



STUDENT HANDBOOK



GETS Theological Seminary
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A MESSAGE FROM THE PRESIDENT

Welcome to GETS Theological Seminary!

You must have considered other seminaries when applying for theological education and reached the final decision to come to GETS. Thank you for trusting GETS.

GETS is a young seminary with unique founding vision, purpose, and philosophy. Despite the globalization in the twenty-first century, theological context at GETS centers around Chinese culture, and theological expressions are also in the Chinese culture context in light of multi-cultural, religious-plural, and philosophical-diverse impacts. We hope that after years of study you will not only successfully graduate but also mature through the study with a renewed mind, enlarged perspectives, and healthy and kind habits.

GETS will not fail you!

Happy study at GETS!

Isaac Chen

President of GETS Theological Seminary

STATEMENT OF FAITH

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

MISSION, GOAL, CORE VALUES

MISSION

Through promoting theological education, GETS cultivates for God's kingdom

1. Church leaders who are after God's own heart to serve in the church effectively, and to lead the congregations with biblical responses to the challenges of the times,
2. Theological educators who can root the Christian faith in their culture to enable the lives in Chinese community to flourish.

GOALS

Through the holistic development of spirituality, knowledge, lifestyle, and servanthood, GETS cultivates servants of God who are prayer-centered, Holy Spirit-guided, mission-oriented, and vigor-filled and are thriving with the qualities of upright faith, dynamic thinking, open mindedness, and kingdom commitment. In addition, they will embody excellence, integrity, gentleness, humility, and love.

CORE VALUES

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

ACADEMIC INFORMATION

ADMISSION PROCEDURE

All admission applications are evaluated by the Academic Dean and Assistant Academic Dean in conjunction with the admissions committee according to the admission requirements of each program.

APPLICATION PROCEDURE

1. Submit a completed application form with application fee.
2. Two recommendation letters sent directly to the seminary.
3. A copy of the diploma of the highest degree obtained.
4. A copy of official transcript.
5. Pass the entrance tests on biblical knowledge and theological concepts.

SPECIAL INSTRUCTION FOR INTERNATIONAL STUDENTS

International Students should also submit the following information:

1. Proof of financial self-support or proof of financial support from church or organization.
2. Proof of English proficiency. Score must be sent directly to the seminary from ETS.
3. Upon the applicant's admission, we will submit all necessary documents for obtaining an I-20. All application forms and related information are available at the Academic Department or can be downloaded from the seminary website: www.mygets.org.
4. Appropriate visa documents (I-20 or DS-2019) will be sent to the student upon admission to GETS and receipt of an acceptable financial guarantee. The student may be required to deposit in advance to the seminary a portion of the financial guarantee to ensure that sufficient funds are available for initial registration expenses upon the student's arrival in the United States. This deposit is usually equivalent to the total fees charged for the 1st semester, or \$4,155.00. We will vouch for student status when we receive this deposit.
5. Please note that visa services (i.e., assisting students in getting a US visa) will not be provided by GETS, and thus we will not charge any fees for visa services. However, we highly recommend prospective international students to read the instructions for F-1 students on the USCIS website.

STUDENT STATUS

1. Regular Student: Students who are officially admitted.
2. Conditional Student: Students who do not pass the entrance examination are only permitted to enroll in 4 courses.
3. Elective student: Students who enroll in classes without registering in any program.

Note: Most courses are open to all Regular Students, Conditional Students, and Elective Students. Conditional Students and Elective Students are not required to meet admission requirement before registering.

ACADEMIC YEAR

There are two semesters in each academic year: Fall semester from August to December, and Spring semester from January to May. Classes meet for fifteen weeks in a regular semester followed by a final exam or a term paper in the sixteenth week. We offer intensive courses during summer and winter breaks.

CLASS LOCATION

Direct instruction courses are held at 412 E. Rowland St, Covina, CA 91723.

Online courses for distance learning are held through Moodle internet platform.

GRADING

1. GETS uses a semester-unit system. One credit hour includes 50 minutes of lecture, 50 minutes of preparation, and 100 minutes of assignments per week.
2. Attendance:
 - a. Regular class attendance is expected in every course. If a student's class attendance falls to 80% or below, credit will not be granted for that course.
 - b. Excused or unexcused absence: Absence from class for a legitimate reason will be excused by the professor if the reason is reported to him/her promptly. To be considered as excused absences, written notifications must be received by the beginning of the class and must be approved by at least one of the following parties: i) the professor who teaches the class; ii) the Department Dean; or iii) the Academic Office. If a student's unexcused absences in a class exceed 3 times a semester, the student will be dropped (W) from that class.
 - c. Procedures for an absence:
 - i. Written notifications must be received before the class begins by at least one of the following parties: 1) the professor who teaches the class; 2) the Department Dean; 3) the Academic Office. Accepted methods of delivery of notifications include email, mail, or in person.
 - ii. Legitimate reasons include illness & medical treatments, bereavement, military leaves, jury duty, maternity/paternity leaves, and other reasonable and unavoidable leaves upon the approval of the professors, the Department Dean, or the Academic Office.
 - iii. Notifications of absence must be approved by any one of the following parties: 1) the professor who teaches the class; 2) the Department Dean; 3) the Academic Office. The approvers must send a copy of the record of approval to the Office of Student Affairs.
 - iv. When a student's absence from the campus is due to illness or some other causes, he/she is expected to notify the Department Dean or the Office of Academic Affairs promptly of such absence and its cause.
 - d. Late attendance: late attendance is considered as unexcused absence if 50% or more of the class is missed. For example, for a 50-minutes class, students who are more than 25 minutes late will be considered as having an unexcused absence.
3. Leave of Absence
 - a. Students who cannot continue the study must apply to the Academic Department for "Leave of Absence" to retain their student status.
 - i. Leave of absence is valid for one year and students must re-file each year.

- ii. Students who fail to file leave of absence are considered withdrawn from the program.
 - iii. Students may resume their studies after the leave of absence via a reinstatement form.
- b. The maximum amount of time for a leave of absence is three years. If the absence exceeds three years, the student will be considered to be withdrawn from the program. In addition, the student must be re-evaluated by the Admission Committee for readmission before the student returns.

4. Grade scale:

Grade	Score	Grade Point (GPA)
A	94~100	4.0
A-	90~93	3.7
B+	87~89	3.3
B	84~86	3.0
B-	80~83	2.7
C+	77~79	2.3
C	74~76	2.0
C-	70~73	1.7
D	60~69	1.0
F	59 below	0.0

P Pass

NP Not Pass

IP In progress

I Incomplete: The final grade has not been provided by the professor.

W Course withdrawn before end of class. No course grade will be assigned, and GPA will not be affected.

WF Course withdrawn after end of class. A failing grade of *F* will be assigned, and the student's GPA will be affected.

5. Assignments: Students are required to submit all assignments on time. Late submission will not be accepted. Under special circumstances, a student may obtain prior approval from the professor for late submission. Plagiarism and improper citation will result in a grade of zero for the assignment. Warning will be given for a first-time violation. Repeated violation will lead to Probation, Suspension or Dismissal.
6. Examination: The Seminary usually does not allow students to retake examinations. Under special circumstances, with the approval from the Academic Department, the professor may grant a student permission to retake or delay the examination. Cheating in examination will result in F grade. Warning will be given for a first-time violation. Repeated violation will lead to Probation, Suspension or Dismissal.
7. Registration: Students must register at the designated time. Extra fee will be applied to late registration. Students must register at least for 12 semester units to maintain full-time student status. International students must maintain full-time status to satisfy legal requirement for students living in US

8. Transfer of Credit: Please refer to the “Credit Transfer” section.
9. Changes in Course Registration: Students are allowed to make any course change in the first week. There will be additional fees for changes made in the second week. No course may be added after the third week. For refunds, please refer to the “Tuition Refund Policy” section.

Extension and Incomplete

In general, extension is not accepted. If students need extension, they need to file the extension petition to the Academic Dean’s Office and get approved. For regular courses, extended course assignments should be submitted by 5pm of the last Friday of the following semester. Instructors should submit a letter grade “I” (Incomplete) for students who filed for extension. If students fail to submit the required assignments by the extended due dates, instructors is authorized to give an “F” grade. Any student who receives an “F” needs to re-take the course.

Withdrawal

Students may withdraw from GETS at their discretion. Students who choose to withdraw from the seminary must submit proper notification. This notification must be received no later than two weeks after the beginning of the next semester.

Course Evaluation

Successful education not only requires students’ learning effort but also instructors’ teaching and curriculum plan. At the end of each semester, a course evaluation questionnaire will be provided to students to answer to a series of questions in order to evaluate the instruction of a given course. The purpose of the course evaluation is to produce useful feedback which the teacher and school can use to improve the quality of instruction. Students are strongly encouraged to participate in each course evaluation.

Plagiarism

Plagiarism constitutes a serious academic dishonesty and ethical breach. Any work submitted that gives strong evidence of plagiarism, whether committed deliberately or not, will receive an “F” grade. Each case will be reported and the student may be subject to additional disciplinary action.

Common forms of plagiarism include:

- Submitting work not of one’s own
- Re-writing other’s work without proper citation
- Using quotations without citing the source
- Citing some but not all passages that should be cited.
- Incorrectly citing the source.

FINANCIAL INFORMATION

EXPENSES (2021-2023)

1. FEES for MACS Students

All fees are in US dollars and the seminary reserves the right to adjust the rate without prior notice. All tuition and fees for the current period must be paid upon registration. The payment scale is as follows.

	<u>FOR THE ENTIRE PROGRAM</u>	<u>FOR THE CURRENT PERIOD</u>
Tuition (\$200.00 per credit or \$220.00 per credit for independent studies times 52 units)	\$11,000 - \$13,200.00	\$4,000.00
Application and admission fee (one time, non-refundable)	\$50.00	\$50.00
Administration fee	\$50.00	\$100.00
Student Tuition Recovery Fund fee (one time, non-refundable)	\$0.00	\$0.00
Late registration	\$30.00	-----
Add/drop fee (per course)	\$10.00	-----
Deferred payment plan fee	\$20.00	-----
Late payment fee	\$25.00	-----
Change program fee	\$50.00	-----
Program extension fee	\$100.00	-----
Transcript / letter or certification	\$5.00	-----
Petition for term paper extension	\$100.00	-----
Document copying fee	\$5.00	\$5.00
Graduation fee	\$200.00	-----
Thesis / Dissertation advisory fee	\$800.00	-----
<u>TOTAL</u>	\$12,300.00 - \$13,815.00	\$4,155.00

* *Student Tuition Recovery Fund (STRF):*

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions

regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Ste 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

2. TUITION REFUND POLICY

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first session of the course, or the seventh day after enrollment, whichever is later.

- If a student cancels his/her enrollment prior to attending class, he or she is entitled to

a full refund.

- If the *Enrollment Agreement* is cancelled, GETS will refund the student any amount he/she paid, **less the registration and other administrative fees not to exceed \$250, within 45 days after the notice of cancellation is received.**
- The student may withdraw from the school at any time after the cancellation period (described above) and **receive a pro-rata refund.** The amount of that refund is to be “pro-rated” according to the uncompleted portion of the program (see chart below). **The refund is to be paid within 45 days of withdrawal.**

Refunds for Master Program One-week Intensive Courses

- End of the first day class 100%
- End of the second day class 80%
- End of the third day class 60%
- After the fourth day class 40%

Refunds for Master Program Weekly Courses (once a week for 14 weeks):

- Friday of the first week 100 %
- Friday of the second week 93%
- Friday of the third week 86%
- Friday of the fourth week 79%
- Friday of the fifth week 72%
- Friday of the six week 65%
- Friday of the seven week 58%
- After the seven week 50%

- For purposes of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when either of the following occurs:
 - The student notifies GETS in writing of the student’s withdrawal in accordance with the terms of Section B of the *Enrollment Agreement*.
 - GETS notifies the student in writing of the termination of the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of GETS; absence in excess of the maximum set forth by GETS; and/or failure to meet financial obligations to the seminary.

3. LIVING EXPENSES

Students are responsible for all living costs. The following is an estimate for annual spending:

Single: \$20,400

Couple: \$24,000

Children: Each \$3,600

Please consult with Student Affairs Office in the Academic Department.

4. MEDICAL INSURANCE

Local students should purchase their own medical insurance. Student Affairs Office is glad to offer insurance information for international students.

5. MISCELLANEOUS

Student transcripts are permanently maintained by GETS. Other documents are kept for five years. No document will be released without signed request from the student.

6. NONDISCRIMINATION POLICY

The seminary enforces a nondiscrimination policy and offers equal opportunity without regard to race, color, age, sex, nationality, family condition, physical condition, or social status in the policies of recruitment, scholarship granting, employment, and other.

STUDENT LIFE

STUDENT AFFAIRS OFFICE

STUDENT AFFAIRS OFFICE: responsible for all student related affairs, including:

1. Spiritual Life:
 - a. Arranges semester retreats, weekly worship and invites speakers.
 - b. Promotes prayer meetings: student prayer meetings, morning/night prayer.
2. Life:
 - a. Cares for students' personal lives, spiritual maturity and family relation.
 - b. Helps address issues of student conduct and grievances.
 - c. Oversees student advisee groups and dormitory life.
 - d. Enhances communication between the seminary and students.
 - e. Cares for students in personal emergency situations and helps students resolve problems in their lives.
 - f. Coaches the Student Council.
 - g. Plans new student orientation and extracurricular activities.
3. Internship:
 - a. Oversees student internships.
 - b. Communicates with partnering churches and internship instructors.
 - c. Promotes and arranges for summer short-term mission trips.
4. Alumni: Connects with the Alumni and accompanies them in their life journeys.
5. Student Council:
 - a. The Student Council is formed by student representatives and consists of a President, Vice President, Secretary, VP of Activity, VP of Counseling, VP of General Affairs, VP of Finance and Treasurer.
 - b. The Student Council helps enrich students' lives and organize student extracurricular activities.
 - c. It also serves as a bridge between the seminary and the student body. In addition, it cooperates with the seminary to promote activities and formulate training plans.

DISCIPLINARY ACTION

1. **WARNING**: A written notice will be given to a student who has violated seminary regulation for the first time. The record is maintained for 3 years.
2. **PROBATION**
 - a. If student behavior violates seminary rules, the student concerned will be on probation for one academic semester. If the student fails to improve, the seminary reserves the right to suspend or dismiss the student.
 - b. In the case of academic violation, besides being put on probation, the student will not obtain credit for the course in question.
3. **SUSPENSION**: The Academic Affairs Committee will deliberate on the duration of the student suspension. The student concerned may apply for re-admission after that period of time.
4. **DISMISAL**: For serious offence, the seminary may dismiss a student.
5. The Academic Affairs Committee will decide whether any of the above situations will be recorded on the student's transcript. Such a record may be kept for 5 years after the student's

withdrawal or graduation, and the said committee may also resolve to remove it after this duration.

STANDARDS OF CONDUCT

Students are called to be ministers and workers in churches or para-church organizations. We should set examples in our conduct for believers. Therefore, we expect our students to maintain higher standards in their behaviors.

1. Behave appropriately and dress properly in accordance with God's calling.
2. Be cooperative and be a team-player; be punctual and take part; give prior notice if absence is unavoidable for legitimate reasons.
3. Keep harmonious relation with other fellow students inside the school and be a good representative for the seminary outside.
4. Get rid of any behavior or hobby contradictory to biblical principles. (For examples: stealing, verbal abuse, lying, alcoholic addiction, gambling, violence, adultery and use or possession of illegal drugs)
5. Inappropriate use of school resources:
 - a. Stealing school resources
 - b. Misusing, misplacing or damaging school facilities and resources
 - c. Using school facilities for matters contrary to biblical principles.
6. Submit to the seminary's academic regulations and policies.

The seminary follows biblical principles to handle student affairs and will care for the needs of each student. In consideration for the long-term development of the seminary and of the students, the Academic Department will take each case seriously.

Because all of our students are future ministers, we expect our faculty and students to be self-disciplined and care for others. If any student has behavioral or moral issues, please report to the Student Affairs Office.

After receiving the report, the Student Affairs Office will weigh the seriousness of the matter and invite the student concerned for counseling. If necessary, the Student Affairs Office will open an investigation. If the issue cannot be resolved after counseling, an Academic Department meeting will be held to determine if the student has violated seminary regulation.

If the student indeed broke the rules, the assistant academic dean will notify the student in writing. The student has 2 weeks to appeal and meet with the assistant academic dean, dean of Student Affairs, and one faculty member representing the Academic Department meeting to state the case. If no agreement is reached, the dean of Student Affairs must submit a written record of the appeal process to the executive committee.

The executive committee must meet and discuss the matter within 2 weeks. The involved parties must attend and clarify the issues. The executive committee must arrive at a conclusion within 30 days. All faculty and students should abide by such decision.

All of the meeting minutes, the report and the counseling history will be maintained by the Student Affairs Office.

SEXUAL HARASSMENT

GETS Theological Seminary is committed to providing and maintaining a healthy learning and working environment for all students, staff, and faculty. The existence of sexual harassment on campus undermines the educational environment, and thus the school 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.

1. Definition: Sexual harassment is defined to include direct and indirect sexual advances including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
2. The executive committee will assist faculty, students, or staff who may have been subjected to sexual harassment. Any complaints about any the director of Student Affairs 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 director of Students Affairs.
 - 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. Complainants should be sent to any one of the directors of Student Affairs.
 - 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 school's sexual harassment policy and procedures by any faculty member, staff, or student will be governed by the disciplinary procedures of the school. Sanctions may include dismissal from the school. 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 accusation of sexual harassment will constitute a violation of the school's regulations and subject the accuser to the school's sanctions.

STUDENT GRIEVANCE POLICY

1. Any student with a grievance is encouraged to solve the problem with the party involved in accordance with biblical principles.

2. If a grievance cannot be resolved, please report to the Student Affairs Office. The office will try to resolve it under the principle of protecting the privacy of both involved parties. The agreement of settlement should be signed by both parties. Each of the involved parties and the Student Affairs Office should have a copy.
3. If the party with the unacceptable behaviors has no intent to be corrected, the Dean of the Student Affairs Office has the right to initiate a hearing. If the grievance involves faculty or staff, the person's supervisor and a representative from the Executive Committee must be present.
4. If the grievance is not resolved by the hearing, the Student Affairs Office should arrive at a resolution in 30 days. Both parties should sign and keep a copy. The Student Affairs Office must maintain a copy of the resolution and audio record of the hearing. The resolution is final and must be submitted as report to the seminary Executive Committee.
5. If the grievance involves a faculty member, an experienced faculty member may be delegated to help settle the grievance.
6. If the grievance is regarding violation of the Standards of Conduct, please refer the procedures in "Standards of Conduct" section.

STUDENT SERVICES

1. CHAPEL AND PRAYER TIME: Worship and prayer meetings are part of the GETS family daily schedule. The chapel times play an important role in molding Christian character and promoting unity among students, staff, and faculty. Student life at GETS is evaluated based on the student's participation in chapel services and small group prayer meetings. Local pastors, faculty, and visiting alumni are invited to speak at the chapel services. Students are given opportunities to lead worship, preach and sing in their mother tongues to share with others the diverse cultural aspects of Christian worship.
2. PERSONAL DEVELOPMENT PLAN (PDP): The Personal Development Plan (PDP) is a tool for developing a student's life in a number of areas so he/she can be an effective leader. A holistic approach to leadership development reflects the biblical understanding of sanctification whereby there is change and growth in every area of our lives enabling others to see the reality of Christ in a leader's life.
3. STUDENT ADVISING AND MENTORING SERVICES: Every graduate student is assigned a resident professor as a mentor at the beginning of the program. The mentor guides the student in developing his/her curriculum related to his/her concentration.
4. STUDENT GOVERNMENT: The student body elects a Student Body President and other positions every school year. The work of the Student Body President involves service to the student body in various capacities, including representation of the student opinion before the Faculty and Administration, organizing student activities, and coordinating students' involvement. Students are strongly encouraged to participate in student government, especially in the various student activities that are offered.
5. ACADEMIC SERVICES AND TUTORING: A free tutoring service is available to all students. If a student feels he/she needs additional help in understanding class material or instructions on homework, please email the Student Affairs Office at student-affairs@mygets.org to schedule an appointment with a tutor. Tutors for the MACS programs usually are students from advanced level programs, such as ThM and DMin.
6. SPECIAL NEEDS/DISABILITY SERVICES: Special accommodations may be provided to students with disabilities upon request. Special services may include audiphones,

wheelchairs, and other equipment. Please contact the Student Affairs Office at student-affairs@mygets.org for more details.

7. **JOB PLACEMENT INFORMATION:** The seminary is committed to serving all churches and para-church organizations and our graduates are free to serve any ministry according to their calling from God. All GETS degree programs intend to prepare graduates for the occupations of clergy, directors of religious activities and education, and all other types of religious worker under United States Department of Labor's Standard Occupational Classification code 21-2000 (21-2010, 21-2020, 21-2090). The seminary is not responsible for job placement. Since most of our students are sponsored by their home churches or organizations, students are required to work with their sponsors during their summer internship and after graduation. The supervisors of our intern students should fill out an internship evaluation report and submit it to the Student Affairs Office. If the supervisor has any suggestion, please contact the Student Affairs Office.
8. **HOUSING INFORMATION:** The seminary does not have dormitory facilities and does not offer on-campus or off-campus housing. The cost of housing varies across the Los Angeles region. The average monthly housing expense for a typical one-bedroom apartment in the nearby area can vary from \$1,000 to \$1,500.00. GETS has no responsibility to find or assist a student in finding housing.

International Student Practical Training Policy: International Students shall obtain CPT/OPT permission from the Student Affairs Office before internship starts.

FINANCIAL ASSISTANCE

1. Since most of our students are sponsored by churches or organizations, the seminary does not provide any form of scholarship and student loan and is not qualified for FAFSA. Therefore, GETS will not participate in federal and state financial aid programs. We encourage and accept any church, organization and individual to support students through financial donations.
2. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not received from federal financial aid funds.

Alcohol Use and Smoking on Campus

The use of alcoholic beverages is prohibited on campus. GETS Seminary strives to build a smoke-free environment for the benefit of all members and guests of our community. Smoking is not permitted in any campus building.