

A background network diagram consisting of light blue lines connecting circular nodes of varying sizes, creating a web-like structure across the entire page.

神學碩士科手冊

A large, solid green arrow pointing to the right, partially overlapping the brown background area.

Th.M. Program  
HANDBOOK  
2017-2019

The logo of Logos Evangelical Seminary, featuring a stylized cross with a book inside, set against a purple and green background.

**LOGOS** EVANGELICAL SEMINARY  
正道福音神學院

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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**

- All faculty members hold doctorate degrees from accredited seminaries and universities in the disciplines of theological and biblical studies. Their rich ministry experiences have also enhanced their teaching and mentoring.
- We encourage students and faculty to maintain a close relationship with the Lord, in their walk with God, prayer life, preaching and evangelism.
- We focus on equipping Chinese students to serve and establish churches in North America and across the world.<sup>1</sup>
- We emphasize field education and missions by requiring students to participate in local church ministry during regular school terms and participating in short-term missions and full-time field education in the summer.

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<sup>1</sup> Students from all ethnic backgrounds competent in Chinese are also welcome to the program.

- 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’ 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. The four areas 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 faculty 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.

To this date, more than 600 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**

- Accredited by the WASC Senior College and University Commission (WSCUC).

- Accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved: MDiv, MA in Christian Studies, MA in Family Ministry, MA in Intercultural Studies, DMin, ThM, PhD.
- Logos is authorized under U.S. Citizenship and Immigration Services (USCIS) to issue I-20 to enroll nonimmigrant alien students.

## **Program Description**

### **I. Purpose**

The Master of Theology program is designed to prepare the students for an advanced graduate study, to equip them for teaching ministry in seminary or university, and to enhance their specialized function in ministry.

### **II. Goals**

The Th.M. program aims to prepare students for advanced graduate studies with the goal of further academic pursuit in the doctorate level, serving in teaching ministry, doing research and academic writing, or enhancing the depth of one's teaching and preaching, by fostering and equipping students to have the following qualities:

1. Knowledge needed for advanced graduate studies. This is to be achieved through
  - a. Reading and learning on current issues in theological and biblical studies.
  - b. Being tested to be competent in mastering needed skills in the area of study such as biblical languages, exegetical skills, and general understanding of systematic theology.
2. Competence in using research methods and resources. This is to be achieved through
  - a. Training in advanced research methodologies.
  - b. Writing good quality research papers.
  - c. Being guided in research towards writing a thesis.
3. Ability to formulate productive questions and solutions in a focused area of study. This is to be achieved through
  - a. Having advanced knowledge in the area of study.
  - b. Completing a master's thesis.
4. Ability to teach and prepare teaching materials. This is to be achieved through
  - a. Training in teaching methods.
  - b. Having opportunities of teaching.

### **III. Program Content**

1. This program emphasizes in academic research. All courses are designed toward this direction.
2. Entire program consists of 24 semester units (excludes prerequisite of 15 units in

Biblical languages); 18 units of course work and 6 units of thesis.

3. Biblical language requirement is either 9 units of Hebrew and 6 units of Greek or 6 units of Hebrew and 9 units of Greek. Student can transfer units through examination.
4. This program is only offered to students majoring in Biblical and theological studies.

#### IV. Program Design

Basic studies (6)

- Core course: Research and methodology (6)

Area of study (12)

- Exegesis II for OT or NT/Historical development of theology for ST (4)
- OT/NT Seminar 1 / Contextual Theology (4)
- OT/NT Seminar 2 / Readings in ST (4)

Integration (6)

- Comprehensive Examination (0)
- Thesis (6)

	Old Testament	New Testament	Systematic Theology
Pre-qualifications (15)	Hebrew I, II (6) Greek I, II (6)		
	Hebrew Exam	Greek Exam	Theology Exam
	Hebrew Exegesis I (3)	Greek Exegesis I (3)	Hebrew or Greek Exegesis I (3)
Basic Studies (6)	Research and Methodology in OT and NT (4) Research and Methodology in ST (2)		
Area of Study (12)	Hebrew Exegesis II (4)	Greek Exegesis II (4)	Historical Development of Theology (4)
	OT Seminar 1 (4)	NT Seminar 1 (4)	Contextual Theology (4)
	OT Seminar 2 (4)	NT Seminar 2 (4)	Readings in ST (4)
Integration (6)	Colloquia (1 for each semester) (0)		
	Comprehensive Exam (0)		
	Thesis (6)		

## **V. Entrance Exam**

1. All Th.M. students are required to take language entrance exam or Systematic Theology entrance exam as prerequisite for entering the Th.M. program.
2. Exam for different concentration: OT: Hebrew exam; NT: Greek; ST: Systematic theology knowledge
  - a. Students are to take the entrance exam on New Student Orientation Day if the student has completed 15 credits in Biblical languages before admission.
  - b. Students are to take the entrance exam by July 31 in next year if the student has not completed 15 credits in Biblical languages before admission. The Biblical languages requirement shall be completed within the 1st year.
  - c. If the student fails the language entrance exam, he or she must retake the language exam within a year. During this year, the student is allowed to take 6 units of course work per semester. He or she may take/audit either first year language course or if deemed capable, take second year exegesis course.
  - d. If the student fails the language entrance exam the second time, his or her case will be brought to the Th.M. committee for evaluation whether he or she is eligible to continue the program.
  - e. Students who fail the language entrance exam are disqualified from applying for scholarship.

## **VI. Academic Advising**

1. Students shall select their research topic and area at the beginning of the program.
2. All courses must be relevant to the research topic.
3. Guided study area must be part of thesis content. Students must meet with the mentor for at least an hour every other week to do advanced research study under the mentor's guidance.

## **VII. Mentors**

1. Mentors will be assigned to students before the beginning of second semester of the first year. The first mentor will be supervising the student's course work along the program.
2. Students may petition to change mentor at beginning of the semester. However, the change is only allowed once and it must be approved by academic office.

## **VIII. 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 thesis off-campus.
2. The minimum duration of this program is 2 years, the maximum 4 years (including

dissertation work). This may be extended for one more year.

### **IX. Student Progress Evaluation**

1. The first mentor will evaluate the academic progress of the student and report to Th.M. committee.
2. All students must fulfill Hebrew and Greek language requirement before the end of the first semester.
3. Students must pass the comprehensive examination before thesis writing.
4. Any course with a grade below C+ will not be counted towards the graduation credits.

### **X. Comprehensive Exam**

A comprehensive examination will be given to students who have completed all required courses. Students must pass the comprehensive exam before thesis writing. The exam is held in July-August of every year. The content of the comprehensive examination focuses on the student's area of study. Selected book list will be assigned by first and second mentors.

### **XI. Thesis and Oral Exam**

Students may start writing thesis after the approval of thesis proposal. The thesis should be kept 120-150 pages long in English and 90-120 pages long in Chinese. Students must complete writing thesis within one year. Students may extend for one more year upon the approval of Academic Office. Students must successfully pass the oral examination to defend their theses before graduation.

### **XII. Graduation requirements**

The student must:

1. Complete 24 semester units (thesis included) with a GPA of 3.0 (B or 83.5-86.4%) or above.
2. Apply for the qualifying exam after the completion of course work.
3. Pass the qualifying exam before writing thesis.
4. Finish the thesis and pass the oral defense.
5. Obtain an academic clearance.

## Faculty and Expertise

Ekron Chen	Associate Professor of Systematic Theology
ThM	Dallas Theological Seminary
PhD	Southern Baptist Theological Seminary
Expertise:	Postmodernism, Hermeneutical Philosophy, Freedom and Determinism
Richard R. Cook	Associate Professor of Church History and Missions
MDiv	Trinity Evangelical Divinity School
ThM	Trinity Evangelical Divinity School
MA	University of Iowa
PhD	University of Iowa
Expertise:	Modern Chinese History, Missions, Wang Mingdao
Sharon Lei	Assistant Professor of Systematic Theology
MA	Trinity Evangelical Divinity School
PhD	Trinity Evangelical Divinity School
Expertise:	John Bunyan, Puritan Theology, Soteriology
Mary Luo	Assistant Professor of New Testament
MA	Grand Rapids Baptist Seminary
ThM	Calvin Theological Seminary
PhD	Trinity Evangelical Divinity School
Expertise:	Pauline Epistles, Intertextuality
Chloe Sun:	Professor of Old Testament Studies
MDiv	Golden Gate Baptist Theological Seminary
STM	Dallas Theological Seminary
PhD	Fuller Theological Seminary
Expertise:	Genesis, Psalms, Song of Songs
Daisy Y. Tsai	Associate Professor of Old Testament
MDiv	China Evangelical Seminary
ThM	China Evangelical Seminary
PhD	Trinity International University
Expertise:	Pentateuch, OT Historical Literature, Deuteronomy, ANE laws, Biblical Interpretation, OT Ethics, OT Research Methodology, and OT Theology.

Hing Wong                                      Professor of New Testament  
MDiv    Canadian Theological Seminary  
ThM    Westminster Theological Seminary  
PhD    Sheffield University  
Expertise:                                      Gospel of Matthew, Pauline Epistles, New Testament Theology

John Wu                                         Associate Professor of New Testament  
MDiv    China Evangelical Seminary  
STM    Dallas Theological Seminary  
PhD    Dallas Theological Seminary  
Expertise:                                      Textual Criticism, NT Greek Exegesis

## **Academic Policies**

### **I. Admission Standards and Procedures**

#### A. The Th.M. Committee

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

#### B. Admission Requirements

1. Born-again Christians.
2. Master of Divinity degree or Master of Arts in Biblical studies from an accredited institution with a GPA of 3.33 (B+ or 86.5 - 89.9%) or above.
3. Proof of English proficiency is required. Minimum TOEFL score of 550 (79-80 TOEFL iBT).
4. A research paper by applicant, as evidence of the aptitude for advanced theological studies.
5. A demonstration of maturity in personal and spiritual life, with recommendations from seminary professors.

#### C. Admission Procedures

1. Complete the ThM online application from Logos website.
2. Request official transcripts from graduated schools to be sent directly to Admission Office. (Concise translation in Chinese or English if needed.)
3. References from two seminary professors.
4. Request official TOEFL Score sent to Admissions Office (School Code 8548).
5. After a preliminary review of the applications, the Admissions Office will notify

eligible applicants for an interview. The purpose of the Th.M. interview is to assess the commitment and readiness of the applicant for the study of program. In case of logistic difficulties, the applicant may be granted an online video interview.

#### 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](mailto: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 Office 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: Th.M. 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 C+ (76.5-79.9) 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 DMin / PhD 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 (DMin/ThM/PhD 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.

#### G. Transfer of Credits

Criteria of transferring credits earned from other seminaries:

1. From ATS or ATA accredited seminaries
  - a. Course(s) to be transferred must be a grade of B (=85 points) or above.
  - b. Course(s) considered for transfer must be taken within 7 years.
  - c. The total credits transferred must not exceed 1/2 of the degree requirement.
2. From the seminaries without ATS or ATA accreditation will be considered case by case.

### **III. Miscellaneous**

#### A. Academic Transcripts

1. Students' official academic records include all the courses done and the grades will be kept permanently. All other information or documents will be kept in Academic Office for five years. The transcript may not be released without a signed request form from the student to Academic Office. Students have the right to request their own transcripts be issued to designated individuals or institutions.

#### B. Rights to Access Academic Records

1. Students have the right to review their own academic records and to request amendment of the records to ensure that they are accurate.
2. If, on the student's application form, the student had waived the right of access to the reference letters that were sent to the school as part of the student's admission procedures, the student may not have access to those letters.

## **Expenses**

### **I. Tuition and fee (2017-2019)**

- All fees are in U.S. dollars.
- Logos Seminary reserves the right to change rates.
- All fees must be paid at the time of registration. Otherwise, the student must apply for the deferred payment plan from the Accounting Office.

- TUITION

700 level course	Th.M.	(per unit)	\$409.00
	Audit		\$123.00

- NON-REFUNDABLE FEES

Application fee:	\$100.00
Administration fee	\$50.00/\$100.00
Deferred payment plan fee	\$ 20.00
Late registration	\$ 30.00
Late payment fee	\$ 25.00 & up
Add/Drop after second week	\$ 30.00
Assignment due date extension fee (per course)	\$ 100.00
Program extension Fee	\$120.00
Photocopy of document	\$ 30.00
Transcript (per copy)	\$ 5.00
Letter of Certification	\$ 5.00
Graduation fee	\$250.00

- Miscellaneous Fees

Thesis / dissertation advisory fee	\$1,000.00
Thesis / dissertation extension fee (per year)	\$397.00
Course material fee	varies by course
Miscellaneous application fee	varies by application
Student Council member fee	Collected by Student Council

- Total approximate cost for ThM program \$15,951.00

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:

- 1/3 of all fees upon Registration.
- 1/3 on or before Friday of the fourth week.
- 1/3 on or before Friday of the eighth week.
- 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.

### **IV. 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:	\$13,770
Married couple:	\$16,525
Children: each:	\$2,755

(Logos Seminary has a student dormitory. For an application and rate schedule, please contact Student Development 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:	\$1,250/year
Married couple:	Not Included
Children: each:	Not Included

# **Student Life**

## **I. Student Development Office**

The Student Development 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 oversee the students' spiritual life, personal evangelism, and community care through advisor/advisee groups.
2. To advise the activities sponsored by the Student Council.
3. To invite ministers, overseas missionaries, or other professionals to the Seminary to share about their ministerial experiences and other special topics.
4. To coordinate programs of scholarships and grants.
5. To care for students' well-being, marriage, and family relations.
6. To organize new student orientation, annual Logos retreat and new student personal growth retreat.
7. To plan Wednesday weekly staff prayer meetings, chapel worship meetings, and afternoon student's activities.
8. To provide advice and solutions to students in emergency situations and to handle general grievances.

## **II. Logos Student Council**

Logos Student Council is composed by all full-time students studying at Logos. The leaders of the council are chairperson, vice-chairperson, and six other coworkers who are elected at the member assembly. The vice-chairperson and six coworkers shall take on the jobs of secretary, activity, general affairs, finance, worship, caring, and mission respectively. In addition, an auditor shall be elected from the members and the Dean of Students Development as the advisor of the Council. The purpose of the Council is to arrange student activities on and off campus to enhance fellowship among students and create a communication channel between seminary and students. Moreover, it promotes

the student participation in seminary's training and events.

### **III. Student Medical Care**

- A. All full time students must enroll in basic health insurance program before Registration.
- B. The Student Development 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 Development 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 equipments, 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 Development 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 Executive Committee 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 Development 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. **DISMISAL:** 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 Th.M. 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.

### **D. Sexual Harassment Policies and Procedures**

The Seminary is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members. The existence of sexual harassment on campus undermines the educational environment, and thus the Seminary is committed to taking action to prevent and eliminate all such behavior, and will hold individuals who engage in such behavior responsible and subject to disciplinary action. These procedures apply to all employees, staff, faculty and students of the Seminary. The Seminary does not condone any acts in violation of its Sexual Harassment Policy involving any third parties, including visitors and employees of contractors.

1. **Definition:** Sexual Harassment is defined to include direct and indirect sexual advances. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

2. **Sexual Harassment Grievance Officers**

a. The Vice President of Administrative Affairs and the Vice President of Academic Affairs will assist faculty, students, or staff who may have been subjected to sexual harassment.

b. Any complaints about any Grievance Officer or any other administrator shall be directed to the President.

3. The Complaint Process: Problems, questions and complaints of sexual harassment can be discussed with the Grievance Officer.
  - a. Informal Complaint. Every effort will be made to resolve the complaint informally. If the complaint cannot be informally resolved, the complainant will be advised to initiate a formal complaint. It should be understood that merely discussing the complaint does not constitute a formal charge of sexual harassment.
  - b. Formal Complaint.
    - i. A formal complaint is one that has been reduced to writing and signed by the complainant. Complaints should be sent to any one of the Grievance Officers.
    - ii. During any investigation of a formal complaint, the accused must be notified of the complaint and the identity of the complainant. The specific charges shall be shared with the accused as soon as practicable. Beyond this sharing of information, confidentiality will be maintained to the extent possible, until formal disciplinary action is pursued.
    - iii. All formal actions regarding violation of the Seminary's Sexual Harassment Policy and Procedures by any faculty member, staff, or student will be governed by the disciplinary procedures of the Seminary. Sanctions may include dismissal from the Seminary. In any case, the accused shall have the right to counsel. Only sustained charges will be entered into permanent files.
4. Retaliation: No person exercising his or her rights and/or responsibilities under the Sexual Harassment Policy and Procedures shall be subject to retaliation or threat of retaliation in any form. A charge of retaliation or threat of retaliation shall be treated as a separate allegation from the charge of sexual harassment. A finding of retaliation or threat of retaliation shall constitute a separate violation of this policy, and is not dependent upon a finding of violation of any other section of the policy.
5. Patently False Accusations: Patently false accusations of sexual harassment will constitute a violation of the Seminary's regulations and subject the accuser to the Seminary's sanctions.

## **V. Housing Services**

There are three dormitory buildings. One is called the "House of Good Shepherds," which is a complex of 50 apartment units. Each unit has its own bathroom and kitchen and is equipped with refrigerator, gas range, long table, chairs, kitchen light, hallway light, smoke detector, single bed or double bed, garage door remote control, air-conditioner and furnace. The second building is called the "House of Grace," which is made up of four single houses. Each house comes with refrigerator, gas range, furnace, and can house two to four people, and is equipped with single or double bed and garage door remote control. The third building is called the "House of Blessings," which is a

complex of 10 apartment units. Standard equipment include: refrigerator, gas stove, heater, remote control for garage door, single or double bed.

Applicant must be currently enrolled full-time student. Applicant must submit application form and payment to Student Development Office, once accepted, dormitory manager will arrange for residence.

Refer all detailed policies for the dormitory to Resident Handbook.

## **Tuition Aid**

Logos Evangelical Seminary tuition aids are set up by the grace of God and through the love offerings of many churches, para-church organizations, and Christian brothers and sisters. When a full-time student with demonstrated academic ability and superb qualifications encounters financial difficulty, he/she can be granted tuition assistance after formally applying for student tuition aid and being approved of such application. Thus, all applicants should first fulfill their own responsibilities and obligations, look to God in faith, and be thankful to the donors who contribute to student tuition aid out of love.

According to the designated donations from various sources, the seminary has established EFC Tuition Aid, Logos Tuition Aid, Partner Tuition Aid, Logos Student Medical Care Fund, Seminary Student Spousal Tuition Discount, Work Study Financial Aid, Dorcas Emergency Fund etc... (Logos does not participate in federal and state financial aid programs.)

The Scholarship and Grant Committee consists of the Dean of Students, Academic Dean, and faculty representative. The Dean of Students will be the chairperson of the committee. The committee is responsible for directing and evaluating all tuition aid affairs

(For the details of Tuition Aid Policy, please check with Student Development Office or refer to Logos Seminary's website: [www.les.edu](http://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-nine thousand Chinese and English books at the present time, still increasing by thousands each year. Among them, over twenty-one thousand volumes are in Chinese which is the largest collections of Chinese theological books in North America, more than thirty-eight thousand volumes are in English, including e-books. In addition, we have subscription to Religion Collection of 7,100 e-books. Library catalog is assessable through our online public access catalog at [www.catalog.les.edu](http://www.catalog.les.edu) and even access to world wide catalog through OCLC Discovery (<http://newfirstsearch.oclc.org/>) for variety 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 50 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 is newly renovated in 2017, occupies more than ten thousand square feet of space with modernized facilities. With its wide space and excellent lighting and air conditioning systems, the library provides a very comfortable and conducive environment for studying.

## List of Th.M. Theses

### 2017

Huimei Chen *Sing to the Well: Jeremiah and the Divine Pathos of YHWH*

### 2016

Ka-Sz Choi *Freewill and Predestination: A Re-evaluation through Second Temple Judaism and Hebrew Block Logic*

Mingcheng Kung *Overcoming Evil: The Integration of Moltmann and Creation Order Theodicies*

### 2015

Yongsheng Chen *The Work of the Holy Spirit in Church according to Paul's Epistle to the Ephesians*

Julien Yin *Nestorius' Christology: An Assessment of the Historical Debate*

### 2013

Yi-Chiang Lo *Step by Step, Truth and Clarity—Toward an Old Testament Exegesis*

### 2012

Jean Chang *On John Calvin's "Institutes of the Christian Religion": The Pneumatology in the Doctoring of the Church, its Inheritance, Reveal, and Significance*

Chiu-Er Chuang *From Paul's Theology of Prayer Examines Evangelical Prayerology*

Joanna Lin *Using *vEgw, Eivmi*, in John 14:6 to Expound Christology in John's Gospel: An Application of Speech Act Theory*

Jun Zhu *A Comparative Study on "Sabbath" and "Rest"*

### 2011

Teresa Kao *The Place of the Gentiles in God's Chosen Plan*

Ying Li Jones *Exploring the Function of Ezekiel 38-39, the Gog Oracle, from the Eschatological Hope of God's Presence on Earth with Man*

- 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 Th.M. 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.

N.B. This Handbook is an accurate translation of the English version of Master of Theology Handbook. The English version is the official document as registered with ATS and WSCUC, and will be executed accordingly.

07/2018 Revised