

GRADUATE STUDIES **HANDBOOK**

2023-2024



INTERNATIONAL THEOLOGICAL SEMINARY

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INTRODUCTION

The Graduate Studies handbook contains the official academic policies and procedures for ThM, DMin, and DIcs students enrolled in courses at International Theological Seminary (ITS). This handbook is annually updated to include the current policies of the school. The academic handbook, edited by the Dean of the Graduate Studies in consultation with the Academic Dean, is for internal use in the school.

I. GETTING STARTED

1. General Information

The Graduate Studies assigns balanced importance to academic ability and commitment to leadership among Majority World churches. Accordingly, every applicant is required to submit the official transcripts, academic and ecclesiastical recommendations, and an application with a statement of commitment. International students must pledge to return to their homelands and churches when they have completed their degree programs.

It should be understood that admission to ITS depends on Christian experience, spiritual growth, call to service, and gifts for ministry, as well as the academic record of the applicant. Men and women of God are qualified for Christian ministry by moral character as well as by academic achievement. They are characterized by compassion for individual persons, by sensitivity to the needs of the total community, by a burden that the whole of God's will be obeyed on earth, by a readiness to accept correction, by a desire for moral growth, and above all, by personal integrity. ITS admits students of any race, sex, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national, or ethnic origin in the administration of its educational policies, scholarships and grant programs, and other school-administered programs.

2. Graduate Studies

The Graduate Studies at ITS is comprised of faculty, the Academic Dean, and the Dean of the Graduate Studies. The Graduate Studies maintains a handbook that provides specific details for policies and procedures applicable to ThM, DMin, and DIDs programs at ITS.

3. ID and Directory Photo

During the first quarter of enrollment, ID photos are taken. This is a free service that is required of all students. There is a \$10 fee to remake an ID card for any reason other than a name change or a clerical error. The Registrar's office schedules appointments. The library is included with the ID card.

4. Information Technology

All students must have an itsla.edu email address, as well as a Populi student account and password. When new students are admitted, they are given an account and are expected to communicate with the school using this address. Students are expected to regularly check their itsla.edu e-mail. The school's principal method of communication with students is via itsla.edu e-mail.

Students obtain their itsla.edu e-mail address and are activated in the Populi as soon as they are admitted. Each new student will get instructions for reserving courses online through the Populi portal from the registrar's office. If a student takes a leave of absence, he or she must apply for reinstatement to their degree or program through the registrar's office in order to regain access to Populi.

5. Plagiarism and Academic Integrity

The issue of academic integrity and plagiarism is taken very seriously by ITS. (For more details, see *the Plagiarism* in this handbook)

6. Petitions: Graduate Studies Rules

ThM, DMin, and DIcs students are expected to observe the norms set forth in this handbook, which have been authorized by the Academic Dean and the Dean of Graduate Studies. A student may ask the dean of Graduate Studies for a waiver of regulation if he or she believes that special circumstances merit it.

Petitions for waivers of Graduate Studies rules must be submitted to the Academic Dean's office and must include a written statement from the student requesting the waiver of a specific rule and describing the circumstances, as well as written statements from the course instructor (if applicable) and the Academic Dean responding to the student's request and providing any additional information relevant to the waiver request.

II. ACADEMIC ADVISING

Academic advising is critical to the degree programs' success. Each of these programs necessitates communication between students and the program director/the dean of Graduate Studies. Before each registration, students should make an appointment with the director/the dean for advising. Students are responsible for completing all degree requirements with the help of the director/the dean.

III. REGISTRATION

1. Registration Process

Students consult the program director/the dean of Graduate Studies regarding course choices after receiving registration information. Students may use their ITS e-mail account details to access the online registration system and check their approved schedule and student account through the Registrar's Office within the designated window of time. Students can drop courses through online enrollment until the second Friday of the quarter.

1.1 New Students

The Registrar can provide you with registration details. The Registrar's Office can provide registration information to students admitted just before the fall, winter, or spring quarter or summer term begins.

1.2 International Students

Before visiting the Graduate Studies Dean's office, new overseas students must first report to the Registrar and the PDSO.

1.3 Distance Learning Students

Students enrolled in online programs (i.e., programs that are entirely online with no scheduled in-class or on-site activities) should sign up. Students enrolled in online programs should also check with the Registrar and each program coordinator (English, Korean, and Chinese) to make sure they have access to all of the school's resources.

1.4 Continuing Students

Continuing students will get an e-mail notification of their registration prior to the start of the intended fall, winter, spring, or summer session. Students can access the class schedule online. Online registration is required for all continuing students.

1.5 Former Students

The Registrar's Office can provide registration information to former students who have been away for one or more quarters. Students who want to reinstate their enrollment status should talk to the Registrar about it and submit the *Enrollment Agreement Form* to the Registrar's Office. Those who have missed classes without an approved leave of absence may need to seek permission from the Academic Dean. Students who have been out of school for two years or more must seek permission from the Academic Dean before being reactivated.

2. *Course Enrollment Permission*

Certain courses and enrollment designations (e.g., Audit option) require submission of a completed Course Enrollment Permission to the Academic Dean's Office by the second week of the quarter of registration in order to add a course, and by the fourth week of the quarter of registration in order to elect an audit option for a course in which the student is currently enrolled. Both should be by Friday of the second week. If they wait till the fourth week, they cannot get a full refund of their money.

3. *Late Registration Penalty*

Students who register after the announced registration deadlines for the autumn, winter, and spring quarters or the summer term will face significant late registration fines from the Office of the Registrar.

4. *Fee Payment*

Fees are calculated based on the number of credit hours a student takes and the types of courses he or she enrolls in. A fee table has been updated in the Catalog. Students can pay their fees either online or at the Account Office. Students who are not planning on enrolling should contact the Registrar.

5. *Health Insurance*

Students who are enrolled at least half-time are obliged to have health insurance as a condition of their admission. Upon enrollment, all such students who take any classroom instruction in person are required to enroll in health insurance. There are two exceptions:

- a) Students enrolled solely in distance learning programs and/or distance learning (online) courses are not required to take out a health insurance.
- b) Less Than Half-Time Status: Students who enroll for less than half-time status in either classroom or distance-learning courses or a combination of both are not demanded to apply for health insurance

6. Adding and Changing Courses

- a) Prior to choosing course choices, students are urged to speak with the dean of Graduate Studies.
- b) Use the grids in the Catalog to review graduation requirements (chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Fgoto.itsla.edu%2Fwp-content%2Fuploads%2F2022%2F01%2FITS-CATALOG-2021-Revision.pdf&chunk=true).
- c) Verify that all holds have been released.
- d) Students then use Populi to pre-select courses online. Students who have been admitted on a provisional basis or who are on probation must enroll in classes until their status changes. An audit is not worth academic credit and requires authorization from the instructor. An audit cannot be converted to a graded choice afterward.
- e) Courses can only be added by students. Only the Dean can drop a previously approved course once it has been approved by the Academic Dean.
- g) All registrations must be completed by the academic calendar's deadlines. If a student does not complete all steps of registration by this date, their reservations will be canceled, and the class will be given to the next person on the waiting list in order of priority.

7. Closed Courses

Students will be notified by e-mail if a class is canceled owing to low enrollment. The professor may offer the course as an independent study in specific situations.

8. Completing Registration – the Graduate Studies Dean's Course Approval

- a) After students have reserved a spot in a course, the next step is for the dean of Graduate Studies to approve the course. This concludes the registration process. A Current on Populi indicates that a course has been finished. Before completing registration with the dean, students may drop or add courses.
- b) Students can make adjustments to their schedules through Populi until the registration deadline (usually the first day of the term; check the academic calendar for details).
- c) Students complete drop/add forms and deliver them to the Registrar's Office for completion during drop/add week (the first two weeks of each quarter). Signatures from both the dean and the instructor are required.

9. Adding and Changing Courses After Quarter Begins

a) Adding Courses

Students have until the first Friday of the quarter to add or drop courses to their calendars online. Additions to authorized schedules after the first Friday of the fall, winter, or fall quarter or summer term require permission from the instructor and approval from the Academic Dean, and may be filed using the Course Enrollment Permission form. Any changes to approved schedules after the second Friday of the fall, winter, spring, or summer term must be requested through the Registrar's Office using the Late Course Petition form. The instructor and the Academic Dean must both approve the petition. The Registrar's Office reviews petitions, and they are not always approved.

b) Dropping Courses

To drop a course beyond the final drop date, you must get permission from the instructor (as indicated on the academic calendar). The course is erased from the transcript if a student withdraws before the end of the drop/add period (first two weeks of the quarter). A mark of withdrawn (W) will be submitted if a student withdraws from a course after the last drop date (see the academic calendar for dates). If a student does not withdraw from a course using this official procedure, he or she will receive a grade of F.

Students who have a medical or family emergency and need to withdraw from a course after the deadline may ask the academic dean for permission to abandon the course without penalty.

The Registrar can provide you with a petition form. The instructor must approve all petitions. The Academic Dean's Office considers petitions. If the Academic Dean approves the petition, a copy is filed with the Registrar, who is then permitted to insert the mark 'W' on the student's official permanent record, as well as notify the instructor(s) of the course(s). If the Academic Dean denies the petition, the student remains enrolled in the course(s), and the instructor must record a final grade(s).

The final grade of 'EN' as recorded by the instructor is entered on the official permanent record of a student who stops attending a course but does not officially withdraw from it. This grade is determined by the school's guidelines.

Taking Academic Leave or being dismissed from school during the fall, winter, or spring quarters means withdrawing from all courses taken during that quarter.

10. Registration Priority

- a) Students in their final year of study will be eligible to register first. All holds must be cleared and a graduation application must be on file.
- b) If all holds are cleared, all students admitted for the current quarter are eligible to register until the end of the registration period.

- c) New and distant students, as well as current students who have solely completed online courses, will be given priority for most online courses. Students who fit the criteria for priority registration may contact the Registrar once registration for a term has begun. One month before registration closes, most online courses will be offered to all students.

11. Enrollment Limitations for Students Without an MDiv Degree or Equivalent

According to the Association of Theological Schools (ATS) regulations, ITS shall limit the number of students admitted to a non-degree program without an MDiv degree (or equivalent) to 20% or fewer of the course's enrolled students. This means that students admitted without a bachelor's degree may be unable to participate in some low-enrollment courses.

12. Full-Time Load

An international student must register for the minimum number of regular credit hours as stipulated in the categories below to be considered full-time.

- a) The following is the minimum full-time study load:
- ThM 9 units per quarter
 - DMin 10 units per quarter
 - Dics 4 units per quarter (online)

Annual academic evaluations are required of all F-1 students. A student is on academic probation for one (1) quarter if he or she does not maintain the required cumulative GPA of 3.0 (B) for ThM and DMin. The Registrar issues an Academic Probation Notice. If your GPA falls below the required threshold, you may be dismissed from the seminary. A letter of dismissal owing to "Academic Incompetency" will be delivered to the student, signed by the VP for Academic Affairs, based on the suggestion of Faculty members. In students' I-20s, "Academic Incompetency" will be mentioned (SEVIS). Students from other countries are welcome.

Unless an international student is in their first or last term of study, or is enrolled in Curricular Practical Training, summer enrollment is optional.

- b) To complete the degree program within the 2-year timeframe,
- ThM 12 units per quarter (coursework) and thesis
 - DMin 15 units per quarter (coursework) and dissertation
 - Dics 4 units per quarter and dissertation

In some cases, ThM, DMin, Dics students may wish to enroll in more credit hours than are required for full-time status, depending on their status in the program (e.g., for pursuing a minor, interdisciplinary specialization, certificate, or dual degree). Such students should request

permission from the dean of Graduate Studies in advance and explain how taking too many credits may affect their progress, program of study, and financial situation.

13. Thesis or Dissertation Continuous Enrollment

All students who have had their thesis or dissertation proposal approved must enroll every fall, winter, and spring quarter (excluding the summer term) until they graduate. Each fall, winter, and spring quarter, these students must be enrolled for at least three credits. Hours of research may be required as part of the registration process. This policy applies to all students. They could request a leave of absence for medical or military reasons.

14. Hold Policy

The sorts of registration holds that can be placed, as well as the offices involved, are given below. If a hold is put on registration or transcripts, the Registrar will only release the hold after receiving notification from the office that the hold has been placed: 1) Financial-Account Office, 2) Academic-Academic Dean or Registrar, 3) Scholarship or Student Loan-Financial Aid.

15. Tuition Payment and Late Fee

Enrollment is contingent on receiving clearance from the business office. Those who register after Monday but before Friday of the first week of sessions will be charged a late fee. This year's dates can be found on the academic calendar.

16. Missing a Registration Period

A course must be registered in the term in which it is taken in order to get academic course credit. If registration is not completed, a student will lose all coursework. It is not possible to register after the fact. In order to maintain good standing, a student must submit a Change of Status Form to the Registrar's Office if they intend to take a temporary break from their studies.

17. Auditing

Students can seek non-credit or audit admittance to credit courses. All admissions standards must be met by applicants. To audit a class, a student must first receive permission from the Vice President for Academic Affairs, then complete the required registration and pay a non-refundable fee (\$200 per course). The fee is only refundable if the instructor does not approve the audit student's presence in class. An audit will be marked with an "AU" grade. At the time of registration, students must express their intention to audit a class.

IV. ADVANCED STANDING AND TRANSFER CREDIT

1. Advanced Standing

Credit for earlier experiential learning is a novel concept that has yet to be implemented in the seminary. However, accrediting agencies such as the Association of Theological Schools in the United States and Canada (ATS) enable each school to have discretion in this area while adhering to the following general policy:

A student who has been given advanced standing may be excluded from specific courses, but the total number of credits required for the degree will not be reduced. The term “advanced standing” is not synonymous with credit transfer. When no transcripts of graduate credit are presented, advanced standing alludes to a student’s ability. If advanced standing with credit is provided based on suitable evaluation, no more than 20% of the total credits for a degree are required.

An excellent, exemplary, and prospective student with more than 15 years of effective church or mission service from his or her home country receives an “award of credit for past experiential learning” from ITS. For a student who asks for an evaluation for “award of credit for prior experiential learning,” proper certification of ministerial experience from one’s native country and leadership recommendations are required. A student may be granted an “award of credit for prior experiential learning” up to a maximum of 20% of the total number of needed units for the degree if the Faculty recommends it.

The “award of credit for prior experiential learning” may be granted to a ThM, DMin, or DIcs if the advanced standing committee administers the necessary written and oral tests. Awarded credits totaling less than 20% of the total needed units (excluding dissertation) will be noted on the transcript as Passed (ADS) and will not count toward the GPA.

- a) The student should submit a request to the VP for Academic Affairs Office for an “Award of Credit for Prior Experiential Learning” review. The request form should be accompanied by certification of ministerial experience from one’s home country and a letter of recommendation from the leadership of that country.
- b) The members of the Advanced Standing Committee, which consists of a mentor and two additional faculty members, will be appointed by the Academic Dean for Academic Affairs. This committee will also serve as the dissertation committee for this particular student.
- c) The appropriate written and oral examinations will be administered by the “Advanced Standing Committee” (ASC) as the foundation for evaluation. Following successful completion of the examinations, the ASC and the Vice President for Academic Affairs will determine the number of “awards of credit for prior experiential learning” that will not exceed 20% of the total number of required units for the degree, excluding units for a ThM thesis or a DMin & DIcs student’s dissertation.

- d) ASC will suggest a student for certification to Faculty members. “Award of credit for prior experiential learning” will be sent to the registrar to be recorded with the notation Passed (ADS) and will not count against the GPA.
- e) A student who receives an “award of credit for prior experiential learning” must pay half of the tuition for the credit. A student has the right to request a re-evaluation of his or her grade.

2. Transfer of Credit

The ability to transfer credits earned at ITS is entirely at the discretion of the school to which you wish to transfer. Acceptance of your ThM, DMin or DIcs degree is likewise entirely at the discretion of the institution to which you wish to transfer. You may be required to redo some or all of your coursework if the credits or degree you obtain at this college are not recognized by the institution to which you wish to transfer. As a result, you should be sure that your enrollment at this institution will help you achieve your educational objectives. This could entail contacting an institution to check if your credits or degree will transfer after you've completed your studies at ITS.

- a. A maximum of 30% of total credits for ThM, DMin and DIcs degree programs at ITS, excluding thesis and dissertation, may be transferred.
- b. For the ThM, DMin, and DIcs programs, courses must have been satisfactorily completed at another ATS-approved school with a minimum grade of B- or above (* 2.0/ Grade Point Scale 1.00-5.00).

3. Semester Credit to Quarter Credit Conversion

For transition students, semester credits are converted to quarter credits by multiplying the number of semester credits by 1.5. For example, for a student who has earned 24-semester credits, the conversion formula looks like this: $24 \times 1.5 = 36$ quarter credits.

V. COURSE INFORMATION

1. Attendance Policy

Attendance in class is required. All students must attend class on a regular basis and on time. Normally, three absences equals a failing grade, and three tardies equals one absence, although the instructor has complete discretion over the repercussions.

There will be no unexcused absences. Excused absences are granted only in the event of illness or a family emergency. Before class, a student may request an excuse by explaining the circumstances and laying up a strategy for how she or he will take full responsibility for making up the work (by recording the lecture and discussing the content with another student). If you must discontinue one or more classes or withdraw from school due to illness or other emergencies, please tell the dean of the Graduate Studies or the Academic Dean as soon as possible. For international students, this is extremely crucial.

2. Independent Study

Independent Study is strongly discouraged when it comes to taking classes. As a result, requests for independent study are assessed and granted by the Vice President for Academic Affairs only in exceptional circumstances. Students in the ThM and DMin programs are permitted to participate in one independent study every quarter, up to a total of two (2) courses. An independent study course may be conducted by means of assigned reading and reading report (ThM and DMin, 2800 pages); writing a paper (ThM and DMin 35-40 pages quality research paper); and/or an examination after getting an agreement between an instructor and a student. A student enrolled in an Independent Study should meet with the lecturer at least four times for discussion. The maximum credit hours that can be taken through Independent Study in the two-degree programs are as follows:

ThM 2 courses (maximum of 6 credit hours)
DMin 2 courses (maximum of 10 credit hours)
DIcs 4 courses (Tutorial 16 units)

Notes: ***DIcs Tutorial:***

- Second-Year Tutorials are focused on students' use of research methods to collect, analyze, and present data relevant to their dissertation proposal. They should be tutored by an expert in a specialized field.
- A Tutorial generally results in a final paper of 10,000-12,000 words, inclusive of footnotes or endnotes and bibliography.

3. Extensions/Incomplete Course Work

By the class deadline, or no later than the final day of the quarter, all course requirements must be presented to the instructor. An extension may be requested in the event of an emergency.

- i) Extensions for ThM students are usually provided for four weeks after the last day of class in the fall, winter, and spring quarters, or the final due date for coursework in the September, January, and March periods. Extensions are limited to three months after the conclusion of the term.
- iii) Due to the limited time allotted to DMin & DIcs students to complete their documentation, there are no extensions available. In the extremely unusual event that an emergency extension is required after the grade is due, the instructor can work with the student and the program director to set a reasonable deadline.

At any given moment, students may have no more than three extensions. If a student has three extensions pending, he or she will not be eligible to enroll in the following quarter or term. Professors have two weeks from the date the work is turned in to offer a grade to students. If a prerequisite course is given an extension, the student may not register for the next course that requires the prerequisite until the grade is received or a petition is authorized. Before the last day of the course, all extension request applications must be submitted to the registrar. On the grade report, a temporary grade of “Y” is listed.

Students who take courses at other schools are bound by the extension policies of the school where they are enrolled.

Late work, including work completed as part of an official extension, may result in a grade reduction.

All extension work is emailed to the professor, with a copy to the Registrar’s Office (registrar@itsla.edu). If the student fails to meet the deadline, the registrar will enter the grade given on the extension form by the instructor.

VI. ENROLLMENT STATUS

After fall, winter, spring, and/or summer grades have been reported, the registrar reviews student standing in September, January, March, and summer. Any status changes that arise as a result of the evaluation will be communicated to students.

1. Enrollment Verification

When requested, the Registrar's Office will also send verifications for other purposes. Requests can be sent through e-mail to itsla.edu or in writing. Only current or prior terms' enrolment can be verified by the Registrar's Office.

2. Good Standing

A student who has a CUM GPA of 3.0 or greater, has not been dismissed from the seminary for any reason, does not have a hold from any office, and is currently enrolled is considered to be in good standing.

3. Enrollment Status Changes

When voluntarily leaving from ITS, the change of status form must be completed in order to maintain good standing. A temporary leave of absence for a quarter, the completion of all degree requirements before to graduation, or a permanent withdrawal are examples of such modifications. All students who are graduating or withdrawing must meet with the registrar for an exit interview.

3.1 Inactive Status

Degree students whose status is changed to inactive after failing to register for two consecutive quarters throughout the academic year. The student should complete the enrollment status form accessible in the Registrar's Office to maintain good standing.

3.2 Leave of Absence or Withdrawing from Seminary

The change of status form must be completed by students who require an approved leave of absence or who are permanently withdrawing from ITS.

3.3 Reinstatement

A letter requesting reinstatement is required to restart studies at ITS after a temporary leave or withdrawal. Prior to the term in which one expects to Register, the request letter must be addressed to the dean of the Graduate Studies/Registrar. The Registrar will reinstate a student into the same degree program if the student is in good standing and the time limit on the degree has not elapsed. In order to restart studies, the student must reapply to the degree program through the admissions office if the time

restriction for degree completion has passed or if the student leaves the seminary other than in good standing.

4. Admissions Status

The amount of credit hours attempted each fall, winter, spring, or summer term determines a student's status. The academic standing of a student, the type of appointment, fees, financial aid eligibility, and visa restrictions all play a role in determining full-time status. The amount of credit hours necessary for half-time status is half that of full-time status. Financial aid, full-time status, or minimum visa requirements do not apply to audited credit hours.

4.1 Regular

Regular students are those who have met the Admissions Committee's requirements and have been approved by the Academic Dean to pursue a ThM, DMin, and DIDs degree.

Some pupils, however, are admitted with conditions. To continue in the program, students admitted to one of these categories must complete the conditions to be removed from that category by the end of their first full-term (or equivalent).

4.2 Provisional

The Academic Office designates students as provisional students if one or more validating materials, such as an official undergraduate and MDiv or MA transcript, official TOEFL or IELTS score, or other items required by their graduate degree program, are not available at the time of admittance.

- a. A minimum score of 84-85 on a valid internet-based Test of English as a Foreign Language (TOEFL-IBT), or 7.0 on the International English Language Testing System (IELTS). This requirement applies only to an applicant from a country where the first language is not English unless a bachelor's degree or higher was earned from a country exempt from the English proficiency requirements. Specific prerequisites for admission are found under each degree program in the Catalog.

4.3 Conditional

- a. Students, who have a MA degree but did not complete an MDiv program or its equivalent, should take the 48 units of MDiv program at ITS and then can enroll in the ThM or DMin program. Their status is an MDiv equivalent during their study of MDiv course.
- b. The Admissions Committee designates students as conditional students if their academic records indicate that they may have problems doing satisfactorily in a graduate degree program. This classification is given for one or more of the reasons listed below: The applicant has a baccalaureate, MDiv, or MA degree from an unaccredited college or university, a GPA in the most recent degree achieved of less

than 3.0, and/or subject matter shortcomings as determined by the Admissions Committee.

- c. Students with a previous degree from an institution that does not use a grading scheme that may be converted to a numerical GPA (e.g., narrative evaluation, satisfactory/unsatisfactory, etc.) may be considered for conditional admission. The goal of the conditional classification is to allow students to make up for any weaknesses and/or demonstrate their potential to function satisfactorily in graduate school. (Please refer to the Catalog)

Conditional students should not take more than nine credit hours every quarter in the Fall, Winter, or Spring. Students enrolled on a conditional basis to a ThM, DMin, and DIcs program must maintain a 3.0 cumulative GPA for the first 9 (ThM), 10 (DMin), 4 (DIcs) hours of graded graduate credit.

4.4 Auditing (Non-Degree)

Non-degree students from the United States who do not intend to pursue a ThM or DMin degree at this school may enroll in this category. Those enrolled in a graduate program at another U.S. school who wish to study as a transitory student at ITS for one term and transfer course credit back to their home university, as well as those enrolled in existing exchange programs, are also eligible. The possibility of international candidates with an F or J visa to be admitted as non-degree students is limited. The Office of Admissions and the PDSO will assess such candidates.

If a non-degree student is accepted into a degree program, no more than 10 hours of credit earned during the non-degree status may be applied toward the degree. If a non-degree student is accepted into a certificate program, no more than four hours of quarter credit earned while in this non-degree status can be applied to the certificate. The Admissions Committee of the student's planned degree program determines the number of credit hours within this restriction. All courses completed for graduate credit in graduate non-degree status, regardless of the hours counted toward degree requirements, count in the total earned hours; graded courses count in the cumulative grade-point average. The Admissions Committee notifies the dean of the Graduate Studies of which courses will count toward the degree prior to the effective quarter or term of enrollment to the degree program.

5. Reassignment of Admission Status

5.1 Provisional to Regular

When the Office of Admissions receives the materials pending at the time of admission, or when the conditions are met, the provisional restriction is lifted. Official transcripts should be submitted according to the policy of Admissions' procedures.

5.2 Conditional to Regular

The Admissions Committee has a dual role for monitoring the development of students in the conditional categorization. Graduate Studies notifies the Admissions Committee of conditional students every quarter. The chair requests that the Registrar alter the student's categorization to normal once the Admissions Committee's conditions of admission have been met.

Before submitting the Application to Graduate, the Academic Dean should modify the status of a student admitted on a conditional basis to regular. If the Academic Dean signs the Application to Graduate for a conditional student, the dean of Graduate Studies assumes that the student has met all of the entrance requirements, and the Registrar changes the student's classification to regular. The Registrar will deny the student further registration in that graduate program if the conditional admission requirements are not completed within the time limit established by the Academic Dean.

5.3 Auditing (Non-Degree) to Regular

Audit (non-degree) students who wish to enroll as normal students must submit a new application to the Registrar via the Admissions Office.

6. Repeating a Required Course

If a student receives a D or F in a mandatory course, he or she has the option of repeating it. After successfully completing the course, the student requests a grade adjustment from the original grade. The petition request must be signed by the original course instructor and the student's advisor (the dean of Graduate Studies). Students who fail the same compulsory course two times will be dismissed from the program.

7. Grade Changes

If a student earns a passing mark in any subject, he or she is not eligible to petition for a grade adjustment unless there is an error. If students believe an error has been made, they should first seek advice from the course's professor. Students should contact the dean of students and the academic dean if this is not satisfactory.

Students who have failed a course can receive a grade modification in one of two ways.

- a) Students who have failed a course because an extension was not completed by the due date may petition the academic dean for a grade modification once the work has been completed. The petition will be considered by the dean, and if approved, the work will be sent to the professor for grading. Please keep in mind that lecturers have the option of lowering grades for late work. The failing grade will stand if the petition is denied.
- b) Students who have failed a compulsory course (curricular or denominational requirement) can take the course again. Only mandatory courses may be taken again to make up for a failing grade. After successfully completing the repeated required

course (C- or better) and filing a petition for a grade change, the initial grade of the repeated required course is changed to an RD or RF. RD and RF grades do not contribute toward graduation or a student's overall GPA. The transcript contains all of the grades.

8. Warning of Potential Academic Dismissal

If a student's record continues to deteriorate while on a remediation plan or academic probation, the student will be advised that academic dismissal is likely if the record does not improve. Performance requirements suited to the individual student, usually in cooperation with the Academic Dean, are included in warnings.

9. Academic Dismissal

If a student's cumulative GPA falls below the required threshold (3.3 [B+] for ThM, DMin, and Dics programs), the student may be placed on academic probation. A student who has been placed on academic probation must raise her or his GPA over a certain level in the next quarter. If your GPA falls below the required threshold, you may be dismissed from the seminary.

A student who has been dismissed due to low academic performance is not eligible for re-admission for a set length of time. The admissions committee, on the other hand, will readmit a student only if there is clear proof that earlier obstacles have been addressed and that eventual completion of degree requirements may be reasonably expected.

10. Academic Readmission after Dismissal

If the factors that led to the dismissal have been significantly remedied, a student may be readmitted to an academic program after one full year. A student fills out a new admissions application, focusing on the reason for dismissal and noting any major changes. The adjustments must also be addressed in the references. The admissions office and appropriate committee, the academic dean, and the director/coordinator of English, Korean, or Chinese programs/registrar then assess the application. After that, readmission may be allowed or rejected. If a student is readmitted, they can only repeat necessary courses; failing scores in non-mandatory courses are not replaceable.

11. Disciplinary Dismissal

Academic dismissal differs from disciplinary dismissal in that it is based on a student's academic performance. Students enrolling at the institution must adhere to all established student behavior regulations and procedures, including but not limited to ITS Research Misconduct Policy and Procedures (see Appendix E). Students who are determined to have broken school policy (such as prohibitions against academic and non-academic misbehavior) may face disciplinary action, which may include dismissal from the institution. Disciplinary dismissal, like academic

dismissal, will be recorded on a student's permanent record. Students removed for disciplinary grounds, unlike academic dismissals, are not eligible to return to school.

12. Notification

Whenever an academic action is taken, the Admissions Committee notifies the student, the Academic Dean, and the Registrar in writing. In addition, the Registrar registers a student's dismissal or reinstatement on the student's official permanent record.

13. Satisfactory Academic Progress

Students must make steady cumulative progress toward the completion of their degree programs in order to be considered making adequate academic progress for financial assistance eligibility. In the Catalog, look for “Financial Aid, Grants, and Scholarships.”

VII. COURSE CREDIT AND GRADING SYSTEM

1. Course Credit

1.1 ThM, DMin, and DIcs Credit

When a student enrolls in a course, pays the fees, and is enrolled in the degree program when the course is completed, he or she earns credit. The course must be listed at the 500-level for ThM and DMin credit, and the 700-level for DIcs. Students who wish to enroll in 100-level courses must first obtain approval from the Vice President for Academic Affairs.

2. Grade System

Credit points are assigned per credit hour on the following basis:

| Excellent | Good | Average | Poor | Failure |
|-----------------|-----------------|-----------------|-----------------|--|
| A+ 4.00 (100) | B+ 3.33 (88-91) | C+ 2.33 (76-79) | D+ 1.33 (64-67) | F 0.00 (0-55) |
| A 4.00 (96-99) | B 3.00 (84-87) | C 2.00 (72-75) | D 1.00 (60-63) | EM : Non-graduate Credit (Examinations) |
| A- 3.67 (92-95) | B- 2.67 (80-83) | C- 1.67 (68-71) | D- 0.67 (56-59) | K : Transferred Credit |

All marks and grades are described in the Catalog.

The descriptions for audit, credit by examination, and transfer of credit pertain only to the ThM, DMin, and DIcs students.

3. Faculty Grade Report Due Dates

Grade reports are due two weeks after the last day of each quarter or two weeks after student work is due during intensive periods in the registrar's office. For exact dates, consult the academic calendar.

VIII. GRADUATION

1. Requirements for Graduation

Students are responsible for completing all degree requirements with the help of the Registrar. All registrations must be approved by the Academic Dean.

For ThM, DMin, or DIcs students, a minimum 3.0 cumulative grade point average is required for graduation and continued registration without a probation notice. They must have a 3.0 cumulative grade point average (B).

2. End of the Spring Term

If a student does not reach the announced graduation deadlines but completes all degree requirements by the last business day of school for the spring quarter, he or she may graduate the following year without having to register or pay fees.

Requirements for the ThM, DMin, and DIcs degrees in a nutshell:

1. Submitting the Application to Graduate form to the Registrar by the third Friday of the month preceding the projected graduation date.
2. Enrollment in at least three graduate credit hours during the spring quarter prior to graduation.
3. A minimum of 30 graduate credit hours must be completed. Eighty percent of the needed credit hours must be new credits, and they must be completed across at least two quarters at this school.
4. A cumulative GPA of at least 3.0 is required.
5. By the stipulated deadline for the spring term of graduation, acceptable completion of the thesis defense and committee approval of the Report on Final Oral Defense.
6. Approval of the Report on Final Thesis or Dissertation Document by the committee, and electronic submission of the approved thesis to the Librarian by the specified deadline for the spring quarter.
7. Final grades must be received in the Registrar's Office by the specified deadline.
8. Satisfactory completion of the school's master's degree requirements

Students are responsible for achieving all degree and graduate requirements by the timeframes set forth, as well as adhering to all policies and procedures in place. If this is not done, the student may not be able to graduate on time.

3. Degree Completion Limitations

From the moment of matriculation, all graduation requirements must be completed within a maximum of five (5) years.

4. Graduation and Commencement

Graduation, including participation in commencement and issuance of a diploma, is contingent on meeting all academic requirements and paying all fees by the deadlines listed for each academic year. Before graduating, you must complete an exit survey. Failure to satisfy these deadlines postpones graduation until the following year's commencement, with the diploma and degree date stated accordingly. Only after all clearances have been obtained, rental regalia has been returned, and all courses have been completed will the diploma be mailed.

ITS is required to finish the final quarter of full-time employment (or its equivalent in quarter hours) for any degree program. Exceptions to the rule may be made if the grade can be received before the graduation clearing date.

Once a year, at the completion of the spring quarter, Commencement is held. Degrees can be awarded in the fall or the spring quarter. Students who receive their degrees in the fall are eligible to participate in the spring conferral. Appropriate deadlines can be found on the academic calendar.

IX. ACADEMIC PROGRAMS

1. Degree Programs

For those interested in preparing for ministry in congregations or community leadership and service, ITS provides a complete set of degree options. ITS also provides degree programs for persons preparing to teach and conduct research in seminaries and churches. Students come from a variety of denominations. Those pursuing ordination are assisted in completing the criteria of their denomination.

The Master of Theology (ThM) provides a particular focus on the study of the Christian tradition and its practices to prepare students for research and teaching missions.

The Doctor of Ministry (DMin) program offers advanced ministry training in leadership and congregational growth, mission and evangelism, and spiritual formation.

The Doctor of Intercultural Studies (DICS) program educates mission leaders through an in-depth study so that they can become expert practitioners of cross-cultural ministry in Christian mission.

2. Spiritual Formation

Coursework for the Master of Theology and Doctor of Ministry degrees includes spiritual formation. Outside of class, students are expected to participate in major formative experiences such as corporate worship, shared meals, service, and informal talks. The Seminary takes great care to provide a wide range of formational opportunities for students. The seminary's worship program is essential. Within the Practice and Theology of Christian Spirituality course, students are introduced to defined personal spiritual activities, the ancient "rule of life". Spiritual practice is directly linked to academic disciplines and ministry practice in field education, which perpetuates the covenantal community.

The faculty adviser can assess the student's "rule of life" and annual covenants. They become part of a student's ongoing assessment.

X. PROGRAMS: MASTER OF THEOLOGY (THM)

The ThM program is designed for persons who have already completed an 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 students are required to choose one concentration before starting the program. The program requires the completion of 21 units of core coursework, a 3-unit course in Research Methodology, 9 units of elective, and 6 units of a thesis, or two 3-unit research writings. The ThM thesis or projects should be related to the future work in the student's own ministry.

1. Core Requirements – 39 quarter hours

1.1 Prerequisites: (100 level)

1. Completed Master of Divinity or 48 units of MDiv Equivalent
2. Basic Systematic Theology (12 units) or Church History (12 units)
3. Research Formatting (2 quarter units)
4. Bible Knowledge Test (Waived for 2nd-degree Program at ITS)

1.2 Required Courses:(500 level): 24 units

- | | |
|--|----------|
| 1. Research Methodology - One (3 unit) courses | 3 units |
| 2. Core Courses or Concentration - Five (3 unit) courses | 15 units |
| 3. Systematic Theology - Two (3 unit) courses | 6 units |

1.3 Elective Courses (500 level): 9 units

Three (3 unit) courses are chosen in consultation

1.4 Thesis or Research Writing : 6 units

Six (6) units

2. THM Thesis Proposal and Oral Defense

The ThM thesis must include a written thesis and an oral defense portion.

2.1 Oral Portion of the Thesis Proposal

2.1.1 Scheduling

The oral portion of the proposal defense takes place after the written portion has been finished, and it must be completed within one month of the written portion. To arrange an oral proposal defense, the student must submit an Application Form for the Proposal Defense (see The Guideline of Thesis Writing) and have it accepted by the Dean of Graduate Studies at least two weeks prior to the suggested date of the oral. Monday through Friday, during school business hours, the oral defense must take place. The defense may take place on the ITS campus or through Zoom conference, depending on the student and committee's consensual consent.

2.1.2 Attendance and Format

Only the student and members of the thesis committee are allowed to attend. All members of the dissertation committee must be present for the whole oral proposal defense, unless Zoom conferencing is used. The oral stage of the defense is only two hours long. The student should be questioned during the whole of the defense. All members of the committee are expected to engage completely in the questioning during the defense, as well as the thesis and judgment on the defense's outcome. Any proposal must be presented orally before or after the oral proposal defense.

2.1.3 Halting an Oral Proposal Defense in Progress

If the committee members agree that the oral portion of the defense must be halted due to illness, fire, or other exigencies, the defense will be rescheduled without prejudice to the student. If, on the other hand, the committee members unanimously agree that the defense was sufficient to reach a decision to pass the student, the defense will be considered completed, and the result will be reported to the dean of the Graduate Studies.

2.1.4 Postponement

The mentor is required to hold the oral component of the proposal defense as scheduled; nevertheless, circumstances (other than failing to pass the written portion) may compel the mentor to postpone it. The thesis committee chair must communicate with the student and other members of the thesis committee before taking this move. The thesis committee chair must notify the dean of the Graduate Studies of the postponement prior to the oral proposal defense.

2.2 Result of the Proposal Defense

2.2.1 Decision

In the absence of the student, a decision about the outcome of the candidacy examination is made. Following the discussion, a vote is taken to determine whether the decision is satisfactory or unsatisfactory. Each examiner expresses their opinion by writing it on the Report on Proposal Defense, which must be delivered to the dean of the Graduate Studies within 24 hours.

2.2.1.1 Pass

Only when the thesis defense committee's conclusion is unanimously affirmative is the student deemed to have successfully completed the thesis defense.

2.2.1.2 Pass with Conditions(s)

If revisions are required to strengthen the thesis proposal, only the mentor must approve the changes after they have been made.

2.2.1.3 Fail

If the defense is deemed unsatisfactory, the thesis defense committee must decide whether the student will be allowed to take a second defense in that program, and this decision must be documented on the Report on Final Defense.

2.3 Second Defense

If a second defense is held, the thesis defense committee must be the same as the first, unless the dean of the Graduate Studies approves a substitution. A student who fails the master's defense twice in the same graduate program is not allowed to take another master's defense in that program.

2.4 Review

The director of the Graduate Studies evaluates the defense upon written request from the student or a member of the thesis defense committee to ensure compliance with Graduate Studies guidelines and to determine if it was handled fairly and without disadvantage to the student.

2.5 Admission to Candidacy

If a student is in good standing at the end of the fall or winter quarter in which the candidacy oral defense is taken, passing it successfully admits the student to candidacy for the ThM degree in that program at the end of that quarter. After passing the candidacy thesis oral defense, a student is usually expected to enroll primarily in program-approved courses. When enrolling for six (6) credit hours (Thesis), ThM candidates who have met all of the requirements for candidacy will

be considered full-time. Furthermore, candidacy status earned at another theological institutions is not transferable to ITS.

3. Continuous Enrollment

Students who pass their ThM candidacy proposal defense will be expected to enroll in every fall, winter, and spring quarter of their candidacy (excluding summer quarter) until they graduate. Candidates for the ThM program must take a continuous Thesis course per quarter with zero (0) credit. While the director of the Graduate Studies will monitor all ThM candidates' enrollment, it will ultimately be the duty of each doctoral candidate to ensure that they are complying with this policy's enrollment requirements.

4. Leave of Absence

While there are a variety of circumstances under which a leave of absence may be requested, leave will not be granted only due to financial hardship. A ThM candidate must complete a Post-Candidacy Leave of Absence form in the Graduation Form to request a leave. The form will be published on the Graduation Form after it has been submitted for approval by the director of the Graduate Studies before being delivered to the Academic Dean for final review. Before the leave term begins, a request for leave must be submitted. Supporting documents should be attached to the petition form as an attachment. The ThM candidate's candidacy term will be suspended until the ThM candidate returns to continuous enrollment status if a leave is granted.

5. Thesis Oral Defense

As a thesis defense committee, students must work with their mentor and (2) second readers to set a mutually agreeable day and time for the oral defense. Monday through Friday, during school business hours, the defense must take place. (See the Thesis Writing Guidelines)

5.1 ThM Thesis Oral Defense Committee

The thesis defense is held under the supervision of the Graduate Studies Office. The defense is the responsibility of the student's thesis defense committee. At least two faculty members, including the student's mentor, make up the thesis defense committee. Other faculty members may help create, administer, or score aspects of the defense, but the thesis defense committee is ultimately accountable for the defense's conduct and grading.

5.1.1 Attendance

If there is an oral part to the thesis defense, the mentor serves as chair. As part of the oral defense, the student may be permitted to give a public presentation. The public presentation should not exceed half an hour, and the overall defense should not exceed two hours. All members of the thesis defense committee must be present for the duration of the defense and are

expected to participate completely in the questioning, discussion, and conclusion on the outcome. Others are welcome to attend the defense's public presentation.

5.1.2 Halting an Oral Defense in Progress

If the committee members agree that the oral portion of the defense must be halted due to illness, fire, or another emergency, the defense will be rescheduled without prejudice to the student. If, on the other hand, the committee members unanimously agree that the defense was sufficient to reach a decision to pass the student, the defense will be considered completed and the result reported to the director of the Graduate Studies.

5.2 Result of the Thesis Defense

5.2.1 Decision

Only the members of the thesis defense committee are allowed to attend the discussion of the student's performance and the final judgment. Each examiner expresses their opinion by submitting their conclusion on the Report on Final Defense by the stipulated deadline for graduation in the spring term. The thesis defense committee's conclusion is communicated to the student and the dean of the Graduate Studies by the mentor.

5.2.1.1 Approved

Only when the thesis defense committee's conclusion is unanimously affirmative is the student deemed to have successfully completed the thesis defense.

5.2.1.2 Approved with Conditions(s)

If adjustments are required to improve the thesis, only the mentor must approve the revisions after they have been completed.

5.2.1.3 Not Approved

If the defense is deemed unsatisfactory, the thesis defense committee must decide whether the student will be allowed to take a second defense in that program, and this decision must be documented on the Report on Final Defense.

The thesis option requires a student to present a fully written thesis document to the thesis defense committee. The thesis must follow the guidelines outlined in the "Guideline of Thesis Writing." The student is responsible for ensuring that the content in the thesis is original, complete, and does not contain any material that may be considered academic misconduct. Students interested in submitting a print copy of their thesis document to the dean of the Graduate Studies during regular business hours or electronically to admission@itsla.edu may do so. Before the student takes the defense, the thesis document must be authorized by the thesis

defense committee. Before submitting the final thesis paper to the Librarian, it must be authorized by the thesis defense committee.

5.3 Approval

The thesis defense committee members signal approval of the thesis by posting their verdict on the Report on Final Document by the specified date for the spring term of graduation if the student properly completes the oral defense and submits an acceptable thesis.

5.4 Restricted Material

These must not contain any information that may never be published. Students whose theses contain material that can be published but requires a delay in public disclosure can contact the Librarian to request a delay in public publication. Although the release of a completed thesis may be delayed, the title and abstract of the paper will be made public.

5.5 Submission

By the published date for the spring term of graduation, the thesis must be submitted to and approved by the dean of the Graduate Studies. Before the Report on Final Document can be processed, the final thesis must be delivered electronically as a PDF to the Librarian by the end of the business day. Between submitting their document to the Librarian and final review/approval by the dean of the Graduate Studies, students must leave at least a day or two before the deadline for approval.

5.6 Application to Graduate

A student must submit an Application Form to Graduate by the third Friday in the spring quarter in which they anticipate graduating. The application is only good for the spring quarter. By submitting this application, the student acknowledges that he or she intends to complete all degree requirements during the spring quarter. The student must submit the form and have it authorized by the Registrar and Academic Dean. On the application, the student's degree plan and potential thesis committee members must be listed.

XI. DOCTOR OF MINISTRY & DOCTOR OF INTERCULTURAL STUDIES

1. Doctor of Ministry (DMin)

The ITS DMin program has a primary emphasis on the integration of academic study and practical ministry. A combination of in-ministry and on-campus studies is designed to foster growth in personal qualities and skills essential to ministerial excellence. This program is designed with the specific objective to meet the needs of ethnic churches in America and Majority 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 five (5) courses are core practical courses, two 3-unit Research Methodology courses, three (3) elective courses, and a 9-unit dissertation (final project). Each course is five (5) quarter units. This program can be accomplished in two ways: in-ministry or on-campus studies.

1.1 Prerequisites:

These courses are not counted towards the degree program

1. Completed Master of Divinity or 48 units of MDiv Equivalent
2. Research Paper Formatting (2 quarter unit equivalent)
3. Bible Knowledge Test (Waived for 2nd degree Program at ITS)

1.2 Required Courses: Total 55 units

- | | |
|---|----------|
| 1. Research Methodology – Two (3 units) courses | 6 units |
| 2. Practical Studies Concentration – Five (5 units) courses | 25 units |
| 3. Required Theology Course - One (5 units) course | 5 units |
| 4. Elective Courses - Two (5 units) courses | 10 units |
| 5. Dissertation (project paper) | 9 units |

2. Doctor of Intercultural Studies (DIcs)

Doctor of Intercultural Studies (DIcs) is intended to prepare individuals for positive and influential leadership, relationships of trust, and biblical ministry in intercultural contexts either in denominational or interdenominational structures through study and applied learning in the socio-cultural and theological disciplines of missiology, intercultural communication, contextualization, mission theology, missional trends, and analysis. It provides students with expertise in intercultural issues and missiological strategies and paradigms for effective missional ministry and for developing cultural intelligence for relevant problem-solving in receptor cultures. The DIcs program requires 4 seminars, 4 tutorials, and the dissertation (40 hours [cf. prerequisite 36 credits for admission]) to complete the program in 3 years. Those who

are admitted to the DICS degree program will be assigned to mentors after the successful completion of their first year, which consists of foundational research courses. The DICS Committee will determine the entire assigning process, and it will assign mentors in accordance with the students' respective dissertation topics.

2.1 Prerequisites:

These courses are not counted towards the degree program

1. Completed a minimum of Theology and Missiology 36 quarter units at the master's level as the following list below. If an applicant did take fewer than 36 units, he or she should take the lacking units at a Master's level at ITS. Their status is a conditional student.
 - a. Theology: 12 quarter units (9 semester credit-hours).
 - b. Missiology: 12 quarter units (9 semester credit-hours).
 - c. Other Focused Areas in Master's Level (e.g. Leadership, Counseling, Christian Education and so on): 12 quarter graduate-level units (9 semester credit-hours).
2. Ministry experience responses (applicants must have a minimum of 3 years of cross-cultural ministry).
3. Research Paper Formatting (2 quarter unit equivalent)
4. Bible Knowledge Test (Waived for 2nd degree Program at ITS)

2.2 Required Courses: Total 40 units

- | | |
|---|----------|
| 1. Research Methodology – Two (4 units) seminars | 8 units |
| 2. Missiological Seminar – Two (4 units) seminars | 8 units |
| 3. Tutorial Elective Courses - Four (4 units) tutorials | 16 units |
| 4. Dissertation | 8 units |

3. DMin & DICS Dissertation

The DMin & DICS dissertation must include an oral portion of a proposal oral defense, a written dissertation, and an oral defense portion.

3.1 Oral Portion of the Dissertation Proposal

3.1.1 Scheduling

For DMin, the oral portion of the proposal defense takes place after the written portion has been finished, and it must be completed within one month of the written portion. To arrange an oral proposal defense, the student must submit an Application Form for the Proposal Defense (see

Guidelines for Writing Doctor of Ministry) and have it accepted by the Dean of Graduate Studies at least two weeks prior to the suggested date of the oral. Monday through Friday, during school business hours, the oral defense must take place. The defense may take place on the ITS campus or through Zoom conference, depending on the student and committee's consensual consent.

For DICS, the oral portion of the proposal defense takes place after the written portion has been finished, and it must be completed within one month of the written portion. To arrange two oral proposal defenses, the student must submit an Application Form for the Initial Proposal Defense and the Dissertation Proposal Defense (see Guidelines for Doctor of Intercultural Studies Dissertation) and have them accepted by the Director of Missiological Studies/ Dean of Graduate Studies at least two weeks prior to the suggested date of the oral. Monday through Friday, during school business hours, the oral defense must take place. The defense may take place on the ITS campus or through Zoom conference, depending on the student and committee's consensual consent.

3.1.2 Attendance and Format

Only the student and members of the dissertation committee are allowed to attend.

For DMin candidates, all members of the committee must be present for the whole oral proposal defense unless Zoom conferencing is used.

For DICS candidates, all members of the committee must be present for the whole oral proposal defenses (Initial Proposal and Dissertation Proposal) through Zoom live conference.

The oral stage of the defense is only two hours long. The student should be questioned during the whole of the defense. All members of the committee are expected to engage completely in the questioning during the defense, as well as the thesis and judgment on the defense's outcome. Any proposal must be presented orally before or after the oral proposal defense.

3.1.3 Halting an Oral Proposal Defense in Progress

If the committee members agree that the oral portion of the defense must be halted due to illness, fire, or other exigencies, the defense will be rescheduled without prejudice to the student. If, on the other hand, the committee members unanimously agree that the defense was sufficient to reach a decision to pass the student, the defense will be considered complete, and the result will be reported to the dean of Graduate Studies and/or the director of the Missiological Studies for the DICS only.

3.1.4 Postponement

The mentor is required to hold the oral component of the proposal defense as scheduled; nevertheless, circumstances (other than failing to pass the written portion) may compel the mentor to postpone it. The dissertation committee chair must communicate with the student and other members of the committee before taking this move. The committee chair must notify the

dean of Graduate Studies (and/or the director of the Missiological Studies for the DICS only) of the postponement prior to the oral proposal defense.

3.2 Result of the Proposal Defense

3.2.1 Decision

In the absence of the student, a decision about the outcome of the candidacy examination is made. Following the discussion, a vote is taken to determine whether the decision is satisfactory or unsatisfactory. Each examiner expresses their opinion by writing it on the Report on Proposal Defense, which must be delivered to the dean of Graduate Studies and/or the director of the Missiological Studies for the DICS only within 24 hours.

3.2.1.1 Pass

Only when the dissertation defense committee's conclusion is unanimously affirmative is the student deemed to have successfully completed the dissertation proposal oral defense.

3.2.1.2 Pass with Conditions(s)

If revisions are required to strengthen the dissertation proposal, only the mentor must approve the changes once they have been made.

3.2.1.3 Fail

If the defense is deemed unsatisfactory, the dissertation proposal defense committee must decide whether the student will be allowed to take a second defense in that program, and this decision must be documented on the Report on Final Defense.

3.3 Second Defense

If a second defense is held, the dissertation defense committee must be the same as the first, unless the dean of Graduate Studies and/or the director of the Missiological Studies for the DICS only approves a substitution. A student who fails the doctorate defense twice in the same graduate program is not allowed to continue his or her program.

3.4 Review

the dean of Graduate Studies and/or the director of the Missiological Studies for the DICS only evaluates the defense upon written request from the student or a member of the thesis defense committee to ensure compliance with the Graduate Studies guidelines/ the DICS program guidelines and to determine if it was handled fairly and without disadvantage to the student.

3.5 Admission to Candidacy

If a student is in good standing at the end of the fall or winter quarter in which the candidacy examination is taken, passing it successfully admits the student to candidacy for the doctorate degree in that program at the end of that quarter. After passing the candidacy examination, a student is usually expected to enroll primarily in program-approved courses. When enrolling for nine (9) credit hours for the DMin dissertation/final project and for eight (8) credit hours for the Dics dissertation, doctoral candidates who have met all of the requirements for candidacy will be considered full-time. Furthermore, candidacy status earned at another seminary or theological institution is not transferable to ITS.

4. *Continuous Enrollment*

Students who pass their doctorate candidacy proposal defense will be expected to enroll in every fall, winter, and spring quarter of their candidacy (excluding the summer quarter) until they graduate. Candidates for the doctorate must take a continuous dissertation/final project course per quarter with zero (0) credits. While the director of the Graduate Studies and specific language program departments will monitor all doctoral candidates' enrollment, it will ultimately be the duty of each doctoral candidate to ensure that they are complying with this policy's enrollment requirements.

5. *Leave of Absence*

While there are a variety of circumstances under which a leave of absence may be requested, leave will not be granted only due to financial hardship. A DMin or Dics candidate must complete a Post-Candidacy Leave of Absence form in GRADFORMS to request a leave. The form will be published on Graduation Forms after it has been submitted for approval by the dean of Graduate Studies and/or the director of the Missiological Studies for the Dics only before being delivered to the Academic Dean for final review. Before the leave term begins, a request for leave must be submitted. Supporting documents should be attached to the petition form as an attachment. The doctorate candidate's candidacy term will be suspended until the doctoral candidate returns to continuous enrollment status if a leave is granted.

6. *Dismissal from Candidacy*

Doctoral candidates who fail to enroll in a mandatory quarter (except on an allowed leave of absence) will have their candidacy status revoked. A doctorate candidate whose candidacy status has been revoked will not be permitted to continue in the DMin or Dics program until his or her candidacy status has been restored. The doctorate candidate's academic record will be put on hold, blocking any further registration or access to school resources. A doctorate candidate must petition the Academic Dean to be returned to the DMin or Dics program and active candidacy status. If the request is approved, the Academic Dean will send a formal request to the Registrar allowing the student to resume studies and register.

After a doctorate candidacy reinstatement is approved, the doctoral candidate will be retrospectively enrolled for a continuous dissertation/final project course with zero (0) credits in

each quarter of missing enrollment under their mentor if he or she took DMin 9 credits or DIcs 8 credits. The doctorate candidate will be accountable for both prior tuition and the current school's per quarter late registration penalty. Before the Academic Dean will approve the doctorate candidate for any future enrollment, all past due charges must be paid. In this circumstance, the DMin or DIcs candidate's five-year candidacy term will not be stopped.

7. Condition of Reinstatement

A doctoral candidate will be required to meet the continuous enrollment guidelines as a doctorate candidate as a condition of reinstatement, regardless of when they were admitted to the institution.

8. Time Limit

A doctoral candidate's candidacy is revoked if the final copy of the dissertation is not submitted to the dean of Graduate Studies and/or the director of the Missiological Studies for the DIcs only within five years of being accepted to candidacy. In this circumstance, the doctoral candidate may petition for an extra quarter after the end of candidacy to complete all outstanding degree requirements, with the consent of the mentor and the dean of Graduate Studies and/or the director of the Missiological Studies for the DIcs only. A doctorate candidate may also request a supplemental candidacy defense from their adviser and second readers. If the student passes the extra candidacy defense, he or she will be readmitted to candidacy and will have two years to complete a dissertation.

9. Supplemental Candidacy Defense

The doctoral candidate's mentor determines the nature of the supplemental candidacy defense and the composition of the candidacy defense committee. The mentor and two-second readers make up the defense committee. A written and oral element of the supplemental candidacy defense must last no more than two hours.

10. Withdrawal from Doctoral Program

Doctorate candidates who want to leave their doctoral program permanently must fill out a Withdrawal from Program form on Graduation Forms. This form must be submitted prior to the start of the quarter in which the withdrawal status will be implemented. The doctoral candidate's candidacy status will be deactivated, and seminary records will show that he or she will not be authorized to enroll unless the graduate program approves and a Reactivate Enrollment Eligibility form is submitted to the Registrar's Office.

11. Oral Defense Committee

The mentor and two-second readers make up the dissertation defense committee. The mentor is responsible for selecting committee members, who must adhere to the school's norms.

The dissertation defense committee is formed at a time that the doctoral candidate and mentor deem appropriate. Doctoral applicants are responsible for ensuring that committee members are available throughout the defense's fall, winter, or spring term.

12. Oral Portion of Dissertation

12.1 Scheduling for the Final Dissertation Defense

When a member of the dissertation defense committee approves the dissertation draft, it signifies that the committee member believes it has enough quality to warrant holding the final oral defense. The doctorate candidate must submit Application Forms for Final Defense (see Guidelines for DMin/DIcs Dissertation) and have it approved by each dissertation committee member at least two weeks before the desired defense date in order to arrange the final defense. The Report on Final Defense and Report on Final Document are made available to the defense committee once the final oral defense committee has been approved by the dean of Graduate Studies and/or the director of the Missiological Studies for the DIcs only.

For DMin candidates, the final oral defense must take place Monday through Friday during school business hours. The defense may take place on the ITS campus or through Zoom conference, depending on the student and committee's consensual consent.

For DIcs candidates, the final oral defense must take place Monday through Friday (LA time). The defense may take place through Zoom conference, depending on the student and committee's consensual consent.

12.2 Attendance and Format

During the entire oral defense, all members of the final oral defense committee are required to be present. All members of the committee are expected to take part completely in the questioning during the defense, as well as the discussion and decision on the outcome. The last oral defense should not take more than two hours to complete.

The institution suggests that the DMin or DIcs candidate provide a public presentation of their dissertation research before the end of their program. Other faculty members (who are not members of the final oral defense committee) and students may attend the public presentation, subject to the school's norms. Within the two-hour time of the final oral defense, a public presentation of the dissertation research, including questions from the audience, is permitted, but it is recommended that it last around a one-half hour.

However, at least one hour of the two-hour defense time must be dedicated to the discussion of the research, as well as questions and answers from the final oral defense committee members. The school suggests holding a confidential questioning session (restricted to committee members) during which the committee members ask substantive questions about the oral defense.

12.3 Postponement

The final oral defense is expected to take place on time; nevertheless, the mentor may decide to postpone it due to unforeseen circumstances. Before taking such action, the mentor should consult with the doctoral candidate and other dissertation participants. The mentor must notify the dean of Graduate Studies (and/or the director of the Missiological Studies for the DICs only) of the postponement before to the defense.

12.4 Halting the Final Oral Defense in Progress

If the committee members agree that the oral portion of the defense must be halted due to illness, fire, or other exigencies, the defense will be rescheduled without prejudice to the student. If, on the other hand, the committee members unanimously agree that the defense was sufficient to reach a decision to pass the student, the defense will be considered completed, and the result will be reported to the dean of Graduate Studies and/or the director of the Missiological Studies for the DICs only.

13. Result of the Dissertation Defense

13.1 Decision

In the absence of the student, a decision about the outcome of the candidacy examination is made. Following the discussion, a vote is taken to determine whether the decision is satisfactory or unsatisfactory. Each examiner expresses their opinion by writing it on the Report on the Dissertation Defense, which must be delivered to the dean of Graduate Studies and/or the director of the Missiological Studies for the DICs only within 24 hours.

13.1.1 Approved

Only when the oral defense committee's conclusion is unanimously affirmative is the student considered to have successfully completed the final oral defense.

13.1.2 Approved with Conditions(s)

If adjustments are required to improve the dissertation, only the mentor must approve the revisions after they have been completed.

13.1.3 Failure

If a doctorate applicant fails the final oral defense two times, he or she will not be allowed to defend again. The doctoral candidate's academic record will be updated with a notice of dismissal, and no future registration will be permitted.

14. Dissertation Final Approval

The dissertation cannot be approved until the final oral defense has been passed. Each dissertation committee member certifies their approval by signing the Report on Final Document in Graduation Forms, which must be delivered to the Registrar and Librarian before the declared graduation deadline.

15. Format Review

At the time the Application for Final Defense form is filed, the doctoral candidate must submit a complete dissertation draft to the director of the Graduate Studies for format approval. The Graduate Studies format criteria, as outlined in the document preparation rules, must be followed when writing the dissertation (see the Guidelines for Writing Doctoral of Ministry & Doctor of Intercultural Studies Dissertation). Format evaluations can be done in person by submitting a paper copy of your dissertation draft to the dean of Graduate Studies and/or the director of the Missiological Studies for the Dics only during business hours, or electronically by submitting a digital version of your dissertation draft to the dean of Graduate Studies and/or the director of the Missiological Studies for the Dics only.

All dissertations submitted for format review and defense must be of the same standard as an article submitted for review to a journal. Tables, figures, citations, chapters or sections that are missing, for example, are regarded incomplete and cannot be evaluated or defended. The student is responsible for making sure that the information in the dissertation is original, complete, and does not contain any material that may be considered academic misconduct.

16. Submission

By the published date for the spring term of graduation, the thesis must be submitted to and approved by the dean of Graduate Studies and/or the director of the Missiological Studies for the Dics only. Before the Report on Final Document can be processed, the final thesis must be delivered electronically as a PDF to the Librarian by the end of the business day. Between submitting their paper to the Librarian and final review/approval by the dean of Graduate Studies and/or the director of the Missiological Studies for the Dics only, students must leave at least a day or two before the deadline for approval.

17. Application to Graduate

A student must submit an Application to Graduate on Graduation Form by the third Friday in the month in which they anticipate graduating. The application is only good for the spring quarter.

By submitting this application, the student acknowledges that he or she intends to complete all degree requirements during the spring quarter. The student must submit the form and have it authorized by the Registrar and Academic Dean. On the application, the student's degree plan and potential thesis committee members must be listed.

XII. HUMAN SUBJECTS RESEARCH

1. Rationale

The pursuit of human knowledge, as well as the demands of justice to protect the vulnerable, are both commitments rooted in Christian Scripture and tradition. When these two commitments collide, extreme caution is essential. The community dimension of Christian faith also requires that we hold each other accountable. These commitments should be fully expressed in all aspects of our life together, including our work and research.

Any student undertaking research involving human subjects must be aware of the risks that these individuals may face. The researcher must identify dangers to the rights or well-being of individuals or groups of individuals who take part in studies done under the institution's auspices. In general, classroom research projects that pose minor risks to human subjects will not need to be assessed by the Human Subjects Research Review Committee. The following are some examples of projects that are typically low risk:

- a) noninvasive data collection from persons aged 18 and up
- b) anonymous voice recordings for research purposes
- c) participant observation in a public setting such as worship services or other community meeting places
- d) review of existing data, documents, or records

Other research that poses a higher risk to the human subject(s) must be conducted with extreme caution and attention to confidentiality and risk minimization and must be approved by the Human Subjects Research Review Committee.

2. Anyone doing research with human subjects must pay attention to the following:

- a) Respect for people: The subjects must be treated with respect. They must be told about the research's purpose, how their privacy will be maintained, and how the findings will be reported. Any notes or recordings should be maintained under the researcher's control and deleted once the project is finished. Subjects Research Review Committee is a committee that reviews research on a variety of topics.
- b) Risk/benefit ratio: Any research participant must be told about the risks and benefits of participating in the study. The research subjects should be made aware of the possibility of losing their anonymity. Personal information that is upsetting or hurting may be discovered during research. Some of the information revealed during classroom research may be subject to legal or ethical reporting requirements. Students who have concerns about danger in their project should speak with the class instructor.
- c) Confidentiality: Unless the human subject and all those who might be identifiable in the research report have given explicit permission to share, the study investigator will be expected to remove identifying names, locations, and dates from the report discussed in class. The identity of the human subjects of the research will almost

always be denied to the course teacher. Research investigators are in charge of keeping track of research files and discarding them once the study is finished.

2. Types of Human Subjects Reviews

a) Human Subjects Review Categories

- i) General Examine: The HSRC should review all research involving human participants.
- ii) Expedited Evaluation: Certain types of human subjects research with a low risk of harm are eligible for expedited committee review. The expedited review application, as well as the remainder of the form, must be completed.
- iii) Periodic Review: Every two years, all human subjects research must be evaluated and approved. A month previous to the month in which annual review is to be completed, the investigator will be notified of the need to submit the human subjects review form for periodic review.
- iv) Revised Projects: Prior to implementation, the HSRC must evaluate and approve any changes to protocols or consent forms.

b) Research Protocol Elements

- i) A research protocol should comprise the following items:
- ii) Protocol title and date, primary investigator's name and address, and study location(s).
- iii) Background, rationale, or literature review
- iv) Key questions/hypotheses
- v) Research aims and purpose
- vi) Research methodology
- vii) Subject confidentiality protection
- viii) Expected outcomes and potential pitfalls
- ix) How and where will the findings be published?

3. Investigators' Responsibilities in Human Subject Research

- a) When planning a study, investigators should keep in mind the three basic ethical criteria for using human subjects in research: respect for people (informed permission), beneficence (risk/benefit ratio), and fairness (equitable selection of subjects).
- b) Research investigators acknowledge and accept responsibility for adhering to all ITS HSRC regulations.
- c) Prior to the start of any research involving human beings, investigators must submit all research involving human subjects to the HSRC.
- d) In accordance with federal standards, investigators are responsible for obtaining and documenting informed consent. Consent forms are only valid for one year from the previous protocol approval date.
- e) Proposed changes to previously approved human subject research activities will be reported to the HSRC as soon as possible. Except when necessary to remove apparent imminent threats to subjects, the proposed changes will not be implemented without HSRC evaluation and approval.

- f) Research investigators must keep study files and informed consent documentation for at least three years after the research activity is completed.
- g) When other hospitals or institutions participate in research protocols for which an ITS investigator is the primary investigator, those hospitals or institutions must have an appropriate assurance before involving human subjects in such research protocols.

XIII. PLAGIARISM

Academic honesty and plagiarism are extremely important to ITS. All new students must learn how to spot plagiarism and how to avoid it.

1. What is plagiarism, exactly?

“Many people associate plagiarism with plagiarizing someone else’s work or stealing someone else’s original ideas. However, phrases like “copying” and “borrowing” can obscure the gravity of the offense:”

“To ‘plagiarize,’ according to the Merriam-Webster Online Dictionary, is to: • steal and pass off (another’s ideas or words) as one’s own • use (another’s production) without crediting the source • to commit literary theft • to present as new and original an idea or product derived from an existing source [including your own previously written and submitted material].”

“To put it another way, plagiarism is a form of deception. It entails stealing another person’s work and then lying about it. Can words and ideas, on the other hand, really be stolen? The answer is yes, according to US law. Just with unique inventions, the expression of innovative ideas is considered intellectual property and is protected by copyright laws.” As long as they are documented in some fashion (such as a book or a computer file), almost all kinds of expression are protected by copyright. “Plagiarism is defined as any of the following.

- submitting someone else’s work as your own
- stealing someone else’s words or ideas without giving credit
- omitting to put a quotation in quotation marks
- providing erroneous information about a quotation’s source
- modifying words but replicating a source’s sentence structure without attributing credit
- plagiarizing so many words or ideas from a source that it accounts for the majority of your work, whether or not you give credit.”

2. How does ITS respond to academic dishonesty such as plagiarism?

All teachers must respond to any suspected instances of academic dishonesty, particularly plagiarism.

- a. The first occurrence: When a student is accused of plagiarism or academic dishonesty, faculty should tell the student by email, provide evidence of the problem, and schedule a meeting with the student to evaluate the material. Because such instances will be recorded in students’ files, the registrar’s office must be copied on this email.

If the registrar’s office decides that this is a student’s first offense, the professor will meet with him or her to discuss the problem and possible solutions. At the faculty member’s discretion, the student’s advisor and/or the academic dean may be invited to attend the meeting. When plagiarism or other forms of academic dishonesty are uncovered in an assignment, it automatically receives an F.

In the case of ThM students, professors may allow them to amend and resubmit the assignment for regrading at their discretion. During this meeting, the professor will also emphasize to the student the importance of understanding and applying our policies for writing academic papers consistently, refer them to the Writing Center for assistance if necessary, and inform the student that a second incident will trigger a formal process overseen by the Academic Dean that could result in their dismissal.

For DMin & DIcs students, the faculty member must contact the academic dean's office, which convenes a meeting with the student, advisor, and dean. The academic dean will write a letter to the student based on the content of the conference, including any decisions that were made. A copy is kept in the student's file and destroyed after the student graduates. The first incidence of recorded academic dishonesty may result in the student's removal from the degree program, and the second instance of documented academic dishonesty will result in the student's automatic departure from the degree program.

- b. Second incident: If the registrar's office concludes that this is a second incident for a student, the professor must tell the student and provide documentation of the problem in addition to alerting and providing evidence to the student. The student, the student's academic advisor, the reporting faculty member, and, if necessary, the relevant program director will meet with the Academic Dean. The Academic Dean will write a letter to the student outlining the content of the conference and stating any decisions made and steps to be taken in the letter. Following the second event, one possible outcome is dismissal from the degree program. A copy of this letter will be kept in the student's file until graduation, after which it will be destroyed.
- c. Third offense: If a student commits the third act of academic dishonesty or plagiarism, he or she will be automatically dismissed from the program.

APPENDIX A

ITS Application and Acceptance Protocols

1. For New Students (* Except for students from our partner schools)

| Step 1 | Step 2 | | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|---|---|-------------------|---|--|--|---|---|
| MDiv, MA, ThM & DMin | International Students | For Fall | April 15 | Until the Two Weeks of the Meeting of Admissions the Committee | May 2 nd week | May 23 | Aug 1 |
| | US residents | For Fall | May 20 | | June 3 rd week | July 3 | August 1 |
| | Online | For Fall | July 15 | | July 4 th Week | August 1 | August 10 |
| Dlcs | Online | For Fall | July 15 | | July 4 th Week | August 1 | August 10 |
| Applicants | | Admissions Office | | Chair of the Admissions Committee | Admissions Office | | |
| Complete Online Academic Inquiry | Complete Online Application & Online Application Fee Payment (MA & MDiv/50\$; ThM, DMin & Dlcs/100\$) (www.itsla.edu) | | Assist the Applicant to Complete All Requirements | Submit the List of Applicants and the Collected Data to the Admissions Committee | Convene the Admissions Committees to the Meeting to Review and Assess the Applicants and Their Documents | Send the Official Admission Letter & I-20 Form Or the Letter of Rejection Notification | Help the Applicants to Complete a standard form of intent to Enroll |
| Academic Counselor contacts the prospective students and guide them | | | By Email or/and Telephone | | | Report the New Students to the Registrar with all documents and the Director of International Student Affairs | The Registrar sends the Information like Student Email Address and Enrollment |

2. For Transfer Students (* Except for students from our partner schools)

| Step 1 | Step 2 | | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|--|---|-------------------|---|---|---|---|---|
| | MDiv & MA: Deadline March 15 each year | | | Until the Two Weeks of the Meeting of Admissions the Committee | April 2 nd week | April 30 | Aug 1 |
| ThM & DMin: | International Students | For Fall | April 15 | | May 2 nd week | May 23 | Aug 1 |
| | | For Winter | Aug 15 | | Sep 2 nd week | Sep 24 | Dec 5 |
| | For Spring | Nov 1 | Dec 1 st week | | Dec 15 | Feb 25 | |
| | For Fall | May 20 | June 3 rd week | | July 3 | Aug 1 | |
| US residents | For Winter | Sep 20 | Oct 3 rd week | | Nov 4 | Dec 5 | |
| | For Spring | Nov 15 | Jan 2 nd week | | Jan 26 | Feb 25 | |
| Applicants | | Admissions Office | | | Academic Dean's Office | Admissions Office | |
| Complete Online Academic Inquiry | Complete Online Application & Online Application Fee Payment (MA & MDiv/50\$; ThM, DMin & Dlcs/100\$) (www.itsla.edu) | | Assist the Applicant to Complete All Requirements | Submit the List of Applicants and the Collected Data to the Admissions Committee | Review and Approve the Applicants and Their Documents | Send the Official Admission Letter & I-20 Form Or the Letter of Rejection Notification | Help the Applicants to Complete a standard form of intent to Enroll |
| Academic Counselor contacts the prospective students and guides them | | | By Email or/and Telephone | (under revision) A Maximum of 20% : MDiv & MA A Maximum of 30% : ThM & DMin A Maximum of 20% : Award of Credit for prior experiential learning (ministerial experience [more than 15 years]) | | Report the New Students to the Registrar with all documents and the Director of International Student Affairs | The Registrar sends the Information like Student Email Address and Enrollment |

APPENDIX B

ITS THM Thesis Procedure

1. Proposal Processing

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|--|-----------------------------------|---|---|--|--|
| Contract | Proposal (pp. 10-12) | First Proposal | Final Proposal | Oral Presentation | A Copy of the Proposal |
| | | | by Oct. 15 | Between Nov. 15-27 | |
| Make contracts with the mentor and two second readers. | Write a proposal with the Mentor. | Submit the first draft of the proposal to two second readers. | Submit the final draft of the proposal to the mentor, the second readers, and the Dean of Graduate Studies. | Ask the mentor to fix the date of the oral presentation and contact second readers and the student. | Submit A Copy of the Proposal to the Registrar |
| | Topic & Methodology | | Review the proposal for four weeks | After the presentation, they may decide: a) submission, b) resubmission for (some minor revisions) c) Rewrite and submit to mentor and second readers within 45 days (more substantial revision) | Receive the Official Proposal Approval and submit the Approval Sheet copy to the Dean of the Graduate School |

2. Thesis Processing

| Step 1 | Step 2 | Step 3 | Step 4 |
|---|---|--|---|
| Writing the Dissertation (pp. 70-100) | Oral Defense | Formatting the Dissertation | Bending the Dissertation |
| | By the End of April | | By June 1 |
| Submit one chapter (a hard copy) at a time to both the mentor and the second readers | Request the Registrar's Office to prepare the Final Approval Sheet (at least 4 original copies) Request the Mentor to make the appointment of the date of the oral defense by contacting the second readers and the student. | Provide the approved dissertation to the reviewer of the formatting and citations by contacting or hiring other students, individuals, or staff (\$20/hour). | Submit two final copies to the Graduate School Office. |
| The mentor will meet with the student to discuss the critique. Once the chapter is approved, he or she can proceed to the next chapter. | Provides three (3) hard copies of the dissertation for the mentor and the two readers. | The reviewer will write 2-3 pages for major notations to guide the student as he/she corrects the dissertation. | Use white 20 lb. 25% cotton paper for the final printing of the dissertation. Submit a copy of the "Request for Binding Form." Pay the binding fee to the Finance Department and receive a receipt for the binding fee. |
| The length is a minimum of 125 pages and a maximum of 200 pages. 60% application to pastoral or mission ministry | a) Approved b) Approved with Condition(s) c) Not Approved—Both the mentor and the readers must approve the major revisions before the dissertation is approved. | After the necessary revisions are made, the student will once again submit the dissertation for the final review. A final 2-page written notations will be given to the student who will receive either a grade of Pass or Fail. | Students on campus submit two copies and a maximum of six copies to the school and pick the bound dissertations at ITS by themselves. Student abroad submit two or three copies to the school and pay the shipping fee. |
| | The four (4) copies the Final Approval document will be signed by the mentor, two readers, and the Vice-President for Academic Affairs. Turned the four copies (4) of the Final Approval form over to the Registrar. | | |

APPENDIX C

ITS DMin Dissertation Procedure

1. Proposal Processing

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|--|-----------------------------------|---|---|---|--|
| Contract | Proposal | First Proposal | Final Proposal | Oral Presentation | A Copy of the Proposal |
| | | by Sep. 15 | by Oct. 15 | Between Nov. 15-27 | |
| Make contracts with the mentor and two second readers. | Write a proposal with the Mentor. | Submit the first draft of the proposal to two second readers. | Submit the final draft of the proposal to the mentor, the second readers, and the Dean of Graduate Studies. | Ask the mentor to fix the date of the oral presentation and contact second readers and the student. | Submit A Copy of the Proposal to the Registrar |
| | Topic & Methodology | | Review the proposal for four weeks | After the presentation, they may decide: a) submission, b) resubmission for (some minor revisions c) Rewrite and submit to mentor and second readers within 45 days (more substantial revision) | Receive the Official Proposal Approval and submit the Approval Sheet copy to the Dean of the Graduate School |

2. Dissertation Processing

| Step 1 | Step 2 | Step 3 | Step 4 |
|---|---|--|---|
| Writing the Dissertation | Oral Defense | Formatting the Dissertation | Bending the Dissertation |
| | By the End of April | | By June 1 |
| Submit one chapter (a hard copy) at a time to both the mentor and the second readers | Request the Registrar's Office to prepare the Final Approval Sheet (at least 4 original copies) Request the Mentor to make the appointment of the date of the oral defense by contacting the second readers and the student. | Provide the approved dissertation to the reviewer of the formatting and citations by contacting or hiring other students, individuals, or staff (\$20/hour). | Submit two final copies to the Graduate School Office. |
| The mentor will meet with the student to discuss the critique. Once the chapter is approved, he or she can proceed to the next chapter. | Provides three (3) hard copies of the dissertation for the mentor and the two readers. | The reviewer will write 2-3 pages for major notations to guide the student as he/she corrects the dissertation. | Use white 20 lb. 25% cotton paper for the final printing of the dissertation. Submit a copy of the "Request for Binding Form." Pay the binding fee to the Finance Department and receive a receipt for the binding fee. |
| The length is a minimum of 125 pages and a maximum of 200 pages. 60% application to pastoral or mission ministry | a) Approved b) Approved with Condition(s) c) Not Approved—Both the mentor and the readers must approve the major revisions before the dissertation is approved. | After the necessary revisions are made, the student will once again submit the dissertation for the final review. A final 2-page written notations will be given to the student who will receive either a grade of Pass or Fail. | Students on campus submit two copies and a maximum of six copies to the school and pick the bound dissertations at ITS by themselves. Student abroad submit two or three copies to the school and pay the shipping fee. |
| | The four (4) copies the Final Approval document will be signed by the mentor, two readers, and the Vice-President for Academic Affairs. Turned the four copies (4) of the Final Approval form over to the Registrar. | | |

APPENDIX D

ITS DICs Dissertation Procedure

1. Proposal Processing

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|--|-----------------------------------|--|---|--|--|
| Contract | Initial Proposal | Initial Proposal Defense | Dissertation Proposal | Oral Presentation | A Copy of the Proposal |
| | | by May 1 (the end of the first year) | by April 1 (the end of the second year) | Between May 1-5 | |
| Make contracts with the mentor and two second readers. | Write a proposal with the Mentor. | Submit the initial proposal to two-second readers and have the oral defense. | Submit the final draft of the proposal to the mentor, the second readers, and the Director of Graduate Studies. | Ask the mentor to fix the date of the oral presentation and contact second readers and the student. | Submit A Copy of the Proposal to the Registrar |
| | Topic & Methodology | | Review the proposal for four weeks | After the presentation, they may decide: a) submission, b) resubmission for (some minor revisions) c) Rewrite and submit to mentor and second readers within 45 days (more substantial revision) | Receive the Official Proposal Approval and submit the Approval Sheet copy to the Director of the Graduate School |

2. Dissertation Processing

| Step 1 | Step 2 | Step 3 | Step 4 |
|---|--|--|---|
| Writing the Dissertation | Dissertation Oral Defense | Formatting the Dissertation | Bending the Dissertation |
| | By the 5th of May | | By June 1 |
| Submit one chapter (a hard copy) at a time to both the mentor and the second readers | Request the Registrar's Office to prepare the Final Approval Sheet (at least 4 original copies) Request the Mentor to make the appointment of the date of the oral defense by contacting the second readers and the student. | Provide the approved dissertation to the reviewer of the formatting and citations by contacting or hiring other students, individuals, or staff (\$20/hour). | Submit two final copies to the <u>DICs</u> Office. |
| The mentor will meet with the student to discuss the critique. Once the chapter is approved, he or she can proceed to the next chapter. | Provides three (3) hard copies of the dissertation for the mentor and the two readers. | The reviewer will write 2-3 pages for major notations to guide the student as he/she corrects the dissertation. | Use white 20 lb. 25% cotton paper for the final printing of the dissertation. Submit a copy of the "Request for Binding Form." Pay the binding fee to the Finance Department and receive a receipt for the binding fee. |
| The length is a minimum of 170 pages and a maximum of 200 pages. | a) Approved b) Approved with Condition(s) c) Not Approved—Both the mentor and the readers must approve the major revisions before the dissertation is approved. The four (4) copies the Final Approval document will be signed by the mentor, two readers, and the Vice-President for Academic Affairs. Turned the four copies (4) of the Final Approval form over to the Registrar. | After the necessary revisions are made, the student will once again submit the dissertation for the final review. A final 2-page written notations will be given to the student who will receive either a grade of Pass or Fail. | Students on campus submit two copies and a maximum of six copies to the school and pick the bound dissertations at ITS by themselves. Student abroad submit two or three copies to the school and pay the shipping fee. |

APPENDIX E

ITS Research Misconduct Policy and Procedures

ITS expects all students to conduct themselves upholding the highest standards of integrity and ethics in all research and academic achievements (see the ITS Faculty Handbook).

Policy

Student misconduct in research shall be dealt with in accordance with the guidelines outlined in the ITS Faculty Handbook's sections: Cheating and Plagiarism and the Student Appeal Process.

Procedures

1. If the Dean of Graduate Studies is notified in writing of any claims of student misconduct, the Director will immediately launch an investigation to determine the veracity of the claim. Within 30 days, the Director should have finished their investigation. If the evidence is insufficient to prove the accusation, the investigation is over. All documents in relation to the claim will be kept for three (3) years in a sealed file in the Director's office.
 2. If the Director determines that the investigation must be necessary, he or she will notify the Academic Dean.
 3. The Academic Dean finally decides whether a formal inquiry is needed.
 4. The Dean notifies the suspected student of this investigation within 10 days. At the same time, the Dean appoints an investigating committee. The committee will be made up of the Dean and three to three (3) other professors to evaluate the claimed problems and the issues of Human Subjects Research.
- * Note that the student has a right to appeal to the committee. For 'The Student Appeal Process', see the Faculty Handbook.
5. The committee will typically wrap up its investigation in 30 days.
 6. The Academic Dean provides the AC committee meeting with a final written report of the investigating committee including the findings of the student's research misconduct, reviews, and conclusion. After the AC committee decides the final conclusion, the Dean will inform the accused student of the result of the decision within 10 days. The Dean's Office will keep a sealed file, in which the final decision will be recorded, for three (3) years.