

PTSA

Presbyterian Theological Seminary in America

Student Handbook

2022 - 2023

Our Mission is to equip men and women for missional living by training them to grow in the knowledge and character of Christ, to live a Christ-centered life, and to lead others to do the same, in any setting God places them, whether it is multigenerational, multiracial, or multiethnic. We seek to accomplish this both in the narrow context of the parent denomination, the Korean Presbyterian Church Abroad (KPCA), and the wider context of the global kingdom of God

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Welcome

It is an honor for us to train godly men and women who set their hearts on service to the Kingdom of God. As stewards of your noble ambitions, we strive to develop an effective training program. Many people have helped provide you with this training opportunity. People have prayed, worked, studied, given large amounts of money, and volunteered hours of time because training you is a ministry worth performing. Now, as you take advantage of the training these people have provided for you, you are stewards of the effort they have given for your equipping. Study hard. What you gain here will serve you for the rest of your life. Strive to

- develop your mind
- gain experience and skills in ministry
- let the Holy Spirit reveal and improve your character
- and press on to know God

Thus, you will make us proud to someday tell future students that we fellowshiped with you while you trained for ministry.

In addition to being a place of equipping and education, this is a place where you will make lifelong friends. We welcome you to this community and ask you to reach out to welcome those around you. Let us love one another. For love is of God. Someday, your ministries may be helpful to each other. We also invite you to get to know our instructors. We ask them to be mentors, disciplers and friends – not merely distant lecturers. You can help them do this by speaking with them after of class, asking them to pray about your personal needs, meeting with them during office hours, sitting with them in the dining area, and otherwise reaching out to them while they also try to reach out to you.

Finally, this is a place to consider your future. God is big enough to have some surprises for you. As you study, listen for any guidance God may give you. All gifts, callings, and parts of the body are important. Zealous laymen, ministers, pastors, missionaries, and other types of leaders are crucial. Remember that there is never a shortage of opportunities to serve God. Instead of striving for the most prestigious positions, ask God what He longs to see done. Consider that there is not a shortage of Korean people who want to engage in traditional ministries. There is a serious shortage of people who want to serve God on many mission fields. There are other types of needs that could be met if you were to start some type of organization or ministry (e.g. among people in jail, among children without fathers, using visual or performing arts to communicate a Christian message among non-believers, encouraging people in difficult ministries, helping believers in communist lands).

Study hard, love each other, and surrender to any purpose God may have for your life. Then, come back to campus after you graduate to tell future students about how God is using you and how God can use them. Encourage them to also study hard, love each other, and surrender to any purpose God may have for them. Welcome!

Philosophy of Student Development

It is the philosophy of PTSA that a student's experience should be more than exposure to academic studies. The results of the PTSA experience should enable students to develop:

- A deeper sense of devotion and spiritual formation
- A deeper commitment to the Word of God and to applying it in your life
- A deeper personal integrity (shalom) that is reflected in right relationships with God, self, neighbors, and the created world
- Enhanced Leadership and Human Relations Skills
- Development of Christ-likeness
- Commitment to a lifetime of ministry regardless of vocational calling

Because of these goals, the leadership of PTSA endeavors to provide not just classes, but also social events, spiritual events, ministry opportunities while studying, and opportunities for meet the pastors of our presbyteries.

Mission and Goals

Mission

Our Mission is to equip men and women for missional living by training them to grow in the knowledge and character of Christ, to live a Christ-centered life, and to lead others to do the same, in any setting God places them, whether it is multigenerational, multiracial, or multiethnic. We seek to accomplish this both in the narrow context of the parent denomination, the Korean Presbyterian Church Abroad (KPCA), and the wider context of the global kingdom of God.

Goals

In response to the needs of KPCA, PTSA primarily provides theological and spiritual formation education integrated with ministry skills to students who will serve as pastors in the KPCA; and secondarily prepares servant leaders for the diverse ministries for the global kingdom of God

1.High Quality Theological Education

PTSA's faculty, over 90% of whom have doctoral degrees from outstanding seminaries in the United States, offer high quality theological education where students will gain a proficient understanding of God and His Word and learn research skills that will equip them to conduct sound research.

2. Dynamic Spiritual Formation Education

PTSA's spiritual formation education takes a holistic and integrative approach to lead students to grow deeper in their knowledge of, and love for, God, self, and others, which will be reflected in their Christ-centered life lived out in whatever setting God places them.

3. Global Leadership Education

PTSA's leadership education strives to raise up leaders who will have the heart of servants and lead by example, integrating biblical and theological knowledge with professional skills in ministerial and public leadership.

4. Cultural Education Across Disciplines

PTSA strives to train students to critically discern the truth wherever it is found (that is, both in special revelation, the Bible, and in general revelation, the general academic disciplines such as humanities, natural sciences, social sciences, arts) and evaluate it from a biblical perspective, integrate with theology, and apply to their life and ministry.

5. Bilingual Education

PTSA opened Santa Fe Language & Culture School in January 2014 and provides students and local residents with English and culture education to prepare students for more effective global ministry.

Goals Relating to nurturing talented Christians

- Supplying pastors(ordained or not ordained) and active lay leaders for the KPCA after nurturing them
- Supplying pastors for the Presbyterian Church of Korea(Tong Hab) after training them
- Supplying cross-cultural missionaries as Korean-American who can work at unevangelized areas and for unreached people
- Supplying pastors and missionaries who can work for the Korean immigrants
- Nurturing pastors or spiritual leaders who can serve the spiritual felt-need for future generations of Korean-Americans

Other Goals

- Supplying strategically theological thoughts and resources for KPCA churches
- Helping the Korean immigrant church to fulfill the role of an advanced base for evangelizing the world

This handbook of policies and procedures guides our work, serves for training new employees, and provides a basis for evaluation. All policies are subject to change without prior notice. Suggestions for amendments, revisions, additions, or deletions to this handbook should be referred to the dean of academic.

Academic Matters

Registration

Registration for continuing students opens three weeks before a new semester. Within the preceding two months, current students receive the schedule of classes and registration information by website. They are to compare the new class schedules with their Student Progress Worksheets. After deciding the courses in which to enroll, and during the one-week registration period, a student is to meet with the Dean of Academic Affairs or Dean of Student Affairs or SEVIS officer for academic counseling and their required signature.

Students registering after the registration period will be charged a \$30.00 late registration fee. If the student registers in the first week of class a \$50.00 late registration fee will be charged (\$100 for the second week of class).

After one week, students may not add new classes but can withdraw and get pro-rated refund of the class. International new students who are delayed in their arrival or any student who may be delayed in enrolling/registration will not be allowed after the end of the third week of the semester to register, and may be subject to termination of their F-1 status.

Registration for new or transferring students occurs on the new student orientation day (see above). New students are under the same registration requirements as all students.

IMPORTANT: A student must receive a signature from the Dean of Academic Affairs regarding course schedule and the Registrar regarding financial issue on their registration form to be officially registered.

Curriculum/Student Progress Worksheet

Depending on your program, you will use one of the following worksheets to keep track of your progress toward your degree. A similar worksheet is kept in your student file and is consulted by the person who advises you during registration.

After you complete (and pass) a course, use the blank to record the semester and year (e.g. F06, Sp05, Su07). For electives, you will also have to write the course number and course title. The unmarked courses are the requirements you still need to fulfill in order to graduate. At registration time, check whether each course offered is one of your yet unfulfilled requirements. Since a required course might not be offered again for another two or more years, make sure to register for your required courses. If a course is not a required course, it is an elective. You only have room for a few electives. You may choose to take additional electives for your own personal benefit, but additional electives do not help you graduate. Use pencil when marking your curriculum progress worksheet. Changes may have to be made for various reasons. One reason for bachelor students is that after they have chosen a concentration, some of their electives may be moved to the concentration requirements.

B.Th. Course Requirements

Student Progress Worksheet

Core 92 Units

성서신학 필수 (Biblical Theology) / 36학점	교양 필수 (General Studies) / 38학점
OT101 구약개론 (Introduction to OT) OT211 오경 (Pentateuch) OT212 선지서 (Prophets) OT213 지혜문학 (Wisdom Literature) NT101 신약개론 (Introduction to NT) NT211 공관복음 (Synoptic Gospels) NT212 일반서신 (General Epistles) NT213 바울서신 (Pauline Epistles) TH302 해석학 (Hermeneutics) TH101 조직신학 I (Systematic Theology I) TH102 조직신학 II (Systematic Theology II) TH211 기독교윤리 (Christian Ethics)	GH416 세계문명사 (History of World Civilizations) GE103 논리, 리서치 & 글쓰기 (Logic, General Research and Writing) GE111 서양철학개론 (Intro to Western Philosophy) GE211 동양철학개론 (Intro to Asian Philosophy) GS141 (이민) 사회학 개론 (Intro to Sociology in Immigrant Context) GS231 인간발달론 (Human Developmental Psychology) GS271 문화인류학 (Cultural Anthropology) MI260 비교종교학 (Comparative Religion) GH444 교회사 (Church History) GS410 미국 역사와 정치 (U.S. History and Politics) GE300 인문학 교양강좌(2014 Fall 신입생 필수) GM101 세계음악개론 (Introduction to Music of the World)
전공 필수 (Professional Education) / 18 학점	
MI150 전도와 선교학 개론 (Intro to Evangelism and Missiology) GS292 리더십과 대중연설 (Leadership and Public Speaking) PT370 기독교 예배 (Christian Worship) CO200 교차문화적 소통 (Cross-cultural Communication) PT360 목회개론 (Introduction to Pastoral Ministry) PT308 내적치유 (Inner Healing) ED201 기독교교육 (Christian Education) TH307 기독교 변증학 (Christian Apologetics)	목회실습 (Student Ministry) / 2학점

Elective 36 Units

M.Div. (Church Music) Course Requirements

Student Progress Worksheet

필수과목 Required Courses – 68 Units

성경신학 Biblical Theology - 15		조직신학 Systematic Theology - 6		역사신학 Historical Theology - 9					
OT520 구약 I Old Testament I	ST501 조직신학 I Systematic Theology I	CH530 교회사 Church History CH540 한국교회와 이민 교회사 History of Korean Church & Immigrant Church CH561 종교개혁 사상사 History of Protestant Reformation							
OT521 구약 II Old Testament II	ST502 조직신학 II Systematic Theology II								
NT510 신약 I New Testament I									
NT520 신약 II New Testament II									
B5501 성경해석학 Hermeneutics									
목회신학 Pastoral Theology - 14		영성신학 Spiritual Theology - 6		교차문화 신학 Intercultural Theology - 15					
PT501 설교학 Preaching	목회실습 - 2 Field Education	PT510 영적형성 Spiritual Formation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Mission</th> <th style="width: 50%;">Culture</th> </tr> <tr> <td style="vertical-align: top;"> MI640 선교와 세계종교 World Religion in Mission MI500 선교학 개론 Introduction to Missiology MI660 교차문화 사역과 선교 Intercultural Ministries *선수과목: 선교학 개론 </td> <td style="vertical-align: top;"> GE500 인문학 교양강좌 Christian Humanities ST504 현대 기독교윤리 Contemporary Christian Ethical Issues </td> </tr> </table>			Mission	Culture	MI640 선교와 세계종교 World Religion in Mission MI500 선교학 개론 Introduction to Missiology MI660 교차문화 사역과 선교 Intercultural Ministries *선수과목: 선교학 개론	GE500 인문학 교양강좌 Christian Humanities ST504 현대 기독교윤리 Contemporary Christian Ethical Issues
Mission	Culture								
MI640 선교와 세계종교 World Religion in Mission MI500 선교학 개론 Introduction to Missiology MI660 교차문화 사역과 선교 Intercultural Ministries *선수과목: 선교학 개론	GE500 인문학 교양강좌 Christian Humanities ST504 현대 기독교윤리 Contemporary Christian Ethical Issues								
PT602 설교실제 Preaching Practicum *선수과목: PT501 설교학	- 0.25 units - 0.25 units - 0.5 units	PT620 디벨롭멘탈 영성 Developmental Spirituality							
PT515 KPCA 신앙고백과 정치 KPCA Confession & Polity	- 0.25 units								
PT600 목회개론 및 멘토링 Introduction to Ministry & Ministerial Mentoring	- 0.25 units - 0.5 units								
아카데미 리서치 Academic Research - 3 GE503 아카데미 글쓰기									

Elective 30 Units

선택과목 Elective Courses – 30 Units (선택과목은 학기에 따라 신설될 수 있습니다.)

성경신학 Biblical Theology		목회신학 Pastoral Theology		조직신학 Systematic Theology	
히브리어	예배와 예전	현대신학동향 공적신학 철학적 신학 용서와 화해의 신학 변증학 복음주의신학			
히브리어 강독	교회 행정				
헬라어	교회개혁 이론과 실제				
헬라어 강독	특수목회				
구약과목 (창세기, 오경, 선지서, 지혜서, 역사서 등)	영어설교 연습				
역사신학 Historical Theology		영성신학 Spiritual Theology			
신약과목 (복음서, 서신서, 역사서, 계시록 등)	이스라엘 역사	PT640 영적멘토링 Spiritual Mentoring *선수과목: 영적형성 & 디벨롭멘탈 영성			
신구약 중간사					
성서지리와 문화					
성서지리 탐방					
교차문화 신학 Intercultural Theology		상담 Christian Counseling		교육 Christian Education	
이민사회와 문화	음악 Music	기독교 교육 생애발달과 티칭 변화를 일으키는 교수법 청소년 사역과 제자훈련		기타 Other	
글러블 서번트 리더십 Christian Communication	상당 1 - 크리스천 상담심리 개론 상담 2				

M.A.C.C.P. (크리스천상담심리학) Course

M.Div. Core course 68units + Church Music Core course 24units+Elective 6units

*** 교회음악 부전공 석사 추가 필수과목 / 18학점**

교회음악

MS505 교회합창 지휘와 방법 구 (Choir Conducting Methodology)

MS503 CCM과 찬양사역의 리더십 (CCM & Worship Ministry Leadership)

MS507 교회음악 앙상블 (Church Music Ensemble)

PT520 찬송가학과 교회음악개론 (Introduction to Hymnology & Church Music)

PT506 찬송가 반주법과 건반 화성 연구 (Hymnal Accompaniment Technique & Chord Study)

MS504 교회 음악사와 문헌 (Church Music History & Literature)

MS502 교회음향 테크놀로지 연구 (Church Sound System Technology)

*** 선택과목 / 6학점**

총 48학점 이수

신학(9학점)
-성서신학 Biblical Study (B.A.나 Master 과정에서 수강한 경우 편입학점 인정)
-조직신학 Systematic Theology (B.A.나 Master 과정에서 수강한 경우 편입학점 인정)
PT510 영적형성 Spiritual Formation
전공과목 (33학점)
CP500 크리스천상담심리개론 Introduction to Christian Counseling Psychology
CP530 비교문화 심리학과 크리스천상담 Cross-Cultural Psychology and Christian Counseling
CP631 인지행동치료 Cognitive Behavioral Therapy
CP620 노화와 크리스천상담 Aging and Christian Counseling (노인상담 대체)
CP632 기독교상담에 대한 실천신학적 접근
Practical Theological Approach toward Christian Counseling
CP501 임상진단 방법론 DSM V
CP630 결혼과 가족치료 Marriage and Family Therapy
CP601 영적지도와 크리스천상담 Spiritual Direction and Christian Counseling
(선수과목:영적형성) * MACCP ONLY
CP641 심리치료 이론과 기법 Psychotherapy Theories and Techniques
(선수과목: 크리스천상담심리개론) * MACCP ONLY
CP642 집단상담 Group Counseling
CP640 상실과 죽음의 목회적 돌봄 Pastoral Care for Loss and Death(애도상담 대체)
실습과목 (6학점)
CP551 상담실습 및 사례연구 I Practicum and Case Study I
CP552 상담실습 및 사례연구 II Practicum and Case Study II

Transfer Credit Policies

A maximum of 75 percent of the units or credit that may be applied toward the award of a bachelor's degree may be derived from a combination of any or both of the following:

- (A) Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education;
- (B) Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines.

No more than 50% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. An institution may accept transfer credits only from the institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, including foreign institutions, may be transferred for credit toward a Master's degree.

For the graduate students who obtained PTSA's bachelor degree with more than 85 units (over GPA of 3.3) taken in PTSA can get 9 units of electives as transferred credits.

It is **very important** that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at Presbyterian Theological Seminary in America. It is crucial that before a student starts to take courses here, the student knows which courses will or will not be transferred into this school. Otherwise a student may take courses again that were not needed, or may not be planning to take course here that will still be required.

Grades and Grade Points

The following criteria are used in assigning letter grades:

- "A" designates outstanding work; superior achievements of course objectives.
- "B" designates good work; commendable achievement of course objectives.
- "C" designates acceptable work; satisfactory achievement of course objectives.
- "D" designates minimal work; marginal achievement of course objectives.
- "F" designates failure; unacceptable work.

When test or similar tasks are administered on the scoring scale from 0 to 100, the letter grades correspond in the following manner to the scores given:

A:	95-100	4.0	grade points per semester hour.
A-:	90-94	3.7	grade points
B+:	86-89	3.3	grade points
B:	84-85	3.0	grade points
B-:	80-83	2.7	grade points
C+:	76-79	2.3	grade points
C:	74-75	2.0	grade points
C-:	70-73	1.7	grade points
D+:	66-69	1.3	grade points
D:	64-65	1.0	grade points
D-:	60-63	0.7	grade points

F:	59 or less 0.0 grade point per semester hour
I:	Incomplete
P:	Passing
NP:	Non Passing
W:	Withdrawal
AU:	Audit

Acceptable passing rate : I, P, NP, AU, W count as units attempted with Zero unit earned.

It is important to note that PTSA has the following grading policy:

To control the possibility of grade inflation or student favoritism PTSA is requiring the class GPA to be no higher than 3.2 for B.Th. and 3.5 for M.Div.

Incompletes

We must remember that students who need a grade of “incomplete” for courses must first obtain permission from the Dean of Academic Affairs' office. A form is provided in the student handbook appendix. Before the form can be submitted to the academic dean, it must be signed by the student and professor. After obtaining a signature from the academic dean, the students will give the form to the professor. The student is to attach a course syllabus and submit one copy (of Incomplete Request Form and course syllabus) to the professor, one to the academic dean, and keeps one himself or herself. If the student does not complete the requirements within one semester, the “I” will be turned into an “F”. To erase the “F”, a student must take the course again.

****Academic Probation / Dismissal***

When a student fails to make satisfactory academic progress after the academic warning period, he may appeal that result on the basis of: his injury or illness, the death of a relative or other special circumstance. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation. If based on the appeal PTSA determines that the student should be able to meet the satisfactory academic progress standards by the end of subsequent semester, PTSA may place him on probation without an academic plan. This probation status lasts only one semester. If based on the appeal PTSA determines that the student will require more than one semester to meet progress standards, PTSA may place him on probation and develop an academic plan for him. According to the requirements specified in the plan, PTSA will review the student's progress at the end of each semester as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan.

A student failing to meet the minimum standards by the end of probation period may be dismissed from PTSA. As well, those students who do not complete the degree program requirements within the maximum period granted will be dismissed from PTSA upon the decision of the Academic Committee and will be terminated as an F-1 student from the SEVIS/I-20 system. See Full-time Study and Time Limitation for maximum periods granted.

Scholarships

Every semester, Presbyterian Theological Seminary in America awards scholarships to worthy, qualified students. The total scholarship amount cannot exceed the student's total amount of tuition. The recipients will receive the credit for the amount of the scholarship toward their tuition (Detailed information on scholarship aid is available at the main office, or from the Dean of Student Affairs).

Scholarship Committee

The Scholarship Committee has the task of screening the awarding for scholarships. It is organized by these officials as followed: the President, the Dean of Academic Affairs, the Dean of Student Affairs, and the Financial Aid Officer. All scholarships are awarded based on the individual's acceptance as a full-time student at the PTSA. In the case that several selected students happen to have the same GPA, the scholarship will be based on the total score and the attendance rate for the chapel of the previous semester. Most scholarships are awarded for once per semester only. The student must reapply each academic semester and indicate a desire to maintain the scholarship. However, in the cases in which the selected recipient happens to be graduating, then he or she will not be eligible to receive it, because scholarships are not paid in cash but in tuition fees. The PTSA offers scholarships for spouses/family members, pastors/missionaries, pastor's/missionary's sons or daughters, and family members of the faculty and the staff (please see tuition and fees). PTSA also offers several limited scholarships to students based on need. Students who have been selected to receive multiple scholarships could only be awarded a scholarship complies with the decision of the Scholarship Committee. Many types of scholarships are available for students: (please see the Scholarship Chart for the details at our website: Ptsa.edu)

Academic Achievement Scholarship: Two B.Th. students, one M.A.C.C.P student (If the number of full time students exceeds that of 10 people, the number of award could possibly change to help accommodate such a group), and Three M.Div. students with the highest grade point average (GPA) from the previous semester will each receive a scholarship for their next semester. This scholarship is normally between \$500 and \$1,500 each. If a student's GPA is not higher than 3.0 or the requirement of the Chapel attendance is not met, then the student is not eligible.

Financial Need Scholarship: Students who have financial needs are invited to obtain an application from the school office. They are to complete the application and submit it to the Student Dean. The Scholarship Committee will consider the applications for the following academic semester.

Designated Scholarship: A church or organization may choose a student to support, or they may provide a scholarship for a particular type of student which will be announced when available. Students should see the student dean to apply for a designated scholarship.

Library

The Presbyterian Theological Seminary in America (PTSA) Library is committed to fulfill its mission that provides access to learning resources to PTSA students, faculty, and staff in support of the research and educational mission of the seminary. To maximize the use of the resources, the library also provides information literacy instruction services to the PTSA community. Furthermore, the PTSA library supports life-long learning of PTSA alumni,

ministers, and missionaries around the world by giving access to electronic resources and guidance.

Library collections

The PTSA Library holds a wide ranging of information resources, including approximately 30,000 books, 30 multi-media resources, periodicals, and an electronic database encompassing over 1,850 full-text scholarly journals and 14,240 e-books.

Library location

The PTSA Library is located on the first and second floors in the PTSA building. The library space is 7,795 square feet in total. The library housed library materials on the first floor only and provides the second floor as a study area for students.

Circulation 562-926-1023 (Ext. 307)

Librarian 562-926-1023 (Ext. 310)

Library card

PTSA students, faculty, and staffs receive ID card or a library card. If anyone outside the PTSA community would like to make a library card to borrow materials, one must pay \$30 annual membership fee and \$60 deposit, which will be returned by the time the user cancels the membership.

Library hours

Monday through Friday 08:45 AM – 09:30 PM

 Lunch break: 12:20 PM – 01:20 PM

 Dinner break: 05:30 PM – 06:30 PM

Saturday/Sunday/Holidays Closed

During vacation, the library hours will vary.

Check-out

Users must be present at the library in order to check out library physical resources. The library also holds non-circulating items such as reference collections and periodicals. Those items must be used inside the library. To utilize online resources, users can access to an electronic database anywhere with internet connection. Users can access to the electronic database using ID and password assigned to the PTSA Library, which is available in the announcements bulletin board on the PTSA Library homepage.

Renewal

Most items may be renewed once. Reference materials may not be renewed nor items which there are pending holds or reserves. Users may renew items over the Web by accessing library personal record. Renewals may also be done in person at the Library.

Course reserves

Course-related materials are designated as reserves on a semester base. Users may check out the reserve and return it the same day.

Late fines and holds on student records

Most library materials are loaned for 2 weeks. Fines are charged only if materials are returned late. Different loan periods, fines, and fees, may apply to materials as below.

Types of items		Student	Student writing Thesis	Alumni	PTSA Staff	Faculty	External Users
Books	Loan Limit	20	25	10	20	25	7
	Loan Period	2 weeks	2 weeks	2 weeks	4 weeks	4 weeks	2 weeks
	Overdue Fine	per Item 50¢ / day (50¢ / hour for course reserves)					
Reference, Periodical, Magazine, Newspaper		Non-circulating items					
Course Reserves		Course Reserves must be returned the same day. Overdue fine is charged 50¢ / hour					
CDs, DVDs		2 items , 1 week					

Other learning resources

The PTSA Library has reciprocal on-site borrowing agreements with selected libraries - Biola University, Bethesda University, and World Mission University Libraries. Partnerships with the libraries allow PTSA students to borrow physical learning resources free of charge. Present a PTSA student ID card that is marked with a valid date and a driver's license (or a passport) at the library's circulation desk to borrow materials. The individual library maintains and applies its own loan policy toward students from the related institutions. Therefore, if needed, PTSA students should check the details by phone or e-mail before visiting the libraries. Also, the PTSA Library has a consortia agreement with Presbyterian College and Theological Seminary (PUTS) in Seoul, South Korea, make available to the PTSA community a wealth of electronic resources, including electronic databases of journals, e-books, and dissertations in the Korean language. Users can have the log-in information of the PUTS's electronic databases upon request.

Computer Lab

Several computers are available on a walk-in basis for student access. All are web enabled. To print assignments or other documents, students pay five cents per page.

Student Ministry/Fieldwork

Presbyterian Theological Seminary in America students are required to participate in a supervised student ministry as field work for 2 credits during 3 years for M.Div. students, and 2 credits during 4 years for the Bachelor students. B.Th. and M.Div. students will be expected to serve a minimum of two hours per week for a full semester and six hours per week for two semesters.

Student Ministry and Fieldwork is also designed for giving the student curricular practical training (CPT) in their field of study. Thus, students can register as required for 0.25 units, or 0.50 units a semester and begin doing CPT part-time. Students are encouraged to take part in CPT as an important area of their educational development and learning. In addition, this allows the student to work legally within the USCIS laws and SEVIS guidelines, and apply for a social security number. Under the leadership of the Dean of Student Affairs, students will plan their ministry assignments and receive feedback on how to develop and grow. For more information, please see the Student Ministry Handbook, or the Dean of Student Affairs. International students must contact or see the SEVIS Officer for further information. Personal Tax report related obligation belongs to students.

Student Life

Social Activities

A balanced life includes recreation and opportunities to build friendships. Therefore a variety of activities are planned by the student government:

- Sports Days (once per semester)
- Intercollegiate Sports Day (meeting with other Korean schools in Southern California)
- Intercollegiate Thesis Competition (with other Korean schools in Southern California)
- Welcome Parties Honoring New Students (beginning of each semester)
- Graduation Party

Additional social activities are provided through student clubs.

Spiritual Activities

A balanced life includes spiritual activities. Various spiritual activities are provided for all students. Chapel services are held Mondays through Wednesdays. New Students are to schedule appointments with their faculty mentors and dean of Student affairs.. Students are also encouraged to see each other as spiritual resources and to be spiritual support to each other.

Optional student clubs often focus on prayer, worship, or other spiritual themes.

Students are also expected to be active members of a local church. We encourage students to join KPCA churches so that they can be recommended to take the KPCA ordination exams.

Student Government

Student government elections are held each year for the following academic year. One month before student elections, the student government announces and the date of the election meeting. To qualify as a candidate, a student must have completed 1 full-time semester by the end of that academic year, must not be planning to graduate before the end of the upcoming academic year, and must submit to the secretary of the student government a petition with signatures of ten current students. Once a petition has been submitted, a student may engage in campaigning activities (e.g. submit a poster to the school office for display, distribute literature, and request from the school office the use of a room for a meeting). At the election meeting, each qualified candidate will be given five minutes to make a presentation. Voting will take place by means of written ballots.

The student government consists of ten members (i.e. president, vice presidents, secretary, and treasurers, Etc.). The president and vice president are elected annually. The secretary, and treasurers are appointed by the president.

The activities of the student government include:

- Promotion of spiritual, social, and academic development of the student body
- Arrange social events for students
- Contribution to the development of the school
- Communicating to the administration on behalf of students

To accomplish their duties, the student government is provided with a budget that is generated by a student registration fee as well as additional money provided by the school. This money is kept in a special account that requires signatures of the student dean and one student government treasurer. At the beginning of the semester, the student government is to propose a budget. Once this budget is approved by the student dean, the student government may request funds. For each request, the student dean will see whether there is adequate money in that budget category. If so, the money will be released to the student government. In return, the student government is to report a receipt for the expense. Typical student government expenses include:

- Social events for the student body
- Special scholarships
- Inviting a special chapel speaker
- Gifts for new students
- Gifts for graduating students
- Honoring and thanking alumni at an annual alumni meeting

The Dean of Student Affairs supervises the student government. The student government is to operate according to the Student Government Bylaws.

Student Clubs

Students are encouraged to form or join official student organizations. Such clubs have the right to meet in unused classroom or other campus space (after receiving approval from the student dean to meet in a particular location and at a particular time) and to promote their clubs by posting flyers on bulletin boards (after receiving approval from the school office).

To apply for official recognition of a student organization, a minimum of three charter members (i.e. students who plan to join) must find a faculty advisor, and submit an Application for Recognition of a Student Organization to the student dean.

Application for Recognition of a Student Organization

Name of Organization	
Purpose of Organization	
Proposed Activities	
Proposed On-Campus Meeting Times	
Faculty Advisor	
First Charter Member Name, Address, Phone Number, E-mail Address	
Second Charter Member Name, Address, Phone Number, E-mail Address	
Will the standards of behavior, meetings, and activities of this organization be consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of Presbyterian Theological Seminary in America?	

Meeting Student Needs

Housing

PTSA doesn't have dormitory facilities. And PTSA has no responsibility to find or assist a student in finding housing.

For information's sake, the approximate range of the renting house located near the institution's facilities is:

\$400 - \$500 (Home Stay)

\$900 - \$1,200 (1 Bed Room apt.)
\$1,500 - \$2,000 (2 Bed Room apt.)
\$1,800 and over (3 Bed Room apt.)

Parking

Because we are blessed with a growing student body and we share our facility with other businesses (tenants), our parking lot is sometimes busy. To ensure enough parking for everyone, please park centered in the parking space provided. Please do not double park, park in the handicap designated areas, in the restaurant area, or in the Industrial Business Center next door to us. Please park in all designated areas. If you park on the side of the street that is a designated fire lane, you will be ticketed and towed. Overnight parking is not allowed.

Student Employment

On-campus opportunities: Various on-campus jobs are available (e.g. maintenance, cleaning, office work, library assistance). To apply for employment, please contact the Dean of Student Affairs.

Off-campus employment: The international student is prohibited from working unless he or she receives authorization from the Dean of Student Affairs and SEVIS Officer.

Local churches and mission organizations occasionally contact us for part-time workers. To inquire about church appointments, please contact the Dean of Student Affairs. It is also very important to get permission from the Dean of Student Affairs. The Dean of Student Affairs will give you permission to work and indicate this approved employment on your I-20. Approved off-campus employment is designated as CPT (Curricular Practical Training), OPT (Optional Practical Training) or OCE (Off-campus Employment). Students are allowed to work up to 20 hours a week when school is in session, and more than 20 hours a week when school is not in session.

We recommend that students do not take on such large workloads and class loads that their spiritual and personal wellbeing is compromised.

Health Insurance

Presbyterian Theological Seminary in America does not provide medical insurance. We therefore ask all students to acquire medical insurance. If you need help contacting an insurance agent, please ask the main office or SEVIS Officer for assistance.

Medical Provisions

If you have a minor accident, a first aid kit is kept in the main office to help you. If you have a more serious medical need that demands immediate attention, the main office will arrange for your transportation to a doctor or hospital. If you have a medical need that does not require immediate attention, please discuss the issue with the Dean of Student Affairs or the main office.

If you need to find a nearby urgent care facility (i.e. a facility that should be quicker and cheaper than a hospital, but not be suitable for major emergencies), you may go to;

Healthfirst Medical Group
11817 Telegraph Rd.
Santa Fe Springs, CA 90670-3745
1-562-949-9328

Health First Medical Group
13440 Imperial Hwy,
Santa Fe Springs, CA 90670 La Mirada, CA. 90638
1-562- 926-3440

More serious medical emergencies need to be treated in a hospital emergency room. A nearby hospital (with emergency room) is Whittier Hospital Medical Center
9080 Colima Rd.
Whittier, CA. 90605
1-562-945-3561

Keep in mind that any American hospital or emergency room has an access to translators (e.g. on staff or via a telephone translating service). Also keep in mind that even if you have no insurance and no money, emergency rooms cannot turn away a seriously ill individual. They must treat you until you are out of danger. However, emergency rooms are more expensive than other medical facilities.

Student Counseling

Personal Needs

All faculty members are available to discuss personal concerns with any student. Many faculty members are experienced pastoral counselors. However, the student dean and your faculty mentor are especially available to discuss such matters. Please do not suffer quietly. If you are experiencing stress, have concerns for safety, having difficulty with relationships, or are otherwise concerned, please meet to talk and pray with the student dean or your mentor.

Academic Counseling

Students are required to meet with the academic dean during registration. However, students are invited to discuss academic plans with the academic dean at any point in the semester. Please make an appointment.

Career Counseling

Our school offers limited career counseling. The Dean of Administration and the Student Dean both are available to discuss this.

Outside Organizations that Help with Counseling and Other Needs

In case of a crisis, the following organizations may be useful for a needy student:

KOREAN SOCIAL MINISTRY OF ORANGE COUNTY

13091 Galway St Garden Grove, CA 92844
(714) 539-7966

Korean Community Service

7212 Orangethorpe Ave, Buena Park, CA 90621
(714) 449-1125

OC Korean Social Service

9636 Garden Grove Blvd #27, Garden Grove, CA 92844
(714) 530-1633

Suggestions, Complaints, and Grievances

Students may submit any grievances that they might have with respect to academic affairs or interpersonal relationships in writing to the Dean of Academic Affairs. Upon receipt of the grievance, the Dean of Academic Affairs will meet with the student. An effort will be made to resolve the grievance. If the grievance is not resolved satisfactorily, the student may appeal the decision to the Academic Affairs Committee. The Dean forwards the grievance to the Academic Affairs Committee for resolution. The decisions of the Academic Affairs Committee are final and are non-appealable.

The following principles and procedures governing dismissal will be used if the reasons for dismissal are due to moral inconsistencies, significant neglect of duties, behavior, attitudes that are not in harmony with PTSA's written policies, statements, standards, and ethical practices.

Dismissal of a student before graduation will be preceded by:

- a) Discussions between the student and appropriate administrative officers (e.g., Dean of Academic Affairs or Dean of Student Affairs) looking toward a mutual agreement
- b) Informal inquiry by appointed faculty committee, which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the administration
- c) A statement of charges framed with reasonable particularity by the Dean of Academic Affairs and submitted to a committee of faculty and administrators (i.e., an ad hoc Grievance Committee consisting of dean of student, academic dean, one student selected by the Dean of Academic Affairs, and one student selected by the student who has a grievance). Pending a final decision by the committee, no overt action relative to the student's activity is to be taken.

If a student has a grievance or a challenge to disciplinary or dismissal actions that she/he wishes to pursue through special procedures, he should inform the academic dean. The Dean of Academic Affairs will form the ad hoc Grievance Committee consisting of Dean of Student Affairs, one student selected by the Dean of Academic Affairs, one student selected by the student with a grievance, and the Dean of Academic Affairs him or herself. The student with a

grievance will write a report detailing his grievance and suggesting any desired changes. The committee will have a meeting to discuss the grievance, reasons the school administration has been pursuing its present course and determine any more investigation that is needed. A second meeting will be scheduled which will allow the committee to ask questions of the professor and the administration. Proposals for recourse, change or for dismissing the grievance without recourse or change will then be written and voted on by secret ballot. Dean of Student Affairs will inform the committee of the vote tally. The vote of the committee will decide the matter unless Dean of Student Affairs asks the board to review the case (including minutes and vote tally). In case of a tie vote, Dean of Student Affairs will make the decision. Careful minutes to both meetings should be kept including the results of the vote tally. If any student feels he or she has been injured by a colleague, he should discuss the matter with the Dean of Academic Affairs. If the aggrieved student wishes to pursue the matter further, it will be the function of an appointed committee composed of dean of student, Dean of Academic Affairs and one student to examine matters carefully and render a recommendation to Dean of Student Affairs.

A student or any member of the public including prospective students may file a complaint about the school with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov If a student has grievances which he or she cannot work out with the school, he or she may call or write to:

Bureau for Private Postsecondary Education

Mailing Address:

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Licensing Fax: (916) 263-1894

Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Web site: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

Safety & Security

Fire Drills

Fire drills are explained during new student orientation. Expect at least one fire drill per semester. In the event of a fire drill or fire, walk to the nearest exit and wait at the outskirts of the parking lot. Be careful to stay out of the way of fire engines or other emergency vehicles.

Fire Alarms

Fire alarms are located on both floors.

Fire Equipment

Six fire extinguishers are available for emergencies. Fire extinguishers are located as follows:

- Outside the library (by the door)
- In the kitchen
- At the bottom of the stairs in the center of the building
- Outside the door to the men's bathroom
- Outside the upstairs classrooms
- Outside the upstairs student reading room

To operate our fire extinguishers:

1. hold the fire extinguisher upright and pull out the pin on the handle
2. stand back eight feet and aim at the base of the fire
3. squeeze the lever on the handle and sweep side to side

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the College may impose a fine for damages or administer disciplinary action.

Earthquakes

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to "Duck, Cover, and Hold."

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the "all clear."

Reporting Possible Hazards, Suspicious Activities, and Suspicious Strangers

If you notice any needed repair (especially if it poses a safety hazard), suspicious activity, or suspicious stranger, please inform the office.

Security Tips

1. Avoid walking alone at night and stay in well-lit areas.

2. Walk with a friend. It is less likely that something would happen if there are two of you. If you would like an escort to the parking lot across the street, please inform the office.
3. Always lock rooms and automobiles when they are unoccupied.
4. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
5. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
6. Look inside your car before entering; also check vehicle for possible break-ins. Assailants sometimes hide in the back seat of a vehicle.
7. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
8. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
9. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

Student Conduct

Standards of Conduct

Failure to maintain standards of conduct appropriate to the mission of our school may result in suspension, expulsion, or denial of graduation (even if all academic requirements have been met). Note that a degree from PTSA is perceived as a recommendation to a church for a ministry position. Therefore, a student's conduct is as important as his or her academic achievements in earning such a recommendation.

To graduate, students must participate in a local church, must not use illegal drugs, must not be involved in sexual immorality, or must not in other ways bring shame on the name of Jesus Christ. A student struggling with character issues is encouraged to meet with the Dean of Student Affairs. A student who struggles with character issues (e.g. addiction) may still graduate if he or she shows satisfactory progress in dealing with the problems.

Sexual Harassment

It is the policy of Presbyterian Theological Seminary in America to maintain the seminary environment as a Christian community that provides a place for spiritual growth, work, and study, free of all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that Presbyterian Theological Seminary in America is prepared to take action to prevent

such intimidation and exploitation and that individuals who engage in such behavior are subject to discipline.

Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. None of these reflect a Christian attitude or commitment, and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or study performance or creates an intimidating, hostile, or offensive work/study environment, constitutes a violation of the seminary's spiritual and/or educational standards, objectives and goals; such misconduct will not be tolerated.

Under the direction of the appropriate administrator, the seminary will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student, staff, or faculty will be informed of the action taken. Seminary officials will also take action to protect the reporting student, staff, or faculty, to prevent further harassment or retaliation and, as appropriate, to redress any harm done.

It is the policy of Presbyterian Theological Seminary in America not to tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Individuals engaging in such conduct contrary to seminary policy may be personally liable in any claim brought against them.

A student, staff or employee who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and they will work for resolution in such situations (Please see the PTSA SEXUAL HARASSMENT POLICY) within the Student Handbook for information. In addition, it is advisable that the student, staff or employee contact the City of Santa Fe Springs Police Department to report the form of sexual harassment:

Police Services Center
11576 Telegraph Rd.
Santa Fe Springs, CA 90670-9928
(562) 409-1850 * FAX 409-1854 * TDD 409-1855
Open Monday – Friday 8 a.m. to 8 p.m.
Closed Saturday and Sunday

Student Discipline

Students are required to maintain standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of PTSA. Students who do not maintain such standards will be required to undergo disciplinary procedures to restore and assist the student, which are outlined in the next section.

Disciplinary Procedures

The primary goals of discipline at PTSA is restorative (i.e., not punitive) and the physical, emotional, spiritual maturation and protection of the individual and the PTSA community.

The first step in student discipline is a meeting with the Dean of Students to make sure the student understands the offence (admonition) and to evaluate the student's attitude. At that meeting, the student dean will provide the student with a written statement concerning the behavior that violates the standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies of PTSA).

The second step is the Dean's conversation with the student to understand the issues concerning the emotional, spiritual maturation and protection of the student and the PTSA community.

The Dean of Student affairs will address a plan to assist the student to recover and restore themselves emotionally, physically, and spiritually. If the student does not follow through with the steps or plan of restoration, and there is no evidence a change of behavior, the process will go forward through the following steps: probation, suspension and expulsion. The choice of an administrative withdrawal prior to expulsion will be determined by the Dean.

At the point that the later three steps begin, a student may appeal his case to a committee of disinterested faculty and students (see Student Rights and Due Process above). A final appeal can be made to the administrative council, which consists of the president and all the deans of PTSA.

1. Probation defined:

The student dean may impose a probation in which the student is expected to show a development in responsible actions toward PTSA and members of the community for a specified period of time. This may include limitations in or restriction from certain activities or privileges.

2. Suspension defined:

In certain circumstances, the student dean may immediately impose a suspension. A suspension may be imposed:

To ensure the safety and well-being of members of the PTSA community or preservation of PTSA property;

To ensure the student's own physical or emotional safety and well-being; or

If the student poses a credible threat of disruption of or interference with the normal operations of PTSA.

During the suspension, the student will be denied access to the PTSA campus (including classes) and/or all other PTSA activities or privileges for which the student might otherwise be eligible. The student dean will designate a specific length of time which is appropriate for the suspension. The suspension shall extend only until such time as an adjudication can be completed and other sanctions (if any) imposed.

Suspension: The student is involuntarily separated from the seminary for a specified length of time. Absences from classes and chapels are not excused and academic work that is missed may not be made up.

Administrative Withdrawal: The student is required to withdraw from the seminary without the privilege of returning until a time specified by the administrative faculty council.

Expulsion: The student is permanently separated from the seminary with a notation of the reasons for the termination in his/her file. No refunds are made and the student will suffer the academic consequences of his/her actions.

When students are suspended or expelled for disciplinary reasons, there will be no refund of tuition for the semester and financial support may be canceled.

Legal restrictions can cause exceptions to the above procedures. In an event where the administration believes a crime has been committed, the administration will report the matter to the proper law enforcement agency. Legal requirements, such as INS I-20 requirements, may result in immediate termination if INS requirements are not being met (however, a student who believes the administration made a mistake and that requirements were met should communicate with the administration immediately).

Appendix

Incomplete Request Form

Name of Student	
Address	
Phone Number	
E-mail Address	

Course Number and	
-------------------	--

Title	
Semester	
Professor	

Required Assignments that Were Completed	Percent of Total Course Grade for this Assignment	Student Grade for this Assignment

Required Assignments that Were <i>NOT</i> Completed (Name and Describe)	Percent of Total Course Grade for this Assignment

Student's Signature

Professor's Signature

Academic Dean's Signature

Attach a course syllabus to this form! Submit one copy the completed form to the academic dean, one to the professor, and one to the student. Remember that this work must be completed within one semester or the Incomplete grade will be turned into a failing grade (i.e. "F").