2016-2020 CATALOG

BERIT THEOLOGICAL SEMINARY

4156 eAST oGLETHORPE hwy. HINESVILLE, GA. 31313

T. 912.877.2997, C. 912.271.6456

“BERIT”

THEOLOGICAL SEMINARY

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# A Word from the President

Welcome to Hinesville, Georgia!  This just may be the place for you. We have outstanding faculty who love the Lord and love the church. We have great facilities and a swash-buckling city full of sports, culture, arts, and all sorts of interesting attractions. It's the city of champions! But, of course, you won’t want to get distracted by how much fun a town like Georgia can be. After all, you will be coming here to study and learn, right? Well, that’s sort of true.   
  
You will also be coming to grow your way into this idea of ministry and your place in it. If you do come here, and I hope you do, you will find yourself being spiritually formed by professors, peers, and of course God, into the pastor you will someday become. That can be a little scary, but it’s also incredibly exciting and enriching.   
  
I am grateful to each of you for all that you do to help fulfill the mission of Berit Theological Seminary as we prepare leaders who proclaim with great joy God's  message of good news in both word, redemptive history and deed!  Your prayers, words of encouragement, and gifts of financial support provide the "faithful cloud of witnesses" that runs this great race with us. May God's blessings be with you!   
  
If God called you and directed you providentially to apply for Berit Theological Seminary, you made a right choice. You have our word that we will surely do our best to assist you to fulfill your mission in Christ.

**Dr. Philip Lee**

President

# Introducing the Seminary

## Statement of Purpose

Berit Theological Seminary exists to provide understanding in the content and interpretation of the Word of God of redemptive history, an in-depth biblical philosophy of ministry, and detailed instruction in applied ministry skills. Our degree and certificate programs are designed to meet the needs of the student, balancing academic with flexibility and value.

You can work toward your goals by earning a degree or certificate part time, at the pace that complements your life style. The BTS is determined by three great central convictions: First, the Christian, as set forth in the Westminster Confession of Faith on the basis of Holy Scripture, is true; second, the Christian requires and is capable of scholarly exposition and defense; third, the Christian is founded upon Christian doctrine as set forth in the Word of GOD of redemptive history.

Our programs are designed to prepare pastors, church staff members and missionaries to preach and to teach the inerrant word of God and to win people at all cultures to Christ. Teaching is to be true to the great Christian fundamentals, including the pre-millennial return of Christ. The Seminary is to show forth in the lives of its directors, faculty and students an attitude of deep consecration to the things of God; of constant dependence upon prayer, and of unceasing devotion to the task of spreading the knowledge of the saving power of Christ throughout the world.

The Seminary requires confidential references from a minister and purpose for wanting to attend BTS. God’s mission through the church also obliges the Seminary to prepare persons for other types of ministry. BTS provides specialized training in such areas as youth ministries, missions and evangelism, church education, diaconal ministries, and pastoral care and counseling.

## Mission

### Mission Statement

### Berit Theological Seminary exists to provide trained personnel for the global proclamation of the gospel, redemptive history and for serving in leadership roles in Bible believing churches.

The outcome of studying at Berit Theological Seminary is that students achieve the following:

* Knowledge of the Word of God
* Biblical Redemptive History
* Academic Development
* Skills to minister effectively as pastors, missionaries, and other types of Christian leaders
* Skills to Appropriately Contextualize Ministry to its Cultural Setting
* Commitment to Serve God and the Korean Presbyterian Church of America
* Understanding of the importance that God places on their participating in reaching every tribe, tongue, people and nation

## State Approval and Accreditation

Degree programs of study offered by Berit Theological Seminary have been found exempt from the requirement of licensure by the Georgia State Higher Education for exemption from licensure with respect to religious education.

## Retention of School Records

The Board of Trustees of the Berit Theological Seminary have adopted a resolution to the effect that all school records of the Seminary shall be retained for a minimum of five years with the exception of individual student records which shall be kept for a period of fifty years. The Audit Committee of the Board of Trustees will from time to time verify that the school administrators are in fact adhering to the requirements of this resolution. All records of the Seminary are located in the main office. The important records, including each student’s file, grade reports, and financial records, are stored in a safety fire-proof cabinet and on computer disks. In case of the closing of the school, the Covenant of the Torch Church will be responsible to retain all documents.

## The Main Campus

Berit Theological Seminary

4156 East Oglethorpe Hwy. Hinesville, Georgia 31313

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## Orientation

The BTS offers academic orientation each semester for all new students and all continuing students. The orientation sessions are designed to introduce new student’s school life, policies, regulations, faculty members, administration, and the surrounding community

## Chapel

Chapel worship service is conducted once a week under the direction of the faculty. All regular students are expected to attend the chapel. Chapel service is designed for the spiritual growth and fellowship of the students.

## Privileges

The school seeks to provide a place and support for the graduates and undergraduates who want to do mission work or ministry. The students must meet all the requirements of becoming Christian ministers in their vocations and show the genuine desire to serve God.

The students who graduate from the seminary with the M.Div. degree can be ordained as church ministers once the students meet the qualifications set by the ordination committee of the denomination concerned.

The BTS will do its best to provide scholarships to the students who want to continue their studies at the advanced degree level.

The BTS, particularly the seminary, may offer mission field education courses through internship ministry (in places such as South America, South-East Asia).

The BTS as long as the college and seminary has a need for it. However, the administration of BTS itself is run by the school administrators appointed at the Board of Trustees Meeting.

## Statement of Faith

We Believe:

1. **The Holy Scripture:** We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writing, infallible and God-breathed (2 Timothy 3:16-17).
2. **The Godhead:** We believe in one Triune God, eternally existing in three persons- Father, Son, and Holy Spirit-co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; 2 Corinthians 13:14).
3. **The Person and Work of Christ:** We believe that the Lord Jesus Christ, eternally God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary , in order that He might reveal God and redeem sinful men (Luke 1:35; John 1:1,2,14). We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitution sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; Ephesians 1:7; 1 Peter 1:3-5; 2:24).We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1: 9-11; Romans 8:34; Hebrews 7:25; 9:24; 1 John 2:1-2).
4. **The Person and Work of the Holy Spirit:** We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; revealing Christ to men and enabling them to believe; and, that He is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Romans 8:9; 1 Corinthians 12:12-14; 2 Corinthians 3:6; Ephesians 1:13-14). We believe that He guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all the saved to be filled with the Spirit (John 16:13; Ephesians 5:18; 1 John 2:20, 27).
5. **The Creation and Man:** We believe that the book of Genesis presents a historically accurate account of the origin of man, the fall of Adam and Eve, and consequently the entire BTS man race, the worldwide flood, the call of Abraham, and the origin of God's chosen people, Israel. Included in this is our belief that special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literal, twenty-four hour days, as detailed in Genesis chapter one. We believe that man was created in the image and likeness of God, but that when man sinned the human race fell and became alienated from God. Man, thus, is totally depraved and of himself, utterly unable to remedy his lost condition. (Genesis 1:26-27; 5:2; Psalm 51; Romans 3:22-23; 5:12; Ephesians 2: 1-3,12).
6. **Salvation:** We believe that salvation is the gift of God brought to man by grace and received by personal and purposeful faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:1-5; Ephesians 1:7; 2:8-10; 1 Peter 1:18-19).We believe that while the death and resurrection of Christ is sufficient provision for the salvation of all men, only those who exercise saving faith will have forgiveness of sin and receive eternal life. Those who so exercise faith are then regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:3-4; 1 Corinthians 12:13; Ephesians 1:3-4; 2:8-9; Philippians 2:13; Titus 3:5; 1 John 2:2).
7. **The Eternal Security and Assurance of Believers:** We believe that all the justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40; 10:27-30; Romans 8:1, 38; 1Corinthians 1:4-8; 1 Peter 1:5).We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13:13-14; Galatians 5:13; Titus 2:11-15; 1 John 5:10-13).
8. **The Two Natures of the Believer:** We believe that the regenerated person retains his corrupt, sinful, depraved nature, but at the moment of salvation also becomes a partaker of the divine nature, capable of pleasing God through the ministries of the indwelling Holy Spirit (Romans 6:13; 8:12-13; Galatians 5:16-25;Ephesians 4:22-24; Colossians 3:9-10; 1 Peter 1:14-16; 1John 3:5-9).
9. **Separation:** We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God (Romans 12:1-2, 14:13; 2 Corinthians 6:14-7:1; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11).
10. **Missions:** We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the 9 Gospel to all mankind (Matthew 28:19-20; Mark 16:15; Acts 1:8; 2 Corinthians 5:19-20).
11. **Ministry and Spiritual Gifts:** We believe that God is sovereign in the bestowing of all His gifts; that the gifts of evangelist and pastor-teacher are given to the cBTSrch for the equipping ofthe saints today; that each believer has a spiritual gift for the purpose of ministry to others, such as the gifts of ministry, helps, leadership, administration, exhortation, giving, mercy, and teaching; that the gifts of prophecy, speaking in tongues, and the working of sign miracles ceased as the New Testament Scriptures were completed and their authority became established(Romans 12:6-8; 1 Corinthians 12:4-11; 2 Corinthians 12:12; Ephesians 4:7-12; 1 Peter 4:10). We believe that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7; James 5:14-15; 1 John 5:14-15).We believe in the autonomy of the local church (Acts 13:1-4; 20:28; Romans 16:1; 1 Corinthians 3:9, 16; 5:4-7; 1 Peter 5:14).We recognize the ordinances of water baptism and the Lord's Supper as a scriptural means of testimony for the church today (Matthew 28: 19-20; Acts 2:41-42; 18:8; 1 Corinthians 11:23-26).
12. **The Personality of Satan:** We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the lake of fire (Job 1 :6-7; Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:11).
13. **The Second Advent of Christ:** We believe in that "blessed hope," the personal, imminent, pre-tribulation and pre-millennial coming of the Lord Jesus Christ for the church; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom, which will begin only after the second advent (Zechariah 14:4-11; Thessalonians 1:10; 4: 13-18; 5:9; Revelation 3: 10; 19:11-16; 20:1-6).
14. **The Eternal State:** We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:5-6; 22:12).We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when soul and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; 3:32; 1Thessalonians 4:16-17; Revelation 20:4-6). We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15).d

## Educational Objective

To develop servant-leaders with global evangelistic vision:

1. To instruct students in biblical knowledge, redemptive history based on the authoritative, inerrant Word of God.
2. To help students integrate biblical principles into the personal, social and professional areas of their lives.
3. To train students to communicate effectively to impact their world.
4. To stimulate within students a spirit of inquiry, investigation and critical thinking so as to equip them to be lifelong learners.
5. To equip students for various kinds of service in the context of the local church and other Christian ministries.
6. To challenge all students at the college to understand and believe the gospel of Jesus Christ.

# Admissions

## Prerequisites

Students who apply for the Master’s degree at the Berit Theological Seminary must hold a four-year College degree (B.Th.) or its academic equivalent. No exception will be made for degree-seeking students. Students who desire to take a course by audit will not be subject to this prerequisite.

## Application

The BTS’s academic programs and facilities are open to students of all Christian denominations who meet the standard requirements for admission. The BTS desires only qualified students and personnel who are committed to Jesus Christ. However, BTS does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarships, or any other programs and activities. The following documents must be included in the application process.

1. The application form
2. A non-refundable application fee ($50.00)
3. Three letters of recommendation
4. A statement of the applicant’s Christian faith
5. One recent photograph
6. Official transcripts from all schools attended including high school.

The application form and other forms can be obtained from the admission office, requested by either phone or mail. The mailing address and phone/cell numbers are:

Berit Theological Seminary

4156 East Oglethorpe Hwy. Hinesville, Georgia 31313

T. 912.877.2997, C. 912.271.6456

## Personal Interview

Each applicant is required to have a personal interview with a team of faculty members. All applicants will be notified of the time for this interview.

## Spiritual Requirements

Seminary is to prepare and equip men and women to be Christian leaders; it is committed to the Bible as God’s Word and to the confessions and confirms the fact that they have accepted Christ as their personal Savior. Seminary has as its primary purpose the applicant’s personal qualifications, spiritual development and preparation of ordained ministers of the Christian ministry. The seminary requires confidential references from a Minister and purpose for wanting to attend BTS. God’s mission through the church also obliges the Seminary to prepare persons for other types of ministry.  BTS provides specialized training in such areas as youth ministries, missions and evangelism, church education, diaconal ministries, and pastoral care and counseling.

## Health Insurance

Every student must have some form of health insurance to be allowed to register. All full-time degree students (8 units or more for graduate students; 12 units or more for all others) are required to have health insurance. Bring proof of insurance to registration. All students are strongly urged to enroll all dependents. International students are required to enroll ALL dependents accompanying them to the United States. ALL international students are required to have proof of insurance, regardless of number of units or degree status.

## Equal Opportunity

BTS seeks a diverse student body. All applicants receive consideration for admissions regardless of race, color, age, sex, physical condition, or national origin.

## Application Deadlines

The deadline for fall semester application is approximately August 20, and for spring semester approximately January 20, each year. For foreign students, it is approximately July 20 and approximately December 20 respectively. Check the schedule for exact dates.

## Foreign Students and Visas

At the moment BTS is not yet authorized by the U.S. Government to issue the I-20 form for visas from foreign countries. As soon as it is approved by the State in the near future, it will be authorized to do so.

## Admissions Tests

BTS employs language, composition, and Bible tests in its admissions process. Since BTS uses the Korean language as its primary language of instruction at the moment; it does not require English proficiency tests such as the TOEFL test. All undergraduate applicants must take two admissions tests as part of the entrance process. There is a Korean language proficiency test and a Bible Admissions Test. Since BTS uses the Korean language as its primary language of instruction; it does not require English proficiency tests such as the TOEFL test. To determine the level of a student’s proficiency in Korean, students have the option of either of two forms of the Korean language proficiency test. One form is the English to Korean translation entrance test and the second is the Korean language entrance test. The minimum passing score on either test is a “C”. The Bible Admissions Test is used to evaluate the ability of students for academic study. The minimum passing score is a “C.” All graduate applicants must take two admissions tests as part of the entrance process. There is a Korean language proficiency test and a Composition Test. To determine the level of a student’s proficiency in Korean, students have the option of either of two forms of the Korean language proficiency test. One form is the English to Korean translation entrance test and the second is the Korean language entrance test. The minimum passing score on either test is a “C.” The Composition Test is used to evaluate the ability of students for advanced academic study and writing. The minimum passing score is a “C.” The results of tests can apply to the awarding of academic scholarships if the applicant proves worthy.

## English Classes

Some courses are taught in English. Berit Theological Seminary offers instruction in English as a second language for students needing such instruction. Although an English language service is not provided to all classes, it will be in the near future by means of video tapes translated or dubbed in English.

## Admissions Procedure

After the admission director reviews the documents and confirms the completion of each applicant’s file, the director will notify the applicant to take the appropriate tests. Each applicant is required to have a personal interview with a team of faculty members. Each student is required to show proof of health insurance. The admissions committee finalizes the admission based on the following criteria:

1. A sense of calling from God for Christian ministry

2. Regeneration experience and baptism with water

3. Active and fruitful church participation

4. Acceptable test results

5. Recommendations

6. Evaluation from interview

The applicant will be officially notified either by phone or mail, and the admitted students will receive registration information and forms from the school.

## Transfers

As part of its admissions process, Berit Theological Seminary accepts transfer credits from other institutions. However, the credit must be from a college that is approved by the Council of Private Postsecondary Vocational Education or accredited by an accrediting association that is recognized by the U.S. Department of Education. If a degree student wants to transfer credit from another postsecondary school to BTS, an official transcript stating the course(s) and grade(s) must be submitted to the Director of Admissions prior to beginning courses. For master degree students, the maximum amount of transfer credit from another approved or accredited institution shall be six semester units or its equivalent. The transcripts from foreign educational institutions can be confirmed by letter. BTS can ask to evaluate the schools in foreign countries through the American Council for Education.

## Prior Experiential Learning

Maximum Credit Limits:

1. Of the first 30 semester units awarded a student in a graduate program, no more than 6 semester units may be awarded for prior experiential learning.
2. Of the second30 semester units (i.e., units 31 to 60) awarded a student in a graduate program, no more than 3 semester units maybe awarded for prior experiential learning.
3. No credit for experiential learning may be awarded after a student has obtained 60 semester units in a graduate program. Also, no credit will be awarded for the doctoral program.

Qualifying the Experience

Credit for Prior Experiential Learning shall only be granted by the Dean of Academic Affairs upon the written recommendation of a faculty member and may grant such credit only if all of the following conditions apply:

1. The prior learning is equivalent to a Seminary or Seminary level of learning.
2. The learning experience demonstrates a balance between theory and practice.
3. The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.
4. The student has documented each Seminary or Seminary level learning experience for which credit is sought in writing.
5. In evaluating prior experiential learning, Berit Theological Seminary staff may factor in the assessment of certain external organizations based on published guidelines.

BTS relies on internal evaluations of credit from foreign institutions of higher education.

## Challenge Exams

Students who have been admitted to BTS in selected programs may take an exam to “challenge” courses in the curriculum, if an exam exists for the course, and thereby receive credit for the course. Typically, the challenge exam for a course will be an exam similar but different than the course’s final exam that is designed and administered by a faculty member teaching that course. The student must pass the challenge exam by the Grade Point Average of C (70%) and above in order to receive credit for the course. There are limits as to the amount of credit a student can earn through challenge exams. For undergraduates, no more than 25 percent, or 30 semester units, of the bachelor’s curriculum can be challenged. For the 96-unit Master of Divinity students, the limit is 9 semester units and other restrictions apply. The course taken by challenge exam can be counted as one of the courses normally taken in the school semester. The transcript of any student successfully challenging a course will list the course, the exam grade as the final grade, and will carry a designation that the course was met through challenge. Any student wishing to challenge a course must apply in writing to the Dean of Academic Affairs and list the course they would like to challenge, the preferred date, and the amount of credit they wish to receive if they successfully challenge the exam. A non-refundable $50 challenge exam fee must be paid at the time the challenge exam is taken.

## Re-Admission

Any student who either canceled or was canceled from the enrollment must re-apply for re-admission. The Admissions Committee will review the re-application and decide on it.

## Material Fact

Berit Theological Seminary is currently applying for an approval from the State Council of Higher Education.

# Degree Programs

## Graduate Degree Programs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree | General Core | Major Required | Free  Elective | Total  Units | Exam / Project |
| Master of Divinity | 30 | 30 | 30 | 90 | Bible Comp  Grad. Comp |

### Master of Divinity (3 years program – 90 units)

**General Description and Program Objective**

The Master of Divinity is a resident Seminary degree which is specifically designed to prepare a person for a ministry in the local church or on the mission field. The Minister should be an advocate of truth, a personable convincingly to argue for the credibility of the faith in our contemporary pluralistic setting, and to witness to the revelation of God in Christ in the confidence of the Spirit of Truth. The program is designed to foster ministry that is intellectually articulate. The Minister should understand the doctrines and traditions of the Church as they have come to expression over time, and be able to reflect on them with insight and to interpret them compellingly for our own time.   
  
The Minister should also be one who empowers the people of God so that they too are enabled confidently to discern and clearly to articulate God’s Word for our world. The Master of Divinity concentration in ministry is designed to prepare the student for ordained ministry in churches, par church organizations, and other ministries.   
  
It provides students with a strong foundation in biblical, historical, and theological studies as well as an opportunity to develop competencies useful in ministry to people recovering from abuse, addiction, or trauma. The basic M.Div. curriculum in biblical and theological studies is combined with courses in ministry and internships to prepare the graduate for professional service.

**Admissions Requirements**

Applicants must hold the Bachelor degree or its equivalent. All applicants must have been engaged in a recognized form of professional ministry for at least two years, and references, the Director of Admissions submit the applicant’s file to the faculty Committee.

1. The Committee’s decision will be made known to the applicant by letter from the Admissions.
2. A non-refundable application fee. Late application may be approved by special action of the appropriate Department chairperson if there are extenuating circumstances. A late fee is added for applications received after the deadlines indicated above.
3. A brief resume of the applicant's experience in ministry, including service as a student and/or as an ordained minister.
4. A church reference on a Seminary form from the applicant's supervisor or from the moderator or secretary of the official board under which the applicant is serving or has most recently served.
5. The Seminary may require the applicant to have a personal meeting with a representative of the Seminary. The policies pertaining to international students are the same for all degree programs.
6. Applicants not previously registered at Hayfield must present the following credentials to the Director of Admissions.

Method of InstructionClasses incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations on the Bible. Except for internships and field trips, all instruction is conducted in a classroom setting.Waiving CoursesAs many as 20 units of the 90 unit program may be waived based on the following criteria: (1) The student had an undergraduate major in Theology or Theology as indicated on his or her transcript; (2) only designated courses may be waived; (3) and the student had to have taken the comparable courses in the same theological major with the satisfactory grade of B (3.0) and above.Graduation RequirementsTo graduate from the Master’s degree program of study, each student is required to have completed a minimum of 96 semester units beyond the Bachelor’s degree and pass two comprehensive exams. These can be a combination of transfer credit and course work with a Grade Point Average of 2.5 and above. At least 81 semester units must be completed at Berit Theological Seminary. Students must pass a written **Graduation Comprehensive Exam**, correctly answering a minimum of seven out of ten questions (70%) selected out of thirty study questions which are prepared in advance in the fields of Biblical Theology, Systematic Theology, Historical Theology, Theology of Mission, and Practical Theology. The graduation comprehensive examination can be substituted by a thesis or dissertation. Exam Procedure: Upon completion of the residency requirement, the student will secure the request form to take the examination and the request shall be submitted 10 days prior to the date of the examination. The examination will be compiled by the departments involved and shall be taken at the regularly scheduled testing period. The student will be allowed to retake the examination only two times during the next scheduled testing periods. Students must also pass the **Bible Comprehensive Exam**, which tests the student on his/her knowledge of the Bible by written examination. To pass, the student must correctly answer a minimum of 100 out of 150 questions (75 from the Old Testament and 75 from the New Testament). Exam Procedure: To satisfy the graduation requirements, the student will secure the request form to take the examination and the request shall be submitted 10 days prior to the date of the examination. The examination shall be taken at any regularly scheduled testing period. The student will be allowed to retake the examination as many times as the student wishes.Course Titles and LevelAll courses are at the Master’s degree level. Courses are numbered 500 - 699. Course descriptions are provided separately. Those courses marked by \* refer to courses which can be waived by their advanced standing for those students who took them in the B. Th. degrees program in the same theological major.

**Course Work**

**M. Div., Curriculum**

|  |  |
| --- | --- |
|  |  |
| Foundational Studies (30 hours)  CHHI 510 History of Christianity  CHHI 520 History of Baptists  NTO 501 New Testament Orientation I  NTO 502 New Testament Orientation II  BIBL 650 Hermeneutics  OTO 551 Old Testament Orientation I  OTO 552 Old Testament Orientation II  THE 530 Systematic Theology I  THE 540 Systematic Theology II  THE 601 Contemporary Theological Issues | Language(12 hours)  GRK 510 Beginning Greek  GRK 550 Greek Syntax  GRK 650 Greek Exegesis  HEB 510 Beginning Hebrew  HEB 550 Hebrew Syntax  HEB 650 Hebrew Exegesis |
| Professional Studies(33 hours)  PAR 500 Discipleship  PRA 510 Contemporary Evangelism  PRA 520 Worship  PRA 530 Sermon Preparation and Delivery  PRA 540 Spiritual Formation  PRA 650 World Mission  PRA 550 Church Administration  PRA 560 Pastoral Counseling  PRA 570 Church Planting  PRA 580 Pastoral Leadership  PRA 590 Church Growth | Bible Studies (15hours)  *Choose Five*  BIBL 601 Romans, Redemptive History 1  BIBL 602 Acts, Redemptive History 2  BIBL 603 Gospel of John, Redemptive History 3  BIBL 604 Revelation, Redemptive History 4  BIBL 605 1 Corinthians, Redemptive History 5  BIBL 606 Genesis, Redemptive History 6  BIBL 607 Galatians & Ephesians, Redemptive History 7. |
|  | Total hours 90 |

Note: Any “Intro” course may be replaced by a related elective if a student completed Bachelors in a Bible College.

Any 500 or 600 level course specified in the Catalog that is not a core course or a general requirement may be taken as an elective.

**Curriculum**

Course Number Reference:

Level 500 - 600 for M. Div. degree courses

## Graduate Courses Description

**Biblical Studies**

**BIBL601 Romans** (3 units)An analytical, exegetical, and expositional study of the biblical text organized around the doctrines of sin, justification, sanctification, law, and grace with applications for the believer in terms of obligation to God, to authorities and to fellow human beings.**BIBL602 Acts** (3 units)A study of the emergence of the early Christian church as recounted in the Acts of the Apostles. Attention is given to the historical context of the work, the literary techniques of the author, and the abiding theological lessons for Christian faith and practice today.

**BIBL603 Gospel of John** (3 units)A study of the Gospel of John, its historical setting, narrative progression, theological themes, and unique use of signs and symbols.

**BIBL604 Revelation** (3 units)The study of apocalyptic as a genre of literature in the New Testament with a focus on the book of Revelation; The original setting, meaning and purpose of the book of Revelation and its imagery in relation to the Old Testament, inter-testamental literature and other Jewish writings of antiquity; perspectives in prophetic interpretation along with potential ways in which Revelation may be sensibly preached and taught in the church.

**BIBL605 Corinthians I& II**(3 units)An expositional study of the two letters of Paul to Corinth. Special attention is directed to discovering the major doctrinal themes developed by Paul and how these are applied to the numerous personal and institutional problems of the first century Gentile church.

**BIBL 606 Hebrews** (3 Units)

An intensive exegetical study of Hebrews. The courseincludes an investigation of the doctrines of Christ, especially Hismediatorship and priesthood and the use of the Old Testament inthis book. A verse-by-verse exposition will follow a brief study ofauthorship, background, destination and purpose.

**BIBL 607 Pastoral Epistles** (3 Units)

An expository treatment of the epistles to Timothy and Titus, emphasizing the personal responsibilities and the public functions of the pastor as he administers the affairs of a local church. Attention is given to such introductory matters as date, authorship, occasion, and purpose.

**BIBL 608 I and II Peter** (3 Units)

An intensive study of I & II Peter. Attention is directed to discovering the major doctrinal themes developed by Peter, and how these are applied to the personal and institutional problems of the first-century church. Application will also be made to the personal and spiritual life of each class member and to the contemporary church.

**BIBL609 Genesis** (3 units)An intensive doctrinal and historical study of the text considering the related issues of chronology, creation, the fall, the flood and the Patriarchal culture setting. The lives of Abraham, Isaac, Jacob and Joseph are given special attention for their practical value.

**BIBL 610 Deuteronomy** (3 Units)

An intensive examination of Deuteronomy legislation in its historical and cultural setting.

**BIBL 611 Psalms** (3 Units)

An in-depth study of representative types of psalmic materials. Attention is given to questions of historical setting and literary form as they relate to major religious ideas and teachings.

**BIBL 612 Joshua-Kings** (3 Units)

A survey of the historical books of the Old Testament with a brief special introduction to each, followed by a detailed study of the history of Israel from the era of conquest to the era of restoration.

**BIBL 613 The Poetry of the Old Testament** (3 Units)

A survey of the historical background, nature, and purpose of divine revelation in the poetic literature of the Old Testament. An analysis of the form and content of the poetic books of the Old Testament: Job through Song of Solomon, and Lamentations.

**BIBL 614 Isaiah** (3 Units)

Careful attention is given to the special introductory aspects of the book: 1) unity, authorship, date; 2) historical background; 3) themes, motifs, or emphasis; 4) purpose(s); and 5) literary features. A detailed exposition of the major portions of the text will be presented, especially the Messianic sections.

**BIBL 615 Jeremiah and Ezekiel** (3 Units)

A detailed investigation of two of Judah’s great major prophets in the late kingdom and exilic periods, with special emphasis on their historical setting and literary compilation.

**BIBL 616 Daniel** (3 Units)

An intensive study of the book of Daniel. Attention will begiven to the historical setting, questions of date and authorship, the nature of Hebrew prophecy, parallel eschatological passages, and basic teachings. The best critical literature will be utilized.

**BIBL 617 Minor Prophets** (3 Units)

An expositional study of the twelve minor prophets of the Old Testament. Each book will be covered from the historical and theological perspective in addition to devotional value.

**Foundational Studies**

**CHHI 510 History of Christianity** (3 units)A survey of the history of the church ranging from its New Testament foundations to the apostolic age, middle ages, reformation era, and on into contemporary events of significance.

**CHHI 520 History of Redemption** (3 units)

A survey of the Redemption background and influences on redemption progress to the present day. Includes various redemptive history groups, large and small, of differing theological persuasions, denominational, and independent.

**NTO 501 New Testament Orientation I** (3 units)A general introduction to the New Testament Gospels, General Epistles, and Revelation, emphasizing matters of text, canon, authorship, date, authorial purpose, and theme development. Also aspecial introduction, involving current issues of criticism and interpretation, such as the synoptic problem. The general principlesof interpretation (hermeneutics) will be introduced as well as the special principles concerning parables, symbols and types, andprophecy.

**NTO 502 New Testament Orientation II**(3 units)

A continuation of NTO 501 with a general and special introduction of Acts and the Pauline Epistles. The study of hermeneutics will continue with emphasis upon word meaning, figures of speech, and other linguistic matters.

**OTO 551 Old Testament OrientationI** (3 units)An examination of the current status of research in studies relative to the Pentateuch and Historical Books. Special attention will be given to biblical introduction, hermeneutics, and the acquiring of a strategic grasp of the historical setting, literary genres, and structure of each book, as well as areas of particular critical concern.

**OTO 552 Old Testament Orientation II**(3 units)

An examination of the current status of research in studies relative to the poetic and prophetic books. Special attention will begiven to biblical introduction, hermeneutics, and the acquiring of a strategic grasp of the historical setting, literary genres, and structure of each book, as well as areas of particular critical concern.

**BIBL 650 Hermeneutics** (3 units)A study of principles for sound interpretation and application of the Bible, including analysis of presuppositions, general rules and specialized principles for the various Biblical genre and phenomena.

**THE530 Systematic Theology I** (3 units)A course beginning the study of systematic theology withspecial attention given to prolegomena the doctrines of Scripture,God, angels, humanity and sin.

**THE540 Systematic Theology II** (3 units)A course completing the study of systematic theology withspecial attention given to the doctrines of the person and work ofChrist, the Holy Spirit, salvation, the church, and last things. Such issues as nature and extent of salvation, the origin, nature and futureof the church, and the eternal state are explored.

**THE601 Contemporary Theological Issues**(3 units)Against the backdrop of philosophical development from the time of the Enlightenment, representative figures in theology are studied in order to grasp current hermeneutical methodologies and the development of biblical criticism.

**Language**

**GRK510Beginning Greek** (3 units)Introduction to Greek grammar, vocabulary, and pronunciation for the beginning student. The student completes thestudy of grammar and begins a study of translation of the New Testament.

**GRK Greek Syntax**(3 units)An intermediate study of the function or syntax of Greek grammar, focusing upon case, tense, participles, infinitives, and clauses.

**GRK650 Greek Exegesis** (3 units)Advanced study of Greek utilizing sound principles and tools toward the careful and meaningful study of selected Greek New Testament texts.

**HEB510 Beginning Hebrew** (3 units)The basic elements of Hebrew grammar with stress upon morphology and vocabulary.

**HEB550 Hebrew Syntax** (3 units)A study of Hebrew tools and syntactical principles that will serve as guides to sound exegetical procedure.

**HEB650 Hebrew Exegesis** (3 units)

The development of exegetical principles (including text critical, grammatical, historical, and theological factors) and their application to selected readings from the Hebrew Old Testament

**Professional StudiesPRA 500 Discipleship**(3 units)In-depth training in making disciples of Jesus Christ through the Christian principle of discipleship training. Roles of small groups in the church in providing fellowship, mutual ministry and edification. Skills for organizing and leading groups.

**PRA 510Contemporary Evangelism** (3 units)A study of the evangelistic imperative and various methods ofpersonal witnessing. Particular emphasis is given to follow-up, discipleship, and memorizing key Bible verses.

**PRA 520 Worship** (3 units)Biblical and historical theology of worship with analysis of contemporary traditions.

**PT530Sermon Preparation and Delivery** (3 units)This course encourages the development of crucial resources, skills, and confidence in communication of the Gospel. Both theological and practical questions about the nature of preaching are explored and discussed.

**PRA 540Spiritual Formation** (3 units)This course focuses on the development of the spiritual life in ministry. Attention is given to the spiritual disciplines, the prayer life, and the biblical nature of calling, ministry and character.

**PRA550 Church Administration** (3 units)A study of the pastor’s responsibility for the management of ministry, including recognizing needs, planning, organizing, motivating, evaluating and revising church programs.

**PRA 560Pastoral Counseling** (3 units)An introduction to the distinctive ministry of pastoral counseling. Centers on the work of the pastor-counselor of the local church and gives attention to the ministry of the pastoral counseling specialist.

**PRA 570 Church Planting** (3 units)A study of the biblical mandate to establish local churches among the entire people group of the world. An introduction to the skills and knowledge needed to plant a New Testament church “in culture.” A survey is given of the various schools of church planting with an evaluation of their

strengths and weaknesses.

**PRA580 Pastoral Leadership** (3 units)This course examines the functions or tasks of leadership: planning, organizing, directing, staffing, and controlling. A unit is included on time management and personal planning for the Christian worker. The emphasis is to improve leadership abilities of the students and to prepare them to develop leadership in others.

**PRA 590 Church Growth** (3 units)The historical development of the church growth movement as well as basic principles and procedures of church growth. The principles and methods of church growth and the effectiveness of church ministry are examined and discussed in terms of both qualitative and quantitative concepts of church growth.

**PRA 650 World Mission** (3 units)Viewing history and the world through the biblical, historical, culture, and strategic lenses, this course provides an analysis of the development, spread, and social impact of Christianity as a worldwide religious and social movement, Special attention is given to the role and impact of the church on the cultures of two-thirds of world counties and on traditionally non-Christian cultures. Through research and extensive reading, students are equipped with the knowledge that will enable them to develop a deeper commitment to the cause of home and foreign missions.

# Academic Policies

The school year at Berit Theological Seminary is divided into two regular semesters, fall, spring and summer, and into two intensive sessions, summer intensives and a winter intensive. The fall and spring semesters have 15 to 17 weeks of class work. The summer and the winter sessions are divided into several two-week terms running during the summer and the winter vacations. The fall semester typically begins the last week of August and ends in December. The spring semester typically begins the last week of January and ends in May.The basic unit for credit earned is the semester hour, represented by one hour of class work per week for 15 weeks. In field education, 30 hours of work is required for one unit.Students must be enrolled for a minimum of 12 semester hours in all degree programs in order to be classified as full-time students. Special permission must be granted to enroll in more than 18 hours per semester. Such permission must be approved in writing from the petitions committee before registration.

## Residence Requirement

A minimum of 3 semesters for the M.Div. degree at Berit Theological Seminary.

## Grading

Berit Theological Seminary utilizes letter grades. Grades are reported to students in writing from the Registrar’s Office. Grades are designated as follows:

A 4.0 A- 3.7 B+ 3.3 B 3.0 B- 2.7 C+ 2.3 C 2.0 C- 1.7 D 1.0 F 0.0 E (Retest)\* I (Incomplete)\*\* CR (Credit)\*\*\* NC (No Credit) H (Hold) P (Pass) NP (No Pass)\* A grade of “E” can be raised up to a grade “B” by passing the retest.\*\* A grade of “I” can be raised up to a grade “B” by the end of the next semester when all course requirements have been satisfied.\*\*\* A grade of “CR” will not be included in the computation of grade point average.

## Auditing

Regularly matriculated students as well as those not enrolled in the School may audit a course upon the written permission of the professor involved and the Dean of Academic Affairs. An application to audit must be submitted and tuition must be paid before auditing. Credit is not given to auditing students. There are no scholarships available for auditing students. The auditing fee is normally 50% of the regular tuition.

## Class Attendance

Regular classroom attendance is crucial in preparation for ministry. Students, therefore, are expected to attend class sessions. Those with absences may be penalized at the discretion of the professor. Absences exceeding one third of the total scheduled class periods will result in automatic failing grades. The student who has been absent due to illness or family crisis must explain the absence directly to the professor. In certain exceptional cases, such as an extended illness or family crisis in which it is impossible for a student to complete a semester’s work, he or she may present a written request to the dean of academic Affairs for permission to withdraw from all courses in the semester without penalty.

## Small Group Interaction

Some classes include time for small group interaction so that students may process what they learn through discussion, sharing, and prayer.

## Conduct

Students are expected at all times to conduct themselves as mature Christians. Student conduct is under the supervision of the dean of student affairs. The School reserves the right to dismiss any student whose conduct is found to be unsatisfactory on the basis of the moral, spiritual and ethical principles found in scripture and Berit Theological Seminary standards.

## Time Limits for Completion of Degree

All courses and examination requirements must be completed within six years for the M.Div., beginning on the date of the student’s first registration for courses at Berit Theological Seminary. An extension can be granted only for special circumstances.

## Academic Probation

To remain in acceptable academic standing, a student must maintain a grade point average of 2.0 in all course work taken at Berit Theological Seminary. The school will notify the student whose cumulative average falls below 2.0 and will place the student on academic probation. A student may be dismissed if the student fails to attain a 2.0 average or above during the probationary period.

## Requirements for Graduation

In addition to the regulations outlined under the sections dealing with degree requirements in this catalogue, a degree candidate must satisfy the residence requirement, and all assigned work for a prospective graduate must be completed. A grade point average of 2.0 or above is required for graduation in bachelor and master’s degrees. A Bible comprehensive examination is required to all degree awarding students, with a minimum passing score of 100 out of 150 questions correctly answered. A graduation comprehensive examination is required for all master’s degree level students with a minimum passing score of seven out of ten questions (70%) selected out of thirty study questions which are prepared in advance in the fields of Biblical Theology, Systematic Theology, Historical Theology, Theology of Mission, and Practical Theology. The graduation comprehensive examination can be substituted by a thesis or dissertation.

## Application for Graduation

Students must file their applications and pay their graduation fee for graduation at the time of enrollment for their last semester of resident study. All financial accounts are to be in satisfactory order before a student is permitted to graduate. Students are expected to be present for graduation. Graduation in absentia will be permitted only by special approval of the Dean of Academic Affairs in response to a written request which cites reasons.

## Academic Freedom Policies

Academic Freedom is endorsed at Berit Theological Seminary by the following policy based on materials provided by the American Association of Seminary Professors.Academic freedom at the Berit Theological Seminary in order to promote, not any individual teacher’s interest or the interest of the institution, but to preserve the common good. Academic freedom in teaching is fundamental for protections of rights of the teacher in teaching and the student in freedom to learn.

1. Teachers are entitled to full freedom in research and in publication of results, subject to adequate performance of their other academic duties; but research for monetary return should be based upon an understanding with authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing subject matter, but they should be careful not to introduce into their teaching controversial matters which have no relation to the subject.
3. Instructors bring three social roles to their work; they are citizens, members of a learned profession, and employees of Berit Theological Seminary. When instructors speak or write as citizens, they should be free from institutional censorship or discipline. As instructors and employees, they should remember that the public may judge their profession and Berit Theological Seminary by their utterances. Therefore, instructors should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the Seminary.
4. Students also shall have academic freedom to address topics to be learned without bias or constraint. Students should remember that they have freedom to freely express their views on subject matters in the classroom. However, rules of common courtesy and the rights of all students to express their views should be respected as classroom discussions touch on topics about which there is a diversity of opinion.

## Right to Review the Academic Record

Students have the right to review their own academic records on file. To review them, a request form must be filed. Any error will be corrected.

## Leave of Absence

In the case of discontinuing course work due to serious illness or other valid reasons, permission for a leave of absence will be granted by the Dean of Academic Affairs. The student, however, must submit a petition through a form provided in the office.

## Registration

To begin study, all students without exception must submit registration forms each semester, approved by the instructor, advisor, and/or dean. Student information, the title and number of the course, instructor and financial charge must be written down correctly on the registration form. The tuition of pre-registered students can be reduced by 5% of the total amount, and late registration brings a penalty charge of 5%.

## Graduation/Bible Examination

All prospective graduates in the bachelor’s and master’s degree programs must pass a Bible comprehensive examination. The exam is offered twice a year, normally once in the fall and once in the Spring. Out of 150 questions (75 from the Old Testament and 75 from the New Testament) at least 100 questions are to be answered correctly in order to pass. Students may take the examination an unlimited number of times. The questions are from the text of the Bible itself. A graduation comprehensive examination is required to meet the qualification of the master’s degrees. This exam aims to test the basic knowledge of the core courses in the fields of Biblical Theology, Systematic Theology, Historical Theology, Theology of Mission, and Practical Theology. Students must write correct answers to seven questions out of ten, which are selected out of the thirty study questions which are prepared in advance. The passing score will be 70% or above.

## Thesis/Dissertation

Students who enroll in the M.Div. degree programs can write a thesis as a substitute for the graduate comprehensive exam. There will be three approval items for the thesis and dissertation: 1. The approval of the subject. 2. The approval of the outline and bibliography. 3. The approval of the first draft and following drafts.These are to be read and evaluated by two readers and the dissertation by three readers. Approved dissertations should be kept in the library.

## Full/Part Time Status

The students who register with 12 or above semester units are considered full time students. The normal load for full time student is 15 to 18 hours a week. Any student who’s GPA in a previous semester is 3.5 or above can register up to 21 semester units with the dean’s approval.

## Contract, Cancellation and Dismissal

Since registration is a kind of contract between students and the school, it could be canceled anytime by students without hindrance. The contract and cancellation form is ready in the office. Concerning refunds see the Finance and Scholarship section. Any student who does not register consecutively for more than two semesters without written notification will be dismissed automatically for academic reasons. Any dismissed students who desire to be re-admitted must submit the application form for re-admission.

## Retention of Student Record

Important documents including student registrations, transcripts, and finances are preserved in a fire-proof cabinet and in the form of a computer disc. In the case of the permanent closing of the school, the Torch Covenant Church will preserve the documents. Student academic and financial records will be maintained for five years, student transcripts are kept for fifty years.

## Code of Academic Ethics

It is assumed that each student who enrolls at the BTS should be in accord with the school’s aims and should cooperate in furthering these purposes by adhering to the regulations governing student behavior. BTS reserves the right to terminate the enrollment of any student when such action is deemed to be in the best interest of the seminary or of the student.The code of academic ethics attempts to stimulate not only intellectual growth, but also spiritual, ethical, and emotional growth. The BTS code of academic ethics fosters among students, faculty, and administrators a spirit of community where such development can take place. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern where openness and integrity prevail.The code emphasizes the dignity of each individual in pursuing self-improvement and developing full personal potential. It provides free competition and independent intellectual effort, without tolerating dishonesty, cheating, or plagiarism in any form. Each member of the BTS community is expected to adhere to and enforce the code. A full statement of the BTS’s Code of Academic Ethics is included in the BTS Student Handbook. It is the obligation of every student to be familiar with this code.Improper conduct for which students are subject to discipline includes dishonesty in any form. Furnishing false information to the school with prior knowledge, or forgery, alterations, or misuse of any BTS documents are violations of this principle.BTS expects from all of its students and employees the highest standard of moral and ethical behavior in harmony with its Christian philosophy and purposes. BTS reserves the right to refuse admittance to, or to expel from, the campus any person who violates these principles.

# Schedule of Current Charges

*Please note that all fees except tuition are non-refundable. All tuition and fees are mandatory and are subject to change without prior notice.*

## General Schedule

**NAME AND PURPOSE OF CHARGE AMOUNT** Registration Fee (Each Semester) $ 50.00 Tuition (Each Unit): Graduate $ 150.00 Auditing Fee (Each Unit) $ 60.00 Bible Comprehensive Exam $ 20.00 Graduation Comprehensive Exam $ 20.00 Thesis/Dissertation Fee $200.00 Graduation Fee $ 100.00 Student Council Fee $ 50.00 Transcripts per copy $ 5.00

Schedule of Estimated Total Expenses for One Year:

1. For Graduate Students: Tuition $ 4,950 (33 units x $150.00)

Registration Fee $ 80

Textbooks $ 700

Other fees\* $ 60

Total $ 5,790

\*An approximate amount that includes exam and Student Council fees, as applicable, as indicated above.

Except as noted, BTS does not supply or charge for equipment, housing, transportation, supplies, or other expenses. There are no shop or studio fees at BTS.

## Schedule of Estimated Tuition by Program

### Degree Programs

M.Div. degree programs: $ 150.00/unit

Total tuition and fee charges for M.Div. degree $ 14,700.00

## Refund Policies

Refund during Cancellation PeriodIf a student cancels a course on or before the first day of instruction at a degree-granting school, the student must receive a refund of 100 percent of the amount paid for institutional charges, less a registration fee not to exceed $100. Please note that the student must cancel in writing. Cancellation ExampleA student enrolls in the degree program 13 days before it is scheduled to start and pays $3,000 toward the full tuition. Three days before the scheduled start the student decides he no longer wants to enroll. That same day the student submits a cancellation form to BTS. Thirty days later the student receives a refund equal to the full amount paid, minus $100 for the registration fee, for a total of $2,900.Refund after Cancellation PeriodIf a student withdraws from a course at BTS after the first day of instruction, the student is entitled to only a partial refund. Please note the student must withdraw in writing. The refund policy is pro-rata to the 60 percent point of the course. Except for those who cancel the course, the formula for refund through the 60 percent point of a course is as follows:

Total Amount Adjusted

Actually Paid Amount

For Instruction \_ Registration = Actually

(Includes all fees, Fee Paid for

But no equipment) Instruction

Adjusted Hours of Instruction Not ReceivedAmount but for which Student Has Paid Final

Actually x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = RefundPaid forInstruction Hours of Instruction for Which the Student Has PaidRefund ExampleA student enrolls in a degree program, in which the student pays for one year’s worth of tuition in advance. Three-quarters through the program the student withdraws. If a student has paid for the entire year and withdraws after completing three quarters of that year’s program, *the student would not receive a refund,* because he or she has completed over 60 percent of the first year. Withdrawal DefinitionsFor the purposes of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs (a) You notify BTS of your withdrawal or the actual date of withdrawal; (b) School terminates prior to your enrollment; or (c) You fail to attend classes for a three-week period.

## Payment Schedule

All tuition and fees are due at registration. Students taking nine (9) semester units or more for graduate students, and twelve (12) semester units or more for undergraduate students, who are financially unable to pay all tuition and fees at registration may be allowed to pay by installment as follows: 1/2 tuition and fees at registration. 1/4 tuition and fees by the end of the 4th week. 1/4 tuition and fees by the end of the 8th week.Students will not be permitted to register for a new semester unless all financial obligations of prior semesters at the school have been settled. BTS requires a payment of five (5) percent of the annual interest in the amount which is still due pursuant to the payment schedule.

## Federal and State Aid

BTS does not provide any Federal or State Government Aid at this time.

## Student Tuition Recovery Fund

America law requires that, upon enrollment, fees be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the America Legislature to reimburse those students who might otherwise experience financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for the prepaid but unused tuition. Institutional participation is mandatory. It is important that enrollees keep a copy of any enrollment agreement, contract, or application in order to document enrollment; tuition receipts or canceled checks in order to document the total amount of tuition paid; and records which show the percentage of the course which has been completed. Such records substantiating a claim for reimbursement from the STRF, which to be considered, must be filed within one year following school closure. For further information or instructions, contact:

**Financial Assistance**

BTS offers a variety of institutional scholarships semi-annually to both incoming and current students for the purpose of achieving better quality of education. The conditions for receiving this assistance differ with each scholarship. Applicants may obtain the information and applications by writing to or visiting the office of student financial assistance. Please note that BTS does not participate in government financial aid programs.The preferences for awarding institutional scholarships are based on the following: 1. Leadership potentiality 2. Academic excellence 3. Need 4. Graduate student level 5. International student status 6. Full time student status 7. Student spouses who are both enrolled

## Scholarships

Students cannot be awarded more than one scholarship each semester except in the case of a student employment scholarship. The scholarship will be awarded at the beginning of each semester and the recipients will receive the credit for the amount of scholarship toward the tuition. The total scholarship cannot exceed the tuition that the student should pay.

1. Scholastic Achievement Scholarship

In recognition of scholastic achievement, one student is chosen at the end of each regular semester. All or part of the tuition of the recipients will be waived during the next semester. To qualify for this scholarship, the student must obtain a G.P.A. of 3.5 or above for the semester. 2. Overseas Mission ScholarshipThis scholarship shall be awarded to those students who came for study from other countries with the missionary purpose of being trained at Berit Theological Seminary to be pastors, teachers or missionaries. The amount of this scholarship, whether full or partial, shall be decided by the Scholarship Committee of the school. 3. Student Couple ScholarshipThe student couple scholarship shall be awarded to one of the student couples when both of them are registered as full-time students. The one selected shall be awarded with the full amount of his/her tuition.

4. Student Employment ScholarshipThis scholarship will be awarded to a student who shows financial need. This is a work-study program. The school does make an effort to place every student desiring work on or off campus according to a student’s ability, capacity to handle the added burden of employment, and financial need. The work assignment and pay-rate are decided by the dean of the school. This scholarship must be renewed every semester. 5. Tuition Assistance ScholarshipA tuition assistance scholarship shall be given to those students with financial difficulty who have applied for various scholarships of the school but have not been selected as recipients of any specific scholarships. This scholarship shall be given to those applicants according to the proportionate amount of tuition decided by the Scholarship Committee of the school.All applicants for scholarship should attain a 3.0 GPA or above in the previous semester. However, exceptions can be allowed for up to two semesters in rare cases of overseas students who have a Korean language problem. Other matters that are not stipulated clearly shall be discussed and decided by the Scholarship Committee of the school which is ordinarily held once each semester.

### Student Loans

Student loan resources will be not available for BTS students.

### Scholarship Applications

Any student who wants to receive financial assistance must submit a scholarship application form at the time of registration each semester. The form will be supplied at registration or can be obtained at the office.

### Scholarship Committee

The Scholarship Committee has a task of screening the awarding scholarships, fund-raising, and managing the fund. The scholarship committee includes the following: President (Chair), Dean of Academic Affairs, Dean of Student Affairs, Business Director, Directors of the Board, others whom the Chair recommends.

### Procedure of Scholarship Remittance

After the scholarship applications are reviewed and finalized by the Scholarship Committee, the awarded students will be notified. The student must pay all the tuition and fees, and the school pays the scholarship to the student in five working days after the student clears his/her balance due.

### Foreign Students

Foreign students are admitted to BTS based upon the regular admissions criteria and proof of financial ability. The school limits the employment only to campus work.

# Student Life and Services

## Student Fellowship

Every student enrolled in the Berit Theological Seminary is a member of the Student Fellowship. The student activity fee funds student activities. It seeks to stimulate prayer and fellowship among students and organizes the mountain prayers and “Praise the Lord” program.

## Student Government Council

Comprised of students elected annually by the general student body, the Student Government Council promotes students’ interests and conducts activities which directly relate to student life. For example, the Student Government Council nominates students to serve on various faculty/student committees, presents the needs and desires of students to the seminary, and organizes social events for fellowship during the school year.

## Worship and Spiritual Life

The students, faculty and staff at the BTS gather together regularly for worship. Chapel services are held once a week during the school year. The Student Government Council arranges a time and place for mountain prayer.

## Facilities

BTS has a spacious chapel which holds more than 100 people, four classrooms, administrative office, and a library with more than 5,000 volumes.

## Housing

BTS does not have dormitories. However, the school assists students in finding apartments or houses for rent near the school. Such housing is available in the vicinity of the Seminary, but is limited. Please note that the Seminary is not able to guarantee that it can assist students in finding housing.

## Meals

BTS does not have any cafeteria facilities. Meals are provided by the student himself or herself.

## Student Complaint Procedure

Students with complaints relating to a particular class, grade or instructor should discuss them first with that instructor. If the complaint is not resolved satisfactorily, the student should then contact the Dean of Student Affairs. The Dean of Student Affairs will review the complaint with all parties concerned, and investigate all documents. The complaint will be determined either unfounded and rejected or valid, at which time a compromise or settlement will be determined and monies will be returned. The Dean of Student Affairs will write a decision within five days, notifying the student(s) by mail and a copy of the decision and complaint will be placed in the student’s academic file. The complaint will be logged on the complaint record. The Dean of Student Affairs’ decision is considered final. If you feel your grievances were not adequately resolved and would like further assistance, please contact the Seminary president.

## First Aid Kit

The first aid kit is provided at the school office. It may be utilized free of charge.

## Sexual Harassment

As required in CEC 94385, Berit Theological Seminary has a policy prohibiting any act involving sexual assault or harassment by any of its employees, students, staff, faculty, or anyone conducting business on Seminary premises, which includes Seminary’s classrooms and classroom buildings, the resort area and any location used for an off-site school function.Sexual Assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. If you, as the victim, believe a sexual assault act has been committed, report the assault immediately to the nearest faculty or staff member, who will, in turn notify the school Dean of Student Affairs and the police.Any observer of a sexual assault crime should notify the school Dean of Student Affairs immediately rather than take the initiative to contact the police. It is critical that the rights of victims are protected so that they accurately report the crime to authorities.The police will arrive to review the crime, take a description of the attacker, etc. and ensure that the victim and his or her escort are transported to a medical facility.Confidentiality is required in order to protect all parties involved with the assault. Any inquiries from newspapers, employees, parents, or other students will be immediately forwarded to the Seminary Dean of Student Affairs to avoid misrepresentation of the facts and breach of confidentiality. Efforts will be made by the school staff or faculty member to help the victim deal with academic difficulties resulting from the crime.Should another student, faculty members, or staff member be accused of the crime, appropriate disciplinary action will occur until a formal investigation is completed. The victim will be informed of any further disciplinary action or appeal in connection with the sexual assault.Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students should take all steps necessary to prevent sexual assault from occurring such as expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

## Discipline

Any student who violates a law or regulation of the school intentionally and continuously will be disciplined. Any student whose GPA is below 2.0 on the 4.0 scale will be put on probationary status. Any students whose moral standard falls seriously short of the Christian faith will be disciplined. Especially, any cheating, plagiarism, drunkenness, sexual assault, physical violence, adultery, homo-sexual conduct, and stealing will be taken seriously and disciplined. Discipline will be finalized through the procedure of the Student Discipline Committee. There are four categories of discipline, namely: warning, probation, suspension and dismissal.

## Counseling Services

Personal counseling services are available to interested graduate and undergraduate students without any fee. The Dean of Academic Affairs and school office personnel, Chaplain ready to meet the need of counseling on academic affairs. For psychological or adjusting problems, professional counseling services will be provided by appointment. The request form for counseling is found in the office. In the case of an emergency, a full-time faculty member can be contacted. Although a counseling center is not in operation, we can refer students to outside counseling services when necessary. During monthly office meetings, the effectiveness of counseling services is assessed.

## Student Pasturing and Preacher’s License

All the enrolled students are encouraged to be involved in various types of ministries, including local church pasturing. Students who enroll in the M.Div. degree program may be declared student preachers after completing 48 semester units. Upon graduation from graduate school, such students can obtain a preacher’s license which is issued by the denominational agency.

## Career Planning and Placement Services

BTS provides career planning and placement services to its students. Students will be encouraged to complete a personal career plan prior to graduation. Cooperating with local churches whose congregations are Korean-Americans, BTS provides employment placement services. BTS will often provide introductory letters to sister churches of the Evergreen church and mission organizations. Also, information on job openings is posted. If requested, staff can assist students in the preparation of a resume. Please note that BTS does not guarantee jobs for its graduates.

## Alumni

Every graduate of this school with a degree is a Berit Theological Seminary Alumni. The Alumni membership fee will be collected annually and funds alumni activities. It seeks to assist alumni members’ ministries, the sharing of experiences and provides various information in different areas.

## Tutorial Assistance

BTS does not have a formal tutorial assistance program. Students who are in need of additional assistance on a topic are asked to contact their instructor, who will attend to their need.

## Learning Resources

A library holding about 5,000 volumes is maintained by the BTS. The library participates in the Library Network which is a computerized system of shared cataloguing.

## Library Services

### Users

Persons associated with Berit Theological Seminary (students, faculty and staff) or the Covenant Church (registered member) has borrowing privileges. Any student may receive a library card free of charge. Others must pay a membership fee ($50.00 or yearly $20.00) in order to borrow materials. Books may be checked out for three weeks.

### Library Hours

Monday - Friday 11:00 a.m. - 6:30 p.m. Saturday-Sunday closed

### CD-ROM Database

Computerized indexes and abstracts on CD-ROM are available: Books In Print & Theological Abstracts; ATLA Religion Database includes Religion Index One, Religion Index Two, Index to Book Reviews in Religion (IBRR), Research in Ministry: Project Reports and Theses (RIM), and Methodist Reviews Index.

### Special Sections

Dissertations, Christian Business Books and Books about Korean immigrants are located separately.

### Copiers

Photocopies and copies made on the microform reader-printer and CD-ROM printer are all five cents per page.

### Lending Policy

1. All borrowers are required to fill out a library user application form.2. All borrowers must show a library card with student ID (for students) to check out books.3. Books are loaned for a 3 week period. Patrons are limited to having 2 books checked-out (4 books for students) at one time.4. The overdue fine for circulating books is 25 cents a week.5. Renewals can be made twice unless another patron requests them.6. Reference books and periodicals cannot be checked out.7. The reserve shelf is located behind the circulation desk. The material is loaned for a 2 hour period and must be used in the library. Reserve items may be checked-out overnight, but they cannot leave the library until a half hour before closing and must be returned within a half hour after the library opens the following day.8. Those borrowers who lose or severely damage a library book will be charged the replacement value ($ 10.00 minimum) or need to bring in a new book of the same title.

### Library Rules

1. Unnecessary or excessive noise or any disruptive behavior will not be permitted.
2. Consumption of food or beverages is not allowed in the library.
3. Do not re-shelve library materials. Return books to the book cart.
4. Periodicals must be returned to the original place.
5. All the library users must have their bags or books checked at the circulation desk.
6. Due to the closing library duties, please have your books checked out or renewed 10 minutes before closing.
7. Persons not complying with these policies can be asked to leave.

# Seminary Leadership

### Board of Trustees

President of BTS: Dr. Philip Lee

### Board of Trustees:

Chairman Dr. Jong Sam Cho

Secretary Dr. Andrew Phipps

Treasury Dr. Kristin Beatty

Director Dr. Philip Lee

Director Dr. Julius Johnson

### Administrative Staff

Dr. Philip Lee President

Dr. John McCurley Vice President of Academic Affair

Dr. Dwight Kim Graduate Program Director

Ms. Grace Kim Director of Registrar

Mrs. Grace McCurley Director of Finance

Mr. Joseph Kim Director of Student Affairs

### Faculty

The faculty of the Berit Theological Seminary is committed to the Evangelical faith as an accurate expression and application of the inspired and infallible Word of God of redemptive history, the final authority for faith and life. In equipping students for ministry it seeks to instill and encourage fidelity to the Word of God, soundness of theology, and appreciation for academic excellence, coupled with the warmth and compassion of genuine piety and fervent concern for evangelism and missions, and for the building up of God’s people toward maturity in Christ. The basic qualification of faculty in academic career is at minimum the holder of a Master’s degree in an accredited school around the world. However, the doctorate degree holder is preferred.

### Full Time and Half Time Faculty

Dr. Philip Lee, President (Part-time)

Faith Theological Seminary, Th.D.

Dae Han Graduate University, Ph.D.

Chong Shin University, M.Div.

Seoul National University, B.S.

Dr. John McCurley, Vice President (Part-time)

Faith Theological Seminary, D.Min.

Western Covenant Seminary, M.Div.

Dr. Dwight Kim (Full-time), Graduate Dean

Dallas Theological Seminary, Th.D.

Talbot Theological Seminary, Th.M., M.Div.

Korean Foreign University, B.A.

Dr. Bong Jun Hong, (Part-time)

Chongsin College & Graduate School, Th.D.

Chongsin College & Graduate School, Th.M., M.Div.

Korean Frerign University, B.A.

Dr. Shin Theke Kang, (Part-time)

Yale University, Ph.D.

Chicago University, M.A.

Seoul National University, B.A.

Dr. Ki Ho Sung, (Part-time)

Drew University, Ph.D.

Faith Theological Seminary, Th.M.

Seoul National University, B.S.

Dr. David H. Kim (Part-Time)

Dallas Theological Seminary, Th.D.

San Francisco Baptist Seminary, B.D.

Korean Bible College B.A.

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Dr. Yong S. Park (Part-time)

Fundamental Presbyterian Seminary, Th.D.

Dallas Theological Seminary, S.T.M.

Faith Theological Seminary, Th.M., M.Div.

Sungkyul Seminary, B.A.

Dr. Jace R. Broadhurst (Part-time)

Westminster Theological Seminary, Ph.D.

Reformed Theological Seminary, M.Div.

University of Maryland, B.A.

Dr. Rich Yates (Part-time)

Dallas Theological Seminary, Ph.D.

Western Seminary, Th.M., M.Div.

Biola College, B.A.

Dr. Ron R. Blankenship (Part-Time)

Southern Baptist Theological Seminary, D.Min.

Southern Baptist Theological Seminary, M.Div., M.A.

Marshall Seminary, B.B.A.

Dr. David Y Pak., (Part-time)

Concordia Theological Seminary & Ivy. Ph.D.(Hon.)

Southwestern WesternTheological Seminary. D.Min.

Southwestern WesternTheological Seminary. M.Div., Th.M.

Kyung-Hee Seminary. M.E.

Kwang Woon Seminary., B.E.

National Kyung Sang University. A.E.

# Request Form

SEND TO: Admissions

Berit Theological Seminary

4156 East Oglethorpe Hwy. Hinesville, Georgia 31313

T. 912.877.2997, C. 912.271.6456

I am interested in the Berit Theological Seminary and would like to receive the following material(s): ( ) Information Literature ( ) Application Form ( ) Current Catalogue Name: Address: Phone: ( ) \*\* Please make a photo copy of this page and fill it out.