

哲學博士科手冊
Doctor of Philosophy
(Ph.D.) Program
Handbook 2015-2017

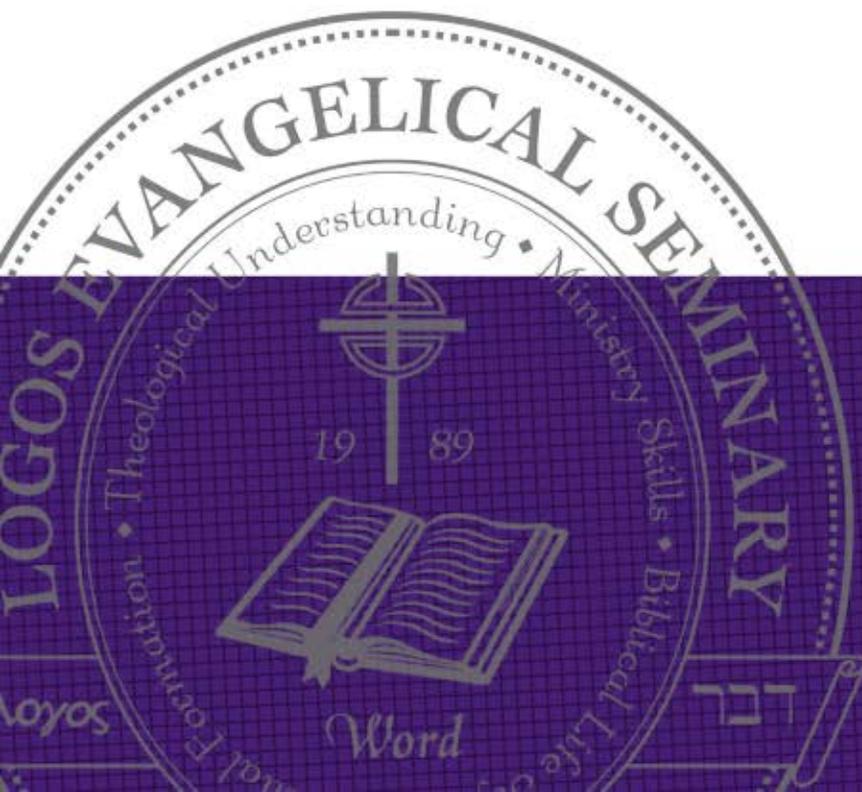


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About Logos Evangelical Seminary

Grace

By the grace of God, Logos Evangelical Seminary was founded in 1989. To this day, Logos has been overflowing with the Lord's blessing.

Spirit

Attempt great things for God. Rescue millions of souls.

Mission

Logos Evangelical Seminary equips servant-leaders in the four core areas of spiritual formation, academic excellence, ministerial competence and godly living; to serve Christ's Church and to proclaim the gospel to the world effectively.

Strategic Vision

Logos Evangelical Seminary, as a Christ-centered school, will become a leading Asian seminary in North America that provides students from around the world educational excellence in a multi-lingual and cross-cultural setting.

Our Core Values

Primacy of Scripture -- The Bible is the foundation of our faith

Strong evangelical stance -- conform to the Biblical worldview

Educational and academic excellence-- outstanding faculty

Mutually Supportive Community – close interaction between faculty and students

Holistic developments--Spiritual Formation, Theological Understanding, Ministry Skills, Biblical lifestyle

Features

- We have an excellent faculty. Our professors hold doctorate degrees from well-known institutions and are well-trained in their respective disciplines and are experienced in ministry.
- We encourage students and faculty to remain close relationships with the Lord, walking with Him daily and learning to kneel down to pray, stand up to preach and set path to evangelize.
- We focus on equipping the students to serve and establish churches in multicultural and multilingual settings.
- We emphasize field training and missions by requiring students to participate in local church ministry during regular school terms and participating short-term missions and full-time field training in the summer.

- Every Wednesday, we have a chapel service, student activities, and advisory groups in the afternoon. Students are encouraged to attend the morning and evening prayer meetings on campus and in the dormitory.

Logos Evangelical Seminary—Overview

With the spirit to “Attempt great things for God, rescue millions of souls,” Logos Evangelical Seminary seeks to educate and impact students for a lifetime of faithful and fruitful ministry. As the first fully accredited Asian seminary by the Association of Theological Schools in the United States and Canada (ATS) and the Western Association of Schools and Colleges (WASC), Logos provides a range of academic and degree programs mainly in Chinese with a few elective English courses that emphasize the integration of the Bible, theology, practice and cultures to equip servants for the Body of Christ worldwide.

Logos’ excellent faculty oversees a curriculum that emphasizes not only the academic, but the practical side of theology. With a deep commitment to its mission coupled with a program curriculum based on in-depth theological understanding and Biblical worldview, Logos serves to provide a strong and stimulating learning environment. Logos’ programs are designed to foster growth and development in four key areas that, when in balance, will serve them well for the rest of their lives. These include: spiritual formation, theological understanding, ministry skills, and Biblical life-style. In addition, students at Logos gain invaluable insight and wisdom from the close relationships they develop with the professors and their godly living.

The students who come to Logos are from different backgrounds, denominations and from all over the world. They are welcomed by staff and faculty, who likewise come from diverse backgrounds and represent various denominations. Once here, students find an inviting wireless campus with modern facilities, including a library that houses one of the largest collections of Chinese theological books in North America. Logos also provides comfortable and convenient wireless living accommodations for singles and families.

Today, more than 500 graduates of Logos are serving in pastoral ministries, cross-cultural missions, theological education and para-church organizations in more than 20 countries around the world. Having a close relationship with the seminary, the alumni continue to fulfill Logos’ mission to “spread the gospel to bring people to Christ to make disciples and establish churches.”

Authorization and Approval

- Logos has been accredited by the Western Association of Schools and Colleges (WASC).

- Logos is a fully accredited member of the Association of Theological Schools in the United States and Canada (ATS).
- Logos is authorized under U.S. Citizenship and Immigration Services (USCIS) to issue I-20 to enroll nonimmigrant alien students.

Program Description

I. Purpose

Logos Evangelical Seminary strives to produce Chinese Christian scholars and teachers who are able to critically engage biblical and theological scholarship, translate and contextualize that scholarship into Chinese context, and then bring those fresh theological paradigms into the global theological conversation.

II. Program Outcomes

This is the highest academic theological degree. The program aims to prepare students for serving in teaching ministry in theological institution and doing research and academic writing by fostering and equipping students to have the following qualities:

1. Logos graduates will demonstrate conversance with the broad literature in biblical and theological studies and cognate fields.
2. Logos graduates will demonstrate the ability to use standard research tools and methods in biblical and theological studies.
3. Logos graduates will demonstrate ability to engage critically and productively, in English and Chinese, in biblical and theological studies.
4. Logos graduates will demonstrate a thorough acquaintance with Western literature in their chosen area of concentration.
5. Logos graduates will demonstrate sufficient acquaintance with Chinese language literature in their chosen area of concentration.
6. Logos graduates will demonstrate the ability to plan and conduct research in their chosen area of concentration and to communicate the results effectively in a dissertation, usually written in Chinese.
7. Logos graduates will demonstrate the ability to teach effectively in the Chinese and global context.

III. Program Content

1. This program emphasizes in academic research. All courses are designed toward this direction.

2. Entire program consists of 48 semester units (does not include prerequisite in biblical and research languages); 32 units of course work and 16 units of dissertation work.
3. Entire program consists of 3 stages. In stage 1, students must complete 32 units of course work including basic studies (8 units), Old Testament (12 units), New Testament (12 units), higher education and teaching methods (0 unit), and two semesters of faculty-mentor teaching practicum (0 unit).
4. Students must fulfill biblical language requirement within the first year of the program and pass the research language requirement prior to stage 2.
5. After the completion of all coursework, students must pass four comprehensive exams in stage 2.
6. In stage 3, students are required to complete the dissertation. (For details, see curriculum chart.)

IV. Program Design

Biblical and Research Languages:

Biblical Language 1	Hebrew I, II and Exegesis I, II	
Biblical Language 2	Greek I, II and Exegesis I, II	
Research Language 1	Modern language (German or French, or other)	Engage in biblical research & writing
Research Language 2	Ancient language (Aramaic, Akkadian, other) Depends on study area.	Engage in academic debate & critical work

Stage 1 (32)

- I. Foundation Seminars:
 - Research and methodology (4)
 - Contextual Theology for Chinese World (4)
- II. Old Testament Seminars
 - Genesis (4)
 - Psalms (4)
 - Isaiah (4)
- III. New Testament Seminars
 - Gospel of Matthew (4)

- The Epistle to the Romans (4)
- Johannine Literature (4)

IV. Higher education and teaching methods (0)

- Two semesters of faculty-mentor teaching practicum (0 unit)

Stage 2

Comprehensive Exams (After the completion of all coursework)

- Comprehensive Exam 1 (OT/NT 1)
- Comprehensive Exam 2 (OT/NT 2)
- Comprehensive Exam 3 (OT/NT 3)
- Comprehensive Exam 4 (NT/OT and integration)

Stage 3 (16)

- Dissertation Proposal Guided Study (4)
- Dissertation Guided Study (4)
- Dissertation Guided Study (4)
- Dissertation (4)

Sample 5-Year Curriculum

Stage One (Coursework of 32 Units)		
YEAR ONE	Course Title	Units
Foundation Seminar 1	Research and Methodology	4 units, 900 level
Foundation Seminar 2	Contextual Theology for Chinese World	4 units, 900 level
Old Testament Seminar 1	Genesis	4 units, 900 level
New Testament Seminar 1	Gospel of Matthew	4 units, 900 level
YEAR TWO		
Old Testament Seminar 2	Psalms	4 units, 900 level
New Testament Seminar 2	The Epistle to the Romans	4 units, 900 level

Old Testament Seminar 3	Isaiah	4 units, 900 level
New Testament Seminar 3	Johannine Literature	4 units, 900 level
Higher education and teaching methods	Two semesters of faculty-mentor teaching practicum (0 unit)	0
Stage Two Comprehensive Exams (After the completion of all coursework)		
YEAR THREE	OT Major	NT Major
Comprehensive Exam 1	OT 1	NT 1
Comprehensive Exam 2	OT 2	NT 2
Comprehensive Exam 3	OT 3	NT 3
Comprehensive Exam 4	NT and Integration	OT and Integration
Stage Three Dissertation Writing (16 Units)		
YEAR FOUR		
Dissertation Proposal Guided Study		
Dissertation Guided Study 1		
Dissertation Guided Study 2		
YEAR FIVE		
Dissertation		

Other Courses:

OT Theology, Wisdom Literature, Deuteronomy, NT Use of the OT, NT Theology, NT Textual Criticism

V. Biblical and Research Language Requirement

1. Biblical language requirement before admission: Hebrew I, II and Greek I, II. OT studies: Hebrew Exegesis I, II; NT studies: Greek Exegesis I, II.

2. All students are required to take biblical and research language exams: Hebrew exam, Greek exam, modern language exam, ancient language exam if applicable.
3. Students are to take the biblical language courses (not counting towards graduation credits) if a student has not completed the Biblical language requirement before admission.
4. The biblical language requirement shall be completed within the 1st year before students are allowed to move on to the next phase of the program.
5. Students must pass the biblical and research language exams prior to stage 2 of the program.
6. Exam result is either pass or fail.
7. Students can retake the exam if they fail the exam. The student can choose to take a class to improve the language failed. And if a student fails the exam the second time, the student will be required to withdraw from the program.

VI. Mentors

1. Students are encouraged to begin preparatory work on their dissertation early in the program. Students are required to speak to the program director to explore his/her research interest by the end of first semester.
2. Mentors will be assigned to students before the beginning of second year. The first mentor will be supervising the student's course work along the program.
3. Students may petition to change mentors at beginning of the semester. However, the change is only allowed once and it must be approved by academic office. First mentor should be confirmed latest by the end of the second year of the program.
4. Students will be assigned the first and second mentors based on the dissertation area. Students shall make an appointment with the program director for evaluation at the time students complete 16 course units.
5. Students must submit the agreements of first and second mentors at the time of registering "Graduation Dissertation" to Academic Office.

VII. Location and duration

1. Students are encouraged to maintain a full-time status. All regular courses must be taken at the main campus in El Monte, California. The student may work on the dissertation off-campus.
2. The minimum duration of this program is 5 years, the maximum 10 years (including dissertation work). The maximum may be extended for one more year.

VIII. Student Progress Evaluation

1. The first mentor will evaluate the academic progress of the student and report to Ph.D. committee.
2. All students must fulfill research language requirement prior to stage 2.
3. The second-year students will get a mid-term evaluation by the program director.
4. Students must pass the comprehensive examination before dissertation writing.
5. Any course with a grade below B- will not be counted towards the graduation credits.

IX. Comprehensive Exam

Comprehensive examinations will be given to students who have completed all required courses and passed the biblical and research language exams. Students must pass the comprehensive exams before dissertation writing. The exams may be scheduled in the semester consecutive to the completion of the coursework. The content of the comprehensive exams will be assigned by program director and dissertation mentors.

X. Dissertation and Oral Defense

After being granted candidacy the student proceeds with the writing of the dissertation, embodying original research and making a genuine contribution to knowledge in the field of concentration. Students enroll for a minimum of two consecutive semesters of dissertation research and, if necessary, for dissertation continuation courses thereafter until the dissertation is written, the oral defense successfully completed, and the final copies received. No letter grades are assigned for these courses.

Once the dissertation has been completed, the student is required to defend the dissertation before the dissertation committee consisting of the Dissertation Mentor, the second reader, and the Program Director. The dissertation defense is in the form of an open hearing including faculty and peers. An external reader can be invited to submit a written report to the Dissertation Mentor. Once the dissertation has been successfully completed and defended, the student will make whatever corrections are necessary and proceed to have the manuscript prepared in final form according to requisite style requirements. Upon acceptance of the final copies, the student has completed all requirements for the degree. The Ph.D. Committee will then make a recommendation to the faculty for graduation.

XI. Graduation requirements

1. Complete 48 semester units (dissertation included) with a GPA of 3.33 (B+ or 86.5 -

89.9%) or above.

2. Pass comprehensive exams before dissertation writing.
3. Finish the dissertation and pass the oral defense of dissertation.
4. Obtain dissertation approval signatures from all mentors.
5. Obtain an academic clearance.

XII. Graduation Application

1. While submitting the dissertation final draft, students must submit graduation application to the Academic Office. A Third reader for dissertation will be arranged by Academic Office.
2. Dissertation format check will be done by a designed person, students are responsible to correct the format until it is approved.

XII. Graduation Dissertation Exhibits, Lending, and Purchase

Logos have made the effort to provide our Ph.D. dissertation to all ministerial workers. In addition to the announcement of the dissertation titles at annual commencement and posting in seminary newsletter, Logos also post them on:

- A. Lending: Logos library
- B. Collection: ATLARIM (American Theological Library Association Research in Ministry), www.atla.com.
- C. Purchase: Copies of dissertation may be purchased from TREN.
Theological Research Exchange Network
P.O. Box 30183 Portland, OR 97294-3183

Faculty

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ThM. Dallas Theological Seminary
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Ph.D.	University of Iowa
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M.A.	Trinity Evangelical Divinity School
Ph.D.	Trinity Evangelical Divinity School
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M.A.	Grand Rapids Baptist Seminary
Th.M.	Calvin Theological Seminary
Ph.D.	Trinity Evangelical Divinity School
Chloe Sun:	Associate Professor of Old Testament
M.Div.	Golden Gate Baptist Theological Seminary
S.T.M.	Dallas Theological Seminary
Ph.D.	Fuller Theological Seminary
Daisy Y. Tsai	Assistant Professor of Old Testament
M.Div.	China Evangelical Seminary
Th.M.	China Evangelical Seminary
Ph.D.	Trinity International University
Hing Wong	Associate Professor of New Testament
M.Div.	Canadian Theological Seminary
Th.M.	Westminster Theological Seminary
Ph.D.	Sheffield University
John Wu	Associate Professor of New Testament
M.Div.	China Evangelical Seminary
S.T.M.	Dallas Theological Seminary
Ph.D.,	Dallas Theological Seminary

Affiliate Faculty

John Goldingay	David Allan Hubbard Professor of Old Testament, Fuller Theological Seminary
B.A.	University of Oxford

Ph.D.	University of Nottingham
D.D.	Archbishop of Canterbury at Lambeth
Donald A. Hagner	George Eldon Ladd Professor Emeritus of New Testament and Senior Professor of New Testament, Fuller Theological Seminary
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B.D.	Fuller Theological Seminary
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M. Div.	Westminster Theological Seminary
M.Phil.	Yale University
Ph.D.	Yale University
Maureen Yeung Marshall	Professor of New Testament
M.Div.	Trinity Evangelical Divinity School
Th.M.	Trinity Evangelical Divinity School
Ph.D.	University of Aberdeen
Willem Arie VanGemeren	Professor of Old Testament, Trinity Evangelical Divinity School
B.D.	Westminster Theological Seminary
M.A.	University of Wisconsin
Ph.D.	University of Wisconsin

Academic Policies

I. Admission Standards and Procedures

A. The Ph.D. Committee

1. The Committee shall administrate all affairs pertinent to student admissions.
2. The Committee meets once in May.

B. Admission Requirements

1. A Master level degree in Biblical Studies from ATS accredited school or equivalent (A Th.M. degree is preferred), overall GPA at least 3.5/ 4.0 scale.
2. Official transcripts from degree conferring institution(s) including all post-baccalaureate graduate coursework and advanced degrees (if applicable).
3. Proof of English proficiency is required. GRE verbal score of 550, or TOEFL of 575 (paper)/ 91 (TOEFL IBT), or IELTS of 7, taken within five years.
4. Three letters of recommendations. A demonstration of maturity in personal and spiritual life, with recommendations from one church pastor and two seminary professors.
5. A major research writing sample of 7,000-10,000 Chinese words (4,500-6,500 English words) written in the last three years.
6. A Personal History Essay, with CV attached, and a two-page future ministry goal.
7. Submit a program study plan.

C. Admission Procedures

1. Obtain application information from the Admissions Office or from Logos website.
2. Complete and return application forms, writing sample, personal history essay, along with
 - ❖ Three 2x2 identification pictures
 - ❖ A copy of Seminary diploma
 - ❖ Application fee
3. Request official academic transcripts from graduated schools to be sent directly to Admission Office. (Concise translation in Chinese or English if needed.)
4. Request three recommendations to be sent directly to Admissions Office in sealed envelope. (Applicants in mainland China need two overseas recommendations).
5. Request official GRE or TOEFL Score sent to Admission Office (School Code 8548)
6. Admission is accepted in fall semester. For all applicants, the deadline for fall admission is May 15th.

D. Special Instructions

1. Affidavit of Support is required for international applicants. Please contact International Student Advisor for detailed information. E-mail: isa@les.edu, or Tel: (626) 571-5110

ext. 112.

2. Divorced/Remarried/Separated Applicants: These issues may not disqualify you from seminary studies; however, they have a significant effect on your life and ministry. Therefore, please submit a 1-2 page, typed statement explaining:
 - ❖ The general circumstances. Include counseling and attempts at reconciliation.
 - ❖ Your view of the Biblical teaching on divorce and how your situation relates to that teaching.
 - ❖ The effect you perceive it having upon your future ministry.

E. Notification of Admission

1. After evaluating the application, the accepted applicants would be notified by mail. The information for registration will also be mailed. The accepted applicants should return the Admission Contract to the Admissions Office within two weeks from date of received.
2. Overseas applicants shall complete the I-20 application form and submit all necessary documents to the International Students Office for obtaining I-20.
3. If, for any reason, the accepted applicant wishes to postpone admission, he/she must notify the Admissions Committee in writing two weeks prior to the beginning of the semester. The student is allowed to postpone his or her admission twice, each for a year.

F. Admission Status

1. Regular: An officially admitted student enrolls in degree program.
2. Auditor: Ph.D. program is not open to other degree students.

G. Orientation for New Student

1. All new students are required to attend the student orientation that is held two weeks before the beginning of the semester.
2. The orientation includes the introduction of academic policies, campus facilities, library tours, computing environment, and all other information concerning the student life.

II. Scholastic Regulations

A. Academic Year and Term

1. Each academic year consists of two regular semesters. Fall semester begins in August and ends in December. Spring semester begins in January and ends in May.
2. Each semester lasts fifteen weeks including one week of term break. The final examination is on the sixteenth week.

B. Grading System

1. If a student's class attendance falls to 70% or below, credit will not be granted for that course.
2. A grade of B- (80.0 - 83.4) or above is considered passing grade.
3. Semester grades are given according to the following scale:

RANKING	SCORE	GPA
A	93.5 - 100.0	4.00
A-	90.0 - 93.4	3.67
B+	86.5 - 89.9	3.33
B	83.5 - 86.4	3.00
B-	80.0 - 83.4	2.67
C+	76.5 - 79.9	2.33
C	73.5 - 76.4	2.00
C-	70.0 - 73.4	1.67
D+	66.5 - 69.9	1.00
D	63.5 - 66.4	1.00
D-	60.0 - 63.4	0.67
F	59.9 or below	0.00
P	Passed	
NP	Not Passed	
I	Incomplete Grade	
IP	Course in Progress	
IS	Independent Study	
WP	Withdrawn with passing grade	
WF	Withdrawn with failing grade	
NR	Not Reported	

4. Students' GPA will not be affected by a passing grade (P) in a pass/fail course.
5. A course withdrawn in the first seven weeks of the semester will not be recorded in the student's academic record. A course withdrawn after the seventh week will be recorded as withdrawn with passing grade (WP) or withdrawn with failing grade (WF). The student's GPA will not be affected by withdrawn courses.

C. Paper Requirements

- a. All course assignments are due by last day of the semester. Student may apply for

“Incomplete” if he or she cannot meet the deadline.

1. Student who needs apply for an “Incomplete” for the course, must meet the following requirements:
 - Severe medical conditions (must submit letter of proof from the doctors)
 - Bereavement (with brief description)
 - Unexpected severe circumstances (must attach a letter of explanation)
2. Student who has met any of the above requirements, may request an “Incomplete” on the grade, by submitting an application form for Incomplete, approved by the Academic Office, before the due date of the assignments (for Ph.D. students); or by the last day of the semester (for master students), and should pay the required fee, \$100 (per application).
3. If an “Incomplete” is granted, the unfinished course works should be due and received by the professor within three months (Ph.D. within six months). Then the “Incomplete” course will be changed to a regular grade (A-~C- or F). All “Incomplete” courses will, automatically, receive one grade down from the given grade (e.g. from A- to B+).
4. If the course works cannot be completed within the given time, the instructor will determine whether a reduced grade or a grade of F is warranted, based on the policy published in the course syllabus. Students receiving F grade for a core course must retake the course.
5. Each “Incomplete” course may be extended one time only. Renewal of extension will not be granted. Students will only be allowed a maximum of three “Incomplete” in total.

b. Policy of Plagiarism

Whether the quotation is from a printout or an online resource, it is necessary to cite the sources when reference to other people's data, views, or ideas. If one copied a phrase, a sentence or a paragraph from others without using quotation marks and does not indicate the source, it will be considered plagiarism. Plagiarism is a dishonest and unethical behavior. One who commits plagiarism may face the result of termination of his/her studies. **The**

Scenario of Plagiarism including:

1. Buying a research paper from any of the resources.
2. Copying an article from any of the Web-based resources.
3. Translating any of the foreign articles into English or Chinese without citing the source.
4. Creating a paper by cutting and pasting from several sources.
5. Quoting less than all the words copied or faking a citation.
6. Changing only some of the words but copying the whole phrases
7. Paraphrasing or summarizing other people’s ideas without attribution.

❖ **Penalty:**

1. The student will need to redo the assignment. The final grade of the course will be C or below. Violation will be reported to Academic Dean.
2. The student must schedule an appointment with Format Specialist for further learning on how to avoid plagiarism.
3. The student will be sent to Conduct Committee if he/she commits plagiarism again.

D. Registration and Course Selection

1. All students must register before the deadline. Otherwise, the student will need to pay late registration fee.
2. All students must follow the registration procedures set out by Academic Office.
3. When students register, they must register according to their concentration, with core courses taking priority. A student may not take more than 9 units in a semester unless they have prior approval from the Academic Dean.
4. In order to maintain the status of full-time student, a student must register for a minimum of 6 units per semester .
5. All fees are payable upon registration, unless the student requests for a deferred payment plan from the Accounting Office. Students with financial needs may apply for financial aid from the Office of Student Affairs.

E. Changes in Course Registration:

Within the first seven weeks of any regular school semester, students are allowed to drop their course registration. There is a fee for adding or dropping after second week. After the third week, no course may be added, and audit courses may not be dropped. Please see refund schedule under Expenses section.

F. Leave of Absence

1. Students who do not wish to register for consecutive semester (exclude summer semester) must file either “Leave of Absence” or “Withdraw”.
2. Leave of absence is valid for one year and students must re-file each year.
3. Students fail to file leave of absence is considered withdrawn from the program.
4. Students may resume their studies after the leave of absence via a reinstatement form.
5. The maximum amount of time for a leave of absence is three years. If the absence exceeds three years, the student will be considered withdrawn from the program. And the student must be re-evaluated by the Admission Committee for readmission before the student returns.

Full-time students' family members have 50% discount on tuitions.

- **NON-REFUNDABLE FEES**

Application fees:	\$100.00
Administration fee	\$50.00/\$100.00
Deferred payment plan fee	\$ 20.00
Late registration	\$ 40.00
Late payment fee	\$ 25.00 & up
Credit card payment/refund (each transaction)	\$ 8.00
Add/Drop after second week	\$ 10.00
Assignment due date extension fee (per course)	\$ 100.00
Program extension Fee	\$100.00
Photocopy of document	\$ 10.00
Transcript (per copy)	\$ 5.00
Letter of Certification	\$ 3.00
Graduation fee	\$200.00

- **Miscellaneous Fees**

Thesis / dissertation advisory fee	\$800.00
Thesis / dissertation extension fee (per year)	\$100.00
Course material fee	varies by course
Miscellaneous application fee	varies by application
• Student Council member fee	Collected by Student Council

The above fees only cover tuition and related costs and do not include living expenses, insurance, books, car purchase, car maintenance and other miscellaneous expenses.

II. Deferred Payment Plan

A student may opt for deferred payment and will be charged a Deferred Tuition fee. The schedule for payment is as follows:

- A. 1/3 of all fees upon Registration.
- B. 1/3 on or before Friday of the fourth week.
- C. 1/3 on or before Friday of the eighth week.
- D. Late Payment Regulation will apply to the unpaid balances.

(This plan does not apply to intensive courses.)

III. Tuition Refund Policy

A student may withdraw from courses before the end of the semester. The student is entitled to a refund up to the Friday of the seventh week. A schedule of refunds according to the withdrawal date is as follows:

REFUNDS FOR REGULAR COURSES

Friday of first week	100%
Friday of second week	90%
Friday of third week	80%
Friday of the fourth week	70%
Friday of the fifth week	60%
Friday of the sixth week	50%
Friday of the seventh week	30%
After the seventh week	0%

REFUNDS FOR OTHER INTENSIVE COURSES PLEASE SEE THE REGISTRAR OFFICE.

Students have the option of putting the refund towards the tuition fees for the next semester or request refund from the Accounting Office. If a student withdraws completely from the program, the student will receive a refund within thirty days from the date of withdrawal.

VI. Living Costs

Students are responsible for their room and board. The following is an estimate of costs for room and board for twelve months in dormitory housing:

Single student:	\$12,979
Married couple:	\$15,575
Children: each:	\$2,596

(Logos Seminary has a student dormitory. For an application and rate schedule, please contact Student Service Office.)

V. Health Insurance

Health insurance fee for local students may vary. Logos Seminary provides assistance to international students with purchasing health insurance. Fee schedule is as follows.

Single student:	\$1,440/year
Married couple:	Not Included

Children: each: Not Included

Student Life

1. Chapel attendance is required throughout the course of study till graduation.
2. Small group attendance is required throughout the course of study till graduation.
3. Other group activities are optional but encouraged (e.g. leading chapel worship, group presentation in seminary activities, etc.)
4. The group(s) will consist of Ph.D. and Th.M. students.
5. The group(s) are directed by the program director.
6. Excuses are allowed during intensive courses, week when big papers are due (e.g. OT methodology paper), etc.

I. Student Service Office

The Student Service Office follows the education objectives of the Seminary in helping students become ministers who please the Lord and glorify God in their spiritual formation, intellectual endeavor, personal lifestyle and Christian service.

A. Goal:

1. To help students obtain a balanced development in physical, mental and spiritual well-being.
2. To facilitate effective communication between the Seminary and the students.
3. To encourage students to actively involve themselves in community life.
4. To enhance the spirit of unity of the Seminary.

B. Functions:

1. To promote the students' devotional life, Christian fellowship and personal growth through advisor/advisee groups.
2. To advise the activities sponsored by the Student Council.
3. To invite pastors, missionaries or other professionals to the Seminary to share about their ministerial experiences and other special topics.
4. To coordinate scholarship and work-study programs.
5. To care for students' personal lives and interpersonal relationships.
6. To be in charge of Seminary Annual Retreat.
7. To provide crisis counseling and handle student grievances.

II. Logos Student Council

The Student Council is composed of seven representatives from the student body: Chairperson, Vice Chairperson, Secretary, Activity, Caring, General Affairs, and Finance.

- A. The Student Council organizes extracurricular activities, cultivates interpersonal relationships among students and serves as a bridge between the Seminary and the students.
- B. To promote student cooperation with the Seminary for all training programs and activities.

III. Student Medical Care

- A. All full-time students need to have basic health insurance coverage.
- B. The Student Service Office will help students to locate suitable physicians for their illness when such needs arise. Some over-the-counter medicines are provided in the medical cabinet located at the Student Service Office.

IV. Standards of Conduct

Students are called to be ministers or to work in Para-church organizations according to the principles of the Bible. They should set examples in their behaviors and conduct for the lay people. The seminary expectation for students' conduct and life is higher than the standards set by the society. Students are expected to comply with the law, respect proper constitutional authority and obey seminary policies, rules and regulations.

Unacceptable conduct is defined as an action or behavior that is contrary to the best interest of a fellow student or students, the faculty or staff, the seminary, or the teaching/learning process.

Students failing to perform according to established standards may be subject to disciplinary action. Violation of this standard shall include, but is not limited to:

1. Academic misconduct including, but not limited to, cheating, fabrication, plagiarism and facilitating academic dishonesty;
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and other conduct which threatens or endangers the health or safety of any person;
3. Use or possession of illegal drugs, drinking alcoholic beverages and smoking;
4. Sexual misconduct including, but not limited to, sexual offenses, sexual harassment and

homosexual behavior;

5. Attempted or actual theft or damage of seminary or personal property;
6. Unauthorized possession, duplication, or use of keys to any Seminary premises or unauthorized entry to or use of Seminary premises.
7. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on Seminary premises.
8. Theft or abusive use of seminary's computer equipment, including but not limited to:
 - a. Unauthorized entry into other personal, staff, or faculty file to use, read or change its contents for any purpose.
 - b. Unauthorized transfer or deletion of Seminary's computer system files.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, staff and faculty member.
 - e. Use of computing facilities to view, send or receive obscene or abusive or other inappropriate messages.
 - f. Use of computing facilities to interfere with normal operation of the Seminary computing system.
9. Fighting; abusive or vulgar language;
10. Violation of seminary academic regulations and policies.

In light of the spirit of Galatians 6:1-2, it is the intent of the Student Conduct Committee to exercise genuine Christian concern in its dealings with students and that its actions would result in learning, personal growth, and professional development. The long term welfare of the student, the seminary community and the churches should be the primary concerns of the committee's decision process.

In order to make this a truly responsible and redemptive community, it is expected that all students, faculty and staff will jointly accept the responsibility of reporting such actions as may be unacceptable, unethical, or detrimental to a Christian academic community or to the ministries that they serve.

Any questionable actions may be reported to the Student Service Office directly. The Dean of Students will make necessary inquiries or investigation into the matter promptly.

This process may consist of personal conversation with all the parties involved to determine if the matter has merit or if they can be disposed by mutual consent on a basis acceptable to all parties. If the matter cannot be resolved, the Dean of Students will make a report to the Student Conduct Committee, along with documents submitted to the Dean by the student and the parties involved.

The Student Conduct Committee may wish to meet with the student and the involved parties to further investigate the case. The Committee will then discuss the case based on the facts collected by the Dean of Students in a thorough and careful manner. The committee will decide whether the student has been in violation of seminary regulations, standards of conduct in any way that is contrary to the catalog or that is set forth in the student handbook. If warranted, the Student Conduct Committee shall make a report of the matter to the President's Council of the seminary.

The Dean of Students, as chairman of the committee, will notify the student personally and in writing of the committee's decision as well as any disciplinary action recommended. The student may choose either to accept the committee's determination and decision in the case or the student may choose to appeal the decision to the President's office. The appeal must be filed within two (2) weeks after receiving the written decision.

In the event of an appeal, the case will be discussed and reviewed by the President's Council. The student will have the opportunity to submit written comments to the President's Council for consideration. In all cases, the final decision on the appeal shall rest with the President's Council. When an appeal is made, the case will be reviewed and a decision reached as quickly as possible, normally within thirty (30) days.

The decision of the President's Council is final. Both the faculty members and the students shall submit to the decision of the President's Council and seek the peace of the institution.

Any disciplinary action toward the involved student shall be reported to the faculty meeting. A written report of disciplinary hearing proceedings, determination, and appeal, if any, will be made and kept on file in the Student Service Office.

A. Organization

Student Conduct Committee

Chairperson: Dean of Students

Members: Academic Dean and a faculty representative

B. Disciplinary Action

Actions of the committee include, but are not limited to:

1. **WARNING:** A notice in writing to the student who has for the first time or unintentionally violated institutional regulation. A disciplinary record is maintained for one year from the date of imposition of the sanction.
2. **PROBATION I:** Disciplinary probation will be required in the event the conduct or attitude of a student violates the Seminary's regulations. The student will be placed on disciplinary probation for one academic semester. If the student fails to improve; he/she may be suspended or dismissed from the Seminary.
3. **PROBATION II:** Disciplinary probation may be required along with the loss of credit in course or courses where dishonest work is done.
4. **SUSPENSION:** A student may be suspended for any specified length of time as determined by the Student Conduct Committee with time and terms of re-admission indicated. After the expiration of the specific length of time, the student may petition to resume his/her studies.
5. **DISMISSAL:** Permanent dismissal from the Seminary will apply in cases where the Student Conduct Committee deems there is evidence that the student's conduct, achievement, or other factors warrant such action.
6. Any of the above may be noted on the student's transcript for duration of one to three years and may be removed at the discretion of the committee.

C. Student Grievance Policy and Procedure

1. This policy is only for issues about Ph.D. dissertation. For sexual harassment or other grievance issues, please refer to school catalog, "Student Life".
2. Students who do not agree with first mentor's comment or decision on dissertation may submit grievance to program director. If the program director does not resolve it, then the case would be brought up to faculty meeting. If the program director is the subject of the grievance, then the Academic Dean will be the replacement to resolve the case.
3. Students who do not agree with second or third mentors' comment or decision on dissertation may submit grievance to first mentor. If the first mentor does not resolve it, then the case shall be directed to program director.
4. The decision at faculty meeting shall be the final decision.

V. Housing Services

A. Logos Evangelical Seminary has 3 following locations for our students’

Dormitories:

1. “House of Good Shepherds”- 6932 Rosemead Blvd., San Gabriel, CA. 91775.

There are 50 units in a 2-story apartment complex of 48,000 sq. feet with 36 one-bedroom units and 14 studio units. It is approximately 4 miles north of our Campus. This Dormitory is beautifully landscaped with swimming pool and recreational facilities.

2. “House of Grace”- 5602-5608 Welland Avenue, Temple City, CA. 91780.

There are 4 single-family houses with 3 or 4 bedrooms in each house. Many Fruit trees and shrubs are planted in the surrounding landscape. These 4 houses are safely gated and fenced in an enclosed community area.

3. “House of Blessing”- 526 N. Nicholson Ave., Monterey Park, CA. 91755.

There are ten units with 1, 2, or 3 bedrooms in each unit. This dormitory is safely gated and fenced in an enclosed community area.

B. Each dormitory consists of suites with private bathrooms and kitchens. It is suitable for both singles and families.

C. Refer all detailed policies for the dormitory to Resident Handbook.

Financial Aid and Scholarships

Scholarships and financial aid are available to help full-time students financially so that they may concentrate on their studies for effective Christian ministries. We encourage churches, organizations and individuals to support students through their financial donations.

According to the designated donations from various sources, the seminary has established Logos Full and Half Scholarships, etc... .

The Scholarship and Financial Aid Committee consists of Academic Dean, Dean of Students and a faculty representative. The Dean of Students will be the chairperson of the committee. The committee is responsible for all scholarship and financial aid matters.

For detailed financial aid policy and procedure, please direct inquiries to Student Affairs Office or to download the documents from www.les.edu.

Library

The Logos Evangelical Seminary Library since its establishment has been making efforts on collecting and purchasing books to accommodate the growth of the seminary. The holdings of the library have grown from about two hundred Chinese books to more than fifty-five thousand Chinese and English books at the present time, still increasing by thousands each year. Among them, over twenty thousand volumes are in Chinese which is the largest collections of Chinese theological books in North America, more than thirty-five thousand volumes are in English, including 250 e-books. In addition, we have subscription to Religion Collection of 4,100 e-books. Library catalog is assessable through our online public access catalog at www.opac.les.edu and even access to world wide catalog through OCLC Discovery (<http://newfirstsearch.oclc.org/>) for varies of information search.

The Logos Seminary Library has included the areas for periodicals, multimedia materials, electronic resources, and reading. In the area of periodicals we hold over three hundred titles of Chinese, English and other foreign language periodicals, among which more than a hundred titles are current subscriptions. For multimedia materials, we have collections of DVD's, videos, audio cassettes, Sunday school materials, and Bible maps on transparencies. The Library has an electronic resource center, which contains computerized research tools such as Bible Works, PC Study Bible and Almega Chinese Bible tool. The library also provides wireless internet connection, all students can access through their personal computers to the online database such as ATLA Religion Database/ATLAS, ProQuest Research Libraries, Online Encyclopaedia Britannica (Academic Edition), PsyARTICLES and OCLC FirstSearch, etc to obtain the abstract or full text of the articles. In reading area, there are more than 55 seating accommodations.

The Logos Seminary Library is a member of Online Computer Library Center (OCLC), American Theological Library Association (ATLA) as well as a member of Southern California Theological Librarian Association (SCATLA). Through these associations, we facilitate wider and more versatile avenues of access to research resources for Logos Seminary community. These associations offer the interlibrary loan activity and the direct loan activity from SCATLA. Through the service of State-Wide California Electronic Library Consortium (SCELC), we are able to search for theological resources in electronic database and provide more of academic research resources.

The Library occupies more than seven thousand square feet of space. With its wide space and excellent lighting and air conditioning systems, the library provides a very comfortable and conducive environment for studying. The Logos Evangelical Seminary Library not only serves Logos Seminary faculty, students, staff, and alumni, but also ministers of the Evangelical Formosan Church and the members of the Greater Los Angeles Area Chinese Ministerial Association.

2015 – 2016 Academic Calendar

2015 ~ 2016		
2015		2016
Jan. 8-9	Spring semester new student orientation	Jan. 7-8
Jan. 22 – Feb. 22	D. Min. Winter semester course	Jan. 11 – Feb. 12
Jan. 19	Martin Luther King's Day	Jan. 18
Jan. 19	Ph.D./Master program spring semester begins	Jan. 18
Jan. 31	D. Min. Summer semester tuition aid application deadline	Jan. 31
Mar. 1 – Mar. 31	D. Min. Summer semester registration	Mar. 1 – Mar. 31
Mar. 1	Master programs fall semester tuition aid application deadline	Mar. 1
Mar. 2	D. Min. application deadline	Mar. 2
Mar. 9 – 13	Spring break	Mar. 7 – 11
Mar. 16 – 20	Master program summer semester registration	Mar. 14 – 18
Mar. 31	D. Min. Winter semester ends	Mar. 31
Apr. 3	Good Friday	Mar. 25
Apr. 6 – 10	Ph.D./Master program fall semester registration	Mar. 28 – Apr. 8
Apr. 15	D. Min. Summer semester begins	Apr. 15
May 4	Ph.D./Master program spring semester courses end	Apr. 29
May 5 – 8	Ph.D./Master program spring semester final exam	May 2 – 6
May 9	Commencement	May 7
May 11 – Jul. 31	Master programs summer intensive courses	May 9 – Jul. 31
May 15	Ph.D./Master program fall semester overseas application deadline	May 15
May 25	Memorial Day	May 30
Jun 1 – Jul. 31	D. Min. Summer semester course	Jun 6 – Aug. 5
Jul. 3	Independence Day	Jul. 4
Jul. 15	Master program fall semester new student financial aid application deadline	Jul. 15
Jul. 15	Master program fall semester application deadline	Jul. 15
Aug. 13-14	Fall semester new student orientation	Aug. 18-19
Aug. 17 – 19	School retreat	Aug. 22 – 24
Aug. 24	Ph.D./Master program fall semester begins	Aug. 29

Aug. 31	D. Min. winter semester tuition aid application deadline	Aug. 31
Sep. 1	D. Min. winter semester application deadline	Sep. 1
Sep. 7	Labor Day	Sep. 5
Sep. 30	D. Min. summer semester ends	Sep. 30
Oct. 1	Master programs spring semester tuition aid application deadline	Oct. 1
Oct. 1-31	D. Min. winter semester registration	Oct. 1-31
Oct. 15	Master program spring semester overseas application deadline	Oct. 15
Nov.1	D. Min. winter semester begins	Nov.1
Nov. 16 – 20	Ph.D./Master program spring semester registration	Nov. 7-18
Nov. 24 – 27	Thanksgiving break	Nov. 22 – 25
Dec. 4	Ph.D./Master program fall semester courses end	Dec. 9
Dec. 7 – 11	Ph.D./Master program fall semester final exam	Dec. 12 – 16
Nov. 15	Master program spring semester application deadline	Nov. 15

- Within the context of its theological convictions and missions, the Seminary subscribes to a policy of equal education and employment opportunity for all people, and does not discriminate on the basis of race, age, color, national origin, sex, handicap, or political affiliation in admission, treatment of student, or employee.

- This handbook is provided for the convenience of the Ph.D. student. Although every effort has been made to assure the accuracy of the information in this handbook, all who use this book should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Please refer any questions to and obtain confirmation of information from the Academic Office.

The English version is the official document as registered with ATS and WASC, and will be executed accordingly.

9/4/2015 Revised