10 units per quarter for D. Min. (See Catalog).

B. GROUNDS FOR GRANT AWARD

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

1) Individual financial needs;
2) Ministerial experience and special merits;
3) Mission strategy, demonstrated promises and potentialities for leadership in the Majority World churches;
4) Maintains 2.67 GPA or B- for M.A. and M.Div. and 3.0 GPA or B for Th.M. and D. Min.;

5) Designated funds.

C. DURATION OF GRANT

1) All grants are renewed annually for the duration of the study within the designated program, provided the recipient remains in good standing and must maintain an average of 2.67 GPA or B- for M.A. and M.Div. and 3.0 GPA or B for Th.M. and D. Min. as stipulated on the conditions of the awarding of the grant. Renewal application must be submitted no later than May 1 of each year.

2) The maximum length of the duration of grant is **two years** for M.A. , Th. M. and D. Min. When additional courses are pre-requisite for the degree, grant may be extended to a maximum of **three years**. M.Div. has a duration of **three years**. Beyond **three years**, student has to pay full tuition fee. There is No GRANT for second degree program.

3) Students must pay fee and tuition for any credit taken to repeat a course.

2. MISSION PARTNERSHIP SCHOLARSHIP: 100% TUITION FEE ONLY

Annually, 100% TUITION FEE only scholarship is awarded to in-coming new students who are highly recommended by supervisors or pastors for ministry in his/her home country.

A. INITIAL QUALIFICATION FOR MISSION PARTNERSHIP SCHOLARSHIP*:*

1) Incoming new student submit Mission Partnership scholarship application together with notarized "***Pledge to Return Home"*** and a signed job contract with home mission, church or school.

2) Minimum average of B or 3.0 GPA from the last school attended

3) Certification Letter of ministry performance from either supervisor or pastor

4) Applicant and home mission or church/school sign an agreement indicating that after graduation from FIRST degree program, student return home and will be absorbed by the denomination, school or church for ministry.

Qualified in-coming new student from overseas will be notified of the scholarship.

Performance will be reviewed annually.

B. TERMS AND CONDITIONS FOR ITS MISSION PARTNERSHIP SCHOLARSHIP:

1) There shall be ***no automatic annual renewal of scholarshi***p. Mission Partnership scholarship is subject to ANNUAL review.
2) All Applicants must maintain "full course study load" prescribed in ITS time table not the minimum load in order to qualify for Mission Partnership scholarship.
3) Re-application for Mission Partnership Scholarship: Applicants maintain a grade average of 3.5 GPA (B+) or higher.
4) Recommendation from field ministry pastor or faculty shall be considered for renewal.
5) Deadline for scholarship application renewal: **On or before June 30**.

3. SCHOLARSHIP POLICY FOR THE STUDENTS WHO WILL JOIN THE SCHOOL WITH THE SPOUSE

1) 1) Upon submission of proof of financial documentation, ITS will offer dependent I-20 to admitted applicants who choose to bring dependents.
2) 2) If both spouses want to come as students on an F-1 visa, when one spouse is to be granted 100% scholarship, the other spouse will only receive 50% scholarship.
3) 3) ITS has no housing accommodations for married couples who will come together.

3. PRESIDENTIAL SCHOLARSHIP:

Every year, one $1000 Presidential scholarship shall be awarded to a student who has the most financial need. To be qualified, student must have a minimum of 3.5 GPA and is highly recommended by supervising pastor or faculty. Recipient may be recommended by the faculty but final decision will be from the president. Scholarship will be credited towards tuition fee.

Deadline for Application: On or before June 30

Awarding: Fall Quarter – Convocation Service

4. DEAN'S LIST SCHOLARSHIP:

Every year ONE $1000 Dean’s List Scholarship will be awarded to a student who exemplified academic excellence, has the highest GPA but not lower than 3.80 GPA. Recipient be voted by the Faculty and recommended to Administrative Council for Awarding. Scholarship will be credited towards tuition fee.

5. WCCM SCHOLARSHIP

Every year Three WCCM Scholarship will be awarded to three students who are in financial needs. The scholarship committee will decide and inform the recipients of the scholarship. The students will be required to communicate with and report to the supporting church for their academic progress and personal ministry plan, coordinated by the development office. Student receiving the scholarship must maintain a GPA of 2.67 for M.A. and M.Div. and GPA of 3.0 for Th.M. and D.Min. at all times and take ITS recommended full load of study each quarter.

6. LOGOS SCHOLARSHIP

Every year Two Logos Scholarship will be awarded to two students who are in financial needs. The scholarship committee will decide and inform the recipients of the scholarship. The students will be required to communicate with and report to the supporting church for their academic progress and personal ministry plan, coordinated by the development office. Student receiving the scholarship must maintain a GPA of 2.67 for M.A. and M.Div. and GPA of 3.0 for Th.M. and D.Min. at all times and take ITS recommended full load of study each quarter.

7. CBMC SCHOLARSHIP

Every year Two CBMC Scholarship will be awarded to two students who are in financial needs. The scholarship committee will decide and inform the recipients of the scholarship. The students will be required to communicate with and report to the supporting church for their academic progress and personal ministry plan, coordinated by the development office. Student receiving the scholarship must maintain a GPA of 2.67 for M.A. and M.Div. and GPA of 3.0 for Th.M. and D.Min. at all times and take ITS recommended full load of study each quarter.

8. YOIDO FULL GOSPEL MISSION CHURCH SCHOLARSHIP

Every year Seven Yoido Full Gospel Mission Church Scholarship will be awarded to Seven students who are in financial needs. The scholarship committee will decide and inform the recipients of the scholarship. The students will be required to communicate with and report to the supporting church for their academic progress and personal ministry plan, coordinated by the development office. Student receiving the scholarship must maintain a GPA of 2.67 for

M.A. and M.Div. and GPA of 3.0 for Th.M. and D.Min. at all times and take ITS recommended full load of study each quarter.

9. ROCHESTER CHINESE CHRISTIAN CHURCH SCHOLARSHIP

Every year One Rochester Chinese Christian Church Scholarship will be awarded to one student who is in financial needs. The scholarship committee will decide and inform the recipient of the scholarship. The students will be required to communicate with and report to the supporting church for their academic progress and personal ministry plan, coordinated by the development office. Student receiving the scholarship must maintain a GPA of 2.67 for M.A. and M.Div. and GPA of 3.0 for Th.M. and D.Min. at all times and take ITS recommended full load of study each quarter.

10. DREAM BLUE SCHOLARSHIP

Every year One Dream Blue Scholarship will be awarded to one student who is in financial needs. The scholarship committee will decide and inform the recipient of the scholarship. The students will be required to communicate with and report to the supporting church for their academic progress and personal ministry plan, coordinated by the development office. Student receiving the scholarship must maintain a GPA of 2.67 for M.A. and M.Div. and GPA of 3.0 for Th.M. and D.Min. at all times and take ITS recommended full load of study each quarter.

Awarding: Fall Quarter – Convocation Service

NOTE: ALL Applications for renewal will be reviewed by the scholarship committee and be recommended to Administrative Council for awarding. Recipients will be announced during the Convocation Worship Service.

E. ENGLISH PROFICIENCY AND TOEFL REQUIREMENT

1. Applicants whose native language is not English are required to demonstrate evidence of English proficiency by one of the following:
    a. Submitting a TOEFL score no less than 550 (for MA or MDiv) and 570 (ThM., DMin, or ThD.)
    b. Submitting a transcript attesting that the student has obtained a Bachelor degree or higher in the US, Canada, or countries in which English is the primary or official language of study and communication. (e.g. Singapore, India, Liberia, etc.)
2. Waiver of the TOEFL requirement may be granted by the VP for Academic Affairs on the following conditions:
    a. A written recommendation from an ITS faculty member or missionary approved by the VP for Academic Affairs, who has conducted a formal interview with the student and found that the student has required English proficiency to pursue theological study at graduate level.
    b. A student who was determined by the President and the VP for Academic Affairs as one who deserved special handling due to the student's ministerial experiences, the potential for advancement, and the strategic situation in terms ecclesiastical and theological needs in the country from where the student comes.
    c. Students admitted with the above condition(s) shall be placed under probation. They shall remove their probation status within one year either: 1) by taking a minimum of two courses of remedial English at ITS or elsewhere approved by the administration with a grade of B or better, 2) by passing an English test administered by ITS English professor with a grade of 85% or better, 3) by submitting a new TOEFL score of 550 or better, and 4) by having a GPA at ITS of 3.00 or higher for the first year.
    d. Failure to remove the probation status within one year after admission, constitute the sole ground for dismissal.

3. Students who are in the ethnic studies programs, such as Korean and Chinese programs, etc. in which instruction and lectures are conducted in, or translated into, the native language of the students, they are exempt from the English proficiency requirement. Nevertheless, competency in English reading is expected in those programs, students are required to pass an English Comprehensive Reading Test (ECRT) conducted by the seminary before the awarding of the degree. ECRT is administered any time upon request. Otherwise, they shall take and pass the Theological English I and II at ITS. They are encouraged to take other English courses at ITS for their own benefit at no additional cost.
4. The VP for Academic Affairs reserves the right to require any student to take theological English, remedial English and/or corrective English courses, even a student has met TOEFL requirement, if he deems it necessary for the good of the student.
5. The VP for Academic Affairs in matters pertaining English requirement is final.

F. TRANSFER OF CREDITS

Requests for transfer of credit will be reviewed only after a student has applied for admission into a degree program at ITS. The maximum credits that may be transferred from another accredited institution to ITS may be up to 30% to 50% of total quarter units required for the same degree at ITS excluding thesis or dissertation.

ITS counts one semester unit is equivalent to 1.5 quarter units.

Courses to be considered for transfer must have been completed successfully at another institution with a grade C or above for the MA and MDiv programs, and B- or above for the ThM and DMin programs. (See the VP for Academic Affairs for transfer of credits).

MAXIMUM TRANSFER OF UNITS

Transfer units shall subject to the accrediting agency regulation as stipulated below:

a. ITS accepts credits of work completed at other institutions accredited by ATS. This applies to institutions that are located in USA and Canada.
b. ITS grants either advanced standing or transfer credit for work completed from institutions accredited by Asian Theological Association (ATA) and other foreign institutions that are closely associated and known to respected Christian organization

and leaders. Transfer credit could be credited towards Board approved degree program up to45%- 50% of the total number of quarter units

c. For MA and MDiv programs, the maximum transferable unit is 30% (BPPE) of the total number of QUARTER units required for the degree.

d. For ThM and DMin programs, maximum transferable units 45% -50% of the total number of quarter units required for the degree excluding thesis and dissertation.

M. A (82 units)	up to 25 units transferable
M.Div. (126 units)	up to 38 units transferable
Th.M. (33 units, plus a thesis)	up to 15 units transferable
D. Min. (46 units, plus a dissertation)	up to 21 units transferable

ADVANCED STANDING

The President together with the VP for Academic Affairs shall have the discretion to grant advanced standing to outstanding and promising student by administering necessary written or oral examination. Upon the passing of the examination advanced standing credit may be granted and recorded in the transcript with a notation Passed (ADS) without counting toward GPA .

PROCEDURES

a. The student file a Request for Transfer Credit Evaluation to VP for Academic Affairs office. The VP for Academic Affairs shall make formal evaluation utilizing Transfer Credit Evaluation Form.

b. Result of the Evaluation shall be forwarded to the Registrar and recorded in student's transcript with a notation TR without calculation of credit point counting toward GPA.

c. The VP for Academic Affairs’ decision is final and the result of the evaluation becomes a part of student's permanent record.

G. POLICY ON EQUIVALENCY

The VP for Academic Affairs shall determine the equivalency based on following principles:

1. Conversion of semester unit to quarter unit: One (1) semester unit is equivalent to 1.5 quarter units.
2. Undergraduate degree equivalency based on evidence of documented learning equivalent in breath of knowledge and understanding as measured by a minimum of 120 semester units or its equivalent in or other unit of credit.
3. Graduate degree equivalency is based on evidence of documented learning equivalent in breath of knowledge and understanding, and the demonstration of learning in a designated field as measured by a minimum of either 30 semester units or its equivalent in or other unit of credit, or one year of study beyond the bachelor's degree.
4. Candidate's ministerial and teaching experience in teaching at a Bible college, seminary, or theological institution of higher learning, when attested by proper authority, may be considered as part of the equivalency. In such event, the Faculty Executive Committee shall make the decision on the matter.
5. Admission based on equivalency shall be documented and kept in student's file.
6. The VP for Academic Affairs may employ the service of International Education Research Foundation, P. O. Box 66940, Los Angeles, CA 90066 in the process of evaluating foreign transcripts.

H. TRANSFERABILITY OF CREDITS

The transferability of credits you earn at the International Theological Seminary (ITS) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Master of Arts in Theological Studies, Master of Divinity, Master of Theology and Doctor of Ministry is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 coursework at that institution. For this reason you 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 ITS to determine if your credits or degree will transfer.

I. SUFFICIENCY OF NUMBER OF FACULTY

Degree programs at ITS are interrelated to one another. The number of faculty is taken as a whole for all programs.

GENERAL POLICY FOR FACULTY

a. Each division shall have a minimum two (2) full-time resident faculty and/ or one FTE (full time equivalent) adjunct faculty.

b. Adjunct faculty teaching 6 courses or equivalent to 18 or 24 quarter units per year is counted as one FTE.

c. Faculty Qualifications -Other than the doctoral program, faculty is required to have one degree higher than the degree program he/she serves.

d. Teaching Only Resident Faculty carries a minimum of 9 courses or a minimum of 54/72quarter units per year including Summer and Winter Sessions.

e. Resident Faculty with Administrative: The teaching load is reduced proportionally when administrative duties are assigned. Administrative work hours must be at least 10 hours or more per week at the seminary.

f. Resident faculty is expected to be physically present during contracted number of hours per week at the seminary. He/she must be available for out of class faculty-student interaction.

g. Adjunct faculty members are expected to spend time outside class hours for faculty-student interaction and academic counseling.

h. Adjunct faculty may be assigned as thesis or dissertation reader for ThM and DMin students.

i. The ideal ITS Faculty-student ratio 1:10

RESIDENT FACULTY APPOINTED AS MEMBER OF ADMINISTRATIVE COUNCIL

Resident faculty is expected to serve certain number of hours for the corresponding administrative position assigned by the Executive Board of Trustees. The level of service depends on the administrative position held are the following:

RESIDENT FACULTY APPOINTED AS PRESIDENT OF THE SEMINARY:

He/She is expected to serve at least a minimum of 17 hours for administration at the campus. May be required to teach two (2) courses each quarter when necessary. The term of the President's contract is written by the Executive Board of Trustees.

RESIDENT FACULTY APPOINTED AS VICE PRESIDENT

He/She is expected to serve at least a minimum of 15 hours for administration at the campus. Required to teach two (2) courses each quarter. The term of the contract is contingent upon the approval of the President.

RESIDENT FACULTY APPOINTED AS DEAN OR DIRECTOR

He/She is expected to serve at least a minimum of 10 hours for administration at the campus. Required to teach at least two (2) courses each quarter. The term of the contract is contingent upon the approval of the President.

"TEACHING ONLY" RESIDENT FACULTY

The standard teaching load for "teaching only" Resident Faculty shall consist of a minimum of 9 courses or 27units (36 units) per school year, pending on the level of residency. Hours of teaching during the summer sessions are ordinarily included. He or she may be assigned 4-6 hours for administrative responsibilities.

I. PROGRAM DISTINCTIVENESS AND DEGREE OBJECTIVES

The goals of the theological curriculum are as follows: 1) Students are expected to demonstrate **good scholarship** in the field of Biblical, Theological, Church History and Ministry Studies measured by objective testing; 2) **good Christian citizenship** measured by adherence to Christian code of good conduct, integrity and commitment to seminary's policies, standards and activities; 3) and ultimately **good ministry** measured by the ability of its graduates to adapt

Christianity in their own churches and culture. The challenge for ITS is to quantify the "good scholarship, good Christian citizenship, and good ministry.

Program distinctiveness of each degree is stipulated below. Students who complete the program are expected to be able to do analytical/critical reflection in the area of their respective program.

MASTER OF ARTS (THEOLOGICAL STUDIES)

DISTINCTIVENESS

This program is designed for persons who seek to serve in the supportive ministry of the church, but who do not desire ordination to the professional ministry. The Master of Arts at ITS is the first level theological study within the Master of Divinity format, with emphasis in academic approach and less in pastoral ministry. The program provides a broad background in the theological disciplines pursued in the context of a biblical approach to the mission of the church and the advancement of the kingdom of God in the world in which we live. Students may choose an area of concentration, such as Biblical Theology, Theological Studies, Christian Education, Missiology, Church Ministry, etc. The program requires a total of 82 units, consisting of 59-70 units of core courses, 12- units in area of concentration and 11-units elective depending on the area of emphasis or concentration (Refer to Catalog for details).

DEGREE OBJECTIVES AND EXPECTED LEARNING OUTCOME

MA graduates are expected to be able to serve the church and Para-church organization as director of a designated program, but not in the capacity as a pastor.

MASTER OF DIVINITY

DISTINCTIVENESS

The Master of Divinity program is designed primarily for persons wishing to prepare themselves for the church ordained ministry with emphasis such as pastoral ministry, Missions and Christian Education. This program seeks to integrate a classical reformed theological curriculum with supervised practical education in contemporary ministry. Every attempt is made to integrate the education into the student's own ethnic setting. Normally, a student can complete the program in three years.

The program requires the completion of 126 units, consisting of 81 units of core courses, 12-21 units departmental concentration/emphasis and 24-33 units general electives. It is advisable for the student to choose their emphasis/concentrate in a particular department.

DEGREE OBJECTIVES AND EXPECTED LEARNING OUTCOME

MDiv graduates are expected to function as an assistant pastor or pastor in a church setting functioning as leaders in the Christian community.

MASTER OF THEOLOGY

DISTINCTIVENESS

The ThM program is designed for persons who have already completed a MDiv degree or its equivalent from a recognized theological seminary in their continuing and advanced studies. The program engages students in a general and specific course in their area of study. ITS offers four (4) major areas of concentration and ThM student is required to choose one concentration before starting the program.

The program requires the completion of **33 units through course work**, with one (1) 3 unit course in Research Methodology, five (5) 3 unit core courses, two(2) required Theology courses, three (3) 3 unit electives and a **6 units of thesis, or a two 3 unit-project.** Th. M. thesis or projects be related to the future work in student's own ministry.

DEGREE OBJECTIVES AND EXPECTED LEARNING OUTCOME

ThM graduates are expected to be able to conduct seminars and/or to teach in ecclesiastical institutional settings and to do independent research in their area of specialization.

DOCTOR OF MINISTRY

DISTINCTIVENESS

The DMin program at ITS has its primary emphasis on an integration of academic resource and practical ministry. A combination of in-ministry and on-campus studies is designed to foster growth in skills and personal qualities essential to ministerial excellence. This program is designed with the specific objective to meet the need of ethnic churches in America and Third World churches. The program is open to ministers of all denominations who qualify for admission.

The DMin program requires the completion of 55 units of which two (2) 3- unit course for Research Methodology and Writing, five (5) 5-unit core courses (practical studies), three (3) 5-unit elective courses and a 9-unit dissertation or three 3-unit equivalent project papers. Each 5-unit course is either in-ministry or on-campus studies. However, in-ministry studies not exceed 50% of the total number of units required for the completion of the degree excluding dissertation.

DEGREE OBJECTIVES AND EXPECTED LEARNING OUTCOME

DMin graduates are expected to continue their ministry and demonstrate their learning outcome by conducting a project applying what they have learned in the program as reflected in their dissertation project.

J. INSTRUCTION, INSTRUMENTATION, AND EVALUATION OF STUDENT ACADEMIC PROGRESS

1. At the present, ITS only offers direct instruction, which requires the physical presence of student and faculty.
2. Direct instruction includes instruction presented in classroom, seminar, workshop, lecture, colloquium, library, tutorial or other physical learning setting consistent with the mission, purposes and objectives of the school.
3. ITS presently employs the quarter system. Each unit carries 10 weeks of 50-minute clock hour meeting per week, with 10 minute recess intermittently.
4. Evaluation, assessment and documentation.
    a. Evaluation and assessment used for measurement of student academic progress in developing critical thinking and analytic skills is reflected in the project paper which is required for each course.
    c. Records of all academic progress are documented by way of the official transcript.
    d. The student's major project, thesis and dissertation is bound and kept in the library, or otherwise in student's permanent file.

5. At the first week of each quarter, all faculties must submit a syllabus which contains description of the course, Student learning outcome (SLO) – objectives and assessment - text book, and outline. Faculty is encouraged to utilize video presentations, MOODLE and other technology to enhance student learning outcome. A copy of the lecture notes may be filed electronically in ITS Google Drive, Cloud, Moodle or in hardcopy at the Academic Dean's office by each faculty member.
6. No later than the second week of the beginning of next quarter, all faculty must submit to the Registrar the Class Attendance Record and Grades; and to the VP for Academic Affairs the research papers in lieu of thesis with professor's signature of approval on which the granting of degree was based.

K. COURSE, CURRICULUM, AND PROGRAM REVIEW

COURSE REVIEW

a. At the end of each quarter, in the last class of the course, the instructor shall distribute a standard course evaluation questionnaire to the student for course evaluation.
b. Completed questionnaires be delivered to the VP for Academic Affairs' office for statistical tabulation and analysis.
c. Results of the analysis be reflected to the instructor concerned and be used as a part of faculty evaluation.
d. Course evaluation may also be done by faculty using the Standard Faculty Course Evaluation Form. Faculty members are encouraged to make necessary suggestions and recommendations on course format, course content, and instrumentation, and actively participate in academic program review.

STUDENT PROGRAM REVIEW

a. At the end of each school year, all students shall be requested to participate in filling out a program review questionnaire administered by the Academic Office.

b. Academic Office shall tabulate the scores and subject data to statistical analysis which result shall be shared by the faculty.

c. Academic Assessment Plan as described in Self Study Part II. chapter 4 shall be implemented

CURRICULUM REVIEW

a. Usually once every three years, the Academic Office shall conduct a formal curriculum review. Besides utilizing data from student's program review the VP for Academic Affairs shall solicit faculty's participation in curriculum review to keep up with the need of the student.

b. Each division chair shall be responsible on the divisional review, which result shall be discussed at the faculty meeting, approved and reported to the Board through the President for proper action.

STUDENT LEARNING OUTCOME: PERSONAL DEVELOPMENT PLAN

a. The “Personal Development Plan (PDP)” is a tool for assessing students’ ability and skills in integrating new acquired theological education and previous ministerial experiences into future ministry. It is required for all students.

b. These skills of integrating previous several years of ministerial experience and new acquired knowledge should be significantly evident in students’ final project such as thesis and Dissertation.

c. It is designed to guide the students to set goals and develop action plans to prepare for their future ministry.

d. Graduating students “Personal Development Plan” shall be presented in a chapel for “Peer-student Evaluation” under the supervision of the VP of Student Life.

L. DOCTOR OF MINISTRY PROGRAM

Though Doctor of Ministry is a professional degree, which does not have rigorous academic requirements as that of Doctor of Theology, nevertheless, it may only be awarded to students who have completed a prescribed course and level of studies as stipulated in the catalog. Formal evaluation pertaining to the Doctor of Ministry Committee, oral defense of the dissertation project, and maintenance of record are stipulated in the catalog and shall be in line with the procedure as in the ThD program. All doctoral programs should be completed within duration of five (5) years. This maximum time frame included leave of absence.

GUIDELINES FOR THE D MIN DISSERTATION

The dissertation is the culmination and the last requirement for completion of the D Min program. Although students are allowed to write on diverse topics, they are strongly advised to develop a project relevant to his/her own ministry, and evaluate the outcomes of the application.

I. THE PROPOSAL

A. Writing the Proposal

1. A working title for the dissertation.

2. The background (context) to the study. Identify the key areas related to the dissertation.

3. The identification of the related key issues/problems/needs. This becomes the rationale for the dissertation.

4. The central research issue. State the research issue in one or two sentences with an explanation of the issue and why it is important.

5. The aim. State what the dissertation will accomplish (e.g. to achieve, explore, prove)

6. The objectives. The objectives are specific areas that will be researched in order to fulfill the aim of the dissertation.

7. The methodology. Explain the methodology which you will use:

a) Academic research (literature review)

b) Quantitative field research (provide one sample questionnaire)

c) Qualitative field research (provide one sample questionnaire)

8. The assumptions. There may be two or three assumptions which include: what it is believed, what may or may not work.

9. The limitations. The limitations of the dissertation may include: geographical area, focus of research, methodologies (e.g. written, oral)

10. The chapter outline. Briefly state the content of each chapter (one paragraph for Chapters 1-3) in the dissertation. The chapters must include:

· Chapter 1: Introduction (key issues, background to the study, central research issue, aim and objectives, methodology, assumptions, limitations)

· Chapter 2: Literature review (briefly state the importance of each book which will contribute to your research.

· Chapter 3: Biblical & Theological Foundation (give an overview in this area)

NOTE: (Identify a minimum of 5 significant books which will influence your dissertation.

- Chapter 4: Field Research (methodology to be used)
- Chapter 5: Findings & Implications (unknown at beginning of dissertation)
- Chapter 6: Recommendations and Summary (unknown at beginning of dissertation)
- Appendices: The expected questionnaires used for the research.

B. Submitting the Proposal

1. The submitted proposal should be approximately 15 pages in length excluding the questionnaires.

2. A hard copy of the proposal must be submitted to the mentor and two faculty readers by **October 15** of every year.

3. Submit the proposal to the faculty mentor and two faculty readers. They will read and critique the proposal.

4. The date for the oral presentation will be arranged between the mentor who will contact both the student and the two faculty readers. The faculty member will confirm the date with the student and the faculty readers.

5. A copy of the proposal should be submitted to the Registrar in order to receive the “Official Proposal Approval” document. This document will be given to the mentor for completion.

C. **Grading the Proposal**

1. The faculty mentor and readers will meet with the student. Questions in the examination are two types: questions to measure a student's general knowledge of the dissertation topic and questions directly related to the dissertation proposal including the key components of the proposed dissertation. The student should expect this meeting to be one hour in duration.

2. The faculty members will provide the student with one of the following responses:

a) Pass—to proceed with the dissertation

b) Pass with condition(s)—changes must be met in order to improve the dissertation proposal. After changes are made, only the mentor needs to approve the changes.

c) Failure—the proposal has significant flaws which require either a major revision of the proposal or a new proposal. Both the mentor and the readers must approve either the major revision of the proposal or the new proposal.

3. The "Official Proposal Approval" document is signed by mentor and two readers and is submitted to the Registrar.

II. THE DISSERTATION

A. Writing the Dissertation

The following items must be followed in order for the process to go as well as possible.

1. The student must submit one chapter (a hard copy) at a time to both the mentor and readers. Do not submit more than one chapter at a time to the mentors and readers. The mentor and both readers will read and critique the chapter. The readers will forward the critique to the mentor.

2. The mentor will meet with the student to discuss the critique. The student must make the necessary changes and meet only with the mentor to have the revisions approved. Once the revisions are approved, the student may proceed to the writing of the next chapter. The same process will be followed for each of the remaining chapters.

3. The length of the dissertation must be a minimum of 125 pages and a maximum of 200 pages.

4. The dissertation must be 60% application to pastoral or mission ministry.

B. Defending the Dissertation

The oral defense of the student's dissertation must keep in mind the following:

1. The oral defense may be held prior to April but the deadline for any remaining oral defenses must be the end of April.

2. The student requests the Registrar's Office to prepare the final Approval Sheet (at least 4 original copies).

3. The student provides three (3) hard copies of the dissertation for the mentor and the two readers.

4. The date for the oral defense will be arranged between the mentor who will contact both the student and the two faculty readers. The faculty member will confirm the date with the student and the faculty readers.

5. The faculty members will provide the student with one of the following responses:

a) Approved—the dissertation needs no or very few minor changes

b) Approved with Condition(s)—revisions must be met in order to improve the dissertation. After the revisions are made, only the mentor needs to approve the revisions.

c) Not Approved—the dissertation has significant flaws which require major revisions of the dissertation. Both the mentor and the readers must approve the major revisions before the dissertation is approved.

6. The four (4) copies the Final Approval document will be signed by the mentor, two readers, and the Vice-President for Academic Affairs. The four copies will be turned over to the Registrar who will keep all the copies until the dissertation is ready for binding.

C. Formatting the Dissertation

1. The student is responsible to provide the approved dissertation to the one who will review the formatting and citations in the dissertation.

2. The reviewer will make specific notation(s) each page as is necessary in order to help the student to correct dissertation/thesis. The reviewer will write 2-3 pages for major notations to guide the student as he/she corrects the dissertation. NOTE: Only the exceptional dissertation which has superb quality with no or very little clerical errors will be submitted to the faculty for Review and will be given recognition. Only one (1) dissertation will be chosen but not necessarily every year.

3. After the necessary revisions are made, the student will once again submit the dissertation for the final review. A final 2-page written notation will be given to the student who will receive either a grade of Pass or Fail.

4. The review process must be completed at least one week prior to the ITS graduation.

5. For the student abroad who needs help in formatting and correcting citations, there are two (2) options:

· The student may directly contact and hire other students, individuals or staff who have mastery of both the Turabian writing standard and ITS Format standard.

· Directly contact and hire a person who will assist with the process for a minimum fee (a suggested rate may be $20/hour with a maximum fee of $200-250 for a dissertation of 120-150 pages or $350-400 for 180-200 pages

NOTE: ITS only provides list of persons that are willing to do the editing (format and citation correction) according to the Turabian writing standard. Also, there is the additional cost of binding, cotton rag paper, shipping and extra paper.

D. BINDING THE DISSERTATION

The following items need to be followed to complete the dissertation process:

1. After a successful oral defense two final copies must be submitted for binding by June 1.

2. The student is expected to use white 20 lb. 25% cotton paper for the final printing of the dissertation.

3. Students who are on campus are required to submit two (2) copies and a maximum of six (6) copies of the final draft for the binding of the dissertation. The student is responsible for picking up the bound dissertations at ITS.

4. Students who are abroad are required to submit 2-3 copies of the final draft of the dissertation for binding due to the shipping fee which the student is responsible to pay.

5. The student must pay the Finance Department (the student can receive the forms for further details).

6. The librarian will receive the copies of the final draft of the dissertation for binding. The student must submit a copy of the "Request for Binding Form" and receive a receipt for the binding fee.

M. THE LIBRARY AND LIBRARY SERVICES

1. The library of International Theological Seminary be a theological library with general, educational, philosophical, theological and reference texts to aid the students in their study and research.
2. The library be located at the campus of the seminary, presently at 3215-3225 N. Tyler Ave. El Monte, CA 91731
3. The library has enough space to accommodate book collection, library work rooms, librarian office, and a reading room.
4. Sufficiency of library services is determined by the faculty with the assistance of the librarian. Besides the present holdings, each faculty member be allocated a budget each quarter for acquisition of new books for the library as part of budgeted library acquisitions.
5. ITS maintain membership status at the Southern California area Theological Library Association (SCATLA). ITS graduate students be issued SCATLA library cards, so they may have access to SCATLA consortium member libraries. Through these libraries, they will be assured access to electronic retrieval of information and the usage of the equipment.

6. The students are required to use the library facilities for study, and preparation of papers, theses, and dissertations, evident by the inclusion of bibliographies in the papers submitted to the professors.

IV. ADMINISTRATION AND FINANCIAL MATTERS

A. FACULTY AND STAFF EMPLOYMENT RIGHTS AND PRIVILEGES

1. NON-DISCRIMINATION POLICY

Within the context of the seminary creedal distinctive, the school does not discriminate on the bases of race, sex, color, national origin, age, disability, sexual orientation, the exercise of statutorily or constitutionally protected rights, or conduct consistent with the school's policies on academic freedom in the appointment, retention, advancement, evaluation, or termination of faculty.

2. ACADEMIC FREEDOM POLICY

This policy is set forth in Section IV.B of ITS Faculty Handbook.

3. POLICY FOR NON-EXEMPT STATUS EMPLOYEES

FEDERAL/STATE CLASSIFICATIONS

Exempt or Non-exempt: It is the Seminary's responsibility to determine whether or not each lay employee's job is exempt or non-exempt. Such determination is made according to provisions of Federal (Fair Labor Standards Act) and state legislation.

1. Exempt: Employees are classified as exempt if the position is as an administrator or has management responsibilities. Evening or weekend work may be required to fulfill the job expectations without overtime pay. An exempt employee is required to keep on file at the

Seminary a complete record of the time taken off from work for vacation, illness, or any other reason.

2. Non-exempt: Generally administrative assistants, staff associates, secretarial and maintenance positions are classified as non-exempt under federal and state wage laws. A non-exempt employee is required by law to keep a daily account of hours worked and are entitled to overtime compensation or compensatory time off as provided herein.

RESIGNATION/RETIREMENT

Employees may terminate their employment with the Seminary at any time. Provided a minimum of two weeks' notice is given by an employee, prorated accrued vacation for the calendar year of termination will be included in their final paycheck. The employee will not receive severance pay. Upon termination of employment, an exit interview with the Vice President for Operations and Finance will be held. Prior to departure, the departing employee will make arrangements with the Facility Manager for the return of Seminary keys and other property.

DISMISSAL

Involuntarily termination of an employee is the responsibility of the President and is done in consultation with the employee's supervisor. The Seminary for any reason may dismiss employees, unless prohibited by law. The employee will normally be given oral and written communications regarding job-related problems and appropriate opportunities to change. This may not occur if the employee poses a risk to the safety of persons or property of the Seminary, or in other situations where, at the discretion of the Seminary, immediate dismissal, with or without prior notice, is appropriate. Upon termination of employment, an exit interview with the Vice President for Operations and Finance may be held. The return of Seminary keys and other property will be coordinated with the Facility Manager.

HIRING GUIDELINES

The Seminary will structure its employee selection policies and procedures so as to achieve the best possible match between applicants for jobs and open positions.

It is our policy to encourage and promote the professional growth of each employee. Based upon qualifications, consideration will be given to current employees in filling available positions.

Openings are announced throughout the Seminary. We also go outside the Seminary to seek applicants and may do so simultaneously with the internal announcement.

Ordinarily the Seminary will not employ relatives of current employees. If relatives are simultaneously employed, it is within these guidelines:

1. One family member shall not work within the same office, nor directly supervise the other.
2. Family members shall not process or audit the work of other family members.
3. Spouses will not have a preference in employment. Employment will be based strictly on which candidate has the best qualifications for the position.

ELIGIBILITY FOR EMPLOYMENT VERIFICATION

The Seminary is committed to providing employment opportunities to people from a variety of backgrounds. The Seminary also is committed to following state and federal regulations in spirit and intent. For this reason, all employees, at the time they are hired, must present appropriate documentation to prove that they may work legally in the United States. The Seminary may perform criminal background or credit checks on its employees or prospective employees.

NEW EMPLOYEE ORIENTATION

An orientation program will be provided periodically to all new employees. It will include a brief history of the Seminary; the role of the Seminary, including a brief description of each department and all educational programs; and a brief overview of the policies and procedures of the Seminary.

WORK SCHEDULE/OFFICE HOURS

Ordinarily, the Seminary observes office hours of 8 a.m. to 4 p.m. Monday through Friday. All employees' work hours are determined by supervisors. The officer hours are posted on their office door. It is understood that some offices/departments (such as the library) will need to vary from the above hours in order to serve constituencies.

The Seminary is required under the provisions of the Fair Labor Standards Act to keep an accurate record of time worked by each employee. Non-exempt employees must complete daily time cards. Vacation, sick leave, personal leave days, holidays, and compensatory time should be shown on the time sheets. Exempt employees must submit time denoting time away from work, including vacation and sick time. These records will remain on file for a period of time specified by law, and are subject to audit by various regulatory agencies.

The Seminary expects its employees to be prompt and to have good attendance records, in order that the mission of the Seminary can be accomplished. Attendance and punctuality are factors considered in granting salary increases and promotions and in making decisions regarding termination.

VACATION AND SICK DAYS/HOLIDAYS AND SUMMER WORKING DAYS

a. Vacation Days

ITS is to provide each employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his or her employment anniversary date. For employees, vacation accrues as follows:

At the end of the each year of service, two weeks of vacation.

Vacation does not accrue between employment anniversary dates and may not be taken until it is earned. Vacation time must be used in the anniversary year after which it is earned and may not be carried over past the employee's next anniversary date. For example, an employee with two weeks' vacation as of his or her third anniversary date must use the two weeks prior to his or her fourth anniversary date. If an employee fails to take his or her earned vacation time before the employee's anniversary date in violation of this policy, the employee will not earn any further vacation until that unused vacation has been taken.

Earned vacation must be taken. Employees are not entitled to pay in lieu of taking time off for vacation.

b. Sick Leave Days

Eligible employees will accrue one hour of sick time for every 30 hours worked up to a maximum accrual of 48 hours or six days, whichever is greater, per calendar year.

Upon successfully completing 90 days of employment, eligible employees may begin to use paid sick time under this policy in increments of two hours, up to a maximum of 24 hours, or three days, whichever is greater, per calendar year.

Accrued, unused time under this policy will carry over each year up to a maximum accrual of 48 hours or six days, whichever is greater.

Leave under this policy may be used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, an employee or an employee's immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents and siblings. Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.

Employees requesting time off under this policy should provide as much advanced notice to the Vice President for Operations and Finance as practicable, and employees who take more than three days of leave will be required to provide appropriate documentation to the Vice President for Operations and Finance in support of the leave taken.

Unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the company within a year of separation will have their accrued unused bank of time off under this policy made available to them.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

For more information regarding leave under this policy, contact the Vice President for Operations and Finance

c. Holidays

ITS observes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

ADDITIONAL HOURS

It is the expectation at ITS that staff will not work more than their regularly scheduled hours. Whenever possible, supervisors are encouraged to accommodate informally, to the extent permitted by law, an occasional need for a staff person to work more than their regularly scheduled hours with equal time off for personal business or medical appointments within the same time period. When additional hours are necessary, it must be approved by a supervisor in advance. In accordance with state and federal requirements, nonexempt employees are paid for all hours worked. Payment for overtime is based on the regular hourly rate for up to 40 hours working time per week and at one and one half times the regular hourly rate thereafter. In lieu of cash payments for overtime an employee may be granted time off for hours worked up to 40.

EXPENSE REIMBURSEMENT AND TRAVEL POLICIES

The Seminary appreciates the efforts of those who travel and/or incur other expenses on Seminary business. Employees should be comfortable while traveling, understand all related policies, and obtain reimbursement quickly. At the same time, it is necessary to keep costs within reasonable limits and to follow consistent reimbursement procedures.

All trips taken for the purpose of conducting Seminary business should be approved by a program director, a Vice President, or the President prior to the booking of travel arrangements. Failure to obtain such approval may result in the denial of reimbursement for said travel expenses. Once approved, travel plans are to be made by those individuals who will be traveling or their assistants.

Employees are expected to spend the Seminary funds prudently. Business travel and other business related expenses are paid by the Seminary if they are reasonable, appropriately documented, properly authorized, and within the guidelines of this policy. Individuals who incur business expenses should neither gain nor lose personal funds as a result.

JURY DUTY

The Seminary recognizes that jury duty is an important civic obligation. An employee should notify his/her supervisor at the time of receiving a jury summons, and keep the supervisor informed regarding duty status. Salary and benefits are continued during an employee's service as a juror. The employee is permitted to keep any compensation received by virtue of performing jury service.

CONFIDENTIALITY

Much of the business of the Seminary involves confidential information. It is essential that employees exercise the utmost discretion whenever discussing any job-related matter with anyone, including coworkers, so that mutual trust between the Seminary and those it is designed to serve is not jeopardized.

EMPLOYEE BENEFITS

Compensation is paid to Seminary employees monthly, on the last day of each month. Should a pay date fall on a weekend or holiday, payday will be the previous business day. Employees can request payment through the ADP payroll service. Direct deposit processing is made available for those who are paid through the ADP service, as are payroll deduction capabilities in order to make contributions to the Seminary.

ACCIDENTS AND INJURIES

All of us within the Seminary community have a responsibility to assist in the maintenance of a safe working environment. The Seminary makes every effort to remedy an unsafe situation as soon as possible.

To help in this process, the employee should notify their supervisor and/or the Office of VP for Operations and Finance without delay of any unsafe situation is encounter.

If an accident or injury occurs at work, immediate attention should be given to the injured person regardless of how minor the incident may appear. If an employee is injured on the job, a worker's compensation form must be completed within 24 hours. This is important to do whether or not medical treatment or medication seems to be required. Worker's compensation forms are available from the VP for Operations and Finance.

B. FINANCIAL REVIEW, AUDIT, BUDGET DEVELOPMENT, REPORTING MECHANISM, AND EXPENDITURE MONITORING

1. The school shall employ a CPA as an independent auditor who conducts an annual audit of the financial standing of the school. The CPA shall produce an opinion letter certifying the financial solvency of the school. The audit statement shall be made available to the Board upon its request.
2. Departments (the Office of President, Academic Affairs, Student Life, and Operations and Finance) shall have input and discussion for next year's budget. Each department head shall compile its departmental needs with proposed budget and submit them to the VP of Operations and Finance for the planning of annual budget. The VP of Operations and Finance shall present a draft of budget to the faculty at least six weeks before the annual General Board meeting.
3. The VP of Operations and Finance shall present a quarterly finance report including balance sheet and profit and loss statement at a faculty meeting. He or she shall answer question on the financial standing of the Seminary; a copy of the finance report shall be also sent to the board.
4. All payables should be in form of checks and must have two signatories for the withdrawal of funds.
5. The Administrative Council shall review the finance report monthly. Within the first 3 weeks of each quarter, the Administrative Council shall compare the expenditure with the annual budget and last year's expenditure to ensure that the Seminary stay within the budget and to identify any unusual expenditure item.

C. TUITION REFUND POLICY

1. Students may withdraw from the seminary whether by mail, in person, by phone, permanently or quarterly. The refund may be refunded on tuition in the following manner:

100%	end of the 1st week
75%	end of the 2nd week
50%	end of the 3rd week
25%	end of the 4th week
0%	after the 4th week

2. No refunds will be granted if the following conditions exist:
    a. The student leaves without officially withdrawing,
    b. The student is under discipline.

D.FIVE-YEAR DEFERRED PAYMENT PLAN

1. Students who have financial difficulty in meeting tuition payments may apply for a deferment of these expenses from the office of the VP for Operation and Finance. A contractual arrangement will be made for the repayment within five years of graduation.
2. Scholarship students who stay in the United States after their graduation are obligated to pay back the scholarship they received throughout their years at ITS as stipulated in paragraph above.
3. The financial office shall keep the record of students' financial accounting and subject it to annual review by the VP for Operation and Finance.

E. INSTALLMENT PAYMENT PLAN

1. Students who are in financial hardship may pay tuition and fees in installments. They are encouraged to discuss the situation with the VP for Operation and Finance and make necessary arrangement in advance before registration.
2. Students must not carry a tuition debt of more than the specified amount agreed upon by the VP for Operation and Finance at any given time.

3. Failure to keep accounts current will render students ineligible to attend classes or receive grades or transcripts. Students will not be permitted to register for courses for a new quarter unless all financial obligations to the seminary have been settled, or satisfactory arrangements have been made.
4. The financial office shall keep the record of students' financial accounting, subject to annual review by the VP for Operation and Finance.

F. ITS GIFT ACCEPTANCE POLICIES

As a 501(c) 3 non-profit organization International Theological Seminary relies on charitable contributions to fulfill its mission. ITS, in soliciting or accepting

gifts, shall clearly represent the Seminary's policies and mission which might pertain to this exchange and honor all statements about the use of the contribution. ITS shall always disclose to potential donors important and relevant information. Every gift will be promptly acknowledged, and donors will be informed of how the gift will be recognized. Specific requests about acknowledgment will be honored consistent with ITS' practices and policies. ITS reserves the right to refuse a gift if it is determined to be in conflict with the school's mission.

1. Your contribution may be designated for a specific program or it may be left undesignated, available for meeting the school's highest priorities. If you wish your gift to be restricted, be sure to indicate your preference in a cover letter.

2. ITS will not, in most cases, assume any indebtedness in connection with a gift. Exceptions to the contrary must be approved on a case-by-case basis by the Board of Trustees.

3. Contributions must support and enhance the mission and purpose of ITS. Contributions which subject the organization to burdensome or unusual restrictions will not be accepted.

4. Associated expenses with the conveyance of a gift made to ITS are to be borne by the donor.

5. ITS will assume that donors rely on their own personal advisors for tax, legal, financial and other advice concerning their gifts.

Gifts of Cash:

ITS will accept gifts of cash to support the mission of the organization. Your contribution may be designated for a specific program or it may be left undesignated, available for meeting the Seminary's highest priorities. If you wish your gift to be restricted, be sure to indicate your preference both on your check and in a cover letter.

Gifts of Equipment/Furniture:

ITS will accept gifts of new or used equipment/furniture that are determined to be of use to the Seminary. The VP for Operations and Finance shall make that determination.

Gifts of Airline Tickets or Air Miles:

ITS will accept gifts of tickets or air miles for travel to be used by staff or board members to attend conferences/meetings as approved by the VP of Operations and Finance.

Gifts of Securities:

ITS will accept gifts of publicly traded securities, including stocks, mutual funds, municipal and corporate bonds, and treasury bills and notes. ITS staff and/or advisors will verify the ownership of the security, handle the transfer of ownership, and establish a value for deferred gift calculation purposes, as well as handle the sale, liquidation and/or investment processes related to securities. Such gifts will be reviewed by the Audit/Finance Committee and such securities shall be sold immediately upon receipt.

Gifts of Real Estate:

Real estate gifts can include personal residences, rental properties, office buildings, land, and other structures. As real estate can be highly illiquid, costly to maintain, and have pre -existing conditions attached to it, any gifts of real estate will be carefully scrutinized and the decision to accept or decline the gift will be made by the Board of Trustees.

The property shall be physically inspected by a representative of ITS along with a property management consultant. The inspection is to identify any environmental, financial, legal, marketing or public relations risks, hazards or liabilities. If deemed necessary by the consultant, an environmental survey may be recommended before a gift can be accepted. The cost of the survey shall be born by the donor. Upon review of the survey, the consultant shall recommend acceptance or declination of the gift.

Unless otherwise negotiated, gifts of property will be converted into cash at the earliest opportunity keeping in mind current market conditions and the use of property in the accomplishments of the mission of ITS.

Gift will not be accepted that may expose ITS to material or personal liabilities as owners of the property.

If property is encumbered by indebtedness, the donor will be requested to provide for the payment of carrying costs until the property is liquidated.

Gifts of Personal Property:

Potential contributions include art, antiques, jewelry, automobiles, etc. ITS staff or professional advisors, when appropriate, will review the marketability, accurateness of appraisal and capabilities of ITS to safeguard these assets until liquidation. Serious valuation problems exist in a number of proposed gifts of personal property, especially with art or other “collectibles.” Efforts must be made to obtain a bona fide appraisal or documentation of fair market value before the gift can be accepted.

Gifts of Life Insurance:

A gift of life insurance is a simple way to make a significant gift to ITS and ensure the ongoing vital work of ITS. “Whole” or “universal” life insurance often has cash value and can be donated to a charitable organization. The donor would receive a tax deduction for the replacement cost of the paid up policy at the time of donation, not for the face value of the life insurance.

If the policy requires continuing premium payments, the donor can continue paying those premiums and get a tax deduction for each payment if it is done in the following manner: gift the policy to ITS, who then becomes the owner of the policy. The donor then makes annual donations in the amount o f the annual premium costs to ITS, who then pays the policy. The donor then receives a tax deduction for every contribution for the premium payment.

Donors can also purchase a new policy, naming ITS as the beneficiary. The premiums and tax benefits would work exactly as listed in the above paragraph.

When planning a gift of life insurance, it is important to consult your own personal tax and legal advisors.

V. STUDENT SERVICES

Please also refer to Student Handbook

A. ACADEMIC ASSISTANCE

The seminary allocates a total of 10 hours per quarter per student for out of class faculty-student interaction and academic counseling. Students come to the individual faculty whenever they need tutoring or academic guidance. Besides, for thesis or dissertation guidance, support groups with resident faculty as advisors are set-up to achieve that particular purpose for which the students meet with their respective small group for Personal Development Plan (PDP) peer evaluation, prayer and counseling on a regular basis of once a month. The VP for Academic Affairs, Assistant Dean and the Registrar are always available whenever the student needs counseling as a whole.

B.SPIRITUAL FORMATION AND COUNSELING

At the beginning of each school year, Student Council coordinates with the VP of Student Life in organizing students into support groups under the guidance of a professor appointed by the VP for Academic Affairs to serve as group counselor. The group shall facilitate student problems in spiritual, psychological, interpersonal, as well as academic matters and venue for Personal Development Plan peer evaluation. The support group is under the auspices of the VP of Student Life.

C. HOUSING AND ACCOMMODATIONS

Housing is provided only for students. The administration shall keep a list of available housing and apartments on request. The student body (EXCO) and the VP of Student Life are assigned to assist the student in locating housing when the need arises.

D.STUDENT GRIEVANCES

1. Students who have a complaint or are experiencing problems are encouraged to contact the Student Council and make an attempt to resolve the complaint.

2. In the event this contact does not resolve the complaint, the student together with the Student Council president is encouraged to make an appointment with the VP of Student Life so that the complaint may be officially registered, discussed and resolved.
3. In the event a student's is still not resolved, the student may submit his complaint in writing to the VP for Academic Affairs, a written response will be devised and forwarded to the student within ten days. Decisions of the VP for Academic Affairs are final in general.
4. If it is a grade dispute, the student is encouraged to approach the faculty concerned and attempt to solve the issue directly. In the event the dispute is not solved, the student brings the issue to the attention of the VP for Academic Affairs with or without the concerned faculty. In general, the decisions of the VP for Academic Affairs are final. However, faculty has the sole responsibility in the changing of student's grade by giving reasonable account to the VP for Academic Affairs. In the event the dispute on student grade involved discrimination, impropriety and/or apparent injustice, or is such grave that may jeopardize the good name of the institution, the student may appeal to the President and/ or to the Board for ultimate decision.

E. STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

The seminary is subject to California law, which provides the regulation on **State of California Student Tuition Recovery Fund** (Education Code Section 94343). The administration makes certain that the section of the catalog on the **State of California Student Tuition Recovery Fund** be published and posted in a conspicuous place so student has access to the information.

VI. MISCELLANEOUS

A. PROMOTION AND RECRUITMENT (REFER TO FACULTY HANDBOOK)

1. Recognizing the fact that ITS is a unique school, which does not engage in soliciting and recruiting prospective students, the school base each judgment heavily on conditions set forth in the admission policy. All applicants shall be treated uniformly and in line with that policy.

a. ITS shall not engage the service of external recruiting agents, nor shall it pay any fees for such services.
b. The President (CEO) and VP for Operation and Finance (COO) shall oversee all publication, promotion, and advertising materials so that they shall not misrepresent the seminary in any manner in violation of the governmental codes.

B. ANNUAL REPORT

1. The VP for Operation and Finance (COO) and VP for Academic Affairs (CAO) shall submit an annual independent report to the President (CEO) to be presented to Board of Members at its annual meeting.
2. The President (CEO) shall file with CPPVE every June 1 of each year (or any other designated date) an annual report as specified by the Council.

C. WITHHOLDING OF SERVICES FOR GOVERNMENT PURPOSES

As stipulated by CPPVE Codes, the school shall withhold services from students or former students who have been notified that they are in default of a loan under Stafford or Supplemental Loan for Students (SLS) programs. The COO is to make sure the regulation is observed.

I. Purpose

The Board of Trustees is ultimately responsible for the stewardship of the Seminary. It does not actively manage but rather oversees the day-to-day management delegated to the President and Chief Executive Officer and the other officers of the Seminary.

II. General Role and Mandate

As part of the overall stewardship responsibility, the Board of Directors assumes responsibility for the following matters:

1. Shared governance is the means by which the Board provides oversight to the operations of the Seminary with the President and its faculty.
2. Initially adopt and annually review a strategic planning process and strategic directions arising therefrom, taking into account, among other things, the opportunities and risks of the operation of the Seminary, as well as review annually the critical assessment of these directions, of the actions taken to achieve them and the results of such actions.
3. Oversee annual objectives and goals, additionally the appointment, advising and assessment of the President. Transparency, respect, and a shared vision are essential for mutually beneficial relations between the Board and administration.
4. Together with the President, establish long and short-term goals consistent with the purpose and mission of the Seminary and assess the achievement of goals.
5. Promote the mission of the Seminary, develop financial plans needed to accomplish the goals of the Seminary, and manage institutional resources, both financial and physical.
6. Appoint the resident and adjunct faculty and approve annual faculty contract.
7. Review quarterly and annual finance reports, approve budgets and financial results of the Seminary, and monitor compliance with accounting standards and the integrity and adequacy of financial information disclosure.
8. Assist in increasing funding by both personal financial support and fundraising opportunities.
9. For each member of the Board of Trustees, act as representatives of the Seminary in: (i) enhancing the organization's public image, firm reputation and credibility, (ii) providing contacts/network to the Seminary, (iii) supporting the decisions of the majority the Board, and (iv) creating annual objectives of the Board members.
10. Together with the President, develop position descriptions for the chair of the Board and the president.
11. Establish committees as needed and create responsibility descriptions for each committee.
12. Assess the effectiveness of the Board of Trustees as a whole, the committees of the Board and the contribution of each trustee, establish along with the President and

update selection criteria for trustees and formulate a proposition with respect to the number of trustees to be elected, the term of service, and nomination of nominees to the various positions on the Board of Trustees.

13. Ensure that all new trustees receive comprehensive orientation to fully understand the role of the Board of Trustees and its committees, as well as the contribution individual trustees are expected to make (including, in particular, the commitment of time and energy that the Seminary expects from its trustees) and the mission and vision of the Seminary.
14. Perform and carry out any other duties assigned to the Board pursuant to the Seminary's operational manual, by-laws, governance requirements set by the accrediting agencies, and legal requirements established by the state and federal governments.
15. Keep records of its activities, meetings, etc. at the office of the Board Secretary.
16. Engage the services of outside advisors including the Advisory Board at the expense of the Seminary. The Board also allows any Board committee to engage the services of an outside advisor at the expense of the Seminary, to adequately carry out such Committee's duties, where the circumstances so warrant, the whole subject to the whole Board's approval.

Date:

Name: **Signature:**

Sexual and Other Unlawful Harassment

Effective Date: (XX/XX/XXXX)
Revision Date: (XX/XX/XXXX)

International Theological Seminary is committed to a work environment in which all individuals are treated with respect. International Theological Seminary expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

Unwanted sexual advances or requests for sexual favors.
Sexual or derogatory jokes, comments, or innuendo
Unwelcomed physical interaction
Insulting or obscene comments or gestures
Offensive email, voicemail, or text messages
Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
Making or threatening reprisals after a negative response to sexual advances
Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
Verbal sexual advances or propositions
Physical conduct that includes touching, assaulting, or impeding or blocking movements

Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the International Theological Seminary's legitimate business interests

Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the International Theological Seminary

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

International Theological Seminary strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

James S. Lee, President

626-653-9547

James.lee@itsla.edu

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

International Theological Seminary expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

ITS SOCIAL MEDIA POLICIES for INTERNS

STATEMENT AND SCOPE

As an intern and representative of International Theological Seminary, you are expected to maintain mature Christian character at all times. It is also expected that everyone will be above-reproach in their use of the internet and social media. We maintain every person's freedom of speech. However, hateful posts, slanders, harassment, or any disparaging comments made in public are discouraged. Internal policies of ITS shall be discussed only in proper forum, not in social media. Interns shall maintain privacy and confidentiality of other students, faculty, and administrative staff and shall not disclose or discuss their related matters in public or social media.

3 Rules of Engagement on Social Media for Interns

1. **Transparency and Disclosure-** When creating original posts about the institution or re-posting official ITS content to your personal social media, you are encouraged to disclose your affiliation with the institution using hashtags such as #WeAreITS. An intern's presence on social media must be transparent, especially when promoting work-related matters online. This will also assist in increasing the exposure of ITS' brand. When interacting with online constituents as an intern on official ITS accounts, you are encouraged to disclose that you are an ITS intern. For example, if someone would like to inquire more about ITS, you may respond in the following manner:

   "Hello _____, thank you for your interest in International Theological Seminary. My name is _________ and I am a current ITS Communications/Social Media intern. I will be glad to assist you today.."

1. **Protection -** You are responsible for taking extra precautions to protect ITS as an institution and yourself. Confidentiality and trust is critical to this line of work. In the event an intern discovers misinformation, leaks regarding confidential information, or other questionable content regarding the institution on social media, he/she will be dealt with accordingly. Unless otherwise stated, if you are tasked with creating content on official ITS social media accounts, you will be required to get your content approved by your direct supervisor or Communications Director prior to publication.

   Similarly, if you are given access to accounts and passwords affiliated with ITS social media accounts and software, you are responsible for ensuring that information is kept confidential. Once your internship is complete, you are required to log out of all accounts and properly discard the information.

1. **Using Common Sense -** When you are online, you are representing ITS: our vision, mission, values, and people. There is no room for bigotry, prejudice, misogyny, or hatred in our institution or on our associated social media feeds. We do not allow stealing and/or the illegal usage of content and media from other brands, institutions, and companies. This includes but is not limited to: photos, backgrounds, videos, quotes, and audio. As such, interns are encouraged to create their own media or use original ITS media for content. If you are unsure about what to use, please contact your direct supervisor or Communications Director.

Annual Review

This policy will be reviewed once per year. All employees will be provided with access to a copy.

Child protection policies for those serving in churches

1. Staff and Volunteer Expectations：

All children’s ministry staff and volunteers including seminary students share a particular responsibility for:

• Loving the children as Christ loves them

• Setting an example of proper Christian conduct in the way we live our lives

• Ministering to the children

• Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children

1. Child Protection：

Our first concern is that children be safe while they are in our care. To this end we:

• Screen all children’s ministry volunteers

• Preform background checks on all full-time church staff, regardless of whether or not they have direct contact with children.

• Require training for all children’s ministry staff and volunteers

• Use parent authentication identification system

• Employ scheduling procedures and volunteer/child ratios that optimize safety

• Employ hall monitors to promote and maintain safety in the building.

• Equip each room with a first aid kit

• Educate our staff and volunteers to recognize suspected child abuse and to require them to understand and follow any applicable reporting laws and to encourage them to report suspected abuse to church officials

• Adhere to a healthy child policy for admittance to children’s ministry

• Adhere to a two-volunteer room policy whenever possible.

• Equip our volunteers to know how to evacuate children safely in case of an emergency