

2019-2021 PH.D. PROGRAM HANDBOOK

哲學博士科手冊

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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 blessings.

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 enhance their teaching and mentoring.
- We encourage students and faculty to maintain a close relationships 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.¹
- 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.

¹ Students from all ethnic backgrounds competent in Chinese are also welcome in the program.

- Every Wednesday, we have 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 came 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 a comfortable and convenient living accommodations for singles and families.

To this date, 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 effective 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 Contents

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

2. The 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 2 foundation seminars (8 units), 3 Old Testament seminars (12 units), 3 New Testament seminars (12 units), a course in higher education and teaching methods (0 unit), and two semesters of faculty-mentor teaching practicum (0 unit).
4. Students must pass the biblical and research language exams before entering Stage 2.
5. In Stage 2, students must pass four comprehensive exams.
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	Pre-requisites
Biblical Language 2	Greek I, II and Exegesis I, II	Pre-requisites
Research Language 1	Modern language (German or French, or other)	Must pass in Stage 1.
Research Language 2	Ancient language (Aramaic, Akkadian, other) Depends on study area.	

Stage 1 (32 units)

I. Foundation Seminars:

- Research and methodology (4)
- Contextual Theology for Chinese World (4)

II. Old Testament Seminars (12 units): Students will take 3 of the seminars offered below:

- Genesis (4)
- Deuteronomy
- Psalms (4)
- Isaiah (4)
- Old Testament Theology (4)

- Others (4)

III. New Testament Seminars

- Gospel of Matthew (4)
- The Epistle to the Romans (4)
- Johannine Literature (4)
- New Testament Use of the Old Testament (4)
- New Testament Theology (4)
- Others (4)

IV. Higher education and teaching methods (0)²

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

V. Research Language Examination

Stage 2 (0 units)

Comprehensive Exams (After the completion of all coursework and language exam(s))

- Comprehensive Exam 1 (Biblical Language: Hebrew/Greek)
- Comprehensive Exam 2 (Methodology: OT/NT)
- Comprehensive Exam 3 (OT/NT courses taken and integration)

Stage 3 (16 units)

- Dissertation Proposal Guided Study (4)
- Dissertation Guided Study 1 (4)
- Dissertation Guided Study 2 (4)
- Dissertation (4)

Program Course Requirements

OT Courses

12 units

² Higher Education and Teaching Methods: Students are required to take teaching workshops organized by the Academic Department. They are also required to teach classes under the supervision of an assigned faculty member. They are also encouraged to take part in foreign teaching ministries in collaboration with partner missions organizations.

Students are required to take 3 of the following OT courses offered in the program:

Genesis	4 units
Deuteronomy	4 units
Historical books	4 units
Psalms	4 units
Proverbs	4 units
Isaiah	4 units
Old Testament Theology	4 units
NT Courses	12 units

Students are required to take 3 of the following NT courses offered in the program:

New Testament Textual Criticism	4 units
Gospel of Matthew	4 units
Gospel of John	4 units
Romans	4 units
Revelation	4 units
New Testament Use of the Old Testament	4 units
New Testament Theology	4 units
Pauline Theology	4 units

Higher Education and Teaching Methods	0 unit
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- 10 teaching workshops
- 2 semesters of teaching under the supervision of a faculty member
- Teaching in a foreign mission field (encouraged but not required)

Curriculum Chart

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 and Research Language Exam)		
YEAR THREE	OT Major	NT Major
Comprehensive Exam 1	OT 1 Hebrew Grammar	NT 1 Greek Grammar
Comprehensive Exam 2	OT 2 OT Methodology	NT 2 NT Methodology
Comprehensive Exam 3	OT 3 OT courses and integration	NT 3 NT courses and integration

Stage Three Dissertation Writing (16 Units)
YEAR FOUR
Dissertation Proposal Guided Study (4)
Dissertation Guided Study 1 (4)
Dissertation Guided Study 2 (4)
YEAR FIVE
Dissertation (4)

V. Biblical and Research Language Exams

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. Residence 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, a 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 Exams

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 research and writing. The exams may be scheduled in the spring semester after the completion of the coursework. The content of the comprehensive examinations will be assigned by dissertation mentor and faculty members related to a particular part of the exams.

- Passing grade for each exam is 80%. Should a student fail an exam, he/she is allowed to take the exam a second time. If he/she fails an exam again, he/she will be awarded a ThM degree. For students who already have a ThM, they will be granted the degree of Master of Theology in Biblical Studies if they fail the exam the second time. For students who do not have a ThM degree before, they will need to complete a ThM thesis in order to obtain the degree.

Candidacy Requirements

Admission to the PhD program does not guarantee acceptance into candidacy for the degree. A student will be certified as a candidate for the degree only after:

1. Fulfillment of all deficiencies and prerequisites indicated as conditions for admission.
2. Successful completion of 32 hours of courses (including Higher Education and Teaching Methods) each with a grade of “B-” or higher, and a cumulative grade point average of 3.33 or better.”
3. Successful completion of the minimum residency requirement of four semesters, which includes two consecutive semesters of full-time (minimum of 9 hours) course work.
4. Successful fulfillment of all biblical and research language proficiency requirements
5. Successful completion of the comprehensive examinations.
6. Acceptance of the dissertation research proposal and revisions (if any).
7. Attendance at a minimum of four doctoral colloquia.
8. Students must receive candidacy before registering for the first dissertation research course.

X. Registering to Begin Dissertation Writing

1. Upon the successful completion of the comprehensive exams, the student enters into Stage 3 of the program.
2. Upon the acceptance of the dissertation proposal, the student is granted candidacy status.
3. The student registers to begin research and writing of the dissertation.

XI. Dissertation Term

1. After “Dissertation Proposal” has been approved, students must complete dissertation in 24 months. If for any reason the student is not able to complete dissertation on time, the student may petition for extension of one year.
2. The maximum length of PhD program is ten years from first enrollment.
3. Extension of one year may be granted upon request. Students with F-1 visa status must follow the regulations of USCIS.

XII. Dissertation Deadline

The deadline for final draft of Dissertation is January 1st of the year that student wishes to graduate. Those who do not meet the deadline will delay the year of graduation.

XIII. 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.

XIV. Dissertation oral defense and interview

It is scheduled upon receiving the reports of the first mentor, second mentors and the third reader.

XV. Dissertation Requirements

Before accepting a dissertation for the PhD degree, the PhD committee must be satisfied that:

1. The dissertation is clearly and effectively written with highest standards of grammar and format.
2. The dissertation is written methodologically and shows the originality of the work.
3. The dissertation shows understanding and mastery of the subject matter.
4. The dissertation includes the critical evaluation of the previously published works on the subject.
5. The argument of the dissertation is coherent throughout.
6. The structure and organization of the dissertation are strong, comprehensive and coherent.
7. The dissertation represents an academic significant contribution to the subject.
8. The dissertation integrates materials from the Chinese and Western academic world.
9. The dissertation shows ability to draw insightful conclusions/implications.

XVI. Graduation requirements

1. Successful completion of 48 semester units (dissertation included) with a GPA of 3.33 (B+ or 86.5 - 89.9%) or above.
2. Passing of comprehensive exams before dissertation writing.
3. Successful completion of the dissertation and defense of dissertation.
4. Dissertation approval signatures from all mentors.
5. Obtaining of academic clearance.

XVII. 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 designated person, students are responsible for correcting the format until it is approved.

XVIII. Dissertation Exhibits, Lending, and Purchase

Logos have made the effort to provide our PhD 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:

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

Faculty and Expertise

Ekron Chen
ThM
PhD

Associate Professor of Systematic Theology
Dallas Theological Seminary
Southern Baptist Theological Seminary

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
Sharon Lei	Assistant Professor of Systematic Theology
MA	Trinity Evangelical Divinity School
PhD	Trinity Evangelical Divinity School
Mary Luo	Assistant Professor of New Testament Studies
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 Studies
MDiv	China Evangelical Seminary
ThM	China Evangelical Seminary
PhD	Trinity International University
Expertise:	Deuteronomy
Hing Wong	Professor of New Testament Studies (Emeritus Professor of New Testament Studies as of 1/1/2020)
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 Testaments Studies
MDiv	China Evangelical Seminary
STM	Dallas Theological Seminary
PhD	Dallas Theological Seminary
Expertise:	Textual Criticism

Affiliate Faculty

John Goldingay	David Allan Hubbard Professor Emeritus of Old Testament, Fuller Theological Seminary
BA	University of Oxford
PhD	University of Nottingham
DD	Archbishop of Canterbury at Lambeth
Expertise:	Isaiah, Daniel, Psalms, Old Testament Theology

Donald A. Hagner	George Eldon Ladd Professor Emeritus of New Testament, Fuller Theological Seminary
BD	Fuller Theological Seminary
ThM	Fuller Theological Seminary
PhD	University of Manchester
Expertise:	Gospel of Matthew

Barbara M. Leung Lai	Research Professor of Old Testament, Tyndale Seminary, Toronto
MDiv	Fuller Theological Seminary
ThM	University of Toronto
ThD	University of Toronto
PhD	University of Sheffield
Expertise:	Hermeneutics

Tremper Longman III	Robert H. Gundry Professor Emeritus of Biblical Studies, Westmont College
MDiv	Westminster Theological Seminary
MPhil	Yale University
PhD	Yale University
Expertise:	Psalms, Wisdom Literature

Maureen Yeung Marshall	Professor Emeritus of New Testament, Evangel Seminary, Hong Kong
MDiv	Trinity Evangelical Divinity School
ThM	Trinity Evangelical Divinity School
PhD	University of Aberdeen
Expertise:	Pauline Epistles
Eckard Schnabel	Mary F. Rockefeller Distinguished Professor of New Testament, Gordon-Conwell Theological Seminary
Abitur	Friedrich-Schiller-Gymnasium
Lic. Theol (ThM)	Staatsunabhängige Theologische Hochschule
PhD	University of Aberdeen
Expertise	Acts, Romans, 1 Corinthians
Willem Arie VanGemeren	Professor Emeritus of Old Testament and Semitic Languages, Trinity Evangelical Divinity School
	Distinguished Professor of Old Testament Theology, Chongshin University (Seoul, S. Korea)
BD	Westminster Theological Seminary
MA	University of Wisconsin
PhD	University of Wisconsin

Note on language of instruction:

1. Normally, Chinese faculty members will teach in Mandarin.
2. Affiliate faculty of Caucasian background will teach in English.

Academic Policies

I. Admission Standards and Procedures

A. The PhD Committee

1. The Committee shall administrate all affairs pertinent to student admissions.

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 Reasoning score 156, or TOEFL of 575/91 (TOEFL IBT), taken within two 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. (This is used to assess the Chinese language proficiency as well as the research potential of the prospective student.)
6. A Personal History Essay, with CV attached, and a two-page future ministry goal.

C. Admission Procedures

1. Complete the PhD 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. Request official GRE or TOEFL Score sent to Admission Office.
4. 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: PhD 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	

- Students' GPA will not be affected by a passing grade (P) in a pass/fail course.
- 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

All course assignments are due by last day of the semester. Student may apply for "Incomplete" if he or she cannot meet the deadline.

- 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)
- 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.

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.
3. Logos does not award credit for prior experiential learning.

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.
2. 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 (2019-2021)

- 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**

900 level course PhD (per unit) \$697

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

- **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)	\$ 10.00
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

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:	\$14,500
Married couple:	\$17,500
Children: each:	\$3,000

(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 F-1 international students with purchasing health insurance. Fee schedule is as follows.

Single student:	\$1,488 / 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 Development Department

The Student Development Department 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 establish an effective channel of communication between the Seminary and the students.
3. To counsel students to actively involve themselves in community life.
4. To enhance the spirit of unity of the Seminary.

B. Ministries:

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 Department 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 Department.

IV. Standards of Conduct

- a. 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. If, for any reason, student's marital status changes during the program of study (e.g. marriage, divorce, remarriage...), he or she shall notify the SDD (Student Development Department) at least three months prior to the change. SDD, if possible, will arrange or refer the student to necessary counseling service (e.g. FOCCUS premarital counseling, professional marital counseling). If the student intends to conceal the fact, the case will be forwarded to the Student Disciplinary Committee for further evaluation.

11. 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 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 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 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

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.)

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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 sixty-three thousand Chinese and English books at the present time, still increasing by thousands each year. Among them, over twenty-three thousand volumes are in Chinese which is the largest collections of Chinese theological books in North America, more than forty thousand volumes are in English, including e-books. In addition, we have both purchase and subscribe e-books in Religion Collection is now reaching forty thousand volumes. Library catalog is assessable through our online public access catalog at 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 60 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 modernize facilities. With its wide space and excellent lighting and air conditioning systems, the library provides a very comfortable and conducive environment for studying.

Seminary Policy

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 PhD 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.

09/2019 revised