International University & Theological Seminary

CATALOG

2026-2027

(July 01, 2026 – June 30, 2027)

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GREETINGS FROM THE PRESIDENT

I am so pleased to welcome you to International University & Theological Seminary (IUTS). The entire faculty and staff of IUTS is committed to providing you with a quality Christian higher education fulfilling the cause of Christ Jesus. We believe that you will understand biblical truth in a deeper way, build a meaningful relationship with the Lord, experience a spiritual uplifting, and develop a biblical worldview through your study and life at IUTS.

Our excellent educational programs will serve to prepare you to be of maximum use both in the church and in a global society for the purpose and glory of God. You will acquire rich biblical knowledge and ministerial/professional skills that enable you to render service needed to the church and society.

We will help you to pursue Christlike character and uphold passion for the Lord. We want to see you experience a meaningful transformation in your life at IUTS and go forth into wonderful ministries and successful careers in the future.

On behalf of the faculty and staff of IUTS, I invite you to join us walking with the gracious Lord for the advancement of His Kingdom.

Sincerely,

MC Myung Lee

President

GENERAL INFORMATION

MISSION STATEMENT

International University & Theological Seminary (IUTS) exists to equip students to be faithful Christian leaders in the church and in society, through a Christ centered excellent higher education.

INSTITUTIONAL OBJECTIVES

To fulfill its mission, International University & Theological Seminary pursues certain outcomes to be demonstrated in its graduates as follows:

1. To demonstrate a deeper relationship with God
2. To exhibit a Christ-like life and the fruits of the Holy Spirit
3. To acquire in-depth knowledge of the Bible as the ultimate authority for faith and life
4. To interpret the Bible and apply it to the contemporary life and society
5. To uphold a biblical worldview to understand and respond to the contemporary society
6. To think critically, communicate effectively, and research productively
7. To effectively communicate the gospel of Christ Jesus
8. To acquire proper ministry skills for serving in churches and in communities
9. To lead with servant mind in the church and in the global society

PHILOSOPHY OF EDUCATION

International University & Theological Seminary (IUTS) upholds the primacy of the truth revealed in the Bible and incarnate in Jesus Christ. In this light, IUTS is based on a philosophy of education which recognizes the one true and living God of Trinity as the Author of life and the Bible as the ultimate norm for human life. IUTS believes that the Bible, God's Word must be central in all learning, and that it is our responsibility to provide the tools to embolden and encourage our students to spread the Word of God.

STATEMENT OF FAITH

International University & Theological Seminary conforms to the following statement of faith:

The Bible is the only source of knowledge about God and His forgiveness, and is also the way in which He speaks to us today. It was written by people as they were directed and guided by God's Holy Spirit, and so it is true and without error.

- There is only one true God. He has revealed Himself in three persons: Father, Son, and Holy Spirit.
- God the Father is the Creator of the universe with all of its grandeur and beauty, and He alone sustains it with His almighty power. The crown of His creation was Adam and Eve, whom He made in His own image that they might live in fellowship with Him and care for His creation.
- Adam and Eve doubted and rebelled against God. Now every human being is born with a self-centered (sinful) nature. We cannot change our nature or please God by our own efforts, because God requires perfection. We are not perfect. Therefore, all of us need forgiveness and new life, which comes only from God in Jesus Christ.
- Jesus Christ is God the Son. In His perfect life on earth, He did what no one can do. Through His death on the cross, He took upon Himself the punishment for sin that was due all people. By defeating death and rising from the dead, Jesus showed the world that His sacrifice on the cross had been accepted by God the Father, paying for man's sin.
- God the Holy Spirit gives us this new relationship with Jesus. By giving us faith in who Jesus is and what He has done, the Spirit applies to us the forgiveness won by God the Son. The Holy Spirit also encourages and nurtures us as we grow in our relationship with the Lord.
- The Church is the fellowship of all who have come to faith in Jesus Christ as their Savior and Lord. God has given His Church two sacraments as signs and seals of His grace: Baptism and the Lord’s Supper. In the Lord’s Supper, believers who receive the bread and wine in faith are spiritually nourished by Christ.
- A Christian is a member of the Church not because of what he has done or who he is, but because God has called him into a relationship with Jesus Christ as Savior and Lord. While here on earth our imperfections remain with us, but thanks to Jesus we are already perfect in God's eyes.
- Christians are called to live for Jesus, seeking to serve and honor Him in all facets of life. Life cannot be divided into compartments where Jesus is not present. To know Him is the only way to know what true life is all about, and serving him is life's greatest privilege.
- Death is no longer something to be feared. Rather, all those who trust in Jesus will live in joy with him in heaven for eternity. Death is now simply a doorway to another level of intimacy with God.

STATEMENT OF ETHICAL VALUES

Academic Integrity

We as faculty and students alike commit to honesty in all aspects of our work. Faculty are responsible for modeling in their lectures and publications the same standards for use of oral and written sources that they expect of students in students' oral and written work.

Academic integrity requires that as faculty:

- we will carefully acknowledge our dependence on the ideas of others, including those of our students, in publications, and as appropriate in lectures and in materials distributed in class;
- we will follow accepted standards in the construction and grading of examinations;
- we will challenge academic dishonesty when it occurs;
- we will seek to assure consistency in applying these standards by consulting with colleagues as we deal with questions and issues about academic integrity within our professional work.

Academic integrity requires that as students:

- we will rigorously follow accepted standards of citation for quoting directly or indirectly from published or unpublished sources;
- we will not, in take-home or in-class examinations,
    - provide or receive answers from other students during an examination
    - plagiarize the works of others
    - use informational aids such as "crib sheets" or other types of notes during an examination
    - do anything else that might reasonably be construed as cheating.

Non-Discrimination

International University & Theological Seminary notes that all persons are created in the image of God and equal and admits students of any race, gender, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students. Everyone has the equal opportunity and access in IUTS's educational programs, administration, and activities. IUTS also hires staff and faculty without discrimination in regard to the above. IUTS provides full and affirmative compliance with the provision of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The President serves as Title IX Coordinator and may be reached at info@imission.us or (213) 761-7985.

Students with disabilities may request reasonable academic accommodations. Requests should be made in writing to the Chief Academic Officer, with supporting documentation from a qualified professional, before the start of the semester or as soon as the need arises. The Chief Academic Officer, in consultation with the student's instructors, determines appropriate accommodations, and information about a student's disability is kept confidential. A student who disagrees with an accommodation decision may appeal to the President.

LOCATION AND CONTACT INFORMATION

International University & Theological Seminary is located in central Los Angeles. It is present in the midst of diverse ethnic/cultural communities. Class Sessions are held at the IUTS campus, 3055 Wilshire Blvd.

Suite 985, Los Angeles, CA 90010, Phone: (213) 761-7985, Fax: (213) 377-5088, Email: info@imission.us, Website: www.imission.us.

EXEMPTION AND ACCREDITATION STATUS

Bureau of Private Postsecondary Education

This institution is a private institution operating under the California Education Code (CEC) section 94874(e)(1) by receiving exempt status from the Bureau for Private Postsecondary Education (BPPE). For more information, please refer to the Bureau for Private Postsecondary Education (BPPE)

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Fax Number: (916) 263-1897

Association for Biblical Higher Education

International University and Theological Seminary's degree programs are not accredited. A degree and degree program from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

International University and Theological Seminary (IUTS) holds Candidate Status with the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808). Candidate status is a pre-accreditation status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving accreditation status within five years.

As a candidate institution, IUTS submits required progress reports to the Commission on Accreditation and implements the institutional improvements identified through the accreditation process, including those relating to institutional assessment, faculty qualifications, financial stability, and learning resources. The institution's self-study materials are submitted to the Commission by May 15 prior to an evaluation team visit to assess the institution's readiness for initial accreditation.

More information about ABHE can be obtained at http://www.abhe.org

Address 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822.

Phone: (407) 207-0808

e-mail: info@abhe.org

TRANSFERABILITY

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at IUTS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, and/or certificate you earn in IUTS is also at the complete discretion of the institution to which you may seek to transfer.

If the credits, degree, diploma, and/or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your course work at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IUTS to determine if your credits, degree, diploma and/or certificate will transfer.

BANKRUPTCY

International University & Theological Seminary (IUTS) has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

COMPLIANCE AND SELF-MONITORING

The board of directors bears major responsibility for maintaining the institution in compliance with the institutional purpose and the California Regulations, though the process engages the entire campus including CEO, CAO, CFO, faculty, staff, and students. The institution's policies and procedures are developed, appropriately approved and disseminated for administrative operations and Academic/financial practices. The institution annually reviews its policies and procedures: the faculty, administrators, and the board participate in this process. the Chief Academic Officer coordinates this process and the President presents the result to the board of directors for their review and approval. The board approves the policies and procedures annually and the board minutes confirm the approvals.

Prior to enrollment, the institution provides a prospective student or the general public, either in writing or electronically, with a school catalog. The catalog is reviewed and updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The faculty, administrators, and the board participate in the process of reviewing and updating the catalog: the Chief Academic Officer coordinates this process and the President presents the result to the board of directors for their review and approval. The board approves the catalog each year and the board minutes confirm the approval.

STUDENT ACHIEVEMENT AND OUTCOMES DATA

IUTS publishes current student achievement data, including retention and graduation rates for each degree program, on the institution's website at www.imission.us through a clearly identified link on the homepage. The data are updated annually and are also available in print from the Office of the Registrar upon request.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

IUTS evaluates applicants in the light of the three criteria of genuine Christian faith, character, and academic ability. Each program requires applicants to submit relevant evidence to verify their qualifications.

Bachelor of Theology

- A completed application
- Graduation from high school with a minimum 2.0 GPA or General Equivalency Diploma (GED)
- An agreement to the faith statement of International University & Theological Seminary.
- Application fee: $200

Master of Divinity

- A completed application
- Bachelor's degree with a minimum GPA 2.5.
- An agreement to the faith statement of International University & Theological Seminary.
- Application fee: $200

GRADUATION REQUIREMENTS

Bachelor of Theology

- A completion of all required course work of 120 semester hours with at least a cumulative GPA of 2.0.
- A successful completion of at least 60 credits in residency at IUTS.
- A settlement of all financial obligations to IUTS.

Master of Divinity

- A completion of all required course work of 96 semester hours with at least a cumulative GPA of 2.5.
- A successful completion of at least 48 credits in residency at IUTS.
- A successful completion of the capstone project.

- A settlement of all financial obligations to IUTS.

INTERNATIONAL ADMISSIONS

International University & Theological Seminary is certified by the Student and Exchange Visitor Program (SEVP) to issue Form I-20 to students from other countries. International students are subject to the admission policies of IUTS and to the regulations of the U.S. Department of Homeland Security.

International students applying for admission must:

1. File all of the documents required of any new student. Transcripts of academic achievement submitted in a foreign language must be accompanied by a certified translation into English.

2. Demonstrate English proficiency. It is required that students demonstrate adequate reading, writing, and speaking skills in English, since all educational activities at IUTS are conducted in English. If your first language is not English, or if your previous education has been conducted in another language, you are required to demonstrate English proficiency of TOEFL score of 550 for paper-based test or 80 for internet-based test (iBT). Those applicants without the required TOEFL score should successfully complete 12 hours of English courses with minimum average B grade (GS 110 English Grammar & Composition, GS 120 English for Theological Study I, GS 180 English for Theological Study II) during the first year they enrolled in their programs.

3. Submit a financial guarantee (bank statements and, if sponsored, an affidavit of support from the sponsor) that all incurred expenses while in attendance at IUTS will be underwritten. This financial guarantee must be from the source(s) that will provide the funds for actual study and living expenses. This can be accomplished by:

    a. Provide proof that the student is sponsored by a responsible Christian organization which will commit itself to guarantee the necessary support and round-trip transportation for the student and his or her dependents (if they are to accompany the student to the seminary).

    b. Demonstrate with a letter from a bank or savings institution that the student has on deposit sufficient funds to cover tuition, other school fees, living expenses for the student and family, and round-trip airfare.

    c. Provide the same proof from other individuals or organizations that wish to contribute to the student's support that there are sufficient funds available to cover the student's financial commitment. If the dependents are remaining in their home country, IUTS strongly recommends that appropriate financial arrangements be made to care for them during the entire time the student is away, in addition to the student's expenses in the United States.

4. Maintain a full program of studies per semester. F-1 students may work on campus up to 20 hours a week while school is in session; off-campus work requires authorization (CPT or OPT). Employment must not interfere with the student's studies.

ABILITY TO BENEFIT POLICY

International University & Theological Seminary does not offer the award of credit for prior experiential learning or ability to benefit.

TRANSFER OF CREDIT

IUTS will accept transfer credits from other institutions subject to the following conditions and limitations:

- Credits earned at institutions that have been approved by the BPPE, or another appropriate and equivalent state agency, or institutions accredited by an accrediting agency recognized by the U.S.D.O.E. will be considered as equivalent to IUTS course work where the course descriptions and/or objectives are similar to IUTS courses and are transferred through official transcripts.
- Credits accepted in transfer must be at the grade level of 'C' or higher.
- B.Th.: Up to 60 Semester units
- M.Div.: Up to 18 Semester units
- IUTS reserves the right to deny credit for specific courses.

Students desiring to transfer credits must have an official transcript on file and must confer with the Chief Academic Officer before or during their first semester at IUTS. IUTS will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on IUTS transcripts until the student's first semester at IUTS is satisfactorily completed.

ARTICULATION AGREEMENT

IUTS currently maintains an articulation agreement with St. Luke University.

ADMISSIONS NOTIFICATION AND REGISTRATION

The Director of Admissions will inform applicants of the decision by mail within fourteen (14) business days after having reviewed the application. All matriculated students are required to register for the following semester by the registration deadline shown in the Academic Calendar. These deadlines are posted on the official bulletin board. Continuing registration fees are $20.00 per semester. A late registration fee of $20.00 is assessed to students who do not register within the deadline.

WITHDRAWAL FROM THE INSTITUTION

Those who want to withdraw temporarily from IUTS, but with the intent to remain as continuing students, should obtain the approval of the Chief Academic Officer. A withdrawal may be effectuated by the student's

written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who fail to register for a semester without an approved leave of absence will be considered as withdrawn from IUTS. Such students must apply for re-admission if they wish to complete their program of study at IUTS. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from IUTS. Notification must be in writing. The following must take place for any student to withdraw from IUTS:

- Notify the Chief Academic Officer or Registrar of intent to withdraw by completing a Withdrawal Notice form.
- Clear all outstanding debt with IUTS.

READMISSION POLICY

Former students who have been absent from IUTS at least one semester (not including study abroad or an approved leave of absence), must reapply for admission. Those who wish to be considered for reinstatement following suspension must also have approval from the Chief Academic Officer. Official transcripts from other institution or attempted/completed coursework must be submitted to be evaluated. No one will be permitted to register for classes until officially readmitted or reinstated to IUTS. Students who have been absent from IUTS for one or more years will be subject to degree requirements in the catalog of the re-entry year.

CAMPUS VISITS

Prospective students are welcome to visit the campus or arrange an online meeting. Appointments can be made with the Director of Admissions at (213) 761-7985, 9:00 a.m. to 5:00 p.m. on weekdays.

ACADEMIC PROGRAMS

International University & Theological Seminary offers two educational programs: Bachelor of Theology (B.Th.) and Master of Divinity (M.Div.).

BACHELOR OF THEOLOGY (B.TH.)

Program Description

This program is designed to equip students with rich biblical understanding, Christlike character, and ministry ability to effectively serve in the church and in society. The program consists of 120 semester hours: 36 hours General Studies, 48 hours Bible/Theology, 32 hours Professional Studies, and 4 hours Spirituality Formation. The course of study usually spans a period of four years. Students must complete their study within six years, beginning on the date of their first registration for courses. Those who carry

twelve or more hours are considered full-time students. Those carrying fewer than twelve hours are considered part-time students.

Program Learning Outcomes

Upon completion of the program, students will be able to:

Religious Heritage

1. Demonstrate a foundational understanding of the Bible and the ability to interpret and communicate it accurately.
2. Articulate theological views within the broader Reformed theological tradition.
3. Comprehend historical theology and its significance for the contemporary situation.

Spiritual Formation

1. Deepen one's knowledge of and love for God, self, and others
2. Understand the dynamic process of spiritual transformation into Christlikeness
3. Cultivate a deeper intimacy with Christ in personal life through development and practice of spiritual disciplines (formational habits)
4. Exhibit an increasing degree of the fruit of the Spirit, that is, love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Cultural Context

1. Develop a Christian worldview and apply biblical principles to individuals, communities, and the world, in view of diverse religious traditions of the world and particularities of different cultures.
2. Develop the ability to critically evaluate insights drawn from the humanities, natural sciences, social sciences, and the arts from a biblical perspective, integrate with theology, and apply to their life and ministry.
3. Write clear, well-documented research papers at the undergraduate level.

Ministerial and Public Leadership

1. Integrate biblical principles of leadership and theological knowledge with the professional skills needed for effective ministerial and public leadership, such as administration, preaching, teaching, counseling, evangelizing, discipling, and worship.

Curriculum

General Studies (36 Semester hours: Required 20 hours, Electives 16 hours)

Required (20 hours):

Communication (8 hours)

GS 110 English Grammar & Composition (4)

GS 120 English for Theological Study I (4)

Humanities (4 hours)

GS 130 World Civilization (4)

Social/Behavioral Sciences (4 hours)

GS 140 Introduction to Psychology (4)

Natural Science/Computer (4 hours)

GS 150 Creation and Science (4)

Electives of General Studies (16 hours):

GS 160 American Government (4)

GS 170 Introduction to Microsoft Office Applications (4)

GS 180 English for Theological Study II (4)

GS 190 Music and Ministry (4)

GS 210 Introduction to Comparative Religion (4)

GS 220 Introduction to Philosophy (4)

GS 230 Introduction to Sociology (4)

GS 240 Cultural Anthropology (4)

At least 8 of the 16 elective hours must be chosen from GS 160, 180, 210, 220, 230, and 240.

Bible Studies

Required (32 hours)

BT 250 Introduction to Old Testament (4)

BT 260 Introduction to New Testament (4)

BT 310 Introduction to Pentateuch (4)

BT 320 Introduction to Historical Books (4)

BT 330 Introduction to Prophetic Books (4)

BT 340 Introduction to Gospels (4)

BT 350 Introduction to Pauline Epistles (4)

BT 360 Introduction to Common Epistles (4)

Electives (16 hours)

BT 361 The Book of Romans (4)

BT 371 Introduction to Major Prophets (4)

BT 372 Introduction to Minor Prophets (4)

BT 380 Wisdom Literature (4)

BT 381 Psalms (4)

BT 390 Prison Epistles (4)

BT 395 Revelation and Daniel (4)

BT 407 Introduction to Biblical Hebrew (4)

BT 408 Introduction to Biblical Greek (4)

Professional Studies

Required (16 hours)

TH 410 Foundation of Christian Theology (4)

TH 420 Christian Ethics (4)

TH 430 Introduction to Church History (4)

TH 440 Introduction to Christian Education (4)

Electives (16 hours)

TH 405 Introduction to Gospel and Law (4)

TH 441 Youth Ministry (4)

TH 445 Church Administration (4)

TH 450 Introduction to Hermeneutics (4)

TH 460 History of Christian Thoughts (4)

TH 470 Introduction to Worship and Liturgy (4)

TH 480 Introduction to Preaching (4)

TH 481 Preaching Practicum (4)

TH 483 Ministrant Practicum (4)

TH 485 Missiological Practicum (4)

TH 487 Evangelism (4)

TH 490 Leadership in Ministry (4)

Spirituality Formation

Required (4 hours)

SF 101 Spirituality Formation I (1 unit)

SF 102 Spirituality Formation II (1 unit)

SF 103 Spirituality Formation III (1 unit)

SF 104 Spirituality Formation IV (1 unit)

B.Th. Course Descriptions

General Studies

GS 110 English Grammar & Composition: A review of English grammar including sentence structure and composition

GS 120 English for Theological Study I: An elementary level English for theological studies. Required for students who do not have the required TOEFL score.

GS 130 World Civilization: An examination of world civilizations from the ancient period to modern times. This course explores world civilizations in light of geography, economic organization, politics and law, war, technology, religion, philosophy, science and arts, and social relations.

GS 140 Introduction to Psychology: A survey of the basic principles of psychology in light of a Christian worldview.

GS 150 Creation and Science: This course examines science in the light of Scripture and how creationism and science are related to each other. It helps students defend and claim the truth of God and His creation in the society that advocates evolutionism.

GS 160 American Government: An introductory study of American politics and government. The course explores key concepts in American political life and the sources of political conflict in contemporary American society. Students will be able to be an informed and reflective critic and participant of the societal and political system.

GS 170 Introduction to Microsoft Office Applications: An Introductory study of the Microsoft applications: Word, Excel, Access, and PowerPoint. It addresses the procedures for creating documents, databases, and presentations for course work, professional purposes, and the local church.

GS 180 English for Theological Study II: An intermediate level English for theological studies. Required for students who do not have the required TOEFL score.

GS 190 Music and Ministry: A study of music and ministry around the world, identifying their relationship and meaning in societies. The course addresses musical and cultural commonalities and differences as they relate to Christian witness and ministry.

GS 210 Introduction to Comparative Religion: This course is a comparative study of religion and religious traditions. Fundamentals of several religious traditions are reviewed with various approaches scholars use to understand religion.

GS 220 Introduction to Philosophy: An examination of the major philosophers, their ideas, and backgrounds, as well as their influence on the history of the world in the light of biblical teaching.

GS 230 Introduction to Sociology: An introductory study of sociological perspectives on human behavior and society. It explores basic sociological concepts as well as identity, economic foundations, religion, and modernity.

GS 240 Cultural Anthropology: A study of cultures and customs of the world to identify their meanings and importance in societies. It will address how cultural commonalities and differences are related to Christian witness and ministry.

Bible Studies

BT 250 Introduction to Old Testament: A survey of the entire Old Testament Scriptures. This course addresses the authorship, time of writing, themes, historical backgrounds, and key issues.

BT 260 Introduction to New Testament: A survey of the entire New Testament Scriptures. This course addresses the authorship, time of writing, themes, historical backgrounds, and key issues. Highlighted are the life and ministry of Christ, the establishment of the church, and teachings concerning the believer's faith and practice.

BT 310 Introduction to Pentateuch: A study of the purpose, background, and message of the five books of Moses. Emphasis is placed on the birth and development of the nation of Israel with

special attention to the development of the covenant between God and His people. Prerequisite: BT 250

BT 320 Introduction to Historical Books: The course focus is 12 Historical Books (Joshua-Esther) and its interpretation in the context of the Church in mission. This means attention to the content of the Historical Books, its historical-cultural context, questions of interpretive method, and questions of contemporary application.

BT 330 Introduction to Prophetic Books: A study of the seventeen Old Testament books of prophets. This course gives attention to the historical background, purpose, and message of each book. Prerequisite: BT 250

BT 340 Introduction to Gospels: A study of the first four books of the New Testament with special emphasis on the person and work of Jesus Christ.

BT 350 Introduction to Pauline Epistles: This course is a general introduction to the letters of Paul and Pauline studies. Attention is given to the first-century contexts (Judaism; Greco-Roman society; early church) of the documents, to the methodological issues of interpretation and to the use of these texts in the church today.

BT 360 Introduction to Common Epistles: An introduction of the epistles of James, Peter, John, and Jude, with emphasis on each book's background, structure, purpose, and theological themes. It addresses the significance and application of these books for contemporary church.

BT 361 The Book of Romans: A careful examination of Paul's letter to the Roman church, in terms of authorship, date, purpose, and theological themes along with a detailed study of the text.

BT 371 Introduction to Major Prophets: This survey course studies the Hebrew prophetic literature. It examines the historical, theological, literary, and canonical perspectives of selected texts as well as the prophetic traditions that inform and shape the Hebrew Prophets.

BT 372 Introduction to Minor Prophets: This introduction course studies the Hebrew prophetic literature, namely, focusing on the Book of the Twelve (Hosea–Malachi). It examines the historical, theological, literary, and canonical perspectives of selected texts as well as the prophetic traditions that inform and shape the Hebrew Prophets.

BT 380 Wisdom Literature: A study of the four Old Testament books (Job, Proverbs, Ecclesiastes, Song of Songs). Attention is given to various types of wisdom literature, emphasizing poetic devices and principles of interpretation.

BT 381 Psalms: The course involves reading the whole Book of Psalms, section by section, and gaining a grasp of the contents and nature of each of the sections (Chs. 1-41; 42-72; 73-89; 90-106; 107-150). It also studies about ten verses in Hebrew from each section and offers students practice in analyzing passages with a view to preaching on them and seeking to discern how they speak to the church today.

BT 390 Prison Epistles: A study of the background, structure, purpose, authorship, and theological aspects of the books of Ephesians, Philippians, Colossians, and Philemon. Emphasis is given to the implication of these books on contemporary church.

BT 395 Revelation and Daniel: The course will look closely at the distinctive theological ideas of the Revelation and Daniel including the doctrine of God, the person and work of Jesus Christ, the Holy Spirit, the church, election, conversion, faith and knowledge, ethics and eschatology.

BT 407 Introduction to Biblical Hebrew: An Introductory study of the classical Hebrew language of the Old Testament including Hebrew grammar, vocabulary, and reading the Old Testament texts.

BT 408 Introduction to Biblical Greek: An introductory study of the original language of the New Testament including word formation, sentence structure, vocabulary, and practice reading from the New Testament.

Professional Studies

TH 410 Foundation of Christian Theology: A study of the basic principles of Christian theology, which express our faith. The course defines the Christian identity of what we believe and presents Christian theology from a biblical position, distinct from other theological subjects.

TH 420 Christian Ethics: A study of biblical ethics for application in contemporary church and society.

TH 430 Introduction to Church History: An overview of the history of Christianity and Christian church from Apostolic times to the present. The course addresses key church leaders/theologians, doctrinal/theological development, church governance, church-state relations, martyrdom, revivals, and awakening movements.

TH 440 Introduction to Christian Education: It is a survey of the biblical, historical, and philosophical developments of education, studying men and movements in various countries and in different times in their quest of Christian freedom and service.

TH 405 Introduction to Gospel and Law: This class shows that the Scripture is both the Law and the Gospel. All of God's Word is to be rightly understood and interpreted by the Law and the Gospel.

TH 441 Youth Ministry: This course aims to equip students to assist church and parents in reaching and teaching young people with biblical truth.

TH 445 Church Administration: A study of the operation of a local church. Subjects include church organization, administration, membership, officers, ordinances, government, and ordination.

TH 450 Introduction to Hermeneutics: A study of biblical interpretation, its history, its basic principles, methods, and its application.

TH 460 History of Christian Thoughts: This is a survey course that is designed to cover the development of Christian thought and the formation of various confessional groups in the Western theological tradition from the early churches.

TH 470 Introduction to Worship and Liturgy: A study of the biblical foundations of worship, the historical development of Christian liturgy, and contemporary worship styles. Attention will be given to the planning and ordering of worship and the role of prayer and music.

TH 480 Introduction to Preaching: A study of biblical preaching. Special attention is given to different types of preaching with the emphasis on the expository sermon.

TH 481 Preaching Practicum: Sermons preached by students in class, electronically-recorded sermons, and class lecture and discussion will serve as the basis for a study of preaching content, structure, and style.

TH 483 Ministrant Practicum: A ministry practice by participating in a local church or Christian organization, guided by an instructor. The instructor serves as student mentor, engaging students in reflection groups, case studies, and ministry experience reports.

TH 485 Missiological Practicum: Fieldwork under the supervision of a pastor. Work to be arranged with an appointed church minister's office.

TH 487 Evangelism: A study of effective witnessing for Christ. Instruction includes handling and answering difficult questions. Emphasis is given on discipleship of new believers.

TH 490 Leadership in Ministry: An overview of Biblical components including character essential for effective leadership in ministry. Students learn strategies for team-building, conflict management, and leading for positive change in light of Biblical teaching.

Spirituality Formation

SF 101 Spirituality Formation I (1 unit), SF 102 Spirituality Formation II (1 unit), SF 103 Spirituality Formation III (1 unit), SF 104 Spirituality Formation IV (1 unit) through chapel services and prayer practice.

MASTER OF DIVINITY (M.DIV.)

Program Description

This graduate program is the standard degree program for professional clergy and ministers. The study of the program includes biblical worldview, biblical interpretation, theology, spiritual formation, Christian liturgy, servant leadership principles, evangelism and other professional ministry skills. The program consists of 96 semester hours: 80 hours Required (28 hours Biblical Theology, 8 hours Systematic Theology, 8 hours Historical Theology, 28 hours Practical Theology and Ministry, 4 hours Spiritual Training, 4 hours Graduate Capstone Project) and 16 hours Electives. The course of study usually spans a period of four years. Students must complete their study within six years, beginning on the date of their

first registration for courses. Those who carry eight or more hours are considered to be full-time students. Those carrying fewer than eight hours are considered to be part-time students.

PT 577 World Christian Music and Mission and PT 578 World Religions and Christian Missions are required for students who enter the M.Div. program in Spring 2027 or later. Students who entered earlier may complete the program under the requirements in effect when they entered, or may elect the revised requirements.

Program Learning Outcomes

Upon completion of the program, students will be able to:

Religious Heritage

1. Explain the core concepts of the Bible.
2. Interpret the Bible accurately using sound hermeneutical methods.
3. Demonstrate advanced knowledge of the Bible and articulate it from a Reformed theological perspective.
4. Relate historical theology to the contemporary situation.

Spiritual Formation

1. Show growth in Christlike character.
2. Cultivate an intimate relationship with the crucified Christ in personal life.
3. Demonstrate the Christian life through the faithfulness, gentleness, and goodness of Christ.

Cultural Context

1. Demonstrate knowledge of missiology and intercultural ministry.
2. Practice ethical conduct in the organizational life of the church and ministry.
3. Apply insights from the humanities and a biblical perspective to ministry.
4. Write graduate-level research papers effectively.

Ministerial and Public Leadership

1. Apply biblical and theological principles to a specific field of ministry.
2. Demonstrate the professional knowledge needed for effective ministerial and public leadership.

Curriculum

Required (80 hours)

Biblical Theology (28 hours)

BT 510 Old Testament Survey (4)

BT 520 New Testament Survey (4)

BT 530 Pentateuch (4)

BT 540 Gospels (4)

BT 550 Biblical Hebrew I (4)

BT 560 Biblical Greek I (4)

BT 570 Biblical Hermeneutics (4)

Systematic Theology (8 hours)

ST 571 Systematic Theology I (4)

ST 572 Systematic Theology II (4)

Historical Theology (8 hours)

HT 581 Church History (4)

HT 582 History of Christian Doctrine (4)

Practical Theology and Ministry (28 hours)

PT 571 Worship and Liturgy (4)

PT 572 Homiletics (4)

PT 573 Pastoral Counseling (4)

PT 574 Pastoral Ethics (4)

PT 577 World Christian Music and Mission (4)

PT 578 World Religions and Christian Missions (4)

PT 580 Church Internship (4)

Spiritual Training (4 hours)

PT 501 Spiritual Training (1)

PT 502 Spiritual Training (1)

PT 503 Spiritual Training (1)

PT 504 Spiritual Training (1)

Graduate Capstone Project (4 hours)

PT 599 Graduate Capstone Project (4)

Electives (16 hours)

BT 535 Major Prophets (4)

BT 536 Minor Prophets (4)

BT 537 Historical Books (4)

BT 538 Poetic & Wisdom Literature (4)

BT 545 Pauline Theology (4)

BT 546 General Epistles (4)

BT 547 Johannine Works (4)

BT 548 Romans and Galatians (4)

BT 551 Biblical Hebrew II (4)

BT 561 Biblical Greek II (4)

ST 568 Reformation Theology (4)

PT 575 Bible Study and Educational Ministry (4)

PT 576 Evangelism (4)

PT 579 Global Expansion of Christian Missions (4)

M.Div. Course Descriptions

BT 510 Old Testament Survey: An introductory study of the text, canon, foundation, and conclusions of modern historical-critical methods; special introduction of each Old Testament book.

BT 520 New Testament Survey: An introductory study of the historical background of the New Testament including the formation, history, extent, and transmission of the canon. Includes a special introduction to each New Testament book.

BT 530 Pentateuch: A course which introduces the student to the critical issues of the Pentateuch writing, including its collection and a study of the theological issues which it addresses.

BT 535 Major Prophets: An in-depth study of the books of Isaiah, Jeremiah, and Ezekiel

BT 536 Minor Prophets: An in-depth study of the books of Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi

BT 537 Historical Books: A study of the books of Joshua through Esther with special emphasis on a historical overview of this period.

BT 538 Poetic & Wisdom Literature: Various types of poetic and wisdom literature emphasizing poetic devices and principles of interpretation.

BT 540 Gospels: A study of the inter-testament period and the first four books of the New Testament with attention given to their formation, relationship to the first century Christian Church, critical issues, and theology.

BT 545 Pauline Theology: An introduction to both the primary and secondary literature related to Paul's theology, with the focus on conversion and revelation, Israel and the law, anthropology, Christology, soteriology, ecclesiology, ethics, and eschatology.

BT 546 General Epistles: A study of the epistles of 1 and 2 Peter, 1, 2, and 3 John, James and Jude. The context and specific issues in each book and their significance for contemporary life will be explored.

BT 547 Johannine Works: An overview of the main teachings and problems of interpretation of the New Testament books of Apostle John.

BT 548 Romans and Galatians: An exegetical study of the books of Romans and Galatians in light of their foundation for Christian theology.

BT 550 Biblical Hebrew I: A study of the exegetically significant categories of Hebrew grammar and the resources available for understanding these categories; attention is given to significant Old Testament texts involving grammatical questions and to the place of grammar in exegesis.

BT 551 Biblical Hebrew II: An in-depth study of the exegetically significant categories of Hebrew grammar and the resources available for understanding these categories; attention is given to significant Old Testament texts involving grammatical questions and to the place of grammar in exegesis.

BT 560 Biblical Greek I: A study of the exegetically significant categories of Greek grammar and the resources available for understanding these categories; attention is given to significant New Testament texts involving grammatical questions and to the place of grammar in exegesis.

BT 561 Biblical Greek II: An in-depth study of the exegetically significant categories of Greek grammar and the resources available for understanding these categories; attention is given to

significant New Testament texts involving grammatical questions and to the place of grammar in exegesis.

BT 570 Biblical Hermeneutics: A study of the principles for sound interpretation and application of the Bible, including analysis of presuppositions, general rules and specialized principles for the various biblical genre and phenomena.

HT 581 Church History: A study of the foundations and development of the Christian Church from the first century to the present.

HT 582 History of Christian Doctrine: An introduction to the theological and historical study of individual theologians and schools of theological thought from the early church to present days.

PT 501 Spiritual Training I (1 unit), PT 502 Spiritual Training II (1 unit), PT 503 Spiritual Training III (1 unit), PT 504 Spiritual Training IV (1 unit): Spiritual Training through chapel services and prayer.

ST 568 Reformation Theology: An introduction to Reformed theology through a study of the Reformation era, the subsequent developments and more current shape and issues of Reformed theology.

PT 571 Worship and Liturgy: A study of the nature, types, and methods of Christian worship and liturgy.

PT 572 Homiletics: An introduction to the skill of sermon construction and delivery. Students are given opportunities to preach followed by an evaluation for improvement and further development.

PT 573 Pastoral Counseling: A study of the biblical principles to Christian counseling. Application and implementation of a biblical model of counseling will be emphasized.

PT 574 Pastoral Ethics: A study of the ethical issues unique to the pastor, his family and the congregation. Includes a discussion of the practice of church discipline as it relates to scripture and society.

PT 575 Bible Study and Educational Ministry: A study of the church's Bible study and educational ministry. Effective Bible study and education methods are presented and applied.

PT 576 Evangelism: An examination of the principles and methods of evangelism and church growth. Special attention is given to the training of others to engage in evangelistic ministry and church growth.

PT 577 World Christian Music and Mission: A survey of world Christian music present in the mission field and an analysis of its use in evangelistic outreach. Students will gain valuable insights from world Christian music for doing mission.

PT 578 World Religions and Christian Missions: A survey of the religious systems present in the world and an analysis of evangelistic outreach among their members.

PT 579 Global Expansion of Christian Missions: This course surveys the missionary activity that spread the Christian faith over the world, from the formation of the early church down to this 21st century. Attention will be given to the characteristics of mission engagement through ages; motivations, principles, methods, and unique trends in doing missions. Students will gain valuable insights for doing missions.

PT 580 Church Internship: Field work under the supervision of a pastor. Work to be arranged with the Chief Academic Officer's office.

PT 599 Graduate Capstone Project: A capstone project requiring students to demonstrate an ability to synthesize and apply concepts and skills acquired from the program of study to their ministry contexts.

ST 571 Systematic Theology I: An introduction to the foundation of theology with particular attention to the doctrine of God, Christ, the Bible (including authority, origins, and canonicity) and humanity.

ST 572 Systematic Theology II: A study of the nature of salvation, the Church, and last things. Emphasizes such topics as the nature and authority of the Church, the function and ministry of the Church, different interpretation of millennium, death, resurrection, judgment, heaven, and hell.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees may be paid in person or by mail. The Student Accounts Office accepts payment by cash, check, or Visa Card. Billing for tuition and fees is done on a semester basis, although the student may make one payment in full for the entire academic year. Instructions for payment are available to students at the time of registration. It is the student's responsibility to obtain and pay bills on time. Students who fail to do so are charged a late registration fee. IUTS reserves the right to make any changes in the schedule of hours or in the courses of study. IUTS may change tuition and fees with at least 30 days' written notice; changes do not apply to a semester already in progress. An installment payment plan may be arranged. For details concerning an installment payment plan, consult with IUTS's Chief Financial Officer.

Tuition

Bachelor of Theology Program (per semester hour) ….. $170

Master of Divinity Program (per semester hour) ……. $200

Fees

Application Fee (one time non-refundable) ……. $200

Registration Fee (per semester) ……... $20

Late Registration Fee ……... $20

Drop/Add Fee (per course) …….. $20

Catalog Fee ……. $10

Library & Class Material Fee (per semester) …….. $30

Student Activity Fee …… $30

Transcript (per copy) …… $100

Misc. Certificate Fee (per copy) …….. $25

Transfer Credit Fee (per credit) ..…… $15

Graduation Fee (Bachelor) …….. $200

Graduation Fee (Master) …….. $250

Returned Check Fee ……. $40

Degree Replacement Fee ……. $50

Students should be aware of the expense for textbooks, in addition to tuition and fees. It is the students' responsibility to purchase textbooks.

Other Expenses (Estimates)

Textbooks ……. $300

IUTS may withhold permission to register, take the final examination, use campus facilities, receive services, if the student fails to make payments owed to IUTS until the debt is paid or suitable arrangement for payment has been made with the Chief Financial Officer.

An Estimated Total Charge for a Semester

Bachelor of Theology Program

Academic Semester Charges	Amount
Tuition (12 hours x $170)	$ 2,040
Student Activity Fee	$ 30
Books	$ 300
Library & Class Material Fee	$30
Any Other Institutional Charge or Fee	$ 100
Academic Semester Estimated Total	$2,500

Master of Divinity Program

Academic Semester Charges	Amount
Tuition (8 hours x $200)	$ 1,600
Student Activity Fee	$ 30
Books	$ 300
Library & Class Material Fee	$30

Any Other Institutional Charge or Fee	$ 100
Academic Semester Estimated Total	$2,060

Estimated Total Charges for Entire Programs

Academic Programs	Estimated Total Charges
Bachelor of Theology (120 hours)	$24,480
Master of Divinity (96 hours)	$23,330

Estimates assume full-time study over eight semesters and include the one-time application fee and graduation fee.

REFUND POLICY

The student has the right to cancel enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Those students who want to cancel enrollment or withdraw from IUTS shall obtain a refund by the following policies and procedures:

The institution 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 institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete (after the 9th week of the 15-week semester). For the Summer Intensive Session, no refund is made after 60 percent of the session is complete.

In order to cancel enrollment at IUTS, the student shall mail or deliver a signed and dated form of “Leave of Absence” or “Withdrawal Notice” along with “Refund Application” to the Chief Academic Officer. Then, the refund shall be made to the student within 45 days following IUTS’s receipt of the cancellation notice. The refund excludes non-refundable application and registration fees.

The following pro rata refund schedule applies:

% of Refund	Fall Semester 2026	Spring Semester 2027
100%	Friday, 1st week of the semester	Friday, 1st week of the semester
95%	Friday, 2nd week of the semester	Friday, 2nd week of the semester
90%	Friday, 3rd week of the semester	Friday, 3rd week of the semester
80%	Friday, 4th week of the semester	Friday, 4th week of the semester
75%	Friday, 5th week of the semester	Friday, 5th week of the semester
70%	Friday, 6th week of the semester	Friday, 6th week of the semester
60%	Friday, 7th week of the semester	Friday, 7th week of the semester

55% 50% 0%	Friday, 8th week of the semester Friday, 9th week of the semester After the 9th week of the semester	Friday, 8th week of the semester Friday, 9th week of the semester After the 9th week of the semester

For the Summer Intensive Session, the refund is never less than the pro rata share of the session not yet completed. The following refund schedule applies:

% of Refund	Summer Intensive Session (7 weeks)
100%	Friday, 1st week of the session
95%	Friday, 2nd week of the session
80%	Friday, 3rd week of the session
65%	Friday, 4th week of the session
50%	Until 60 percent of the session is complete
0%	After 60 percent of the session is complete

FINANCIAL ASSISTANCE

At present, IUTS is not able to offer federal financial aid to students, such as the Pell Grant and Federal Direct Loan programs. However, IUTS awards a limited number of partial tuition scholarships to the truly needy and deserving students who meet the following qualifications:

1. The applicant must be accepted for admission.
2. The applicant must submit a scholarship application for award with requested documents.
3. The applicant must have/maintain cumulative grade point average (GPA) of 3.5 or higher (for new students, from their previous institution).
4. The applicant must provide proof that their financial needs satisfy the requirements for awarding financial assistance established by IUTS.

All financial aid is awarded on a year-to-year basis. Students who have not yet submitted all required admission documents are not eligible to receive any financial aid. Apply at least six weeks before the beginning of the semester. If a student obtains a loan to pay for an educational program, student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

ACADEMIC POLICIES

INSTITUTIONAL ASSESSMENT AND EFFECTIVENESS

IUTS maintains a structured institutional assessment system to evaluate student learning and institutional effectiveness. The institution follows a six-step continuous assessment cycle: (1) define outcomes, (2) collect data, (3) analyze results, (4) interpret results and plan improvements, (5) implement and fund improvements, and (6) reassess.

Student Learning Outcomes. Each program learning outcome is assessed using multiple measures, including direct measures (such as examinations, written assignments, and capstone work) and indirect measures (such as institutional surveys). Course-level assessment data and course evaluations are collected each semester, including in Summer Intensive courses, whose results are included in the January analysis. The Student Experience Survey, Academic Advising Survey, and Campus Ministry Survey are given each year in May, and the Graduating Student Exit Survey is given at program completion. Outcomes data are disaggregated by program level, gender, and modality to demonstrate the institution's commitment to the success of all students.

Operational and Support Units. Operational units and support services, including academic advising, student services, campus ministry, the library, and admissions, maintain unit outcomes and are assessed annually according to the institutional assessment plan. Faculty effectiveness, the Board of Directors, and the President are also assessed each year. The Assessment Committee, chaired by the Chief Academic Officer, analyzes the results against their benchmarks and reports its findings to the faculty and the President.

Improvement Plans and Progress Reporting. The Faculty Committee reviews the Assessment Committee's findings and approves improvement actions. Each improvement plan identifies the responsible person, the resources needed, and the timeline. Progress on improvement plans is reported each semester to the faculty and the President, and the President reports annually to the Board of Directors.

Use of Assessment in Planning and Budgeting. Assessment results inform instructional improvements, curriculum revisions, library and learning resource decisions, and institutional planning, and are considered in developing the annual budget presented to the Board of Directors.

Students are encouraged to complete course evaluations each semester and the institutional surveys each May, as their feedback is essential to the continuous improvement of academic programs and student support services.

CONTINUING REGISTRATION

Students are expected to enroll in each consecutive semester. Students must notify the Registrar if they do not intend to register in a given semester. An approved leave of absence may last up to two consecutive semesters. Any student who does not register for the next semester after the expiration of a Leave of Absence, or who misses a semester without an approved leave, is considered withdrawn and must apply for

re-admission and be approved by the Chief Academic Officer. The student is subject to all current academic and administrative policies and procedures, including any new degree requirements in effect at the time of re-admission.

COURSE REGISTRATION REQUIREMENTS

Returning students are required to register for the next semester courses by the scheduled registration deadline and pay tuition and related fees. The registration deadline is shown in the Academic Calendar. A $20 late fee is charged to those students who do not register by the posted deadline. IUTS expects that students will enroll in each consecutive semester. Students must notify the Registrar in writing if they do not plan to register for a semester.

LATE REGISTRATION

Students who have not officially registered by the last day of the registration period may be allowed to enroll in courses by the end of the first week of a semester after completing late registration and paying the late registration fee of $20. Students cannot register later than the last day for Add/Drop deadline. No enrollment is permitted if a student has missed more than one (1) week of classes. Students returning from a leave of absence or from withdrawal status are allowed up to the last day for Add/Drop to enroll in classes without paying the late Registration Fee.

ADDING AND DROPPING COURSES

Students can add or drop a course by the end of the first week of a semester. An Add/Drop form must be submitted to the Registrar's office before the deadline. No more than two courses may be dropped. An equivalent number of courses may be added without penalty (financial or attendance). Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

- All add/drop forms are subject to approval of the Chief Academic Officer and Chief Financial Officer (if applicable).
- For dropped courses, refunds are calculated from the date the Add/Drop form is delivered to the

Registrar's office.

- A grade of W (Withdrawal) will be placed on the student's transcript for a course officially dropped after the start of the second week.

COURSE WITHDRAWAL

Students can withdraw from courses by the end of the first week of the semester without affecting their grade point average (GPA). Thereafter students must obtain permission from the Chief Academic Officer to withdraw. Withdrawal from enrolled classes after the Add/Drop period, through the end of the 10th week

of the semester will result in a "W" grade recorded in the official transcript. All withdrawals must receive permission from the Chief Academic Officer. Students who withdraw from a course must repeat that course in order to receive full credit. Refunds for course withdrawals shall be made according to the IUTS's tuition refund policy.

AUDITING

Those who want to audit one or more courses may do so and must complete an audit application form. Audit classes are not incorporated in calculating overall grade point average.

GRADING SYSTEM

Students must have a minimum cumulative GPA of 2.0 (undergraduate) or 2.5 (graduate) to graduate. IUTS uses the following four-point grade scale:

GRADE POINTS	LETTER GRADE	SCORES
4.0	A	93+
3.7	A-	90-92
3.3	B+	88-89
3.0	B	83-87
2.7	B-	80-82
2.3	C+	78-79
2.0	C	73-77
1.7	C-	70-72
1.3	D+	68-69
1.0	D	63-67
0.7	D-	60-62
0.0	F	59 or less

- A : Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B : Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C : Sufficient grasp of facts and a general competence of subject.
- D : Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F : Failure to achieve minimal quality or production of work.
- W : Withdrawal from a class.
- I : Incomplete (see Incomplete Grades).

SATISFACTORY ACADEMIC PROGRESS (SAP)

IUTS provides the SAP policy to help students successfully complete all the required courses. All students must maintain a minimum of a 2.0 cumulative GPA (undergraduate), 2.5 cumulative GPA (graduate) in order to meet graduation requirements.

The standards of SAP are maintained at all times in order for students to graduate in a timely manner from IUTS. Failure to maintain SAP can lead to academic probation and eventual dismissal from IUTS. The maximum time allowed for any student to complete IUTS's programs is 12 semesters or 6 calendar years. Students must also successfully complete at least 67% of attempted hours. SAP is reviewed at the end of each semester; students who fall below either standard are placed on academic probation.

REPEATING COURSES

Students may repeat only the courses in which a grade of D, D-, F, or W was given. Whenever a course is repeated for credit, only the highest grade earned will be the official grade and will be used for computing the grade point average. However, original grades will also be shown in the student's transcript. Grades of F (failure), W (withdrawn), R (repeat) and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully completed. The student must repeat any required course in which a grade of F or W is received.

A W grade is not replaced when a student repeats the course, but remains part of the student's permanent record. To receive an incomplete (I), the student must petition by the last week of the term for an extension to complete the required coursework.

GRADE CHANGE

To change a grade, the instructor must provide the Chief Academic Officer with appropriate reasons and evidence for the change in writing. Change of Grade Forms must be submitted by faculty to the Chief Academic Officer before the change can be processed by the Registrar. Students wishing to contest a grade must do so in writing to the Chief Academic Officer by the end of the first week of the following semester. Any grade change requests made after this day will not be honored.

SEMESTER SYSTEM

Each Academic year at International University & Theological Seminary comprises two 15-week semester terms organized on the semester system. The fall semester usually begins in August, and the spring semester in January, as illustrated on the following Academic Calendar. The campus is closed on legal holidays. Academic credit is measured on the semester system in semester hours; all courses are, thus, evaluated in terms of semester hours of credit.

CREDIT HOUR POLICY

IUTS awards academic credit in semester hours. One semester hour of credit represents a minimum of one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for a fifteen-week semester, or an equivalent amount of work over a different period of time. A four-semester-hour course therefore requires a minimum of 60 hours of instruction and 120 hours of out-of-class student work.

Distance education courses and summer intensive courses carry the same learning outcomes and require an equivalent total amount of instruction and student work as the same course offered on campus during a regular semester. In distance education courses, instructional time is met through faculty-directed online activities such as live or recorded lectures, moderated discussions, and assignments with faculty feedback. Credit for practicum, internship, and spirituality formation courses is based on the documented hours of supervised activity stated in the course syllabus.

The Chief Academic Officer reviews course syllabi annually to confirm that credit assignments conform to this policy.

RESIDENCY REQUIREMENT

All students must complete a minimum of 50 percent of their degree program credit requirements in residency at IUTS in order to be qualified for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study.

COURSE LOAD

B.Th. students normally enroll for 12 to 16 hours and M.Div. students for 8 to 12 hours each semester. The normal maximum load is 18 hours. In exceptional circumstances, a student who is performing outstandingly may submit a petition to the Chief Academic Officer for approval to enroll in up to 20 hours. In the written petition, the student must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated. To comply with the SEVIS regulations, international students with the F-1 student visas must carry a full-time load, at least 12 hours for the undergraduate program and 8 hours for the graduate program, as defined in the program descriptions.

INCOMPLETE GRADES

This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."

ATTENDANCE POLICY

Absences and Tardiness

Students are expected to attend class regularly. No student shall be allowed to pass a course if the total absences exceed three (3) classes unless special petition has been approved. Students should be aware that a failing grade may result upon missing the fourth class. Absences may be excused for childbirth, documented illness, injury, death in the family, or other acceptable emergency situations. Students should contact the Chief Academic Officer as soon as they can on the first day of absence, and provide an estimated duration of absence.

In online courses, attendance is measured by participation in each week's required activities, including at least one initial discussion post and one reply to a classmate, as set in each syllabus. A week without participation counts as one absence.

Students who enter the class more than ten minutes late will be marked tardy. Three (3) tardies are counted as one absence. A student who arrives after the first third of a class session may be counted as absent from that session. A student who leaves class before its completion or who does not return to class after a break without the permission of the instructor will be charged as a tardy.

Makeup Work

Students are responsible for taking the initiative in making arrangements with faculty members to make up missed work. Instructors may arrange makeup work or examinations, in cases of an excused absence. Instructors are not required to provide makeups for examinations missed due to unexcused absences, and will normally assign a failing grade for that course.

Leave of Absence

All leaves of absence must be approved by the Chief Academic Officer to avoid withdrawal status. The duration of an approved leave of absence will not be included in the calculation of a student's maximum allowed time-frame for completion of the degree program. A student who wishes to take a leave of absence must make a request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Chief Academic Officer has acted upon the request and granted permission. A student who has taken a leave of absence without the Chief Academic Officer's permission will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such absence. If a student anticipates being unable to enroll for one or more semesters, he or she must file a Leave of Absence form with the Registrar. Specific dates and signature must be provided and specific conditions for the resumption of study will be prescribed. An approved leave of absence may last up to two consecutive semesters. A student who does not file a leave of absence and fails to register for the following semester is considered withdrawn from IUTS and must apply for re-admission.

ACADEMIC HONORS

IUTS recognizes students' academic achievement. Honors will be awarded to students attaining the following final grade point averages:

GPA 3.8 -4.0	Summa Cum Laude
GPA 3.65- 3.79	Magna Cum Laude
GPA 3.5-3.64	Cum Laude

ACADEMIC PROBATION AND DISMISSAL

Students will be placed on academic probation if a 2.0 (undergraduate)/2.5 (graduate) grade-point average is not maintained. A student on academic probation may only enroll for a maximum of 12 hours for undergraduate programs and 9 hours for graduate programs until their GPA reaches the minimum requirement of 2.0 (undergraduate)/2.5 (graduate). Failure to achieve a minimum GPA after two consecutive semesters will result in dismissal. A dismissed student may appeal in writing to the Chief Academic Officer within 14 days of notification; the decision of the Chief Academic Officer is final.

EVALUATION OF COURSE AND INSTRUCTOR

At the end of each semester, students are asked to complete an evaluation of their instructors. Evaluations are one of several tools used by the administration to assess the effectiveness of instruction. Instructors will also receive summaries of the results.

STUDENT LIFE AND SERVICES

Student support services are coordinated by the Chief Academic Officer, who serves as the primary contact for student-related issues. The Chief Academic Officer's office is open to students seeking counseling on all non-academic concerns.

DRUG-FREE CAMPUS POLICY

IUTS ensures that its learning environment is free of unlawful or banned substances. Specifically, all members of IUTS community, which includes administration, faculty, staff, students and guests, must abstain from the consumption or use of alcohol, narcotics, and/or misuse of prescription drugs while on the IUTS campus and on any field trips or projects sponsored by the school. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies.

SEXUAL HARASSMENT POLICY

IUTS does not tolerate sexual harassment and seeks freedom from all forms of harassment for students, faculty, staff and applicants who seek to join IUTS. Any person violating IUTS policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense.

Harassment based on race, color, national origin, ancestry, religion, physical or mental disability, marital status, sexual orientation or age includes behavior that is expressly prohibited by this policy which is in accordance with applicable state and federal law, and will not be tolerated.

Students who experience or witness harassment should report it to the Chief Academic Officer, the President, or any administrative officer. A report may also be filed through the Student Grievances procedure. All reports are investigated promptly and handled as confidentially as possible, and retaliation against anyone who reports harassment or takes part in an investigation is prohibited and is subject to disciplinary action.

STUDENT CODE OF CONDUCT

Each student is expected to observe all institutional policies established for both Academic and non-Academic matters while enrolled at International University & Theological Seminary's educational programs. This includes the student's attitudes, actions, appearance and attire. IUTS administration has the authority to take appropriate administrative disciplinary measures if the student code of conduct is not adhered to. It is the policy of IUTS to prohibit smoking as well as prohibit unlawful possession of or use of controlled substances and alcoholic beverages. Firearms possession anywhere on campus is strictly prohibited.

Students are expected to maintain a professional appearance and demonstrate a cooperative and respectful attitude towards all they come into contact with. Students should strive to develop their ethical and moral character, high level of professional competence, a sense of composure, and, above all, compassion. Students may be dismissed from IUTS for behavior disruptive to its educational mission, such as, but not limited to, those stated below:

- Forgery, alteration or misuse of institutional documents, records or identification, or knowingly furnishing false information to IUTS;
- Misrepresentation of oneself or of an organization to be an agent of IUTS;
- Obstruction or disruption on or off campus property, of educational or administrative process, or other campus function;
- Physical abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse;
- Theft of or non-accidental damage to the IUTS property or property in the possession of or owned by a member of IUTS;
- Unauthorized entry into, unauthorized use or misuse of the IUTS property;
- Sale or possession of dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- Lewd, indecent, or obscene behavior on the IUTS property;
- Abusive behavior directed toward a member of IUTS community;
- Violation of any order of the IUTS President, notice of which has been given prior to such violation and during the Academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section;
- Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section;
- Cheating, bribery or plagiarism in connection with an Academic program.

Disciplinary Procedure. Alleged violations of the Student Code of Conduct are reported to the Chief Academic Officer, who notifies the student in writing, gives the student an opportunity to respond, and decides on any sanction within 14 days. The student may appeal in writing to the President within 14 days of the decision; the President's decision is final.

ACADEMIC DISHONESTY

Instructors or proctors are authorized to take examination papers from the student and dismiss the student from the room with an automatic "F" grade for that test at any evidence of improper communication, including the use of books or notes in examinations. Further sanctions are described below. When reported by the proctor or instructor, cheating offenses will be handled by the Chief Academic Officer. Faculty and staff are required to report all instances of cheating to the Chief Academic Officer's office.

Academic dishonesty includes providing or receiving answers from other students during an examination, plagiarizing the works of others, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else that might reasonably be construed as cheating. Sanctions for academic dishonesty are as follows: for a first offense, a grade of "F" on the work or for the course, and academic probation; for a second offense, suspension for one semester; for a third offense, dismissal from IUTS. Sanctions are decided by the Chief Academic Officer, and the student may appeal under the Disciplinary Procedure in the Student Code of Conduct.

STUDENT GRIEVANCES

IUTS desires to resolve fairly and promptly any student complaints or grievances which may arise. Regarding grade grievance, students should not appeal a grade simply because they are unhappy with the evaluation. Appeals should be based on the reasonable assumption that an error has occurred. At first, students with grade grievance seek resolution by appealing to the instructor involved. If there is no resolution after having dealt with the instructor, the student may submit a formal written appeal to the Chief Academic Officer. The Chief Academic Officer will mediate with all parties involved and resolve the situation.

When academic or nonacademic complaint/grievance arises, a student should always try to work out the problem by first discussing it with those closest to the issue. If the problem is unable to be resolved at the interpersonal level, a student may file a complaint with the Chief Academic Officer’s office. At the discretion of the Chief Academic Officer, a committee may be formed in order to address the complaint/grievance. If the problem still has not been resolved and the grieving party wishes to pursue the matter, it then becomes a Presidential responsibility. If the problem still has not been resolved, and the grieving party still wishes to pursue the matter, the IUTS Board of Directors will meet with the plaintiff, defendant, and President, and reach a decision. This decision shall be considered to be the final word on the matter.

Students who have exhausted the institution’s grievance procedures and believe that IUTS has not complied with the standards or policies of its accrediting agency may contact the Association for Biblical Higher Education Commission on Accreditation, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822; phone (407) 207-0808; email info@abhe.org. IUTS maintains a record of formal student complaints and their resolution.

SECURITY AND RETENTION OF STUDENT RECORDS

A detailed system of records is maintained by IUTS for each student. Each student's file shall contain application documents (including student's name, address, e-mail address, and telephone number, social security number, major field of study, previous institutions attended, program start date), admissions credentials, records of attendance, enrollment status, grades earned, satisfactory Academic progress records, copy of government or state issued I.D., courses taken, test scores, grades, transcripts, earned degrees, awards, advising records, written communication with the student, disciplinary actions taken, financial statements, tuition history, and receipts.

Student records and files are stored in fire proof cabinets for the safekeeping of student records including records of graduation and degrees granted. Each student's Academic and financial records are all stored and maintained in one collective student physical file. Electronic financial files are kept on a private financial intranet system on a server and electronic Academic files are kept on an Internet Cloud.

IUTS's policy is to maintain the confidentiality of student Academic records. No one outside of the institution shall have access to, nor will IUTS disclose, any information from a student's Academic records without the written consent of the student except: IUTS personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order, and in an emergency in order to protect the health or safety of a student or other persons. The student's Academic file is the sole property of IUTS. IUTS will not release copies of documents of course work from other institutions attended. All student records are held a minimum of five years and transcript will be maintained indefinitely.

Students may inspect and review their educational records within 45 days of a written request to the Registrar, and may request correction of any record they believe is inaccurate. If the request is denied, the student may appeal to the Chief Academic Officer.

The name, physical address, e-mail address, and telephone number of the custodian of records are as follows: MC Myung Lee, President, 3055 Wilshire Blvd. Suite 985, Los Angeles, CA 90010, Email info@imission.us, Phone (213) 761-7985.

STUDENT PRIVACY

IUTS respects the privacy of every student. Student records are protected as described under Security and Retention of Student Records. Personal information collected through admissions, registration, and the Moodle Learning Management System is used only for educational and administrative purposes and is not sold or disclosed to outside parties except as permitted under that policy. Access to Moodle courses is limited to enrolled students, assigned faculty, and authorized staff, and class recordings and discussion posts are not shared outside the course without the consent of the participants.

CAMPUS SAFETY AND SECURITY

IUTS is committed to maintaining a safe learning environment for students, faculty, staff, and visitors. Students should report any crime, emergency, or safety concern immediately to the Administrative Office and, when appropriate, to the Los Angeles Police Department (9-1-1 for emergencies). Emergency contact information is listed in the Emergency Plan section of this catalog. Reported incidents are reviewed at staff meetings and recorded in the meeting minutes, and a summary of reported crimes is available from the Administrative Office upon request.

SPIRITUALITY FORMATION AND TRAINING (CHAPEL SERVICES)

Those who prepare to serve God and the Christian community effectively should have hands-on experience in Christian ministry and service. This spirituality enhancement is a necessary component of developing Christian maturity and ministry ability. All students are required to participate in chapel service at least once a month (usually the first Wednesday evening of each month during the semester, unless otherwise announced). Distance education students participate in chapel through live online streaming. All students in the B.Th. program must complete SF 101–104 Spirituality Formation (4 units). In addition, all students in the M.Div. program must complete PT 501–504 Spiritual Training (4 units) and PT 580 Church Internship (4 units), which provides supervised fieldwork/student ministry, during their study for graduation. A major goal of this practical training is to help students discover their gifts, talents, abilities and calling from God. This service also allows students to validate or invalidate the concepts they are forming in classrooms.

COUNSELING

The Chief Academic Officer helps students overcome difficulty in their study and life at IUTS. IUTS's counseling services include the following:

- Admission Counseling: The Director of Admissions provides counseling on admission-related matters. The Admissions Office staff also counsels prospective students in securing the needed documents to complete the admission process.
- Counseling on course selection and other Academic needs: the Chief Academic Officer, Registrar, and faculty members provide counseling.
- Counseling on student personal issues: the Chief Academic Officer and faculty members provide counseling.

HOUSING

IUTS does not have dormitory facilities under its control. Apartments are available around IUTS and in downtown Los Angeles. Students are encouraged to contact the owners or managers of apartments directly for rental arrangements. IUTS will assist but is not responsible for finding housing for students.

TRANSPORTATION

Public bus transportation is available with stops located close to the campus.

PLACEMENT SERVICES

Although IUTS does not operate a formal placement office, information concerning employment opportunities and referral services is available in the office of the Chief Academic Officer. Current job openings and career opportunities are posted on both bulletin boards and the school website. IUTS makes every effort to assist the student by keeping these postings current.

STUDENT ACTIVITIES AND ORGANIZATIONS

Student activities and organizations are an important means for students to develop personally and professionally outside of the classroom. IUTS sponsored activities and organizations introduce students to the campus environment and allow students to engage in dialogue and leadership development outside of course-specific discussions. Student activities and organizations are provided to all enrolled students. They are required to be structured as inclusive of all members of the IUTS student community and may not restrict membership or establish membership criteria that discriminate on the basis of race, religion, age, national origin, gender, sexual orientation or disability. No organizations with restrictive membership clauses will be recognized by IUTS. As a religious institution, IUTS may require that student organizations and their leaders support the Statement of Faith. The student activities program strengthens student socialization, leadership and collaborative skills and offers encouragement to those who are making a transition to the IUTS life. IUTS sponsored activities introduce students to many of the diverse social and cultural events.

FACILITIES AND EQUIPMENT

The IUTS campus is located at 3055 Wilshire Blvd. Suite 985, Los Angeles, CA 90010. All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at the main administrative office. Classrooms are spacious and air-conditioned to promote learning. The building, equipment and other learning resources and materials, being used for instructional purposes, comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

A Description of the Physical Facilities

Facilities	Quantity
Classroom	3
Student Lounge	1
Library (with 2 study tables and 8 chairs)	1
Faculty Room	1
President Room	1
Administration Office	1

The following table lists the equipment for all educational programs.

Equipment	Quantity	Ownership/Lease
Student Desk	200	owned
Chair	200	owned
Book Case (in Library)	8	owned
White Board	10	owned
Projector	3	owned
TV	2	owned
DVD Player	2	owned
CD Player	1	owned
Computer	20	owned
Printer	2	owned
Copier	2	owned
Piano	1	owned

LIBRARY

The library assists students, faculty, and staff in attaining their educational and informational goals within a supportive library environment. Users have access to resources housed in the library. The library maintains a collection of approximately one thousand items, including periodicals, audio and video materials, and is equipped with eight computers with Internet access.

The library provides research assistance both virtually and in person through the Reference Desk, offering instruction on how to effectively access and utilize library resources. IUTS maintains an active institutional subscription to the Library and Information Resources Network (LIRN) to provide comprehensive online library resources. Additionally, IUTS has established a specific library use agreement with St. Luke University. The institution also offers Library Instruction Sessions during new student orientation to cultivate students' research abilities and critical thinking skills.

LIRN LIBRARY

The IUTS LIRN Library is part of the Library and Information Resources Network (LIRN), a global consortium of academic libraries serving educational institutions worldwide. Through LIRN, IUTS provides its students and faculty with access to a wide range of trusted academic and theological resources.

The IUTS LIRN Library offers access to databases covering theology, biblical studies, pastoral ministry, counseling, education, and the humanities, including journals, e-books, dissertations, newspapers, reports, and multimedia materials. Through major academic resources such as ProQuest, Gale, and Ebook Central: Academic Complete, IUTS equips students to integrate faith and scholarship in their theological studies.

All IUTS courses are taught and assessed exclusively in English, and the learning resources that support the curriculum, including the LIRN collection, are available in English. This ensures alignment between the language of instruction and the language of the learning resources available to all students, including online and distance education students, regardless of location.

KEY SERVICES

Theological and Humanities Resources: Specialized materials in theology, biblical studies, church history, ethics, pastoral care, and counseling.

24/7 Online Access: Accessible anytime and anywhere via internet connection.

Support for Research and Ministry: Reliable sources for academic research, sermon development, thesis writing, and ministry enhancement.

ACCESS INFORMATION

IUTS students and faculty can access the LIRN Library through the institution's Learning Management System (LMS) or library portal. For detailed instructions, please contact the IUTS Library or the IT Support Department.

LIRN Library Access https://proxy.lirn.net/IntlUnivTheoSem#categoryId_religion-philosophy

Library hours are from 9:00 a.m. to 4:00 p.m. Monday through Friday. Library is closed on the following national holidays:

New Year's Day	Martin Luther King's Day
President's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

LIBRARY ASSESSMENT AND CONTINUOUS IMPROVEMENT

IUTS employs a credentialed librarian holding a Master of Library and Information Science (M.L.I.S.) degree, who conducts an annual Library Collection and Learning Resources Assessment to evaluate the adequacy, currency, accessibility, and curriculum alignment of library resources, including their appropriateness to the language of instruction. The assessment draws on resource usage data and student and faculty feedback. Findings are reported to the Chief Academic Officer and incorporated into the institutional assessment cycle and annual budget planning. The librarian collaborates with faculty to align library resources with course syllabi and student learning outcomes across all programs and instructional modalities.

ONLINE LEARNING SUPPORT AND MOODLE RESOURCES

International University and Theological Seminary uses the Moodle platform as its official Learning Management System (LMS) for all online courses. Moodle provides a secure, user-friendly environment that allows students to access course materials, submit assignments, participate in discussions, and communicate with faculty and classmates from anywhere in the world.

To ensure a smooth and effective online learning experience, students and faculty have access to 24/7 self-service support through Moodle's online resources. These resources include guides, tutorials, and a searchable knowledge base to assist users with common questions and technical issues.

MOODLE SELF-SERVICE SUPPORT LINKS

User Quick Guide – MoodleDocs

Moodle Knowledge Base – Moodle Services

Moodle Quickstart Guide

Moodle Cloud Resources and How-To Videos

Student Tutorials – MoodleDocs

In addition to Moodle's global support, International University and Theological Seminary (IUTS) provides assistance through the Administrative Office during regular business hours. Students may contact the office by email at mkim@imission.us or through the university's Moodle support page for issues related to login, course access, or other online learning concerns.

DISTANCE EDUCATION

IUTS offers courses in the Bachelor of Theology and Master of Divinity programs through distance education using the Moodle Learning Management System. Both degree programs may be completed entirely through distance education. F-1 students may count no more than one online course per term toward the full-time enrollment requirement. Distance education courses have the same learning outcomes, academic standards, and credit hour requirements as on-campus courses, and are taught by faculty authorized for distance education under the Distance Education Faculty Qualification Policy. The admission requirements, tuition and fees, and academic policies in this catalog apply equally to students taking distance education courses. Distance education students have access to academic advising, LIRN library resources, and student services comparable to those available to on-campus students.

Technology Requirements

Students taking distance education courses need a computer with a current operating system and web browser, a reliable high-speed internet connection, a webcam and microphone for live sessions, and

software able to open word-processing and PDF files. New distance education students receive an orientation to Moodle before their first course begins.

Student Identity Verification

To verify that the student who registers in a distance education course is the same student who participates in the course, completes the coursework, and receives the academic credit, IUTS uses the following measures:

- Each student is issued a unique Moodle username and password at enrollment, and access to course materials, assignments, and examinations requires this secure login.
- Students may not share their login credentials. Sharing credentials or submitting work on behalf of another student is treated as academic dishonesty under the Student Code of Conduct.
- Faculty may require live video participation, proctored examinations, or other verification measures when appropriate to the course.

There is no additional charge to students for identity verification. If a verification method involving a fee is adopted in the future, students will be notified in writing at the time of registration or enrollment.

FACULTY

QUALIFICATIONS OF FACULTY

IUTS's faculty should be qualified to support IUTS's mission and purposes. The faculty are expected to teach with excellence in the disciplines to which they are assigned. The faculty of IUTS shall consist of professionally competent persons whose qualifications are equivalent to those of teachers in recognized institutions of similar purpose. The educational background of the instructional faculty shall include adequate preparation in the fields of specialization in which teaching assignments are to be performed.

Faculty qualifications at IUTS are determined by program level and instructional modality, consistent with the institution's Faculty Credential Matrix and Distance Education Faculty Qualification Policy.

Undergraduate Instruction (B.Th.): Faculty must possess at minimum an earned master's degree in theology, biblical studies, ministry, or a closely related discipline, with demonstrated expertise in the subject area taught.

Graduate Instruction (M.Div.): Faculty must possess an earned terminal degree (Ph.D., D.Min., or equivalent) in the teaching discipline or a closely related field.

All degrees must be earned from accredited institutions in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).

All faculty qualifications are verified through official transcripts, diplomas, and curricula vitae maintained on file by the Chief Academic Officer. Faculty qualifications and teaching authorizations, including authorization to teach in distance education, are reviewed and updated annually.

The additional credentials of faculty include relevant teaching and professional experience and related research/publications. IUTS hires instructors who possess the Academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching.

FACULTY RESPONSIBILITY

The faculty are expected to endeavor to fulfill the educational goals of IUTS. Their key responsibilities are described as below.

- Teaching: Faculty members are expected to give careful attention to teaching duties. These duties include preparation of lectures, lesson assignments, reading lists, study materials, tests, and examinations; providing students with adequate and timely feedback during a course; reporting all student grades.

- Scholarly and Creative Achievement: The obligations of faculty members to their own scholarly and creative achievement can be met in part by research and investigations; active participation and attendance at meetings of professional organizations; professional performance or exhibits.
- Curriculum Development: Faculty members review and improve the curriculum of each program through the Faculty Committee.
- Faculty and Committee Meetings; School Events Participation: Faculty members shall attend faculty meeting and committee meetings. The Faculty Meeting is the forum where faculty present their views and discuss Academic issues. Faculty also voice their opinions within other committees. Faculty members are expected to attend school events such as new student orientation and commencement.
- Student Consultation: Faculty members are expected to consult with students and to assist them in their Academic pursuance and activities.
- Academic Administration: Faculty members' Academic administration role includes maintaining/updating the records of students' Academic progress; scheduling courses and assigning adjunct faculty.

ACADEMIC FREEDOM

Faculty members are free to engage in Academic research and to publish their results. Faculty members are entitled to freely discuss issues germane to their subject matter as measured by professional standards set by the community of scholars. This freedom involves the right to introduce controversial topics, as long as the manner of presentation involves objective reasoning and rational discussion.

The faculty are citizens, members of a learned profession, and part of an educational institution. When they exercise rights as citizens, they shall be free from institutional censorship or discipline. However, as persons of learning and representatives of an educational institution, they should remember that the public may judge their profession and IUTS by what is said in their classrooms. Therefore, they should at all times be as accurate as possible, and should exercise appropriate restraint, demonstrating, at all times, their respect for the opinion of others.

INTELLECTUAL PROPERTY

Faculty members retain ownership of the scholarly and creative works they produce, including books, articles, and personal lecture materials. Course materials developed specifically for IUTS with substantial institutional support, including online courses built in Moodle, may continue to be used by IUTS for instruction, and faculty retain the right to use their own contributions in their scholarly work. Students retain ownership of their own academic work; IUTS may use student work, with identifying information removed, for assessment and accreditation purposes. Any arrangement that differs from this policy must be agreed in writing.

FACULTY GOVERNANCE AND AUTHORITY

Faculty at IUTS hold primary responsibility for academic matters, including curriculum development, course content, assessment of student learning outcomes, academic standards and grading policies, program evaluation, and graduation requirements. These responsibilities are exercised collectively through the Faculty Committee and individually through each faculty member's instructional role.

Faculty Committee. The Faculty Committee is composed of all faculty members of IUTS, regardless of full-time or part-time status. The Committee meets regularly throughout the semester to review curriculum, assess student learning outcomes, and develop academic improvement recommendations. A quorum consists of a majority of faculty members, with a minimum of four members required to conduct business. Members may attend meetings in person, by telephone, or by video conference, and members attending remotely count toward the quorum. Recommendations are adopted by majority vote and forwarded to the Chief Academic Officer for review and implementation. The Chief Academic Officer attends meetings in a non-voting advisory capacity.

Chief Academic Officer. The Chief Academic Officer provides administrative leadership and oversight by supervising assessment processes, ensuring academic programs meet their learning outcomes, and reviewing and implementing faculty recommendations. Faculty recommendations regarding curriculum, academic policies, graduation requirements, and program development are developed collaboratively through the Faculty Committee and implemented under the oversight of the Chief Academic Officer.

DISTANCE EDUCATION FACULTY QUALIFICATION POLICY

Faculty teaching in distance education modalities must meet the same academic qualifications required for on-campus instruction, as described under Qualifications of Faculty. In addition, faculty assigned to distance education must demonstrate instructional competency in online teaching, including effective use of the Moodle Learning Management System, facilitation of online discussion and student engagement, and assessment of student learning through online assignments and activities.

All faculty assigned to distance education complete Moodle Academy's "Moodle Teaching Basics" certification training prior to or during the semester in which they are first assigned to a distance education course.

Faculty teaching graduate-level (M.Div.) distance education courses must hold an earned terminal degree. Faculty whose terminal degree is in process are authorized to teach undergraduate (B.Th.) distance education courses only, until the terminal degree is conferred. Each faculty member's distance education authorization level is documented in the Faculty Credential Matrix maintained by the Chief Academic Officer and reviewed annually.

FACULTY INFORMATION

Han, Jin

Ph.D. Fuller Theological Seminary, Pasadena, CA

M.Div. Talbot School of Theology, La Mirada, CA

B.A. University of California, Irvine, Irvine, CA

Field of Specialization: Christian Counseling, Biblical Theology, Ministerial Theology.

Ju, Randy Sung

Ph.D. Georgia Central University, Atlanta, GA

Th.M. Midwestern Baptist Theological Seminary, Kansas City, MO

M.Div. Talbot School of Theology, La Mirada, CA

B.A. California State University Northridge, Northridge, CA

A.A. Glendale Community College, Glendale, CA

Field of Specialization: Biblical Theology, Ministerial Theology, Missiological Theology.

Jung, Lainey Young

Ph.D. (In Process) Fuller Theological Seminary, Pasadena, CA

M.A.I.C.S. Fuller Theological Seminary, Pasadena, CA

M.Div. Fuller Theological Seminary, Pasadena, CA

B.A. National Open University, Seoul, South Korea

A.A. Hanyang Women's University, Seoul, South Korea

Field of Specialization: Biblical Theology, Intercultural Theology, Missiological Theology.

Lee, Gregory Geunshik

Ph.D. (In Process) Georgia Central University, Atlanta, GA

M.Div. KPCA Presbyterian Theological Seminary, Whittier, CA

B.E. Kyung Hee University, Seoul, South Korea

Field of Specialization: Intercultural Studies, Missiological Theology, Ministerial Theology.

Lee, MC Myung

Ph.D. (In Process)	Fuller Theological Seminary, Pasadena, CA
Ph.D. (In Process)	Presbyterian Theological Seminary in America, Santa Fe Springs, CA
D.Min.	Fuller Theological Seminary, Pasadena, CA
M.Div.	Presbyterian Theological Seminary in America, Santa Fe Springs, CA
B.A.	Myongji University, Seoul, South Korea

Field of Specialization: Christian Leadership, Missiological Theology, Ministerial Theology

Lee, Sonia Sunkyung

Diploma	Vienna University of Music, Vienna, Austria
M.A.	The Master's University, Santa Clarita, CA
B.A.	University of North Texas, Denton, TX

Field of Specialization: Biblical Counseling, Christian Music and Church History

Muljo, Jonas Tri

Ph.D. (In Process)	Grace Mission University, Fullerton, CA
Th.M.	International Theological Seminary, Los Angeles, CA
M.Div.	International Theological Seminary, Los Angeles, CA
B.Th.	The Evangelical Theological Seminary, Yogyakarta, Indonesia

Field of Specialization: Intercultural Studies, Ministerial Theology, Practical Theology.

Park, Esther Lee

Ph.D.	University of Wales Trinity Saint David, Wales, United Kingdom
M.Div.	Fuller Theological Seminary, Pasadena, CA
M.A.	California State University Fullerton, Fullerton, CA
B.A.	California State University Fullerton, Fullerton, CA

Field of Specialization: Biblical Theology, Intercultural Theology, Missiological Theology.

Park, Jasmine

M.Div.	Miju Sungkyul University, Los Angeles, CA
M.A.	World Mission University, Los Angeles, CA
B.A.	Kyung Hee University, Seoul, South Korea

Field of Specialization: Biblical Theology, Historical Theology, Systematic Theology, General Education.

Park, Jun Ho

D.I.S.	Grace Theological Seminary, Winona Lake, IN
M.Div.	Azusa Pacific University, Azusa, CA
B.A.	Bethesda Christian University, Anaheim, CA

Field of Specialization: Intercultural Studies, Missiological Theology, Ministerial Theology.

Yuk, Gideon

M.Div.	Fuller Theological Seminary, Pasadena, CA
B.A.	Life Pacific University, San Dimas, CA

Field of Specialization: Biblical Theology, Ministerial Theology, Practical Theology.

BOARD OF DIRECTORS

The Board of Directors is the governing body of IUTS and holds final authority over the institution. The Board approves the mission, institutional policies, the annual budget, and the catalog; appoints and evaluates the President; and oversees the financial stability of the institution and its compliance with legal and accreditation requirements. The Board delegates the day-to-day administration of the institution to the President and does not direct individual administrative or academic operations, which are carried out by the President, the Chief Academic Officer, and the faculty in accordance with Board-approved policies. Board members are expected to disclose any conflict of interest.

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ADMINISTRATIVE OFFICERS

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Director of IT: Myungku Kim, M.Div., World Mission University

Chief Financial Officer: Ill Soon Lee, B.A.Ed., Kongju National University

Director of Admissions/Registrar: Ellen Lee, D.Min., Fuller Theological Seminary

Librarian: Dou Ho Lim, M.L.I.S., Yonsei University

ACADEMIC CALENDAR

2026 – 2027

Fall Semester 2026

Last Day of Registration ..... Jul 16

Late Registration Begins ..... Jul 20

Fall Semester Begins ..... Aug 10

Last Day to Add-Drop Classes ..... Aug 14

Labor Day Vacation ..... Sep 7 – 11

Mid-Term Examinations ..... Oct 5 – 8

Columbus Day Vacation ..... Oct 12 – 15

Last Day to Withdraw ..... Oct 30

Thanksgiving Vacation ..... Nov 23 – 26

Final Examinations ..... Dec 7 – 10

End of Fall Semester ..... Dec 10

Spring Semester 2027

Last Day of Registration ..... Jan 15

Late Registration Begins ..... Jan 18

Spring Semester Begins ..... Jan 25

Last Day to Add-Drop Classes ..... Jan 29

Presidents' Day Vacation ..... Feb 15 – 18

Mid-Term Examinations ..... Mar 22 – 25

Easter Vacation ..... Mar 29 – Apr 1

Last Day to Withdraw ..... Apr 16

Final Examinations ..... May 17 – 20

End of Spring Semester ..... May 21

Summer Intensive Session 2027

Registration..... May 17 – 28

Summer Intensive Classes Begin .....Jun 1

Last Day to Add-Drop Classes .....Jun 4

Last Day to Withdraw.....Jul 2

Summer Intensive Classes End.....Jul 16

The schedule is subject to change.

EMERGENCY PLAN

Medical Care

Paramedics	9-1-1 (emergencies only)
Fire Department	(213) 485-6229 (emergencies and non-emergencies)
Ambulance	(323) 468-1600
Police Department	(213) 484-3400

Security

Los Angeles Police Department	9-1-1 (emergencies only)
President MC Myung Lee	info@imission.us, (213) 761-7985