



CATALOG

2025

GETS Theological Seminary
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Notice

1. GETS Theological Seminary (GETS) is a private non-profit institution approved to operate by the Bureau for Private Postsecondary Education (BPPE); the approval means compliance with minimum standards set forth by the Education Code. GETS obtained the associate membership of The Association of Theological Schools in the United States and Canada (ATS) in June 2022 and is in the process of attaining full accreditation.
2. Before signing an enrollment agreement, prospective students are encouraged to: (a) read this Catalog and related forms, and (b) review the School Performance Fact Sheet, which must be provided to them before signing the agreement.
3. If students have any questions regarding this Catalog that have not been satisfactorily answered by GETS, they can contact BPPE at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834; www.bppe.ca.gov; Tel (888) 370-7589, (916) 574-8900; fax (916) 263-1897.
4. A student or anyone may file a complaint about GETS by calling BPPE or by completing a complaint form, which can be downloaded from www.bppe.ca.gov.
5. The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting <https://osar.bppe.ca.gov/>.
6. **Concerning transferability of credits and diplomas obtained at GETS:** The transferability of credits and acceptance of the diploma of MACS or DMin you obtained at GETS are at the complete discretion of the institution to which you may seek to transfer. If it is not accepted at the institution to which you seek to transfer, you may be required to retake some or all of your coursework at that institution. Thus, before transferring you should make certain that the institution accepts the coursework you completed at GETS by contacting the institution personally and inquiring if it accepts GETS diplomas.
7. GETS is accredited by Asia Theology Association (ATA), which is not an accreditation agency recognized by the United States Department of Education.
8. GETS and its degree programs (MACS and DMin) have not been accredited by any US accreditation agency yet. Listed below are some, but not all, limitations of GETS degrees:
 - a. Not eligible to sit for any applicable licensure exams in California or other states.
 - b. May not be recognized by some employers in California or other states.
 - c. Not eligible for federal financial aid programs.
9. GETS Theological Seminary:
 - a. Does NOT have any pending petitions in bankruptcy.
 - b. Is NOT operating as a debtor in possession.
 - c. Has NOT filed a petition in bankruptcy within the last five years.
 - d. Has NOT had a petition in bankruptcy filed against it within the last five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 USC. Sec. 1101 et seq.).

Notice to Prospective Degree Program Students

GETS Theological Seminary (GETS) is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer the degree programs, GETS must meet the following requirements:

- a. At least one degree program has been accredited by an accreditation agency recognized by the United States Department of Education.
- b. To achieve accreditation candidacy or pre-accreditation by November 14, 2020, and attain full accreditation by August 14, 2026.

If GETS stops pursuing accreditation, it must:

- a. Stop all admissions to its degree programs.
- b. Provide a teach-out to current students to complete their courses of study or refund.

An institution that fails to conform with accreditation requirements before the deadline shall automatically be disqualified from awarding degrees.

GETS Representative's Signature: _____

Student's Signature: _____

Date: _____

About GETS Theological Seminary

I. Vision

To cultivate ministers and theological educators for global Chinese churches.

II. Mission

As a learning community of Chinese-speaking Christians, GETS Theological Seminary equips individuals to serve Jesus Christ effectively in ecclesiastical and educational ministries worldwide, by contextualizing and contemporizing biblical and theological teachings.

III. Goals

Through holistic training, GETS seeks to cultivate the servants of God who display academic and vocational excellence, Christ-like character, Spirit-filled ministry, integrative mindset, and kingdom commitment.

IV. Core Values

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

V. Strategies

1. Offer various degree programs and distance learning options to meet the various needs of the church.
2. Partner with churches and Christian organizations to enlarge the impact of GETS theological education.
3. Enrich the theological content and enhance the quality of our theological education through seminars, dialogues, and publications that attend to and engage in topics of the times and the culture.
4. Offer courses pertaining to Chinese culture and current issues with a focus on Chinese contexts.

Statement of Faith

This we believe:

1. 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.
2. There is one true and living God, eternally existing in three distinct persons: Father, Son, and Holy Spirit.
3. The triune God is the Creator, the Sustainer and Ruler of the creation, but is prior to, and distinct from all creation.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. All believers are a royal priesthood; laity and clergy are of equal partnership in Christian ministry.
12. In 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.

Organizational Structure

President's Office

[Joshua Ting](#) President

Academic Staff

[Ian Sun](#) Academic Dean / Director of Institute of Christianity and Chinese Culture

[Sarah Zhang](#) PhD Director

[Ming-Chiu Leung](#) DMin Director / Director of Leadership Research Center

[Simona Zeng](#) ThM Director

[Deborah Wang](#) Interim MDiv/MACS Director / I-20 PDSO

[Sherman Hsiung](#) Dean of Student Affairs

[Duo Li](#) Registrar

[Lily Pan](#) Distance Learning Director / Officer of International Students / I-20 DSO

[Tiffany Hou](#) Library Director

[Jaime Chan](#) PhD Director Assistant

[Grace Cheng](#) DMin Director Assistant / Associate Director of Leadership Research Center

[Amy Chen](#) Library Assistant

Administrative Staff

[Lydia Chien](#) Interim Administrative Director / Interim HR Specialist

[Rebecca Zhang](#) Accounting Specialist

[Eric Chen](#) Facility Director / IT Specialist

[Joanna Lin](#) Newsletter Chief Editor

Faculty

Full-Time Faculty					
Name	Degree Awarded	Awarding Institution	Title	Expertise	Academic Rank
Joshua Ting	DMin	Biola University	President	Church Growth	Associate Professor of Practical Theology
Ian Sun	PhD	Peking University	Academic Dean, Director of Institute of Christianity and Chinese Culture	Historical Theology	Associate Professor of Historical Theology
Sarah Zhang	PhD	Princeton Theological Seminary	PhD Director	Old Testament Studies	Steven and Faith Yiu Professor of Old Testament Studies
Ming-Chiu Leung	PhD Candidate	Dallas Baptist University	DMin Director, Director of Leadership Research Center	Christian Leadership	Assistant Professor of Practical Theology
Simona Zeng	DMin	Trinity Evangelical Divinity School	ThM Director	Old Testament Studies	Assistant Professor of Old Testament Studies
Deborah Wang	PhD	Biola University	Interim MDiv/MACS Director	Spiritual Theology, Spiritual Formation and Soul Care	Assistant Professor of Practical Theology
Ezekiel Lo	PhD	Edinburgh University		New Testament Studies	Professor of New Testament
Richard Phua	PhD	University of Glasgow		New Testament Studies, Diaspora Judaism	Associate Professor of New Testament

* The list is sorted first by administrative rank, then alphabetized by last name.

Affiliate Faculty					
Name	Degree Awarded	Awarding Institution	Title	Expertise	Academic Rank
Sherman Hsiung	PhD	Arizona State University	Dean of Student Affairs	Counseling, Marriage and Family, Conflict and Crisis Handling	Assistant Professor of Practical Theology
Grace Cheng	DMin	Logos Evangelical Seminary	DMin Director Assistant, Associate Director of Leadership Research Center	Pastoral Theology	Lecturer of Practical Theology
Chun Ming Fong	PhD	Westminster Theological Seminary		Systematic Theology	Associate Professor of Systematic Theology
David Hsu	ThM	Fuller Theological Seminary		New Testament Studies	Lecturer of New Testament
Judy Lin	DMin	Church Divinity School of the Pacific		Pastoral Theology, Exegetical Preaching	Lecturer of Practical Theology
Shi-Min Lu	PhD	Fuller Theological Seminary		Missiology Studies	Assistant Professor of Practical Theology
Leonard Sidharta	PhD	Purdue University		Apologetics, Philosophy, Systematic Theology	Associate Professor of Systematic Theology
Daniel Wei	DMin	Logos Evangelical Seminary		Youth Ministry, Ecclesiology, Crisis Counseling, Group Theory and Practice	Lecturer of Practical Theology

*The list is sorted first by administrative rank, then alphabetized by last name.

Degree Programs

Master of Arts in Christian Studies (MACS)

I. Purpose

The Master of Arts in Christian Studies program is designed to provide systematic theological training for Christians who are interested in studying the Bible and knowing their faith for equipping them to participate in ministries of local churches, parachurch organizations, or missions. The minimum duration of MACS program is 2 years, and the maximum is 7 years. Students can choose either onsite (in-person at GETS LA campus) or online (distance learning) programs with the same curricula and graduation requirements.

II. Goal

This program aims to cultivate students to have the following abilities and qualities:

1. To have solid and integrative knowledge of the Bible and the Christian faith.
2. To develop an organic Christian worldview, which integrates the unity of the faith and the diverse aspects of human life.
3. To cultivate the ability to make integrative presentations of the Christian faith in the Chinese and contemporary contexts.
4. To nurture Christlikeness in the personal and communal aspects of life.
5. To nurture the passion and skills for in-depth research and self-study.

III. Admission Requirements

1. Obtained an undergraduate degree or a Bachelor of Theology degree with a grade point average (GPA) 2.7 (B- or 80%) or above.
2. Had been a baptized Christian for at least two years or specially recommended by the pastor of the church the applicant belongs to.
3. Submit two letters of recommendation (one from the pastor and the other from church leaders or spiritual elders) to demonstrate that the applicant has a good performance in spirituality, academic knowledge, ministry, and life.
4. Submit a completed admission application form.
5. Pass the GETS entrance tests on the Bible and basic theological knowledge. (Those who do not meet the standard must participate in a one-year Bible reading plan and submit a Bible reading record form).
6. Pass the admission interview.

IV. Duration, Location and Modality

The minimum program duration is 2 years, and the maximum is 7 years. Distance Learning students shall complete the whole degree through online studies with the instruction and follow-up of the online course teachers. Onsite students can take two online elective courses.

V. Curriculum Design and Course Selection for Graduation: Total 60 Credits

Category	Course Code	Course Name	Credit	Requirement
Basic Skills (3 Credits)	TH502	Theological Research Methodology	1.5	Required
	SP502	Spiritual Formation	1.5	Required
Biblical Studies (Required: 18 Credits; Elective: 3 Credits)	OT511	Pentateuch Studies	3	Required
	OT521	Historical Books of the Old Testament	3	Required
	NT511	Studies on the Four Gospels	3	Required
	NT531	Studies on Pauline Epistles	3	Required
	TH581	Hermeneutics	3	Required
	TH571	Biblical Theology	3	Required
	OT541	Studies on Poetic and Wisdom Literature	3	Elective
	OT552	Studies on Major Prophets	3	Elective
	OT553	Studies on Minor Prophets	3	Elective
	NT545	Studies on Pastoral Epistles	3	Elective
	NT551	Studies on General Epistles	3	Elective
	NT561	Studies on Revelation	3	Elective
Theology & Church History (Required: 12 Credits; Elective: 3 Credits)	ST501	Systematic Theology I	3	Required
	ST502	Systematic Theology II	3	Required
	ST503	Systematic Theology III	3	Required
	CH501	Church History: An Overview	3	Required

	TH522	History of Christian Thought	3	Elective
	TC511	Christianity and Chinese Culture	3	Elective
	CH561	Chinese Church History	3	Elective
	TH532	Issues in Contemporary Theology	3	Elective
Practical Theology (Required: 15 Credits; Elective: 3 Credits)	SP504A	Spiritual Theology I	1.5	Required
	SP504B	Spiritual Theology II	1.5	Required
	PC531	Christian Counseling	3	Required
	AP501	Apologetics	3	Required
	MC523	Small Groups and Church Growth	3	Required
	MC533A	Introduction to Spiritual Leadership	3	Required
	PM501	Survey of Pastoral Studies	3	Elective
	PM552	Church Administration and Management	3	Elective
	PR501	Homiletics	3	Elective
	ET501	Christian Ethics	3	Elective
	CL581	Introduction to Christian Education	3	Elective
	SP551	Ignatian Spiritual Exercises I	1.5	Elective
	SP552	Ignatian Spiritual Exercises II	1.5	Elective
	SP517	Marriage, Family Relationships, and Personal Growth	3	Elective
Capstone Course	TH523	Christian Worldview	3	Required

VI. Application Procedures of Admission

1. Fill out the “Application Form” online and upload

- A photo taken within 6 months
- A conversion testimony and a brief report on the main reasons to go to seminary
- The diploma of the highest degree (scan or photo)
- The official transcript of the highest degree (scan or photo)
- The application fee is US\$100 (non-refundable)
- Two Letters of recommendation completed online by the references directly

2. After all information is uploaded to Populi and payment is completed, an admission interview will be scheduled. Out-of-state and overseas applicants will be interviewed through Zoom.
3. The Admissions Committee will review the applications, and the Academic Department will inform the applicants of the results. If the application is approved, an acceptance letter will be sent.
4. After receiving the acceptance letters, the applicants are required to respond to the offer within two weeks.
5. International students or those whose prior education was not conducted in English must demonstrate proficiency in the English language at these levels:
TOEFL (PBT): 450–453
IELTS: 5.0–5.5, or an equivalent score
TOEFL iBT: 45–46, with individual section scores of:
 - b. Reading: 15
 - c. Listening: 12
 - d. Speaking: 10
 - e. Writing: 10

The seminary does not provide any English language instructions or services like ESL.

VII. Transfer Students

Students who have completed the Bachelor of Theology program at GETS, consisting of a total of 120 credits, are eligible to enroll in the Master of Arts in Christian Studies (MACS) program. Starting from April 2023, these graduates can receive a credit reduction of 21 credits towards the MACS program. To fulfill the graduation requirements for the MACS diploma from GETS, students must complete any 13 courses, amounting to 39 credits. This policy allows qualified graduates to efficiently advance their academic journey by recognizing their prior academic achievements. For more transfer policies, please refer to the section of VII Transfer of Credit of the chapter of Academic Policies in this catalog.

VIII. Graduation Requirements

1. Students are required to complete 60 semester credits with GPA 2.7 or above.
2. Pay off all fees and complete the leaving procedure.

Doctor of Ministry (DMin)

I. Purpose

The Doctor of Ministry program is designed to provide ministers continuing advanced theological studies, especially on practical theology, to improve their spiritual life, theological knowledge, leadership, and skills required for various ministries, so that they can attain better results in serving Chinese churches and communities.

II. Goal

This program aims to cultivate students to have the following abilities and qualities:

1. To renew spiritual life and character and have a closer relationship with God.
2. To build up a productive team and exert ministry leadership and spiritual impact.
3. To renew the required theological equipment and improve the skills required for serving.
4. To be able to establish an effective church or institutional pastoring/serving structure in a multicultural context and participate effectively in the development of God's kingdom.
5. To promote communication and interaction among students and improve the ability to deal with issues intelligently.

III. Admission Requirements

1. Obtained a degree of Master of Divinity (MDiv) from an institution recognized by GETS with a grade point average (GPA) of 3.3 (B+ or 86.5%) or above.
2. Obtained other degrees in Christian disciplines and have served full-time for more than two years with good performance. The applicant who has the Master of Arts (MA) degree in Christian disciplines needs to make up 30 master's credits in Christian disciplines.
3. The applicant who has served full-time for two years or more before starting MDiv or other programs in Christian disciplines is required to serve full-time for one more year after obtaining the degree.
4. Two letters of recommendation, mailed directly to GETS by the recommenders (who can be the pastor of the church, the teacher of the institution the applicant attended, or a non-subordinate coworker), indicate that the applicant has good performance on spirituality, academic learning, ministry, and life.
5. International students must demonstrate proficiency in the English language at these levels:
 - **TOEFL (PBT):** 450–453
 - **IELTS:** 5.0–5.5, or an equivalent score
 - **TOEFL iBT:** 45–46, with individual section scores of:
 - Reading: 15
 - Listening: 12
 - Speaking: 10

- Writing: 10

The seminary does not provide any English language instructions or services like ESL.

6. Instruction at the seminary is primarily conducted in Chinese. Therefore, students must demonstrate university-level proficiency in the Chinese language. Proficiency can be verified through one of the following:
 - o Completion of studies at a Chinese university, seminary, or other post-secondary educational institution.
 - o Passing the HSK (Chinese Proficiency Test) at Level 4 or higher, with a minimum score of 210 points.
7. GETS does not accept any Ability-to-Benefit Test (ATB Test) scores nor does it offer ATB Test.
8. The maximum credits transferred from other seminaries recognized by GETS are 15 credits (5 courses).

IV. Application Procedures of Admission

1. Fill out the “Application Form” via Populi and upload:
 - o Personal testimony of calling and full-time ministry.
 - o Service philosophy and testimony, including spiritual growth, service learning, reflection on service success and failure, self-learning of personal strengths and weaknesses, or reasons for changing service positions.
 - o A Proposal for DMin program: briefly describe the topic of the dissertation you are interested in researching and the value of the research.
 - o The application fee US\$100 (non-refundable) and one 2” photo taken within 3 months (can be digital).
 - o Diplomas and transcripts of college or above and the originals of seminary diplomas and transcripts (scan or photo).
2. Interview: either in person or online face-to-face interview.

V. Duration, Location, and Modality

The general program duration (including the completion of the dissertation) is 5 years, and the maximum is 7 years. Students who have completed 5 years of study can apply for an extension for graduation twice, once per year, with a maximum duration for graduation of 7 years, and must pay 3 credits of tuition for each extension.

For the assurance of the quality and flexibility of teaching, students can choose courses offered through various teaching modalities, according to their own schedule, needs, and workload of

ministry, as follows:

1. Online course: Self-study online by watching recorded videos and reading teaching materials throughout the semester (15 weeks) along with interacting and communicating with online instructors and other students. International students cannot take more than two online courses and need to take the other courses onsite.
2. Onsite/online face-to-face/real-time course: This is held onsite/online simultaneously and can range from 2-15 weeks. Local students are who live within 25 miles of the seminary. They can only take a maximum of 5 online real-time courses and must take the other courses onsite. International students must attend classes onsite, while non-local students can attend classes online.
3. Face-to-face/real-time intensive course at a designated location: The Seminary provides this kind of course irregularly and encourages students to attend the classes onsite. If students are unable to attend classes onsite, they can apply for real-time online classes. This kind of intensive course is usually offered during summer and winter vacations; the purpose is to facilitate students who are pastoring churches to use their annual leave to study. The location can be on campus or other places. There will be two courses held each time for two weeks, that is, each course for one week.

VI. Curriculum Design (Required credits: 15; Elective credits: 15; Dissertation credits: 9)

Students must complete 39 credits for DMin program: 10 courses (3 credits for each course, total 30 credits) and a dissertation, including 3 credits of “Dissertation Proposal” and 6 credits of “Dissertation” (total 9 credits). The curriculum includes 5 required courses and 5 elective courses. Among the 5 electives, students are recommended to take 3 courses related to their dissertation (at least two must be taken according to regulations). If the seminary cannot offer enough related elective courses, students can apply for an “Independent Study”. Please see the table below for details:

Course Category	Course Code and Name	Credit
Required Course	TH892N Research Methodology	15 required credits
	TH899N Dissertation Preparation	
	TH832N Issues in Contemporary Theology*	
	NT893N New Testament Studies*	
	OT893N Old Testament Studies*	
Pastoral Ministry Elective Course**	MC893N Leadership Theory	15 elective credits
	PM835N Vision and Leadership,	
	MC815 Theology of Mission	

	TH851N Ecclesiology	
	MC845N Studies in Pastoral Forms of Urban Churches and Rural Churches	
	PC804N Modern Pastoral Counseling	
	PC803N Effective Pastoral Caring	
	CH891N Studies in History	
	SP804 Spiritual Theology	
	IS801N-IS850N Independent Study***	
Candidacy Assessment	TS801N Candidacy Assessment	0 credits
Dissertation	TS802N Dissertation Proposal	9 credits
	TS804N Dissertation (6 credits)	
Total		39 credits

Notes:

*Different courses are offered in this area, and students only need to take one course in this area to meet the requirement. For example, the seminary offers “New Testament Theology & Message”, “Issues in New Testament”, etc. at different time, and students only need to take one of the courses to meet the requirement of New Testament Studies

**Students can choose different concentrations but must take at least two courses related to their concentrations.

***If necessary, students can apply for “Independent Study” with a maximum of two courses.

VII. Course Requirements

1. Requirements for Each Course: pre-class reading and assignments, in-class assignments and participation in seminars, and post-class research papers.
2. Pre-class Reading and Assignments: Students must read 800-1200 pages of assigned books or articles and write reading reports or book reviews, focusing specifically on church ministry or the meaning to their concentrations, which must be submitted before the first lecture.
3. To help students to have deeper understanding and knowledge of the course, and to integrate teaching ideas and experience, they must participate in lectures and seminars as in-class assignments.
4. A research paper of at least 6000 words must be submitted within one month after the completion of each course, and the content must be integrated with the pastoral ministries.

5. The passing grade of each assignment is B- or above. For the assignment that does not reach B-, the student is allowed to redo it once and will receive B- if the redo grade is above B-, but if below B-, the original failing grade will be recorded as the final grade if students decide not to retake the course. In case it happens to be required courses, students have no choice but to retake the course until they receive a B- or above grade.
6. Each course is 3 credits with 42 teaching hours.
7. Dissertation: Dissertation Proposal (3 credits) and Dissertation (6 credits), total 9 credits.
8. Teaching Format: Seminar and/or Lecture. If the seminar format is adopted, the time limit of it is less than 20 hours, and the rest is lecturing time.
9. Independent Study: Receive guidance from the advisor through all kinds of methods, including in-person meetings.

VIII. Qualifications of DMin Candidates

After completing the coursework of 30 credits, a student will undergo a holistic assessment to determine if he/she is competent to proceed with the Dissertation phase. The assessment includes the following three parts:

1. A passing grade of B- or above for each course with a GPA of 3.0 (B) or above.
2. Assessment on Spiritual Life, Ministry, and Leadership: The student will submit a self-evaluation report (about 10 pages with 5,000 words) on strengths and weaknesses in personal spiritual life and ministry, and how the learning in DMin helps the growth of his/her spiritual life, ministry, and leadership.
3. Pass the interview or assessment of the DMin Committee.

A student who passes the above assessment will be a DMin Candidate. If a student does not pass, the seminary will terminate the student's study and issue him/her a "Completion Certificate of DMin" and his/her study at the seminary has ended. If a DMin Candidate fails to complete the dissertation within seven years after admission, he/she will be issued with the Completion Certificate in accordance with the above regulations.

IX. Dissertation Proposal (3 Credits)

A DMin Candidate must register for "Dissertation Proposal" within one month after passing the assessment, and the registration is valid for one year. The student must complete the proposal as soon as possible, preventing from exceeding the general 5-year program duration. For those who have not completed the registration of this course, the Academic Department will not assign dissertation advisors for them.

The dissertation proposal (including the number of words) is in accordance with the requirements of the primary advisor. The proposal must be approved by the advisor before submission, and the dissertation writing can only be officially started after the confirmation of the DMin Committee.

X. DMin Dissertation (6 credits)

A DMin Candidate must register for “Dissertation” within one month after the dissertation proposal is approved and pay 6 credits of tuition. After completing the registration of this course, the seminary will assign a secondary advisor, together with the primary advisor, to guide the candidate to complete the dissertation.

Requirements for Dissertation: The DMin dissertation is directed by two advisors. The text is about 80,000 words (double-spaced, 12-point font, about 200 pages or more; the word count does not include footnotes and bibliography). As the assignments of all DMin courses, the dissertation is also written in Chinese, but for the academia to review, an English title and abstract must be attached. The DMin dissertations focus on practicality but must reach the academic doctoral level.

After the dissertation is ratified by the two advisors, it will be submitted to the DMin Evaluation Committee for confirmation and then to the Format Review Team for review. Passing all the above evaluations, or completing the revisions required by the Format Review Team, the dissertation passes.

XI. Graduation Requirements

1. Complete 10 courses (total 30 credits) with a passing grade of B- or above for each course and “Dissertation” (total 9 credits), with GPA 3.0 (B) or above.
2. Submit the dissertation ratified by two advisors and evaluated/reviewed by the DMin Evaluation Committee and the Format Review Team with the completion of the required revisions.
3. Pay off all fees, including the owed amount of tuition, other expenses, miscellaneous fees, graduation fee, etc. and complete the leaving procedures.
4. With all the above requirements met, the student will graduate with the award of Doctor of Ministry Degree.

Employment Classification

Both MACS and DMin programs at GETS aim to train leaders or workers for churches and Christian organizations. The graduates of both programs at GETS are currently working as pastors and church workers who assume teaching, preaching, religious outreach, guidance, and other functions at various churches.

Hence, under the United States Department of Labor’s Standard Occupational Classification Codes, GETS programs prepare for the following job classifications (using the Detailed occupation (six-digit) level):

21-2011: Clergy (definition: conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance to members; see: <https://www.bls.gov/oes/current/oes212011.htm>)

21-2021: Directors, Religious Activities and Education (definition: Coordinate or design programs and conduct outreach to promote the religious education or activities of a denominational group. May provide counseling, guidance, and leadership relative to marital, health, financial, and religious problems; see: <https://www.bls.gov/oes/current/oes212021.htm>)

Academic Policies

I. Admission Review

The admission is decided by the Admission Review Committee according to the admission requirements of each degree program. Please refer to the “Degree Programs” for details about the admission requirements and procedures.

II. Notice to International Students

1. International students are required to submit proof of self-sufficiency or financial support from churches or organizations.
2. After the applicant submits financial proof and is accepted by the seminary, he/she will receive the documents required for visa application sent by the seminary. Applicants must provide financial proof to certify that they have sufficient savings to cover all expenses, and upon arrival in the United States, they should bring sufficient funds to cover tuition and living expenses for the first year. For the first year’s expenses (including tuition and living expenses), please refer to “Expenses”.
3. After the applicant is admitted, the seminary will submit all the documents required to issue an I-20. Applicants must complete the I-20 application form online. Qualified applicants will receive the I-20 form along with other school materials. Applicants are then required to pay the SEVIS fee (Form I-901) online (about \$ 350) and apply for a visa at a U.S. consulate. Please note that GETS does not vouch for student status, and does not assist the students’ visa applications in their home countries.
4. Please visit the USCIS website (<https://www.uscis.gov/>) for details about F-1 Student Visa.

III. Student Status

1. Regular students: Students who are formally admitted.
2. Probationary students: Students who have not passed the admission interview and are temporarily allowed to take 2–3 courses.
3. Audit students: Students who enroll in courses offered by the seminary but have not applied for any degree programs.

Most courses of the seminary are open to all regular, probationary and audit students. Probationary and audit students do not need to meet the admission requirements before registration.

IV. Academic Year

There are two semesters in one academic year: Fall Semester is from August to December and Spring Semester from January to May. There are 15 weeks of classes in each semester, and a final exam or a term paper is held or submitted in the 15th week. The seminary will irregularly offer intensive courses in summer.

V. Instruction Location: 412 E. Rowland St, Covina, CA 91723.

VI. Credits and Grades

1. Semester Credits System

The seminary adopts a semester system, and each semester credit includes 50 minutes of lectures, 50 minutes of pre-class preview, and 100 minutes of post-class homework per week. The student's attendance rate must reach 80% or more, otherwise no credits will be rewarded.

2. Leave/Absence. Absence must have a valid reason, and the process of asking for leave and notice of absence are as follows:

- a. A written application must be submitted within 3 working days before the start of the class and approved by the professor of the course or the Academic Department.
- b. The written application must be received by at least one of the following: (1) the professor of the course; (2) the Dean; (3) the Academic Department. The ways of receiving the written application include email, postal mail, or in-person delivery.
- c. Valid reasons include sick leave, personal leave, bereavement leave upon an immediate family member, military leave, jury duty, maternity/paternity leave, etc.
- d. If the reason for absenteeism is an emergency, such as sudden illness of the student or his/her family, car accident, car breakdown, etc., the Dean of Student Affairs or the Academic Department should be notified in time.
- e. The approver must send the relevant documents to the Department of Student Affairs.
- f. The Academic Department is not responsible for providing the audio/video recording of the absent class.
- g. Being late for more than half of a class will be counted as an absence. Being absent/truant from more than 20% of classes will be counted as a withdrawal (W) of the course.

3. Leave of Absence

- a. Students who are unable to continue their studies must apply for a “Leave of Absence” from the Academic Department in order to retain their student status.
 - i. The Leave of Absence is valid for one year and the student must resubmit it each year.
 - ii. After the Leave of Absence is over, the student must submit the “Reinstatement Form” to resume his/her study.
 - iii. The student who does not apply for a Leave of Absence will be regarded as quitting the seminary.
- b. The maximum period for the Leave of Absence is three years. If it exceeds three years, the student will be regarded as quitting the seminary. If the student wants to resume his/her study, he/she must be evaluated by the Admission Review Committee for readmission.

4. The grades are recorded in English letter grade, percentage, and grade point average (GPA). The grade conversion is as follows:

Letter Grade	Percentage	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 and below	0.0

Indication of Other English Letters

P	Pass
NP	Not Pass
IP	In Progress
I	Incomplete, with no final grade yet.
W	Withdrawal before the end of class. It will not be graded and GPA will not be affected.
WF	Withdrawal after the end of class. It will be graded “F” and GPA will be affected.

5. Assignments: Students must submit all assignments on time.
 - a. Late submission will be graded “0”. Under special circumstances, a student may obtain prior approval from the professor for late submission.
 - b. Plagiarism and erroneous citation will be graded “0”. Warning will be given for a first-time violation; repeated violations will lead to probation, suspension or dismissal.
6. Examination:
 - a. Usually the seminary does not allow students to retake examinations. Under special circumstances, with prior approval from the Academic Department, the professor may grant a student permission to retake or delay the examination.
 - b. Cheating in examination will be graded “F”. Warning will be given for a first-time violation; repeated violations will lead to probation, suspension or dismissal.
7. Registration:
 - a. Students must complete registration within the designated time; otherwise, late fee will be applied.
 - b. International students must register at least 9 credits to maintain full-time student status.

- c. International students must maintain full-time status to meet legal requirement for students living in the US.
- 8. Course Change:
Course changes may be made within the first week of the start of semester. There will be an additional fee for course changes in the second week. No course changes may be made from the third week. For refunds, please refer to the “Tuition Refund Policy”.

VII. Transfer of Credit

About the credits for prior experiential learning, the seminary only recognizes or awards credits for degrees or certificate programs that are earned through formal course works at seminaries, universities, or other educational institutions. The seminary reserves the right to make final decisions on this matter, considering factors such as the academic quality of the prospective students' previous institutions, their grades, and other relevant criteria. The seminary will not provide assessments or exams on this regard. Moreover, the seminary does not recognize or award credits for ministerial programs, internships, or other practical experiences. Furthermore, the credit evaluation and conferral process are entirely free of charge.

To ensure the quality and fairness of teaching, GETS has the following regulations for the review of all transfer of credits:

1. The seminary must be accredited by ATS (or ATA).
2. If the seminary is not accredited by ATS (or ATA), the review will be processed on a case-by-case basis.
 - a. The student must submit the following information: diplomas, transcripts, course descriptions, and course instructors' CVs or educational background.
 - b. The content of the courses and the instructors' educational background must meet the requirements of GETS.
 - c. Class Hour: The student must provide a description of class hours and credit requirements for transfer of credits. (A course of 4-quarter-credit requires a minimum of 33 class hours; a course of 3-semester-credit requires a minimum of 37.5 class hours.)
3. Grades of the courses to be transferred must be B or above for MACS and B+ or above for DMin.
4. The courses to be transferred must be taken within 7 years.
5. The total credit transferred must not exceed 50% of the degree requirement for MACS and 6 credits (2 courses) for DMin.
6. GETS has not signed credit transfer agreements with any school.

Expenses

I. Fees

All fees are in US dollars and subject to change without notice. All fees are non-refundable except tuition fees. All fees must be paid in full upon registration, or in instalments by applying to the seminary.

Master of Arts in Christian Studies (MACS)

The total estimated cost of one academic year is US\$3,785, and the total estimated cost of the entire program is US\$12,980–\$13,500.

	Item	Entire Program	One Academic Year
Mandatory Expenses	Application fee	\$100 *	-----
	Tuition (\$200/credit)	\$12,000 (\$200×60 credits)	\$3,600 (\$200×18 credits)
	Registration fee (\$50/semester)	\$400 (\$50×8 semesters)	\$100 (\$50×2 semesters)
	Technology fee (\$35/semester)	\$280 (\$35×8 semesters)	\$70 (\$35×2 semesters)
	Graduation fee	\$200	-----
	Document copying fee	\$5	\$5
Possible Expenses	Late registration fee	\$30	-----
	Add/Drop fee	\$10	\$10
	Late payment fee	\$25	-----
	Program change fee	\$50	-----
	Program extension fee	\$300	-----
	Replacement diploma	\$50	-----
	Transcript/Letter of Certification (per copy)	\$50	-----
	Course material fee	Varies per course	Varies per course
	Student Tuition Recovery Fund (STRF; please see “Appendix I” for details)	\$0	\$0
Total		\$12,980–\$13,500	\$3,785

Notes:

* \$125 application fee for international student (F-1 visa)

Doctor of Ministry (DMin)

The total estimated cost of one academic year is US\$2,330, and the total estimated cost of the entire program is US\$13,380–\$17,445.

Item		Entire Program	One Academic Year
Mandatory Expenses	Application fee	\$100	-----
	Tuition (\$275/credit)	\$10,725 (\$275×39 credits)	\$2,145 (\$10,725÷5 years)
	Registration fee (\$50/semester)	\$500 (\$50×10 semesters)	\$100 (\$50×2 semesters)
	Technology fee (\$35/semester)	\$350 (\$35×10 semesters)	\$70 (\$35×2 semesters)
	Proposal fee	\$825.00	
	Dissertation advisory fee	\$1,650	
	Candidacy assessment fee	\$400	-----
	Dissertation format review and binding fee	\$450	-----
	Completion fee or Graduation fee	\$200	-----
	Document copying fee	\$5	\$5
Possible Expenses	Late registration fee	\$30	-----
	Independent study (per credit)	\$975 (325×3 credits)	-----
	Early application for the primary advisor	\$275	-----
	Add/Drop fee	\$10	\$10
	Late payment fee	\$25	-----
	Program extension fee	\$825 (\$275×3 credits)	-----
	Replacement diploma	\$50	-----
	Transcript/Letter of Certification (per copy)	\$50	-----
	Course material fee	Varies per course	Varies per course
	Student Tuition Recovery Fund (STRF; please see “Appendix I” for details)	\$0	\$0
Total		\$13,380-\$17,445	\$2,330

Almost all students are international students who get their funding from churches or Christian organizations, so the seminary typically does not offer any form of scholarships, grants, or loans. But for local students who might obtain loans, the students will have to repay the full amount of the loans plus interests, less the amount of any refund. If local students receive federal student financial aid funds, they are entitled to a refund of the money not paid from the federal financial aid funds.

II. Tuition Refund Policy

Tuition Refund Policy

This refund policy is established in accordance with California Education Code CEC § 94909 (a)(8)(B) and aims to provide students with clear procedures for cancellation or withdrawal and corresponding refund standards.

1. Cancellation of Enrollment Agreement

Students may cancel their enrollment agreement either before the course starts or within 7 days of the course start date and receive a full refund (including all paid tuition and related fees), excluding non-refundable registration fees or other fees clearly stated as non-refundable.

Cancellation Procedure:

- Students must submit a written cancellation notice (which can be submitted via mail, email, or in person).
- The notice should include the student's name, course name, enrollment date, and cancellation reason (optional).

The institution will process the cancellation and refund within **45** days of receiving the notice.

2. Withdrawal from the Institution

Students may withdraw from the institution or course at any time, but the refund amount will be calculated based on the proportion of the course completed.

3. Withdrawal Procedure:

- Students must submit a written withdrawal request (which can be submitted via mail or email). A withdrawal can be effectuated by the student's written notice or by the student's behavior, including, but not always limited to, a student's lack of attendance.
- The request should include the student's name, course name, withdrawal date, and withdrawal reason (optional).

The institution will confirm the withdrawal and provide a refund breakdown within 10 business days of receiving the request.

4. Refund Calculation

- The seminary shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, excluding non-refundable fees.

5. Non-refundable Charges

The following charges are non-refundable:

- Registration fees
- Course materials fees (if applicable)

Tuition for completed portions of the course

6. Processing Time

All refunds will be completed within 45 business days after the institution receives the student's written cancellation or withdrawal request.

7. Exceptions:

The seminary will notify the student in writing to terminate his/her study and regard the student as quitting the seminary without any refund for the following circumstances:

- The student fails to maintain a good academic progress.
- The student fails to abide by the rules and regulations of GETS.
- The student's absence reaches the maximum that GETS regulates.
- The student arrears in tuition fees.

This policy is designed to protect the rights of students. If you have any questions, please contact the institution's academic office or financial department.

III. Living Expenses

Students are responsible for the living expenses of themselves and their families. For information about accommodation, please contact the Department of Student Affairs. The estimated annual living expenses are: single, US\$22,400; couple, US\$27,000; each child, US\$4,600.

IV. Medical Insurance

Local students should purchase their own medical insurance. The Department of Student Affairs

can provide insurance information for international students who are responsible for all expenses.

V. Nondiscrimination Policy

In recruiting students, awarding scholarships, hiring faculty members, or formulating other policies, the seminary upholds and implements the nondiscrimination policy: everyone has an equal opportunity regardless of his/her race, color, age, sex, nationality, family condition, physical condition, or social status.

VI. Student Record Retention Policy

Here are policies on the retention of student records:

1. **The seminary shall maintain permanent records** of all students who receive degrees and certificates from the seminary. The records consist of:
 - The granted degrees or certificates, as well as the dates of the conferral of degrees or certificates.
 - The courses or units that constitute the basis of the conferral of degrees or certificates, together with the grades of those courses or units.
2. **Content of Student Records:**
 - **Academic Records:** Includes admission applications, enrollment records, course grades, copies of diplomas, and related documents.
 - **Financial Records:** Includes tuition payment records, refund records, and financial aid or scholarship application documents.
 - **Examination and Evaluation Records:** Includes exam results, group discussions, academic works, and other relevant evaluation materials.
 - **Other Relevant Records:** Includes student appeals, disciplinary records, and documents related to student services.
3. **Record Retention Period:**
 - **General Retention:** some non-essential records, especially for those students who do not graduate from the seminary, must be retained for at least five years and no more than seven years, in compliance with legal requirements.
 - **Permanent Records:** Essential academic records of graduates (such as transcripts, diplomas, and theses) will be retained indefinitely.
4. **Record Storage and Privacy Protection:**
 - **Storage Methods:**
 - Physical files are stored in locked, fireproof cabinets.
 - Electronic files are stored on the institution's internal file servers with access restrictions and usage controls.
 - **Privacy Protection:**

- Record privacy is strictly maintained.
- Access is limited to the student and authorized administrative staff.
- Students wishing to view or obtain copies of their records must submit a written request in advance.

- **Record Disposal:**
 - Physical files are securely destroyed after the retention period expires.
 - Electronic records are permanently deleted upon the expiration of the retention period.

VII. Distance Education Disclosure

This seminary offers distance educational programs. The seminary shall transmit the first lesson and any materials to any student within seven (7) days after the seminary accepts students for admission. (5 CCR §71716(a)) Approximately seven (7) days will elapse between the seminary's issuance of the receipt of student lessons, projects, or dissertations and the seminary's mailing of its response or evaluation back to students (5 CCR §71810 (b)(11)).

This seminary shall transmit all of the lessons and other materials to students if students (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the seminary transmits the balance of the material per the students' requests, the seminary shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by students, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Students have the right to cancel the agreement, and cancellation is effective on the date the written notice of cancellation, which must be sent to: info@mygets.org. For the purpose of determining the amount of the refund, the date of the students' withdrawal shall be deemed the last date of recorded attendance. The refund requirement and procedure are already stipulated on the Tuition Refund Policy above (II). Additionally, the refund will be less than any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. For distance education students, scheduled days is based on a five-day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

Library

The library of GETS Theological Seminary was built in May 2018 and is located on the campus in Covina, California, USA, with approximately 4,400 square feet. The facilities include the Main Collection Room, the Reference and Periodical Room, the Special Collection Room, the Multimedia Room, the Group Discussion Room, and personal study areas.

Currently, GETS library has a collection of more than 34,000 books and materials in Christian and religious studies, theology, and other related subjects and approximately half of them are in English and the remainder in Chinese. The students, faculty and staff in the Greater LA Area can visit the library in person for loan or online to request the loans, such as books/e-books, dissertations/theses, and bound journals. In addition, since online search can be done through the Koha integrated library system which provides online catalog OPAC inquiry services, readers can process online library services through the library's OPAC webpage, such as reserving and renewing items, and recommending new books.

In addition to books, the library has about 60 Chinese and English theological and Christian journals, magazines, newsletters, and newspapers. Moreover, the library provides 5 theological research databases, including the ATLA Religion Database with Serials, ATLAS Plus (containing Chinese full-text articles), Old Testament Abstract, New Testament Abstract, and Airiti Library. These databases provide the faculty, students and staff access to full-text journal articles, chapters of books, reviews, or abstracts remotely and electronically for study and research. The library website, which is continuously to be updated, will provide readers with more links to digital journals, magazines, and databases for theological research, and many other open access resources in Christianity, religion, theology, and related subjects.

To support the Seminary's distance learning, the library will collaborate with the faculty to ensure that teaching-related reference materials are available in electronic format through the Populi platform or the library website. In order to provide more learning materials to online students, the library will continue to add more open access materials, subscribe to more digital journals and books, and obtain various electronic resources to enhance digital collections, related comprehensive reference databases, and theology and religion research databases.

The access procedures for GETS students to library resources are outlined in the *GETS Library Access Policy*, available on the library's website under the **Services & Facilities** section.

For **local students**, the procedures are as follows:

- Students can access physical library resources in person or request loans through the library's Koha integrated system.

- Students can contact the GETS Library directly via library@mygets.org to receive assistance in setting up IDs and passwords to access various online platforms, including theological databases via **EBSCO**, e-books, and other digital resources via **Airiti**.

For **distance learning students**, who primarily use the **Populi** platform, learning resources will be provided through this platform. Upon registration, distance learners will receive the necessary materials, and like local students, they can contact the library for assistance in accessing online resources. The library staff will help set up access credentials to ensure smooth access to digital resources, including theological databases and e-books.

Student Life

I. Student Life

The Department of Student Affairs will assist students in handling various life-related matters:

1. Spiritual Life
 - a. Chapel time: Arrange weekly worship and invite speakers.
 - b. Develop a prayer life: student prayer meetings.
2. Life
 - a. To care for students' personal life, spiritual maturity and family relationship.
 - b. To assist in addressing issues of student conduct and grievances.
 - c. To oversee "Student Advisory Group" and dormitory life.
 - d. To enhance communication between the seminary and students.
 - e. To care for students' personal emergency and assist them in resolving problems in their lives.
 - f. To coach the Student Council.
 - g. To plan new student orientation and extracurricular activities.
3. Internship (only for students in Master of Divinity Program)
 - a. To oversee students' internship.
 - b. To communicate with partnering churches and internship mentors.
 - c. To promote and arrange students' short-term mission trips in summer.
4. Alumni: To connect with alumni and be their partners on their life journeys.
5. Student Council
 - a. The Student Council is composed of student representatives with positions of President, Vice President, Secretary, Activities, Caring, General Affairs, Finance, and Treasurer.
 - b. To assist in enriching student life and arrange extracurricular activities for students.
 - c. To be a bridge between the seminary and the student body and cooperate with the seminary to promote various activities and develop training plans.

II. Disciplinary Action

1. Warning: The student who violates the seminary regulations for the first time will be given a written warning, and the record will be retained for 3 years.
2. Probation
 - a. If a student's behavior violates the seminary regulations, the student will be put on probation for one semester. If the student fails to improve, the seminary reserves the right to suspend or dismiss the student.
 - b. For academic violations, the student will not obtain credit for the course, in addition to being put on probation.

3. Suspension: The Academic Affairs Meeting will deliberate on the duration of suspension for the student, and the student may apply for resumption of schooling after the termination of suspension.
4. Dismissal: If a student's violation is serious, the seminary may dismiss the student.
5. The Academic Affairs Meeting will decide whether to record the above situations on the student's transcript. The record can be kept for 5 years after the student withdraws or graduates, and the Academic Department can also decide to delete it after the duration.

III. Code of Conduct

Students are called to be ministers and workers in churches or Christian institutions, and their behavior should be a model for believers. Therefore, the seminary expects their behavior to conform to a higher standard of conduct.

1. To behave and dress appropriately in accordance with God's calling.
2. To be cooperative with team spirit and be punctual and involved. To give prior notice if absence is unavoidable for legitimate reasons.
3. To maintain harmony with other students internally and be an excellent representative of the seminary externally.
4. To eliminate any unbiblical behavior or habit, such as stealing, verbal violence, lying, alcoholism, gambling, violence, adultery, and use or possession of illegal drugs.
5. Improper use of seminary resources:
 - a. Stealing seminary resources.
 - b. Misusing, misplacing, or damaging seminary facilities and resources.
 - c. Using seminary facilities for matters that are unbiblical.
6. To obey all regulations and policies of the seminary.

The seminary handles student affairs according to biblical principles and cares for the needs of each student. For the long-term development of the seminary and students, the Department of Student Affairs handles every matter seriously. Since most of the students in the seminary are future ministers, the faculty, students and staff are expected to be self-disciplined and caring. If any student has behavioral or moral issues, please report to the Department of Student Affairs.

After receiving the report, the Department of Student Affairs will weigh the seriousness of the matter and summon the student for a meeting to provide counseling. If necessary, the Department of Student Affairs will launch an investigation. If the issue cannot be resolved after counseling, it will be submitted to the Academic Affairs Meeting to determine whether the student has violated the seminary regulations. If the student does violate the rules, the Academic Dean will notify the student in writing. The student has 2 weeks to appeal and meet with the Academic Dean, Dean of Student Affairs, and a faculty member representing the Academic Department to state the case.

IV. Sexual Harassment

The seminary is committed to providing and maintaining a healthy learning and working environments for all students, staff, and faculty. The existence of sexual harassment on campus undermines the educational environment, thus the seminary is committed to taking action to prevent and eliminate all such behavior and will hold individuals who engage in such behavior accountable 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 EC will assist the faculty, students, or staff who may have been subject to sexual harassment. Any complaints against the Dean of Student Affairs or any other directors should be directed to the President.
3. **Complaints procedure:** Concerns, questions and complaints about sexual harassment may be discussed with the Dean of Student Affairs.
 - a. **Informal Complaints:** 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 Complaints:**
 - i. A formal complaint is a written complaint signed by the complainant and submitted to the Dean of Student Affairs.
 - ii. During any investigation of a formal complaint, the respondent must be notified of the complaint and the identity of the complainant. The respondent shall be informed of the specific charges in actual circumstances as soon as possible. While the respondent is given such information, privacy will be maintained to the extent possible until a formal disciplinary action is taken.
 - iii. All formal actions regarding violations of campus sexual harassment policies and procedures by any faculty member, student or staff member will be subject to the disciplinary procedures of the seminary. Disciplines may include dismissal. In any case, the respondent has the right to legal counsel. Only substantiated charges are placed on permanent records.
4. **Retaliation:** No person shall be subjected to any form of retaliation or threat of retaliation for exercising his/her rights and/or responsibilities under the sexual harassment policy and procedures. A charge of retaliation or threat of retaliation shall be considered 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 on a finding of a violation of any other section of the policy.
5. **Patently false accusation:** Patently false accusation of sexual harassment will constitute a violation of the seminary regulations, and the accuser will be disciplined by the seminary.

V. Student Grievance Policy

1. If a student has a grievance, he/she should work with the other party involved to solve the problem in accordance with biblical principles.
2. If the grievance cannot be resolved, it should be reported to the Department of Student Affairs. The Department of Student Affairs will try its best to solve the problem under the principle of protecting the privacy of both parties. The settlement agreement shall be signed by both parties, and each of the parties involved and the Department of Student Affairs shall keep a copy.
3. If the party has no intention of accepting correction, the Dean of Student Affairs has the right to call a hearing. If the grievance involves a faculty member or staff member, his/her supervisor and a representative from the EC must be present at the hearing.
4. If the hearing fails to resolve the grievance, the Department of Student Affairs shall make a resolution within 30 days, signed by both parties, and each of the parties involved shall keep a copy. The Department of Student Affairs must retain a copy of the resolution and the audio recording of the hearing. This resolution cannot be changed and must be submitted to the EC.
5. If the grievance involves a faculty member, a senior faculty member may be appointed to assist in resolving the grievance.
6. If the grievance is related to a violation of the Code of Conduct, please refer to the instructions in the “Code of Conduct”.

VI. Student Services

1. Chapel time and prayer: Chapel time and prayer meetings are parts of the daily schedule at the seminary. The chapel time plays an important role in shaping Christian character and promoting unity of faculty, students, and staff. Student life is assessed based on students' participation in services at chapel time and small group prayer meetings. The seminary invites local pastors, faculty, and visiting alumni to speak at the chapel time. Students have the opportunity to lead praise and worship, and preach in their mother tongues, sharing Christian worship on a multicultural aspect.
2. Personal Development Plan (PDP): PDP is a tool to help develop a student's life in many areas of becoming an effective leader. A holistic approach to leadership reflects the biblical understanding of sanctification whereby there are change and growth in every area of Christian life so that Christ is seen in a leader's life.
3. Care for spirituality and life: Through sending a devotional article, a selected passage of scripture, the latest figures and reminders of the US epidemic, and a selected photo via WhatsApp, Line, and WeChat every day, the seminary conveys multi-faceted care and encouragement to each student, and also allows students to use the response function of social media to connect with the seminary in time. Every MACS student is assigned a resident professor as his/her mentor at the beginning of the program and the mentor guides the student in developing his/her curriculum related to his/her concentration.

4. Student Council: The student body elects a Student Council President and other positions every academic year. The Student Council President's responsibility involves serving the student body in various capacities including representing students before the faculty and staff to express their opinions, organizing students' activities, and coordinating students' participation. The seminary strongly encourages students to participate in the student government, especially in various student activities provided by the seminary.
5. Special needs/Disability services: Upon request, students with disabilities may be provided with equipment needed for moving on campus, such as temporary wheelchairs and crutches. Please contact the Department of Student Affairs for details via student-affairs@mygets.org.
6. Job placement information: The seminary is committed to serving all churches and Christian institutions, so that all graduates can engage in various ministries in accordance with God's calling for them. All degree programs of the seminary prepare graduates for clergy, leadership of religious practice and education, and all other types of religious workers. The seminary is not responsible for job placement. Since most of the students are sponsored by their home churches or organizations, they must participate in their sponsors' service during summer internship and after graduation. The supervisor of internship should fill out the internship evaluation report and submit it to the Department of Student Affairs. If the supervisor has any suggestions, he/she may contact the Department of Student Affairs.
7. Housing information: Currently, the seminary does not offer on-campus housing. However, several apartments are available for rent within walking distance of the campus. The approximate monthly rental prices are as follows:
 - **One-bedroom:** \$1,500–\$2,400
 - **Two-bedroom:** \$2,000–\$2,500
 - **Three-bedroom:** \$2,400–\$3,700
8. International student practical training policy: International students can obtain CPT/OPT permission through the Department of Student Affairs before the internship begins.

VII. Financial Aid

Since most of the students are sponsored by churches or organizations, the seminary does not offer any form of financial aid, and the seminary is not qualified for FAFSA. Therefore, the seminary does not participate in federal and state financial aid programs. The seminary encourages and accepts any church, organization and individual to support students through donations.

Course Descriptions

Master of Arts in Christian Studies (MACS)

Biblical Studies

OT511 Pentateuch Studies

Students will become familiar with the Pentateuch, understand the background, themes, and history of each book, and know how to apply them to Christian life today.

OT521 Historical Books of the Old Testament

Surveys the history, literature and theological message in the Old Testament Historical Books and explores how to apply them to contemporary church and Christian life today.

OT541 Studies on Poetic and Wisdom Literature

Introduces the characteristics of Old Testament poetry and ideas of wisdom literature, and surveys the content and theological significance of Psalms, Song of Songs, Proverbs, Job, and Ecclesiastes.

NT511 Studies on the Four Gospels

Students will have a preliminary understanding and grasp of the literary and theological features of the four Gospels, the issues of the Synoptic Gospels, and the expository methods of the Gospels.

NT531 Studies on Pauline Epistles

Students will learn each Pauline epistle in its writing context, historical background, central theme and its significance and teachings for the church today.

Electives

NT551 Studies on General Epistles

Recognizes the writing context, historical background, central theme of each General Epistle in the New Testament, and its significance and teachings to the church today.

OT552 Studies on Major Prophets

Studies the major prophets in the Old Testament: Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel with the emphasis on the historical background, scriptural content, and theological message of each book.

NT561 Studies on Revelation

Students will understand the writing background, literary features and central message of Revelation, and use John's warnings and prophecies to the contemporary and end-time churches as a reference for shepherding the church today.

NT545 Studies on Pastoral Epistles

Students will understand the Pastoral Epistles: 1 Timothy, 2 Timothy, and Titus in their canonical status, literary features, and theological themes, as well as the purposes of writing, outlines, and divisions of these three epistles. In addition, the biblical view of service will be explored, including the important topics such as the minister's proper understanding of ecclesiastical responsibilities and mission, and personal training and determination. Emphases will be on imitating the Apostle's life to fight the good fight, keep the faith, and finish well.

OT553 Studies on Minor Prophets

Students will survey the historical and cultural context in which the 12 Minor Prophets were composed and grasp their basic structures and messages; furthermore, understand their theological revelation to the ministries of the contemporary church.

Studies in Theology and Church History

TH502 Theological Research Methodology

Students will learn how to conduct academic research, reading, and writing for mid-level theological research requirements, including the completion of reading, book reviews and term papers assigned by the instructor of each course.

ST501 Systematic Theology I

This is the first of three courses in systematic theology. It covers an introduction to what theology is, its basic elements, and the development of theology. It then enters the topic of Theology Proper explaining in detail the core meaning of "Trinity" in Christianity, God the Father and the way He reveals Himself to us. It concludes with a discussion of God's creation, including a discussion of Angelology.

TH571 Biblical Theology

This course explores the overarching themes, unity, and progressive revelation of Scripture, focusing on the development of key theological concepts throughout the Bible. Students will examine the relationship between the Old and New Testaments, tracing how biblical themes such as covenant, kingdom, salvation, and the Messiah unfold across redemptive history. Emphasis will be placed on exegetical and theological methods used in biblical theology, as well as its application to ministry and contemporary Christian thought.

ST502 Systematic Theology II

This is the second of three courses in systematic theology. It covers the Theological Anthropology, issues of sin and suffering, and Christ and redemption. Students will learn the problems of humanity and the world, Christ and the salvation brought by Christ, the views of the world, value, spirituality, service, and life arising from the view of salvation, as well as the similarities and differences between Christian view on salvation and the folk religion's view of heaven.

ST503 Systematic Theology III

This is the third of three courses in systematic theology, including Pneumatology, Ecclesiology, and Eschatology. Pneumatology discusses the personhood of the Holy Spirit in Trinity, the characteristics of the Holy Spirit as a Person, and the interaction between the Holy Spirit and the believers in the church and in daily lives, such as the guidance of the Holy Spirit and spiritual

warfare. Eschatology traces the origins of human history, including the possible connection between ancient Chinese culture and the biblical world.

CH501 Church History: An Overview

Introduces the development of the Christian church in the past two thousand years from the time of the apostles to the twentieth century.

SP502 Spiritual Formation

Explores the characters that ministers should have, through spiritual exercises, adjusting the life relationship with self, people, and God, and shape the characters with Christ's life. This course includes practical spiritual exercises.

Electives

CH561 Chinese Church History

Students will study the development process of several historical periods since Christianity was introduced into China, especially the historical development process of the churches established in China since the seventeenth century, whether Catholic or Protestant.

TC511 Christianity and Chinese Culture

This is part of the courses of Intercultural Studies and Studies in Comparative Religion.

TH522 History of Christian Thought

A comprehensive introduction to the development of Christian thought from the apostolic era to the twentieth century, with special emphasis on the thoughts of important theologians in history.

TH 523: Christian Worldview

This course provides an in-depth exploration of the foundations and implications of a Christian worldview, examining how biblical truth shapes our understanding of God, humanity, and the world. Students will study the key components of a Christian worldview, including creation, fall, redemption, and restoration, and compare them with alternative worldviews such as secularism, naturalism, postmodernism, and other religious perspectives. The course also addresses the practical application of a Christian worldview in areas such as ethics, culture, science, and social issues. Through readings, discussions, and critical analysis, students will develop a well-grounded biblical perspective that informs their faith, decision-making, and engagement with contemporary society.

TH532 Issues in Contemporary Theology

Explores contemporary church and theological issues, and helps students understand the church from the perspective of the Kingdom of God and engage in theological education.

TH581 Hermeneutics

Introduces the basic principles of hermeneutics, practices the skills of exegesis, and cultivates the ability to correctly handle the word of truth. This course explores scriptural analysis, key exegetical principles, and hermeneutic methods for various biblical genres.

SP504A & SP504B Spiritual Theology I & II

Students will understand and grasp the process of formation and development of spiritual theology in different historical periods, as well as its influence and effect on the church and society in each period.

Practical Theology

ET501 Christian Ethics

Introduces several different modes of ethical thinking and discusses controversial social issues, helping students to think and face many social issues without standard answers more critically and systematically.

PC531 Christian Counseling

Students will understand psychological and spiritual issues of people today, learn the basic principles and practices of counseling, and exercise biblical and practical counseling and care.

MC533A Introduction to Spiritual Leadership

Students will discern and respond from biblical perspectives to leadership theories of great leaders in order to become leaders after God's heart.

PM501 Survey of Pastoral Studies

Students will develop a biblical understanding of the nature and mission of the church to provide practical ideas and methods for building up a church and the role of a pastor in it.

Electives

CL581 Introduction to Christian Education

This course provides an overview of the principles and practices of Christian education. Students will explore biblical foundations, teaching methods, curriculum development, and the role of the church in faith formation. Topics include discipleship, spiritual growth, educational strategies for different age groups, and the impact of Christian education on the community.

PM552 Church Administration and Management

This course equips students with essential skills for managing and leading church operations effectively. Topics include leadership, financial planning, staff and volunteer management, conflict resolution, and strategic planning. Students will also explore legal and ethical responsibilities, as well as the role of technology in church administration.

MC523 Small Group and Church Growth

Students will focus on the testimonies of life change experiences, learn the exercises of life, and effectively pastor the church to complete the mission.

PR501 Homiletics I

Explores the basic homiletic principles and preaching methods with practices.

AP501 Apologetics

Students will learn basic methods of apologetics and related topics of philosophy, science, and

history, which will equip them with the ability to defend Christian doctrines systematically and criticize other religious systems and worldview.

SP517: Marriage, Family Relationships, and Personal Growth

This course explores the biblical, theological, and psychological foundations of marriage, family dynamics, and personal development. Students will examine key principles for building healthy relationships, effective communication, conflict resolution, and emotional and spiritual intimacy within marriage and family life. Topics include God's design for marriage, roles and responsibilities within the family, parenting, and the impact of cultural and societal influences on family structures. Emphasis is placed on personal growth, emotional maturity, and the integration of faith in relationships. Through readings, case studies, and practical application, students will gain insights into fostering strong, Christ-centered marriages and family relationships while developing personal resilience and spiritual well-being.

SP551 & SP552: Ignatian Spiritual Exercises I & II

These courses offer an in-depth study and practice of the Spiritual Exercises of St. Ignatius of Loyola, a foundational guide for Christian spiritual formation and discernment. Students will explore the historical background, theological framework, and structure of the Ignatian exercises, focusing on themes such as interior freedom, discernment of spirits, and contemplation in action. The courses include guided reflection, prayer practices, and spiritual direction to facilitate personal engagement with the exercises. Emphasis is placed on applying Ignatian spirituality in contemporary life and ministry, fostering a deeper relationship with God through meditative prayer, self-examination, and vocational discernment.

Internship

PE501 Practicum I

Church Internship during the semester or in the summer.

PE512 Practicum II

Summer short-term mission trip.

Doctor of Ministry (DMin)

Required Courses

TH892N Research Methodology

Through the study of research methodology, students will become familiar with DMin program. It will guide students along the direction of coursework and research with the establishment of the basic concepts of research and the direction of dissertation. This course will be conducted in the format of a seminar; in addition to discussing related topics, students will present research reports and participate in discussions.

TH832N Issues in Contemporary Theology

This course belongs to the courses in Theology and will be offered in different semesters with

different subjects. These subjects explore theological issues arising from the teachings of the Bible, such as Kingdom Theology, Biblical Theology, Contemporary Church and Theological Issues. Students can choose one of the subjects according to their needs and interests to meet the requirements.

TH899N Dissertation Preparation

This course prepares our students for dissertation writing. It is recommended to take this course before starting dissertation writing. This course will guide students to familiarize themselves with the dissertation template and understand the requirements of each Chapter and section in the template. Once students decide on their research methods, such as qualitative and quantitative methods, the class will be divided into different groups and led by expert professors of that particular methodology.

OT893N Old Testament Studies

This course belongs to the courses of in-depth study of Old Testament and will be offered in in different semesters with different Old Testament subjects, such as Old Testament Theology & Message, the Pentateuch, the Historical Books, the Prophets, and the Wisdom Literature. Students can choose one of the subjects according to their needs and interests to meet the requirements.

NT893N New Testament Studies

This course belongs to the courses of in-depth study of New Testament and will be offered in in different semesters with different New Testament subjects, such as New Testament Theology & Message, Research Methods in New Testament, the Gospels, the Early Church, the Pauline Epistles, the General Epistles, and Revelation. Students can choose one of the subjects according to their needs and interests to meet the requirements.

Elective Courses

CH891N Studies in History

Mainly explores the methods, issues and research in history. Using the theories and methods of Christian history to explore the historical background and development history and to interpret multiple histories, it will help students to conduct better research on the theological issues which they want to study.

MC893N Leadership Theory

The purpose of this course is to help spiritual leaders practice various leadership theories in the essence of biblical servant leadership. On the basis of understanding various leadership theories, biblical principles are used to help students construct philosophy, theology, and spiritual leadership principles related to humanity to understand biblical servant leadership.

PC803N Effective Pastoral Caring

Students will explore the biblical theological basis of pastoral caring, establish the concept of pastoral caring ministries, propose practical methods for the caring ministries in the church, and handle different cases of caring ministries.

PC804N Modern Pastoral Counseling

In the form of case study, students will use “reading + thinking + discussion” to analyze biblical

principles, church culture, modern counseling theory, research on pathological systems, and the characteristics of the help-seekers and their problems. While in pastoring churches, serving in organizations, and counseling, the ministers will be cultivated to think critically and know how to integrate these five aspects (biblical principles, church culture, modern counseling theory, research on pathological systems, and the characteristics of the help-seekers and their problems), and seek the guidance of the Holy Spirit, so as to have wisdom and methods to help the help-seekers with personal and spiritual edification.

PM835N Vision and Leadership (Prerequisite: MC893N Leadership Theory)

Through learning the four leadership frameworks, students will be helped to explore, shape, and cultivate leadership. By integrating these four frameworks to align the vision of leadership and become superior leaders, students will have practical means to lead by governance in spiritual communities, including reformation.

PR811N Expository Preaching

Helps students understand the function and operation of different literary genres in the Bible, and how to preach according to different genres.

TH851N Ecclesiology

This is a study of the Christian teaching about the Church in its constitution, characteristics, and destiny. Topics include the images of the Church in the Bible, its mission and ministries, and its place in the revelation of the Last Things.

MC845N Studies in Pastoral Forms of Urban Churches and Rural Churches

This course is specially designed for Chinese churches. It discusses the research of Chinese contemporary church movements, including understanding globalization and urbanization movements, urban and emerging churches, rural and migrant workers' churches, and discussions on the current situation and future of Chinese churches.

MC815 Theology of Mission

This is an in-depth study of biblical theology of mission, including the study of the theory and practice of Christian missions, and how to make the gospel spread effectively in a specific cross-cultural context.

SP804 Spiritual Theology

Students will study Christian spiritual theology and use the spiritual disciplines to achieve cognitive, volitional and practical goals.

IS801N-IS850N Independent Study

When the courses related to their concentration are offered insufficiently or they miss the courses, students can apply for "Independent Study" with a maximum of two courses.

Dissertation (Please refer to "DMin" in "Degree Programs" for more details.)

TS801N Candidacy Assessment

TS802N Dissertation Proposal

TS804N Dissertation

GETS Calendar

2025	Academic Schedule/Holiday	2026
January 17	Spring Semester Orientation	January 16
January 20	Martin Luther King Jr. Day	January 19
January 27	Spring Semester Courses Begin	January 26
February 17	Presidents' Day	February 16
March 15-31	Summer Semester Course Registration	March 14-30
April 14-18	Spring Break	March 30-April 3
April 18	Good Friday	April 3
April 20	Easter	April 5
April 21-25	Fall Semester Course Registration	April 13-30
May 9	Spring Semester Courses End	May 8
May 5-9	Spring Semester Final Week	May 4-8
May 14-16	Annual Faculty Retreat	May 5-7
May 17	Commencement	May 9
May 26	Fall Semester Admission Deadline	May 25
May 31	Memorial Day	May 31
July 4	Independence Day	July 4
August 15	Fall Semester Orientation	August 14
August 25	Fall Semester Courses Begin	August 24
September 1	Labor Day	September 7
November 10-14	Spring Semester Course Registration	November 16-30
November 24-28	Thanksgiving Break	November 23-27
November 27-28	Thanksgiving	November 26
December 12	Fall Semester Courses End	December 11
December 8-12	Fall Semester Final Week	December 7-11
December 16	Spring Semester Admission Deadline	December 16

Campus Map and Facilities

GETS Theological Seminary is located at **412 E. Rowland Street, Covina, CA 91723**. The campus is conveniently situated 22 miles east of downtown Los Angeles and approximately 18 miles from Ontario International Airport. It is easily accessible via Freeway 10, with nearby exits at Citrus Avenue and Barranca Avenue.

GETS relocated to its current location in 2016 and completed a full renovation of its three buildings in May 2018. The **main facility, Building A**, serves as the central hub of the campus. It houses administrative and faculty offices, a library, a lunchroom, a multipurpose room, and two classrooms.

The library, occupying the entire first floor, holds a collection of over **34,000 volumes**, complemented by a growing collection of Chinese digital books. Library facilities include a main hall for general book stacks, a periodical/reference room, a multimedia room, and a group discussion room. Additionally, the library boasts a special collection of over **6,000 volumes** in Chinese literature, history, and philosophy, making it an invaluable resource for scholars and researchers.

To enhance learning, GETS integrates modern technology into its classrooms, providing essential equipment and resources. The campus features a reliable, high-speed Wi-Fi network. The two multimedia classrooms are equipped with advanced technology, including large digital screens, projectors, interactive whiteboards, and audiovisual equipment for Zoom and livestreaming. These tools foster greater student engagement and prepare students for success in a technology-driven world.

Building B serves as the primary venue for chapel services, commencement ceremonies, large group meetings, and conferences. Its spacious interior accommodates a variety of events, supporting both academic activities and the Chinese Christian community.

With its modern facilities and technology-enhanced learning environments, **GETS Theological Seminary** equips students with the tools and resources necessary for academic excellence and professional growth.

Campus Map

創欣神學院 GETS Theological Seminary



412 E. Rowland St., Covina, CA 91723
(626) 339-4288

Appendix I

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) 574-8900 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.