創欣神學院
GETS Theological Seminary

STUDENT HANDBOOK

2026-2027

GETS Theological Seminary
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Message from the President

Welcome to GETS!

At GETS Theological Seminary, we are dedicated to cultivating a new generation of biblical teachers, pastors, and ministry leaders, equipping you to serve Jesus Christ effectively in churches, theological seminaries, and mission fields worldwide. As a Chinese-speaking Christian learning community, we respond to God's call by contextualizing and contemporizing biblical and theological teachings, ensuring that our training is both deeply rooted in Scripture and responsive to the challenges of today's world.

What sets GETS Theological Seminary apart is our commitment to innovative and flexible learning models. We adopt a holistic approach to education, integrating biblical studies, theology, church history, and ministry skills, with a special emphasis on spiritual formation. We focus not only on the transmission of academic knowledge but also on cultivating Christ-like character, Spirit-filled ministry, and the ability to integrate faith and practice.

Our faculty comes from diverse backgrounds, possessing a variety of cultural and ministry experiences, combining academic expertise with practical ministry experience, creating a rigorous and transformative learning environment. We are dedicated not only to the imparting of knowledge but also to the transformation of lives.

The core values of GETS Theological Seminary shape our identity—integrity, humility, diversity, trustworthiness, and faithfulness. We firmly believe that theological education is not merely about the accumulation of knowledge but also about the process of shaping faithful servants, enabling you to respond actively to the needs of the world with wisdom, love, and a deep commitment to God's kingdom.

The world today presents the church with unprecedented challenges and opportunities. Now, more than ever, we need well-equipped spiritual leaders who can discern the times, respond to God's call, and bring about gospel-centered transformation. We thank God for calling you, and sincerely welcome ou to join GETS Theological Seminary and embark on this journey of equipping yourself for the eternal kingdom."

Serving with you,

Rev. Joshua Ting

President, GETS Theological Seminary

I. About GETS Theological Seminary

A. Vision

To cultivate ministers and theological educators for global Chinese churches.

B. Mission

As a learning community of Chinese-speaking Christians, GETS Theological Seminary equips individuals to serve Jesus Christ effectively in ecclesiastical and educational ministries worldwide, by contextualizing and contemporizing biblical and theological teachings.

C. Goals

Through holistic training, GETS seeks to cultivate the servants of God who display academic and vocational excellence, Christ-like character, Spirit-filled ministry, integrative mindset, and kingdom commitment.

D. Core Values

1. Loyalty and Commitment
2. Wisdom and Excellence
3. Gentleness and Integrity
4. Love and Humility

E. Strategies

1. Offer various degree programs and distance learning options to meet the various needs of the church.
2. Partner with churches and Christian organizations to enlarge the impact of GETS theological education.
3. Enrich the theological content and enhance the quality of our theological education through seminars, dialogues, and publications that attend to and engage in topics of the times and the culture.
4. Offer courses pertaining to Chinese culture and current issues with a focus on Chinese contexts.

II. Statement of Faith

This we believe:

1. The Bible, containing the Old and New Testaments, is the inspired and infallible Word of God, the necessary and complete revelation of His Will for the salvation of humankind, and is the ultimate authority for Christian faith and life.
2. There is one true and living God, eternally existing in three distinct persons: Father, Son, and Holy Spirit.
3. The triune God is the Creator, the Sustainer and Ruler of the creation, but is prior to, and distinct from all creation.
4. The first man, Adam, was created by God in His image, but fell from his original state by sinning against God, and hence incurred upon himself and all his posterity the guilt of sin, condemnation, and death; therefore, all humans are in need of salvation, but are totally incapable of saving themselves.
5. After the Fall, God, in His mercy and love, made provision for humans' redemption through the promise and giving of the Savior Jesus Christ, in whom to believe is justification and life.
6. Jesus Christ is the Son of God, sent by the Father, begotten by the Holy Spirit and born of the virgin Mary, fully divine and fully human. He lived a sinless and obedient life, suffered and died on the cross for the sins of humankind. God raised Him from the dead, exalted Him as Lord of all, and gave Him the promise of the Holy Spirit for His Church.
7. Humans are saved by grace through faith in Christ in response to the Gospel preached, or otherwise presented, in the power of the Holy Spirit, through whom sinners became children of God and heirs of eternal life. Jesus Christ is the only mediator between God and humans; through Him believers have access to the Father.
8. Believers are a new creation in Christ, and are called to walk in the Spirit, to die unto sin, and to live unto righteousness, and thereby manifest the fruit of the Spirit, conforming themselves to the image of Christ; good works are the fruit of the Christian life, and are not ways of justification.
9. God alone is the Lord of our conscience, and believers are free from the commands of human which are contrary to, or in addition to, the Scriptures in matters of faith and conduct.
10. All believers belong to Christ and are indwelt by the Holy Spirit; together they make up the Body of Christ, the Invisible Church that is holy, universal, and united. The Church submits to the Great Commission of world evangelization and the Great Commandment of loving one another.
11. All believers are a royal priesthood; laity and clergy are of equal partnership in Christian ministry.
12. In the last days, Christ will come again personally and visibly to the earth to judge the living and the dead. There will be a bodily resurrection of the dead: of believers through the Holy Spirit unto the inheritance of eternal life, and unbelievers unto condemnation; and a new heaven and new earth will be ushered in.

III. Academic Policies

A. Admission Review

The admission is decided by the Admission Review Committee according to the admission requirements of each degree program. Please refer to the "Degree Programs" for details about the admission requirements and procedures.

B. Notice to International Students

1. International students are required to submit proof of self-sufficiency or financial support from churches or organizations.
2. After the applicant submits financial proof and is accepted by the seminary, he/she will receive the documents required for visa application sent by the seminary. Applicants must provide financial proof to certify that they have sufficient savings to cover all expenses, and upon arrival in the United States, they should bring sufficient funds to cover tuition and living expenses for the first year. For the first year's expenses (including tuition and living expenses), please refer to "Expenses".
3. After the applicant is admitted, the seminary will submit all the documents required to issue an I-20. Applicants must complete the I-20 application form online. Qualified applicants will receive the I-20 form along with other school materials. Applicants are then required to pay the SEVIS fee (Form I-901) online (about $ 350) and apply for a visa at a U.S. consulate. Please note that GETS does not vouch for student status, and does not assist the students' visa applications in their home countries.
4. Please visit the USCIS website (https://www.uscis.gov/) for details about F-1 Student Visa.

C. Student Status

1. Regular students: Students who are formally admitted.
2. Probationary students: Students who have not passed the admission interview and are temporarily allowed to take 2–3 courses.
3. Audit students: Students who enroll in courses offered by the seminary but have not applied for any degree programs.

Most courses of the seminary are open to all regular, probationary and audit students. Probationary and audit students do not need to meet the admission requirements before registration.

D. Academic Year

There are two semesters in one academic year: Fall Semester is from August to December and Spring Semester from January to May. There are 15 weeks of classes in each semester, and a final exam or a term paper is held or submitted in the 15th week. The seminary will irregularly offer intensive courses in summer.

E. Instruction Location

412 E. Rowland St, Covina, CA 91723.

F. Credits and Grades

1. Semester Credits System

The seminary adopts a semester system, and each semester credit includes 50 minutes of lectures, 50 minutes of pre-class preview, and 100 minutes of post-class homework per week. The student's attendance rate must reach 80% or more, otherwise no credits will be rewarded.

2. Leave/Absence

Absence must have a valid reason, and the process of asking for leave and notice of absence are as follows:

a. A written application must be submitted within 3 working days before the start of the class and approved by the professor of the course or the Academic Department.

b. The written application must be received by at least one of the following: (1) the professor of the course; (2) the Dean; (3) the Academic Department. The ways of receiving the written application include email, postal mail, or in-person delivery.

c. Valid reasons include sick leave, personal leave, bereavement leave upon an immediate family member, military leave, jury duty, maternity/paternity leave, etc.

d. If the reason for absenteeism is an emergency, such as sudden illness of the student or his/her family, car accident, car breakdown, etc., the Dean of Student Affairs or the Academic Department should be notified in time.

e. The approver must send the relevant documents to the Department of Student Affairs.

f. The Academic Department is not responsible for providing the audio/video recording of the absent class.

g. Being late for more than half of a class will be counted as an absence. Being absent/truant from more than 20% of classes will be counted as a withdrawal (W) of the course.

3. Leave of Absence

a. Students who are unable to continue their studies must apply for a "Leave of Absence" from the Academic Department in order to retain their student status.

   i. The Leave of Absence is valid for one year and the student must resubmit it each year.

   ii. After the Leave of Absence is over, the student must submit the "Reinstatement Form" to resume his/her study.

   iii. The student who does not apply for a Leave of Absence will be regarded as quitting the seminary.

b. The maximum period for the Leave of Absence is three years. If it exceeds three years, the student will be regarded as quitting the seminary. If the student wants to resume his/her study, he/she must be evaluated by the Admission Review Committee for readmission.

4. **The grades are recorded in English letter grade, percentage, and grade point average (GPA)**.
   The grade conversion is as follows:

Letter Grade	Percentage	GPA
A	94–100	4.0
A-	90–93	3.7
B+	87–89	3.3
B	84–86	3.0
B-	80–83	2.7
C+	77–79	2.3
C	74–76	2.0
C-	70–73	1.7
D	60–69	1.0
F	59 and below	0.0
Indication of Other English Letters		
P	Pass	
NP	Not Pass	
IP	In Progress	
I	Incomplete, with no final grade yet.	
W	Withdrawal before the end of class. It will not be graded and GPA will not be affected.	
WF	Withdrawal after the end of class. It will be graded "F" and GPA will be affected.	

5. **Assignments**
   Students must submit all assignments on time
   i. Late submission will be graded "0". Under special circumstances, a student may obtain prior approval from the professor for late submission.
   ii. Plagiarism and erroneous citation will be graded "0". Warning will be given for a first-time violation; repeated violations will lead to probation, suspension or dismissal.
6. **Examination**
   i. Usually the seminary does not allow students to retake examinations. Under special circumstances, with prior approval from the Academic Department, the professor may grant a student permission to retake or delay the examination.
   ii. Cheating in examination will be graded "F". Warning will be given for a first-time violation; repeated violations will lead to probation, suspension or dismissal.
7. **Registration**

i. Students must complete registration within the designated time; otherwise, late fee will be applied.
ii. International students must register at least 9 credits to maintain full-time student status.
iii. International students must maintain full-time status to meet legal requirement for students living in the US.

8. Add/Drop

Course changes may be made within the first week of the start of semester. There will be an additional fee for course changes in the second week. No course changes may be made from the third week. For refunds, please refer to the "Tuition Refund Policy".

9. Guidelines for Citing AI-Generated Text

To uphold academic integrity and preserve the originality of academic and research work, students who use

generative artificial intelligence (Generative Artificial Intelligence, or Generative AI) tools are expected to comply

with the following guidelines:

I. Principles Governing the Use of Generative Artificial Intelligence

1. Students may not directly use articles or substantial passages generated by generative artificial intelligence

as the primary content of reports, term papers, research papers, or other academic assignments. Presenting

text generated by generative artificial intelligence as one's own work without appropriate acknowledgment

will be considered plagiarism and will be handled in accordance with the institution's policies concerning

academic integrity.

2. Students may quote text generated by generative artificial intelligence within appropriate and reasonable

limits. Such quotations should be used only when necessary and should remain proportionate to the

student's own work. The total number of quoted words throughout the entire paper should not exceed 10%

of the total word count of the paper (Lester, 1976, as cited in Purdue University Online Writing Lab, 2021).

Excessive reliance on or quotation of others' ideas may diminish the student's own thinking, analysis, and

expression and may therefore constitute academic misconduct.

3. When using generative artificial intelligence to assist with academic writing, students must verify, evaluate,

and appropriately revise the generated content. Students should not treat generative artificial intelligence as

an academic source or use its content without critical evaluation. When information provided by generative

artificial intelligence involves facts, academic viewpoints, literature, or data, students are still responsible for

consulting and citing the original and reliable sources.

II. How to Cite AI-Generated Text

When students quote content generated by ChatGPT or other generative artificial intelligence tools, they should

follow the relevant guidelines of the Chicago/Turabian Style.

(1) When the Generative AI Tool and Prompt Are Identified in the Text

If the main text clearly identifies the use of ChatGPT and specifies the prompt used, the footnote may simply

indicate that the text was generated by ChatGPT, together with the name of the company that developed ChatGPT,

the date the content was generated, and the relevant URL.

G. Transfer of Credit

About the credits for prior experiential learning, the seminary only recognizes or awards credits for degrees or certificate programs that are earned through formal course works at seminaries, universities, or other educational institutions. The seminary reserves the right to make final decisions on this matter, considering factors such as the academic quality of the prospective students' previous institutions, their grades, and other relevant criteria. The seminary will not provide assessments or exams on this regard. Moreover, the seminary does not recognize or award credits for ministerial programs, internships, or other practical experiences. Furthermore, the credit evaluation and conferral process are entirely free of charge.

To ensure the quality and fairness of teaching, GETS has the following regulations for the review of all transfer of credits:

1. The seminary must be accredited by ATS (or ATA).
2. If the seminary is not accredited by ATS (or ATA), the review will be processed on a case-by-case basis.
    a. The student must submit the following information: diplomas, transcripts, course descriptions, and course instructors' CVs or educational background.
    b. The content of the courses and the instructors' educational background must meet the requirements of GETS.
    c. Class Hour: The student must provide a description of class hours and credit requirements for transfer of credits. (A course of 4-quarter-credit requires a

minimum of 33 class hours; a course of 3-semester-credit requires a minimum of 37.5 class hours.)

3. Grades of the courses to be transferred must be B or above for MACS and B+ or above for DMIN.
4. The courses to be transferred must be taken within 7 years.
5. The total credit transferred must not exceed 50% of the degree requirement for MACS and 6 credits (2 courses) for DMin.
6. GETS has not signed credit transfer agreements with any school.

IV. Expenses

A. Fees

All fees are in US dollars and subject to change without notice. All fees are non-refundable except tuition fees. All fees must be paid in full upon registration, or in instalments by applying to the seminary.

Master of Arts in Christian Studies (MACS)

The total estimated cost of one academic year is US$4,685, and the total estimated cost of the entire program is **US$15,980–$16,500.**

Item		Entire Program	One Academic Year
Mandatory Expenses	Application fee	$100 *****	-----
	Tuition ($250/credit)	$15,000 ($250×60 credits)	$4,500 ($250×18 credits)
	Registration fee ($50/semester)	$400 ($50×8 semesters)	$100 ($50×2 semesters)
	Technology fee ($35/semester)	$210 ($35×6 semesters)	$70 ($35×2 semesters)
	Graduation fee	$200	-----
	Document copying fee	$5	$5
Possible Expenses	Late registration fee	$30	-----
	Add/Drop fee	$10	$10
	Late payment fee	$25	-----
	Program change fee	$50	-----
	Program extension fee	$300	-----
	Replacement diploma	$50	-----
	Transcript/Letter of Certification (per copy)	$50	-----
	Course material fee	Varies per course	Varies per course
	Student Tuition Recovery Fund (STRF; please see "Appendix I" for details)	$0	$0
Total		**$15,815–$16,330**	**$4,685**

Notes

***** $125 application fee for international student (F-1 visa)

Doctor of Ministry (DMIN)

The total estimated cost of one academic year is US$2,330, and the total estimated cost of the entire program is US$**12,725-$14,970**.

Item		Entire Program	One Academic Year
Mandatory Expenses	Application fee	$100	-----
	Tuition ($350/credit)	$13,650 ($350×39 credits)	$2,730 ($13650÷5 years)
	Registration fee ($50/semester)	$500 ($50×10 semesters)	$100 ($50×2 semesters)
	Technology fee ($35/semester)	$350 ($35×10 semesters)	$70 ($35×2 semesters)
	Candidacy assessment fee	$400	-----
	Dissertation format review and binding fee	$450	-----
	Completion fee or Graduation fee	$200	-----
	Document copying fee	$5	$5
	Late registration fee	$30	-----
	Independent study (per credit)	$975 (325×3 credits)	-----
Possible Expenses	Early application for the primary advisor	$275	-----
	Add/Drop fee	$10	$10
	Late payment fee	$25	-----
	Program extension fee (per each extension)	$825 ($275×3 credits)	-----
	Replacement diploma	$50	-----
	Transcript/Letter of Certification (per copy)	$50	-----
	Course material fee	Varies per course	Varies per course
	Student Tuition Recovery Fund (STRF; please see "Appendix I" for details)	$0	$0
Total		**$15,655 - $17,220**	**$2,915**

Note

***** $200 application fee for international student (F-1 visa)

Because many of GETS's international students receive tuition assistance from churches or Christian organizations, the seminary generally does not provide institutional scholarships, grants, or student loans. But for local students who might obtain loans, the students will have to repay the full amount of the loans plus interests, less the amount of any refund. If local students receive federal student financial aid funds, they are entitled to a refund of the money not paid from the federal financial aid funds.

B. Tuition Refund Policy

This refund policy is established in accordance with California Education Code CEC § 94909 (a)(8)(B) and aims to provide students with clear procedures for cancellation or withdrawal and corresponding refund standards.

1. **Cancellation of Enrollment Agreement**

   Students may cancel their enrollment agreement either before the course starts or within 7 days of the course start date and receive a full refund (including all paid tuition and related fees), excluding non-refundable registration fees or other fees clearly stated as non-refundable.

   Cancellation Procedure:

   - Students must submit a written cancellation notice (which can be submitted via mail, email, or in person).
   - The notice should include the student's name, course name, enrollment date, and cancellation reason (optional).

   The institution will process the cancellation and refund within **45** days of receiving the notice.

2. **Withdrawal from the Institution**

   Students may withdraw from the institution or course at any time, but the refund amount will be calculated based on the proportion of the course completed.

3. **Withdrawal Procedure**

   - Students must submit a written withdrawal request (which can be submitted via mail or email). A withdrawal can be effectuated by the student's written notice or by the student's behavior, including, but not always limited to, a student's lack of attendance.
   - The request should include the student's name, course name, withdrawal date, and withdrawal reason (optional).

   The institution will confirm the withdrawal and provide a refund breakdown within 10

business days of receiving the request.

4. **Refund Calculation**
    - The seminary shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
    - The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, excluding non-refundable fees.

5. **Non-refundable Charges**
   The following charges are non-refundable:
    - Registration fees
    - Course materials fees (if applicable)
    - Tuition for completed portions of the course
    - Technology fee

6. **Processing Time**
   All refunds will be completed within 45 business days after the institution receives the student's written cancellation or withdrawal request.

7. **Exceptions**
   The seminary will notify the student in writing to terminate his/her study and regard the student as quitting the seminary without any refund for the following circumstances:
    - The student fails to maintain a good academic progress.
    - The student fails to abide by the rules and regulations of GETS.
    - The student’s absence reaches the maximum that GETS regulates.
    - The student arrears in tuition fees.

   This policy is designed to protect the rights of students. If you have any questions, please contact the institution's academic office or financial department.

C. Living Expenses

Students are responsible for the living expenses of themselves and their families. For information about accommodation, please contact the Department of Student Affairs. The estimated annual living expenses are - single, US$22,400; couple, US$27,000; each child, US$4,600.

D. Medical Insurance

Local students should purchase their own medical insurance. The Department of Student Affairs can provide insurance information for international students who are responsible for all expenses.

E. Nondiscrimination Policy

In recruiting students, awarding scholarships, hiring faculty members, or formulating other policies, the seminary upholds and implements the nondiscrimination policy: everyone has an equal opportunity regardless of his/her race, color, age, sex, nationality, family condition, physical condition, or social status.

F. Student Record Retention Policy

Here are policies on the retention of student records:

1. **Maintain permanent records**

   The seminary shall maintain permanent records of all students who receive degrees and certificates from the seminary. The records consist of:
   - The granted degrees or certificates, as well as the dates of the conferral of degrees or certificates.
   - The courses or unites that constitute the basis of the conferral of degrees or certificates, together with the grades of those courses or units.

2. **Content of Student Records**
   - **Academic Records**: Includes admission applications, enrollment records, course grades, copies of diplomas, and related documents.
   - **Financial Records**: Includes tuition payment records, refund records, and financial aid or scholarship application documents.
   - **Examination and Evaluation Records**: Includes exam results, group discussions, academic works, and other relevant evaluation materials.
   - **Other Relevant Records**: Includes student appeals, disciplinary records, and documents related to student services.

3. **Record Retention Period**
   - **General Retention**: some non-essential records, especially for those students who do not graduate from the seminary, must be retained for at least five years and no more than seven years, in compliance with legal requirements.
   - **Permanent Records**: Essential academic records of graduates (such as transcripts, diplomas, and theses) will be retained indefinitely.

4. **Record Storage and Privacy Protection**
   - **Storage Methods:**
     - Physical files are stored in locked, fireproof cabinets.
     - Electronic files are stored on the institution's internal file servers with access restrictions and usage controls.
   - **Privacy Protection:**

- Record privacy is strictly maintained.
- Access is limited to the student and authorized administrative staff.
- Students wishing to view or obtain copies of their records must submit a written request in advance.

- **Record Disposal**
  - Physical files are securely destroyed after the retention period expires.
  - Electronic records are permanently deleted upon the expiration of the retention period.

G. Distance Education Disclosure

This seminary offers distance educational programs. The seminary shall transmit the first lesson and any materials to any student within seven (7) days after the seminary accepts students for admission. (5 CCR §71716(a)) Approximately seven (7) days will elapse between the seminary's issuance of the receipt of student lessons, projects, or dissertations and the seminary's mailing of its response or evaluation back to students (5 CCR §71810 (b)(11)).

This seminary shall transmit all of the lessons and other materials to students if students (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the seminary transmits the balance of the material per the students' requests, the seminary shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by students, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Students have the right to cancel the agreement, and cancellation is effective on the date the written notice of cancellation, which must be sent to: info@mygets.org. For the purpose of determining the amount of the refund, the date of the students' withdrawal shall be deemed the last date of recorded attendance. The refund requirement and procedure are already stipulated on the Tuition Refund Policy above (II). Additionally, the refund will be less than any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. For distance education students, scheduled days is based on a five-day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

V. Student Life

A. Student Life

The Department of Student Affairs will assist students in handling various life-related matters:

1. Spiritual Life

a. Chapel time: Arrange monthly worship and invite speakers.
b. Develop a prayer life: student prayer meetings.

2. Student Life

a. To care for students' personal life, spiritual maturity and family relationship.
b. To assist in addressing issues of student conduct and grievances.
c. To oversee "Student Advisory Group" and dormitory life.
d. To enhance communication between the seminary and students.
e. To care for students' personal emergency and assist them in resolving problems in their lives.
f. To coach the Student Council.
g. To plan new student orientation and extracurricular activities.

3. Internship (for MACS & Master of Divinity Program)

a. To oversee students' internship.
b. To communicate with partnering churches and internship mentors.
c. To promote and arrange students' short-term mission trips in summer.
d. To visit LA area churches and start to intern second semester or second year.

4. Alumni

To connect with alumni and be their partners on their life journeys.

5. Student Council

a. The Student Council is composed of student representatives with positions of President, Vice President, Secretary, Activities, Caring, General Affairs, Finance, and Treasurer.
b. To assist in enriching student life and arrange extracurricular activities for students.
c. To be a bridge between the seminary and the student body and cooperate with the seminary to promote various activities and develop training plans.

B. Disciplinary Action

1. Warning

The student who violates the seminary regulations for the first time will be given a written warning, and the record will be retained for 3 years.

2. Probation

a. If a student's behavior violates the seminary regulations, the student will be put on

probation for one semester. If the student fails to improve, the seminary reserves the right to suspend or dismiss the student.

b. For academic violations, the student will not obtain credit for the course, in addition to being put on probation.

3. **Suspension**

   The academic affairs meeting will deliberate on the duration of suspension for the student, and the student may apply for resumption of schooling after the termination of suspension.

4. **Dismissal**

   If a student's violation is serious, the seminary may dismiss the student.

5. The academic affairs meeting will decide whether to record the above situations on the student's transcript. The record can be kept for 5 years after the student withdraws or graduates, and the Academic Department can also decide to delete it after the duration.

C. Code of Conduct

Students are called to be ministers and workers in churches or Christian institutions, and their behavior should be a model for believers. Therefore, the seminary expects their behavior to conform to a higher standard of conduct.

1. To behave and dress appropriately in accordance with God's calling.
2. To be cooperative with team spirit and be punctual and involved. To give prior notice if absence is unavoidable for legitimate reasons.
3. To maintain harmony with other students internally and be an excellent representative of the seminary externally.
4. To eliminate any unbiblical behavior or habit, such as stealing, verbal violence, lying, alcoholism, gambling, violence, adultery, and use or possession of illegal drugs.
5. Improper use of seminary resources:
   a. Stealing seminary resources.
   b. Misusing, misplacing, or damaging seminary facilities and resources.
   c. Using seminary facilities for matters that are unbiblical.
6. To obey all regulations and policies of the seminary.

The seminary handles student affairs according to biblical principles and cares for the needs of each student. For the long-term development of the seminary and students, the Department of Student Affairs handles every matter seriously. Since most of the students in the seminary are future ministers, the faculty, students and staff are expected to be self-disciplined and caring. If any student has behavioral or moral issues, please report to the Department of Student Affairs.

After receiving the report, the Department of Student Affairs will weigh the seriousness of the matter and summon the student for a meeting to provide counseling. If necessary, the Department of Student Affairs will launch an investigation. If the issue cannot be resolved after counseling, it

will be submitted to the academic affairs meeting to determine whether the student has violated the seminary regulations. If the student does violate the rules, the Academic Dean will notify the student in writing. The student has 2 weeks to appeal and meet with the Academic Dean, Dean of Student Affairs, and a faculty member representing the Academic Department to state the case.

D. Sexual Harassment

The seminary is committed to providing and maintaining a healthy learning and working environments for all students, staff, and faculty. The existence of sexual harassment on campus undermines the educational environment, thus the seminary is committed to taking action to prevent and eliminate all such behavior and will hold individuals who engage in such behavior accountable and subject to disciplinary action.

1. Definition: Sexual harassment is defined to include direct and indirect sexual advances including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
2. The EC will assist the faculty, students, or staff who may have been subject to sexual harassment. Any complaints against the Dean of Student Affairs or any other directors should be directed to the President.
3. Complaints procedure: Concerns, questions and complaints about sexual harassment may be discussed with the Dean of Student Affairs.
    a. Informal Complaints: Every effort will be made to resolve the complaint informally. If the complaint cannot be informally resolved the complainant will be advised to initiate a formal complaint. It should be understood that merely discussing the complaint does not constitute a formal charge of sexual harassment.
    b. Formal Complaints:
        i. A formal complaint is a written complaint signed by the complainant and submitted to the Dean of Student Affairs.
        ii. During any investigation of a formal complaint, the respondent must be notified of the complaint and the identity of the complainant. The respondent shall be informed of the specific charges in actual circumstances as soon as possible. While the respondent is given such information, privacy will be maintained to the extent possible until a formal disciplinary action is taken.
        iii. All formal actions regarding violations of campus sexual harassment policies and procedures by any faculty member, student or staff member will be subject to the disciplinary procedures of the seminary. Disciplines may include dismissal. In any case, the respondent has the right to legal counsel. Only substantiated charges are placed on permanent records.
4. Retaliation: No person shall be subjected to any form of retaliation or threat of retaliation for exercising his/her rights and/or responsibilities under the sexual harassment policy and procedures. A charge of retaliation or threat of retaliation shall be considered as a

separate allegation from the charge of sexual harassment. A finding of retaliation or threat of retaliation shall constitute a separate violation of this policy and is not dependent on a finding of a violation of any other section of the policy.

5. Patently false accusation: Patently false accusation of sexual harassment will constitute a violation of the seminary regulations, and the accuser will be disciplined by the seminary.

E. Student Grievance Policy

1. If a student has a grievance, he/she should work with the other party involved to solve the problem in accordance with biblical principles.
2. If the grievance cannot be resolved, it should be reported to the Department of Student Affairs. The Department of Student Affairs will try its best to solve the problem under the principle of protecting the privacy of both parties. The settlement agreement shall be signed by both parties, and each of the parties involved and the Department of Student Affairs shall keep a copy.
3. If the party has no intention of accepting correction, the Dean of Student Affairs has the right to call a hearing. If the grievance involves a faculty member or staff member, his/her supervisor and a representative from the EC must be present at the hearing.
4. If the hearing fails to resolve the grievance, the Department of Student Affairs shall make a resolution within 30 days, signed by both parties, and each of the parties involved shall keep a copy. The Department of Student Affairs must retain a copy of the resolution and the audio recording of the hearing. This resolution cannot be changed and must be submitted to the EC.
5. If the grievance involves a faculty member, a senior faculty member may be appointed to assist in resolving the grievance.
6. If the grievance is related to a violation of the Code of Conduct, please refer to the instructions in the "Code of Conduct".

F. Student Services

1. Chapel time and prayer: Chapel time and prayer meetings are parts of the daily schedule at the seminary. The chapel time plays an important role in shaping Christian character and promoting unity of faculty, students, and staff. Student life is assessed based on students' participation in services at chapel time and small group prayer meetings. The seminary invites local pastors, faculty, and visiting alumni to speak at the chapel time. Students have the opportunity to lead praise and worship, and preach in their mother tongues, sharing Christian worship on a multicultural aspect.
2. Personal Development Plan (PDP): PDP is a tool to help develop a student's life in many areas of becoming an effective leader. A holistic approach to leadership reflects the biblical understanding of sanctification whereby there are change and growth in every area of Christian life so that Christ is seen in a leader's life.
3. Care for spirituality and life: Through sending a devotional article, a selected passage of scripture, the latest figures and reminders of the US epidemic, and a selected photo vis

WhatsApp, Line, and WeChat every day, the seminary conveys multi-faceted care and encouragement to each student, and also allows students to use the response function of social media to connect with the seminary in time. Every MACS student is assigned a resident professor as his/her mentor at the beginning of the program and the mentor guides the student in developing his/her curriculum related to his/her concentration.

4. Student Council: The student body elects a Student Council President and other positions every academic year. The Student Council President's responsibility involves serving the student body in various capacities including representing students before the faculty and staff to express their opinions, organizing students' activities, and coordinating students' participation. The seminary strongly encourages students to participate in the student government, especially in various student activities provided by the seminary.
5. Special needs/Disability services: Upon request, students with disabilities may be provided with equipment needed for moving on campus, such as temporary wheelchairs and crutches. Please contact the Department of Student Affairs for details via studentaffairs@gets.edu.
6. Job placement information: The seminary is committed to serving all churches and Christian institutions, so that all graduates can engage in various ministries in accordance with God's calling for them. All degree programs of the seminary prepare graduates for clergy, leadership of religious practice and education, and all other types of religious workers. The seminary is not responsible for job placement. Since most of the students are sponsored by their home churches or organizations, they must participate in their sponsors' service during summer internship and after graduation. The supervisor of internship should fill out the internship evaluation report and submit it to the Department of Student Affairs. If the supervisor has any suggestions, he/she may contact the Department of Student Affairs.
7. Housing information: Currently, the seminary does not offer on-campus housing. However, several apartments are available for rent within walking distance of the campus. The approximate monthly rental prices are as follows:

    - **One-bedroom**: $1,500–$2,400
    - **Two-bedroom**: $2,000–$2,500
    - **Three-bedroom**: $2,400–$3,700

    The seminary does not have responsibility to assist students in finding housing.

8. International student practical training policy: International students can obtain CPT/OPT permission through the Department of Student Affairs before the internship begins.

G. Financial Aid

Since most of the students are sponsored by churches or organizations, the seminary does not offer any form of financial aid, and the seminary is not qualified for FAFSA. Therefore, the seminary does not participate in federal and state financial aid programs. The seminary encourages and accepts any church, organization and individual to support students through donations.

Appendix I

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Ste 225, Sacramento, CA 95834; (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

A. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

B. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

C. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

D. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

E. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

F. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

G. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.