

CATALOG

Academic Office
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Welcome to the Inter-American Adventist Theological Seminary!



The apostle Paul challenged his audience to be transformed and not to be conformed, which became a goal for missionary leaders in Inter-America. Paul's voice echoes in the classrooms of the Inter-American Adventist Theological Seminary (IATS) millennia later, in the creative and academic environment that characterizes IATS.

Each Seminary classroom is a leading community that generates change and transformation. Every hour one can witness visions that expand, knowledge that increases and boundaries that are challenged. The multi-campus nature of the Seminary provides the opportunity to be exposed to interaction with diverse methods, faculty and students from different cultures. Women and men learn in their own cultural and national contexts, which are as varied as the regions they represent.

The common need for hope in humanity must be met in particular ways, and the lives of witness and service of IATS graduates are evidence that they can lead to eternal hope. Proclamation is central to IATS. Rooted in biblical foundations, our graduates minister and disciple church members and society at large toward biblical worship and eschatological hope.

It is my prayer that you will experience the Almighty's transformation in your Seminary experience. Blessings be upon each one, grace and peace.



Dr. Efrain Velazquez II
Chairman

Purpose of the Catalog

The purpose of this Catalog is to present the policies, rules, regulations and services related to the entire academic path of the student of the Inter-American Adventist Theological Seminary (IATS). In it you can find all the information necessary for the student to achieve the academic and professional goals he/she has set for him/herself.
This catalog is effective as of January 2024.

General Information

HISTORY

The Seventh-day Adventist Church established the Seventh-day Adventist Theological Seminary (STA) in the 1930s to offer theological education in North America for the benefit of the entire world. This prestigious theological seminary, with extensions on several continents, operates from the campus of Andrews University in Michigan, USA. Driven by the growth of its membership in Central and South America, the IASD determined to arrange for the theological preparation of its pastors in a Latin American context. In the late 1960s, the Inter-American Division (IAD) and the South American Division (SAD) began planning to provide graduate education for their workers. The plan was to establish a theological seminary that could serve both divisions, and this was decided and voted on November 30, 1970. However, the needs were different, since in addition to Spanish, the DSA needed to make use of Portuguese, and the IAD, English and French. The location of the seminar and other logistical and budgetary issues prevented the efforts from moving forward for a decade.

The IAD chose to establish an agreement with the STA and under this agreement they offered the Master of Arts in Religion in Jamaica since 1974, in Mexico since 1977 and in Puerto Rico since 1982. The exponential growth of the IAD required the preparation of pastors in the diverse regions and languages of its territory. This meant that the STA outreach programs were not sufficient for the thousands of ministers working in the IAD territory.

After careful preparation and discussion, the Division's Board of Directors voted on May 30, 1996, to officially establish its own theological seminary and created the Inter-American Adventist Theological Seminary (IATS).

The support of the STA was essential throughout the next decade. In 2004, IATS began offering graduate programs as an independent theological seminary. In the summer of that year, IATS began awarding the professional Master of Arts in Pastoral Theology (MAPTh) program. The program underwent accreditation by the Adventist Accrediting Association (AAA), and the rigorous accreditation process was completed in 2007.

In 2001, the Association of Theological Schools of the United States and Canada (ATS) accepted IATS as an associate member. The institution became a candidate for ATS accreditation in 2008. After an accreditation team visited all IATS affiliated institutions, the ATS granted full accreditation to the institution and its programs (MAPTh, MABTS and DMin) in 2011. During 2019, ATS granted accreditation again adding the PhD program in Biblical Studies.

During 2020, the period when the COVID 19 pandemic began, IATS underwent some changes that increased its capacity and quality of offerings. The Seminar was authorized to offer remote and distance learning courses. This allows IATS to offer courses that are more tailored to the needs of students.

It is also important to note that the accrediting agency AAA conducted a follow-up visit in 2022 and decided to grant accreditation to IATS for another five years. Today, IATS is, by God's enabling grace, a well-established and thriving institution.

MISSION

The Inter-American Adventist Theological Seminary, an institution of the Seventh-day Adventist Church, Inter-American Division, is committed to educating and empowering missional leaders through theological education, advanced technology, contemporary and research-based teaching methodologies. IATS strives to prepare spiritually grounded disciple-makers for global ministry and service, deeply rooted in biblical principles to proclaim Hope.

VISION

IATS has a vision to become a leading center for theological education, integrating advanced technology to train spiritually grounded individuals equipped for contemporary ministry. IATS graduates are dedicated to proclaiming hope and biblical pillars worldwide, effectively addressing challenges while advocating the three angelic messages of the Seventh-day Adventist Church.

VALUES

Proclamation
IATS inspires passion for the proclamation of the hope of the promised restoration and eschaton. IATS encourages the student to share through personal conversation, preaching, publication and the arts, the Bible's message about God and the hope and salvation offered through the life, ministry, redemptive death, resurrection and high priestly ministry of Jesus.

Diversity
IATS promotes initiatives that encourage appreciation and respect for other cultures and religious beliefs.
Academic **Excellence**
IATS inspires in the graduate a zeal for biblical knowledge, personal growth and professional development. IATS promotes the development of maturity in the knowledge and relationship with God, His Word and the created universe.

Technological Innovation

IATS recognizes the crucial importance of integrating advanced technology into educational strategies, not only to enrich the teaching and learning process but also as an effective means for the expansion of the gospel. The institution understands that technology, when used correctly, is just another tool that can open doors to a new generation, facilitating connection and dialogue in a global and digitally interconnected context. The focus on technological innovation is based on promoting its ethical and balanced use, ensuring that technology serves as a powerful tool for both educational and evangelistic advancement. It promotes the training of the educational community to use technology in a responsible manner, conscious of its impact on society and on the propagation of the message of hope and salvation. This value reflects IATS's desire to combine technological advancement with sound moral principles, leading by example in the ethical use of technology both inside and outside of academia, and recognizing its potential to reach new audiences in the digital age.

Service
IATS fosters an environment that prepares promising ministers to engage in service to the church, community, nation and world. IATS promotes humble service and ministry to individuals and populations affected by poverty, tragedy, hopelessness and disease.

Stewardship
IATS inspires commitment to the use and practice of responsible stewardship of its human, intellectual, financial and physical resources. IATS promotes moral, ethical and social behaviors that are consistent with the teachings and example of Jesus.

Spirituality
IATS promotes an environment that prepares graduates committed to understanding and applying biblical values to their lives.

OBJECTIVES

- To provide/equip competent, highly motivated and dedicated professionals to serve society in general and the Seventh-day Adventist Church in particular.
- To equip men and women for the various phases of pastoral and ministerial ministry through sound principles, methods and procedures of biblical interpretation and scholarship, thus providing a firm foundation for both an intellectual and spiritual understanding of biblical religion, morality and ethics as understood by Christianity and the Seventh-day Adventist Church.
- To transmit the relevance of biblical faith and teachings for contemporary men and women in their preparation to face the future.
- Develop skills required in the propagation of the biblical faith through preaching, teaching, publications and leadership.

- To teach leadership methods and procedures so that these are linked to the dissemination of the faith by word and example.
- To encourage an appreciation of other cultures and to understand them in their contexts, and to be able to present the Gospel in an incarnational way to multiple environments.
- To promote such a commitment to the spiritual life in the Seminary that strengthens the devotional experience and inspires and deepens the student's vocation and dedication to serve God and humanity, in harmony with the teachings of the Bible as understood by the Seventh-day Adventist Church.
- To foster a stimulating academic and professional environment that provides learning tools with emphasis on sound methodology, keen critical discernment, and fervent commitment to ultimate truth, which form the proper foundation of integrity and capability for the period of the learning experience.
- Establish foundations that strengthen lasting friendships, lead to collaboration and mutual trust, promote professional support, and receptiveness to the advice and guidance of colleagues.

EDUCATIONAL MODEL

Adventist education prepares students to live a useful life, motivated by service to God and humanity; this is in harmony with the mission of Seventh-day Adventists. The distinctive characteristics of such education are derived, first of all, from the Bible and, complementarily, from the writings of Ellen G. White.

Seventh-day Adventists believe that God is infinite in love, wisdom and power, and that He can be known through the revelation provided by Him in His Word, in Christ and in nature. He relates to human beings on a personal level, presenting His character as the fundamental standard for human behavior and His grace as the means of restoration. However, Adventists recognize that human purposes, thoughts and behaviors have rapidly moved away from God's ideal.

Education, in its broadest sense, is a means of restoring human beings to their original relationship with God. Working together, homes, universities and churches cooperate with divine instruments in preparing students to be responsible citizens in this world and in the world to come.

Adventist education is Christ-centered. Thus, Christian education imparts more than academic knowledge. It promotes a balanced development of physical, mental, spiritual and social faculties. Under this perspective, the student's understanding of time extends to eternity, as he or she is encouraged to develop faith in God and respect for the dignity of all human beings.

Such educational training fosters the building of a character similar to that of the Creator, prepares thinkers rather than mere reflectors of the thoughts of others, and motivates loving

service rather than selfish ambition; it thus ensures the maximum development of individual potential and accepts all that is true, good and beautiful.

COORDINATORS

The coordinators in the affiliated institutions are the liaison persons between them and the central administration of IATS. They are the official representatives of the Seminary in each of their particular locations. They are local academic authorities on each of the ten university campuses where they generally hold positions as directors of Schools, Departments, or Faculties of Theology/Religion. At the same time, they are vested with the recognition and authority of IATS to promote their academic interests and to carry out related tasks. The coordinators are also the officers who attend to the student affairs of IATSAS in each affiliated institution.

FACULTY

The Inter-American Adventist Theological Seminary has taken care to select the best scholars and specialists in its teaching area to offer classes in its programs. The selection is limited to professionals who are committed to the values and theological worldview promoted by the Seventh-day Adventist Church. Most of its professors have experience as researchers, teachers and pastors who have received academic training in their areas of specialization. The Seminary maintains agreements with Adventist Universities in the IAD territory, making its Theology professors part of the IATS faculty as adjunct professors. Several of the professors and specialists from other Adventist universities in other latitudes continue to offer classes at IATS during the summers as visiting professors.

STUDENTS

The Inter-American Adventist Theological Seminary receives applications for admission from people from different parts of the Americas and other geographical areas. Since the graduate programs began, the Seminary has had students from almost every country in the Americas. IATS serves 42 countries covering the Inter-American Division territory with special attention to ministers of the Seventh-day Adventist Church who impact more than three and a half million church members.

It is in the interest of IATS to grant the opportunity to enter the Seminary to persons who are committed to the Word of God and are passionate about the service of proclaiming hope and justice. Students are to live according to these values promoted by the Seminary while enrolled in the programs.

In connection with enrollment and participation in any of its courses or academic programs and in the application of all its practices and regulations, IATS does not discriminate against anyone on the basis of race, gender, physical condition or religious convictions.

ACCREDITATIONS AND LICENSES

In Inter-America, the Seventh-day Adventist Church has been offering accredited Master of Arts degrees since 1974 (as indicated in the Historical Background section). The Master of Arts in Religion was awarded by the STA until 2004 (accredited by AAA, ATS and NCA (North Central Association of Colleges and Schools). In 1997, the ATS Commission on Accreditation (COA) visited STA affiliated institutions in Inter-America and approved the Master of Arts in Religion program in Jamaica, Mexico and Puerto Rico. The latest accreditation of IATS by the AAA was granted in 2022 for a period of five years. In 2019, IATS received full accreditation with full rights and privileges from ATS for ten years. Authorization was also obtained in 2011 from the Board of Education and we are currently in the process of license renewal with the Puerto Rico Board of Postsecondary Institutions (JIP) for the operation of IATS in Puerto Rico.

ADMINISTRATION AND STAFF

VELÁZQUEZ II, Efraín	Chairman
GUZMÁN, Ángel	Vice President Academic Affairs
GUILARTE, Nolwin	Vice President of Financial Affairs
ROBLES, Carlos	Vice President for Institutional Effectiveness, Strategic Planning and Distance Education
RODRÍGUEZ, Josney	Vice President for Spiritual Affairs
HENRY, Ketlie	Director of Admissions and Records Management
TROCHE, Evelyn	Accountant
ACEVEDO, Orlando	Technical Assistance
VÉLEZ, Mariella	Administrative Assistant to the President and Financial Affairs
OYARZABAL, Sherleen	Administrative Assistant for Academic Affairs and Associate Director for Admissions
SEPÚLVEDA, Zoami	Institutional Effectiveness, Strategic Planning and Distance Education Administrative Assistant
LEBRÓN, Damaris	Professional Counselor
HIDALGO, Dennis	Publisher TeoBíblica
JIMÉNEZ, Obed	SEVIS Responsible Officer

GEOGRAPHIC LOCATION

The administrative offices of IATS are located on the campus of Antillean Adventist University (AAU) in Mayagüez, Puerto Rico. The Seminary is present in ten countries through its affiliated institutions in:

Colombia: Corporación Universitaria Adventista (UNAC)
Costa Rica: Universidad Adventista de Centro América (UNADECA)
Cuba: The Adventist Theological Seminary of Cuba (SETAC)
Haiti: Université Adventiste d'Haïti (UNAH)
Jamaica: Northern Caribbean University (NCU)
Mexico: Montemorelos University (UM)
Puerto Rico: Antilles Adventist University (UAA)
Dominican Republic: Dominican Adventist University (UNAD)
Trinidad & Tobago: University of the Southern Caribbean (USC)
Venezuela: Venezuela Adventist Theological Seminary (SETAVEN)

SPECIAL FACILITIES AND SERVICES FOR DISABLED STUDENTS

IATS is committed to providing services to students with disabilities. This has translated into positive attitudes on the part of faculty, administrative and support staff. Facilities are essentially barrier-free and include handicapped-accessible ramps, elevators, and restrooms. In terms of services, IATS and its affiliated institutions support students who self-identify as having a disability, and provide documentation of their disability from an appropriate source. If students have disabilities that require special accommodations in terms of learning, mobility or access to class, it is up to the student to contact the Student Services Office and provide this information.

PARKING

At both IATS and all affiliated institutions, unless otherwise indicated, free parking is provided to students on a first-come, first-served basis. Neither IATS, nor affiliated institutions, nor any of their officers or employees, assume any responsibility for damage to vehicles parked in their parking lots, nor for the theft of personal effects left in their parking lots.

VISITORS

The presence of visitors is limited to administrative areas. To access any other area, they must be accompanied by a representative of IATS, or any staff of the affiliated institution they are attending.

HOSTING

Residence halls at affiliated institutions are usually available for IATS students. In some affiliated institutions or their surrounding communities, apartments are available for families and married students who may need nearby housing during the summer.

HEALTH SERVICES

Medical services are provided at all IATS affiliated institutions and students are responsible for their own health insurance.

EDUCATIONAL RESOURCES

Educational resources are those academic support services provided by IATS and affiliated institutions to students, faculty, administration and alumni. These resources consist of Computer Labs, Infirmary, and Educational Resource Centers with access to modern technology.

LIBRARY

Each affiliated institution has its own library, which houses a bibliographic collection available to its students. In addition to the physical volumes on hand, there are computers for electronic access to interlibrary loan services, the IAD Adventist Virtual Library, microfiche service, microfilm, and other resources, programs and support materials available for IATS teaching programs. Each institution has its own rules and regulations regarding the use of materials in its collection. IATSAS supports these rules and regulations. Accordingly, students at each affiliated institution are required to familiarize themselves with them and to observe such rules and regulations with strict concern in order to preserve their right of access to the library.

The Adventist Virtual Library, located on the website (http://bva.interamerica.org), contains a variety of databases for the use of book collections and online articles and journals. To successfully access the library, it is necessary to have an access code, which can be found in a box on the IATS learning platform.

Student Affairs

All students admitted to IATS receive guidance regarding student consumer information as well as its accessibility on the seminary's website. Students are also provided with a "Student Handbook," and other policies and procedures, either directly or through the IATS website.

ACADEMIC COUNSELING AND GUIDANCE

Academic counseling and guidance services are offered to students to help them meet their educational goals. These services include career and academic guidance, personal counseling, group discussions, referral services, workshops, support services through student associations, and guidance and counseling to special groups. The Academic Counseling and Guidance office prepares different activities to inform students about the negative consequences of alcohol, drugs and violence, among other information. It also works closely with the Registrar's Office in evaluating and advising on academic progress standards. The Office of Academic Counseling and Guidance also maintains contact with faculty to address any situation that may occur at the institution that may require a referral to the Discipline Committee. The school provides a point of contact for all eligible Military Service members to speak with students who require assistance in academic, financial, or disability counseling.

The local program coordinator is the academic advisor for the students of that affiliated institution.

STUDENT ASSOCIATIONS

Student Associations are sponsored by the Office of Student Affairs and/or the Academic Department. The purpose of the Associations is to highlight the leadership qualities, responsibility and dynamism of its students (see student handbook for more information).

PLACEMENT AND EMPLOYMENT COUNSELING SERVICE

The Placement Counseling Office assists students and graduates in the job search process to obtain gainful employment by providing information about the labor market. It advises students on the preparation of resumes, job interviews and job offers. It is also responsible for developing relationships with employers and referring students to potential employers. The institution provides job placement and job search assistance. However, it does not offer guarantees of employment or salary upon graduation. Students are advised to investigate the requirements applicable to obtaining employment in their chosen program field. Certain programs are designed to provide educational prerequisites that students must complete to obtain the required professional licensure or certification in the state or territory where the institution is located (Puerto Rico or Florida, as applicable). Students are responsible for determining whether

graduation from these programs will qualify them to obtain professional licensure or certification, or to work in the field, in other geographic areas where they live or intend to work.

Student Services

ADMISSIONS

The Admissions Office is responsible for providing information on all academic programs offered at IATS. This office evaluates the applications of candidates for admission. During an interview with the candidate, the student receives information regarding the admission process, as well as institutional policies, rules and regulations.

ADMISSIONS POLICY

To be admitted as a regular graduate student at IATS, each applicant must meet the following requirements and submit the following documents:

1. **Application for Admission.** Provided by the Admissions Office or Coordinator of the affiliated institution.
2. **Admission Fee.** The admission fee is US 50.00 (non-refundable). This applies to all applicants who are not sponsored by an institution. For payment options see Finance section.
3. **Official Transcript of Credits.** The applicant will be responsible for requesting official transcripts from the colleges or universities where he/she has previously studied. Must have completed a four-year program (or its equivalent) of a Bachelor of Arts degree in Religion or Theology awarded by an accredited institution. Have a GPA of at least 2.67 (4.00 grade point system) in the baccalaureate degree. If you have a lower GPA, you must send a letter explaining why you should be accepted with that GPA.

   Important: In some countries a Transcript of Credits is known as a Certification of Grades.

   Credit transcripts should be sent directly to:

   Mailing address: ADVENT THEOLOGICAL SEMINARY
   INTERAMERICAN
   Admissions Office
   PO BOX 118
   Mayaguez, PR 00681

   Mail electrónico:registro@setai.edu (This is acceptable only if it comes directly from the accredited institution)

Your baccalaureate transcript must be sent in a sealed envelope from your home university if it is physical, and if it is electronic, it must come directly via e-mail from your home university. If the transcript is not received within 60 days of receipt of the application, you run the risk of having your application for admission cancelled.

Important: If a document or transcript is not in English or Spanish, a translation by an official translator that is notarized or accompanied by an apostille stamp is required. Certified and authenticated copies, duly notarized or certified, of educational documents and certificates issued by a non-U.S. institution may be accepted.

4. **Curriculum Vitae.** The Curriculum Vitae (CV) reflects the student's education and professional development. The content of the CV should include information on how the student has been involved in at least 2 years of experience in formal service in pastoral ministry, chaplaincy, or its equivalent, after completing a degree in Religion or Theology.
5. **Statement of Purpose.** The student should write an essay (350 - 500 words) a brief review of the most significant factors of his/her childhood, family life and academic life, expressing his/her commitment to the Christian faith and to the teachings of the Seventh-day Adventist Church, and the main reasons that motivate him/her to study.
6. **Letters of Recommendation.** Three (3) letters of recommendation are required, according to the format provided by the Admissions Office. Letters of recommendation must be provided according to the requirements of each program.

   MAPTh: (1) Administrator or Ministerial Secretary of the local field
   (2) Experienced pastor who is familiar with the applicant's work.
   (3) Elder of church where applicant is ministering or attending.

   MABTS: (1) Dean of the School of Theology where he last graduated.
   (2) VP Academic of the Institution where he/she served or a leader of the local field.
   (3) Elder of church where applicant is ministering or attending.

   DMin and PhD: (1) Dean of the School of Theology where he last graduated.
   (2) Administrator or the ministerial secretary of the local field.
   (3) Ordained pastor who is familiar with the applicant's experience.
7. **Copy of personal identification document (with photograph).** Identity card or passport.

8. **Other requirements:**
   a. The applicant interested in this program must complete the admission requirements and have demonstrated evidence of being a promising candidate. The IATS Central Admissions Committee will then evaluate the admission forms

and accompanying documents, and admission will be granted taking into consideration factors such as: work experience, professional references, GPA.

b. Letter from the sponsoring institution indicating the name of the person to be sponsored and their commitment to pay for the studies and institutional fees (if sponsored).
c. For students whose baccalaureate degree was not in English or is not equivalent to a bilingual degree, you must show evidence of the ability to read English at the graduate level.

Note: Applicants from other denominations may be accepted into the program as long as they meet the admission requirements and represent a high moral standard whose character traits, lifestyle and spiritual commitment reflect the ideals of the Seventh-day Adventist Church.

The documents must be submitted to the local Coordinator for initial review and interview. Once the coordinator of the affiliated institution completes the initial review and interview, the documents are submitted to the IATS Admissions Committee for approval and the student is notified by the Coordinator of the affiliated institution whether the application is accepted or denied.

GENERAL ADMISSION REQUIREMENTS

Accuracy of information

All information submitted in the admissions process must be accurate, authentic, complete and honestly presented. Providing incorrect or erroneous information or omitting information on the admission application form or any other official document will be cause for denial of an official application or revocation of a degree awarded if discovered later.

Important: IATS reserves the right to admit applicants without the necessary documentation for more than 60 days from the date of notification from the Admissions Office. Exceptional cases (upon written request by the applicant) will be evaluated by the Academic Committee, which may approve an additional period of time, and will be notified in writing to the applicant.

Denial of Admission

An applicant may be denied admission when the evidence presented shows that the person:

1. Does not meet admission requirements or is below the level of readiness to pursue a college degree.
2. If you have submitted fraudulent, incomplete or inaccurate information/documentation.
3. Engaged in behavior or exhibited characteristics contrary to established standards.

Admission Fee

Since the programs are funded by the DIA, sponsored students do not have to pay the admission fee. Non-sponsored students will be required to pay a non-refundable fee of $50.00 USD. This fee can be sent through the payment methods specified in the Finance section of this Catalog.

Student Status

1. **Regular:** Students who meet all requirements for admission to IATS graduate programs and all specific requirements of the affiliated institutions where they propose to study. The local Coordinator indicates the evaluation of the above on an appropriate form that accompanies the academic application documents sent to the Central Admissions Committee, which in turn is sent to the Admissions Office for further processing and consideration. Any exceptions to these minimum standards for Regular admission must be recommended and justified in writing by the local Coordinator and sent to IATS Admissions and Records Management.
2. **Provisional:** Students who do not meet one or more of the requirements for Regular admission, but who in the judgment of the local Coordinator and after consultation with Seminary officials, it is believed that the missing requirements can be completed within a reasonable period of time.
3. **Permission to take classes (PTC):** Any student who wishes to pursue advanced studies without the intention of achieving an academic degree at IATS; and those listeners who meet the admission requirements also fall under this category.
4. **Academic probation:** Students must maintain a grade point average of at least 2.67 for the master's level and 3.00 for the doctoral level during the first two semesters. Failure to achieve the minimum GPA constitutes conditional or probationary status. They are required to reduce their academic load to no more than 75% of the normal semester credit load of a summer intensive course. If a conditional or probationary student's cumulative average remains below the minimum average in a third consecutive semester, he/she will be asked to leave the program.

CREDIT TRANSFER POLICY

The transfer process must meet certain academic conditions in order to send the necessary documents to IATS for evaluation and approval by the Academic Office.

1. Unfinished grades.
   Students who have attended other recognized seminaries/universities and plan to pursue a master's or doctoral degree at IATS will have up to 25% of their total program credits at IATS recognized. Only courses that:
   a. are of an equivalent academic degree according to the catalog of the previous institution or the course syllabus.
   b. are not more than seven years old.

   c. are identified and approved by the Academic Administration.
   d. the grade achieved in each course to be transferred is at least B- (2.67) for the master's level and B (3.00) for the doctoral level.
   e. meet similar requirements within the program.
2. Grades completed.
   Only nine credits may be transferred.
   a. Whether they are of an equivalent academic degree according to the catalog of the previous institution or the course syllabus.
   b. Those to be transferred must not be more than seven years old.
   c. Be identified and approved by the Academic Committee.
   d. The grade achieved in each course to be transferred is at least B- (2.67) for the master's level and B (3.00) for the doctoral level.
   e. Meet similar requirements within the program.
3. Grades earned in transferred courses will not be included in computing the grade point average.

NON-DEGREE STUDENT POLICY

IATS receives students seeking to take courses without any interest in obtaining a degree. The institution's student information system classifies these students as Permission to Take Classes (PTC). Non-degree students will be those students who are not interested in obtaining an academic degree but are interested in taking courses for their own professional or personal development. In addition, non-degree students shall be those students enrolled at other university level institutions who have been authorized to take courses at IATS.

Non-degree students: These students may apply for any course that is part of the academic offerings of IATS, subject to academic evaluation (if applicable), availability, limitation of places, and according to the regulations and/or accreditation standards of the academic programs, if any.

Students who already have a master's degree or doctorate and are interested in pursuing another concentration under the same program may take these additional courses. However, since these courses by themselves are not considered an eligible program, students will be classified under the "non-degree student" category. This means that they will be enrolled on a course-by-course basis and will not be classified as regular degree-seeking students. For this reason, they will not be awarded another degree. If the student later decides to apply for admission to a program leading to a graduate degree a maximum of 12 semester credits taken under the PTC may be accepted. Students under this category must meet the following requirements:

1. Complete and submit the application for admission under the term PTC.
2. Admission fee of US 50.00 (non-refundable).

3. If the student is enrolled in another collegiate institution, he/she must present evidence of authorization from his/her institution to take courses at IATS.
4. The student must follow the rules and procedures established by the institution.
5. The costs for credit and fees will be the same as those charged to regular students.

All of the students described above, except for hearing students, will receive credit and a final grade. This means that they will have to complete all required assignments and exams to pass the courses. If a student does not have a conferred degree and wishes to continue his or her studies to obtain a university degree, he or she must complete all requirements to be admitted as a regular student.

Listening Students: Refers to any interested party who attends a class without being enrolled as a student. This person obtains from the Coordinator of the affiliated institution he/she attends the authorization to attend classes simply to learn. Under this category he/she will not earn credit or grades. Such persons should make sure that they fully understand all the conditions and consequences of this privilege:

1. They must make specific arrangements with the affiliated institution's treasury for room and board expenses, in addition to the academic charges of USD 200.00 for the class plus the admission fee of USD 50.00 (non-refundable).
2. The student as a listener should not interfere or interrupt the class or call the attention of the professor with questions or comments. Only students seeking academic credit have this right.
3. The maximum number of students as listeners that can be allowed in each class is studied according to the size of the classroom and equipment available for the comfort of the class.
4. The professor should be consulted regarding the admission and number of students as listeners. There are classes that by their nature preclude the acceptance of students as listeners.
5. The needs of regular students shall always have priority over students in a hearing capacity. In no case may the requests of hearing students be met at the expense of those of a regular student.
6. Students as listeners are not responsible for completing assignments, monographs, research or any other course requirements. They do not take exams or receive grades.
7. Courses taken as auditors do not count as academic credit equivalents, since the course requirements have not been fulfilled.
8. The student as a listener may receive copies of the printed materials distributed in class, as long as he/she covers the cost of these.
9. Students, whether in regular or listening mode, are not permitted to record or film the class without the written consent of the teacher.

10. Pastors or their wives may make arrangements with their Ministerial Association to receive a Certificate of Continuing Education. The 45 clock hours of a three-credit course corresponds to 4.5 continuing education units (CEU).

This policy shall apply to face-to-face, online and foreign students. For this policy, students must comply with all requirements of the Commonwealth of Puerto Rico, the United States and their place of origin.

STUDENT HANDBOOK

All students who wish to be accepted into IATS must follow the rules of conduct established in the Student Handbook. This handbook includes regulations on required attendance, conduct and rules applicable to students, both for face-to-face and online classes. The Handbook is accessible to all students, as it is available on the IATS website.

Finance

The Inter-American Adventist Theological Seminary has not been established with the intention of presenting an academic offering that will generate income for any institution or to compete with existing institutions. The concept under which IATS was established as a non-profit organization was to assist primarily pastors/chaplains/teachers and professors to obtain graduate theological studies in the context of Adventist education. As a result, most of our students are sponsored by an IAD institution.

PAYMENT METHODS

1. Wire transfer (Additional charge of $15 USD per transaction)
   Name of Bank: Banco Popular de Puerto Rico

   Address of the Bank:
   PO BOX 362708
   San Juan PR 00936-2708
   Account number: 206252909
   ABA: 021502011

   Grantee: Adventist Theological Seminary

   Beneficiary's Address:
   PO BOX 118
   MAYAGUEZ, PR 00681

2. Money order (U.S. or U.S. territories only)
   On behalf of: Adventist Theological Seminary
   VP Finance
   PO BOX 118
   MAYAGUEZ, PR 00681

3. PayPal (https://setai.edu/finanzas/)

COSTS FOR NON-SPONSORED

Non-sponsored students will have to pay $175.00 USD per credit and $50.00 USD as admission fee for the master's degree programs. In the DMin. program they will have to pay $350.00 USD per credit and $50.00 USD as admission fee. In the PhD program they will have to pay $660.00 per credit and $50.00 USD as admission fee. In addition, affiliated institutions charge a tuition

fee ranging from $350.00 USD to $500.00 USD to both sponsored and non-sponsored students to cover indirect expenses of the institution.

*IATS reserves the right to increase costs when deemed necessary by the Financial Commission.

RETURN POLICY

The Inter-American Adventist Theological Seminary is committed to assist students in any economic situation that prevents them from fulfilling their payment commitments with our institution. It is for this reason that we have a refund policy in case any particular situation arises.

1. Admission Fee - This fee is non-refundable. Once the student has submitted all paperwork and has been accepted to begin studies, this fee will not be refunded.
2. Readmission Fee - This fee is charged to students who interrupt their studies and then decide to return. This fee is non-refundable.
3. Tuition Fee - This fee is for indirect expenses of the institution and will be reimbursed according to the student's period of attendance.
4. Course Fees - The following table provides a breakdown of course fee reimbursement.

	Percent to Reimburse	**Conditions of reimbursement**
Courses	100%	Course (2 Weeks) When the cancellation is made before the beginning of the course. Course (3 Weeks) When the cancellation is made before the beginning of the course. Course (7 Weeks) When the withdrawal is made within the first week of the course. You must complete a document requesting the cancellation of the course in order for the refund to be applied.

	80%	Course (2 Weeks) When the drop is made on the first day of the course meeting. Course (3 Weeks) When the drop is made on the fourth day of the course. Course (7 Weeks) When the drop is made within the second week of the course.
	40%	Course (2 Weeks) When the leave is made in the middle of the course, according to the duration of the course. Course (3 Weeks) When the drop is made on the third day of the second week of the course. Course (7 Weeks) When the drop is made in the middle of the fourth week of the course (day 24).
	0%	There will be no refund after more than half of the course meeting has been completed.

In case the student studies without having paid, due to an exception made by the institution, he/she will be charged the percentage according to the week in which the drop occurs.

FEBE INITIATIVE" SCHOLARSHIP

The Inter-American Adventist Theological Seminary (IATS) will award the **"Febe Initiative" Scholarship for female students** to support a student in her program of studies; and that emulates the characteristics that distinguished Febe so that she can complete her university studies. This scholarship grants up to a maximum of $8,000 (according to the academic program to which she applies), for the payment of her tuition, among others, up to a maximum of 4 years. This scholarship aims to support women to achieve professional and personal success.

CHANGES IN FEES AND DUES

IATS reserves the right to revise charges and fees whenever:

1. There is an increase in Educational and General Expenses and/or Mandatory Transfers.
2. Budget projections indicate a possible increase in these expenses.

3. After careful analysis of any special situation, IATS management understands that changes in charges and fees are reasonable and justified.

NOTE: The changes apply equally to the fees charged by affiliated institutions. IATS has no jurisdiction in this regard.

Academic

ACADEMIC YEAR

IATS divides the academic year into three terms. The first term (I-T) runs from January to April, where no courses are offered unless a special situation arises that warrants it. The second term (II-T) runs from May to August where students from the following affiliated institutions participate: Jamaica, Trinidad, Haiti, Puerto Rico, Dominican Republic, Cuba, Venezuela, Costa Rica, and Mexico. The third term (III-T) runs from September through December with students from the following affiliated institutions: Costa Rica and Colombia. In each active term, Master's and DMin students take four (4) courses of two weeks each; in the case of the PhD, students take three (3) courses of three weeks each, plus an online course of eight weeks. Exceptional cases are handled exclusively by the Registrar's Office. In the event that a student is inactive for an extended period of time, i.e., does not enroll in any IATS course for six (6) consecutive terms or more and wishes to apply for readmission to continue his/her studies, the process will be carried out under the following conditions:

1. If readmitted, it is under the Academic Catalog in effect at the time of application.
2. Meet all requirements of the program of study applied for, and any other admission requirements that apply at the time of application.
3. You must submit a letter of explanation so that IATS can consider your readmission.
4. A new application for admission does not guarantee automatic acceptance to study at IATS.

CLASS ATTENDANCE

Students are expected to attend all courses in which they are officially enrolled. Work missed due to absences is the responsibility of the student. This work, whether for a grade or not, may be made up through consultation with the course instructor. In the case of members of the Armed Forces, including reserve components and members of the National Guard, the professor must take into account brief absences for such service in the Armed Forces; for students from the United States and Puerto Rico.

Active Participation. Courses are taught in intensive modules (block style). It is important that students attend all classes. Absence from ten percent (10%) of classes (4.5 clock hours) may disqualify the student from passing the course. If the student is ill, specific arrangements must be made with the local Coordinator and teachers in order to cover the student's missing requirements and assignments.

For distance learning courses: According to the U.S. Department of Education, acceptable indications of attendance in an online course may include:

1. Student submission of an academic assignment
2. Presentation of an examination by the student
3. Documented student participation in interactive tutorial or computer-assisted instruction
4. A student publication showing the student's participation in an online study group assigned by the institution.
5. A posting by the student in a discussion forum showing the student's participation in an online discussion on academic matters.
6. An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about an academic topic studied in the course.

This indicates that attendance in online courses is based on work rather than physical presence. This is because many students may work on assignments offline in accordance with course requirements. In stating this, IATS indicates that if students do not submit assignments, forums, videoconference, projects or do not participate in any course activity, it may be counted as an absence. Then, as a policy for online attendance, when one does not participate in the course for two (2) or more consecutive due dates, the facilitator should send an email of encouragement and motivation to the student. If the student does not participate in the next assignment, videoconference, forum or project, or any course activity, the professor should send a notification to the Site Coordinator to report the situation. If the Coordinator contacts the student and still does not respond, the student should be recommended to withdraw from the course due to excessive absences to the records officer.

SCHEDULE OF CLASSES

IATS academic programs are offered in daytime sessions. Classes are held Monday through Friday from 8:00 am to 12:30 pm. There is a 15-minute break at 10:30 a.m. for daytime courses.

CREDIT HOURS

Classroom / Hybrid

The basic unit for evaluating a student's work is credit hours. One lecture credit is equivalent to 15 lecture hours and 30 hours of out-of-class work. One lab credit equals 30 contact hours. Practicum hours may vary, but one practicum credit equals no less than 45 hours per quarter.

Online

Students earn one course credit for each 15 hours of instruction over 8 weeks. There is also an expectation that 15 hours of instruction will require 30 hours of additional course work over 8 weeks. In recognition of the dynamic nature of the online classroom and that classroom

instruction can occur at any time, no distinction is made between classroom or faculty instruction and "out-of-class" student work. Time estimates for assigning credit hours are defined as the total time students spend fulfilling course requirements, which may occur on or off the online course platform. The time required to complete a full three (3) hour/credit hour online course is 135 hours of dedicated time.

GENERAL ACADEMIC INFORMATION

The admission of candidates, their tenure and status, the registration of academic credits and the awarding of a degree or academic degree is subject to the ordinary statutory powers of IATS. The Seminary reserves the right to cancel, at its discretion, any of the privileges for reasons deemed sufficient by the Administration.

The local Coordinator reserves the right to check students' work at intervals and, in consultation with the IATS Academic Vice President, to recommend that certain students who are not doing high quality work be advised to discontinue their course in pursuit of the academic degree.

1. **Grade Point Average.** The student must have a minimum GPA of 2.67 according to the U.S. 4.00 scale for graduate studies. If the student has a GPA below the established GPA, a letter must be sent to the Admissions Office justifying the reasons why the student should be allowed to continue in the program of study. After the case has been discussed by the Admissions Committee, the student will be notified in writing of the decision.
2. **Time to completion.** Once a student begins a program of studies at IATS, the MAPTh and MABTS have a maximum of four (4) years to finish. For the DMin a maximum of six (6) years; and the PhD a maximum of eight (8) years. It is recommended to do what is necessary to finish the program in the mentioned time, otherwise the program will be terminated unless there are justified reasons and previous arrangements made with the Registrar's Office.
3. **Subject to Policies and Standards.** All IATS students are subject to the policies and ethical standards of the Seminary. Any suspension of the student is possible for justified reasons in accordance with the manuals and regulations.

4. **Additional postgraduate courses at affiliated institutions**
   Students enrolled in IATS who wish to take additional graduate courses at another affiliated institution must first obtain written permission from the Academic Committee.
5. Academic **residency requirements**
   Academic residency is established after attending two consecutive sessions. The student's residency is interrupted if the student fails to enroll in a session or semester. When the residency is interrupted, the student must be guided by the Catalog in effect at the time

the residency is reinstated. Courses have a term of 8 years. Courses older than 8 years must be repeated in order to count toward graduation. In the event the student is 16 semester credits or less short, he/she may graduate based on the Catalog in effect at the time of initial admission. This rule does not apply to students who have completed their academic load and have passed the professional or degree exams, and only need to finish their thesis.

6. **Elective subjects**
   The student may choose as elective subjects, courses approved for graduate academic degrees, as long as there is a correlation with the chosen area of study.
7. **Credits in co-curricular projects**
   Students may earn up to 12 co-curricular credits in any combination of co-curricular activities: a research project, a summary of professional achievements, or independent study. Independent study may be taken only when the student has completed 50 percent of the curriculum. In particular cases, it is possible to obtain permission for an academic load greater than 12 credits with the authorization of the Academic Vice President. Co-curricular credits are recorded as Satisfactory (S) or Not Satisfactory (NS).
8. **Independent study, research and professional achievements**
   As a general rule, the normal procedure for satisfying the academic requirements of any IATS program is the teacher-student contract. Other measures have been designed to provide flexibility to the program when necessary, but under strict parameters. The purpose of these measures is not to provide a shortcut to meeting program requirements, or to shorten the time required to obtain the degree, and certainly not to avoid academic contact at the affiliated institution. Nor is it intended to be the normal pathway through which students can earn credits on a regular basis. The criteria to be followed in the application of the provisions made for independent study, research projects and summary of professional achievements include the following:
   - Independent study, research and summary of professional achievements are elements that provide a solution to verified unusual situations that are out of the ordinary, unavoidable and unexpected. Students must pay for these classes; there are no scholarships or sponsorships for these cases.
   - The student must have access to one of the libraries of the institutions affiliated to IATS or equivalent, and follow a daily study program.
   - The provision of a summary of professional achievements is only for exceptionally good achievements in pastoral practice that are recognized and well documented. The exceptionality must be noted in writing by the local field leaders as extraordinary cases or experiences. It should be well documented and should provide a source of information that represents a good contribution to knowledge in ministerial practice for the benefit of future generations. This document will remain in the Adventist Virtual Library. It is clear that this provision does not

apply to every student. It means much more than documenting ordinary ministerial experiences.

- Students may receive up to 6 credits for learning through professional experience or accomplishments that the individual has created or conducted during his or her ministry that can be documented. It can be a unique church planting experience, a successful penetration plan in notoriously difficult areas, the conduct of a building project from the planning, organizing, fundraising, to the actual construction and outfitting of the building. It can also be an outstanding, out-of-the-ordinary church, school, institution or event that can be objectively evaluated. Students should record their summary of professional achievements, and the following criteria may also apply:
    - The student must have earned at least 12 credits toward the graduate degree, with the minimum required GPA. The applicant must provide two written recommendations from IATS faculty members with whom he/she has taken classes. The applicant must submit to the local Coordinator a Summary of Professional Accomplishments, including: Curriculum vitae; description of professional achievement experiences; and a written paper reflecting on what was learned. The reflection will demonstrate what skills were learned in the individual's professional development. At least two letters of support must be submitted from administrative or pastoral supervisors who can identify and document the variety of professional achievement experiences gained by the applicant.
    - The local Coordinator will then recommend to the Academic Vice President that a vote of approval be taken with respect to the case. The summary of achievements will be studied by an ad hoc Professional Achievement Committee, which will deliver its recommendation to the Academic Vice President, including a final note to be sent to the central Registrar's office.

LAW #109 OF 2003 MEASURES FOR THE PROTECTION OF STUDENTS ACTIVATED BY THE UNITED STATES ARMED FORCES AND THE PUERTO RICO NATIONAL GUARD

As required by law and to foster the intellectual development of students who are members of the Reserves of the Armed Forces of the United States in PR and the National Guard, the IATS establishes that when a student is activated by the military corps to which he/she belongs, the institution will ensure a space in all courses in which he/she is enrolled. When the military student receives an activation order from the Reserves of the United States Armed Forces in PR or the National Guard, he/she must present original evidence of the order to the Registrar's Office. In the following two scenarios, the corresponding process will apply:

- If the student is enrolled at the time of activation, he/she must process the total withdrawal indicating in the document that it is due to military activation. The Institution will make the adjustments of charges according to the law. The student will not be evaluated or penalized for Satisfactory Academic Progress in the specific period corresponding to the activation.
- If the student has been activated for the following study period, he/she may request a Leave of Absence for military reasons. The curriculum in which the student is enrolled will be validated once the period for which the student was authorized to be absent has ended.

In addition, the institution must guarantee the activated student, and once the activation term is over and if he/she wishes to continue his/her studies, accommodation and reasonable priority in the courses in which he/she was enrolled, or its equivalent at the time of activation. This will be according to course availability during that term. Activated students who are candidates for graduation during the term of their activation will have priority over other students in the accommodation of courses. Likewise, the institution must indicate on the official transcript of credits of the activated student that the reason for the student's withdrawal or classification of incomplete studies during the current semester was due to the activation order.

POLICY FOR HANDLING STUDENT APPEALS, COMPLAINTS AND GRIEVANCES

Students who believe that any of their rights have been violated, assigned an unfair grade or violated any of the institution's policies, have the right to submit a complaint to the Complaints and Grievances Committee so that their petition may be studied. The procedure is as follows:

Unfair Qualification:

1. The student must send an email to the faculty member to whom he/she wishes to appeal the grade, clearly explaining the reasons for his/her disagreement in a friendly and respectful tone no later than 5 days after receiving the grade.
2. The professor has five (5) working days to respond to the student, explaining the evaluation criteria and how the score was awarded.
3. If the student is not satisfied with the facilitator's explanation, he/she should send an email to the Student Services Office with a copy to the local Coordinator, who will present the case to the Complaints and Grievances Committee.

4. The Committee will review the evidence and render a decision within five (5) working days.

Violation of any institution policy or student right:

1. The student should send an email to the IATS Student Services Office and the local Coordinator clearly explaining the reasons for the complaint in a friendly and respectful tone.
2. The Office of Student Services will submit the complaint to the Complaints and Grievances Committee.
3. The Committee will review the evidence and render a decision within five (5) working days.

Definitions:

- **IATS:** Inter-American Adventist Theological Seminary (Inter-American Adventist Theological Seminary)
- **Student:** Any person active or graduated from the institution.
- **Student complaint: A** written complaint filed by a student, alleging violations of his or her student rights or violation of any policy or regulation of the institution.
- **Grievance Policy Committee:** The committee will be composed of five (5) officers of the institution: Vice President for Academic Affairs or someone delegated by his office, Chaplain of the Cohort, Counselor and Vice President for Finance or someone delegated by his office. The members of the Committee will be constituted on the spot by the Director of Student Services, when necessary, because of the grievance. If any member of the Committee is a party to the controversy or his or her intervention will represent a conflict of interest with any of the parties involved or with the complaint itself, he or she will be replaced by another official designated by the Student Services office.

Important: Retaliation against the complainant or any person involved is strictly prohibited and is grounds for disciplinary action.

NON-DISCRIMINATION POLICY

In accordance with the requirements of Title IX of the Educational Amendments of 1972 and its implementing regulations, the following nondiscrimination policy and complaint procedures are hereby issued to address any complaints of discrimination on the basis of sex in educational programs and activities at this institution.

1. The Inter-American Adventist Theological Seminary does not discriminate on the basis of sex in admission or employment in its educational programs or activities.
2. The Human Resources Office will address any complaints regarding this law. You may contact the Finance and Human Resources Office of the IATS, Rt. 106 Km. 2.2 INT. Mayagüez, PR 00680, telephone (787) 834-9595 ext. 2234.

3. All inquiries regarding the application of Title IX and its implementing regulations may be referred to the Director of Institutional Human Resources or the U.S. Department of Education's Office for Civil Rights at 75 Park Place, 14th floor, New York, NY 10007-2146, telephone (212) 637-6466.
4. Any complaint of discrimination based on age, race, color, place of birth, social origin or status, physical or mental handicap, or political or religious beliefs will also follow the grievance procedure policy listed below and described in the Student Handbook and institutional policies.
5. Preferential hiring is practiced only on the basis of adherence to the tenets of free choice affiliated with the Seventh-day Adventist Church, as an essential element for the operation of a Seventh-day Adventist institution.
6. Compensation and benefits are administered without regard to race, color, ethnic origin, national origin, marital status, social status, religion, politics, disability or gender, age, except where age is a bona fide occupational qualification.
7. Decisions for the promotion of employees are based on the qualifications of the individual, related to the requirements of the position for which he/she is being considered.
8. Because an individual's personal life and professional identity are inseparable, all IATSAS employees are expected to abide by the standards of conduct in harmony with IASD practices.

The following procedure should be followed for filing/addressing complaints of discrimination on the basis of sex in the educational programs and activities of this institution.

1. The student or employee should submit his or her complaint in writing to the Office of Human Resources to the attention of the IATS Institutional Director of Human Resources.
2. The complaint will be reviewed by the designated officials within five working days of filing.
3. Once the complaint has been investigated, a response shall be sent to the complainant within 10 working days of the final decision.

POLICY FOR THE HOMOLOGATION OF FACULTY ACADEMIC DEGREES

Since the Inter-American Adventist Theological Seminary (IATS) is an institution of Higher Education, which teaches students of international origin and hires faculty from various countries of the world, it is important to maintain a standard criterion for the process of homologation of the academic degrees of the faculty with degrees from other countries outside the United States of America.

Objectives

The objective of this policy is to establish a rigorous, transparent and standardized process for the homologation of academic degrees obtained outside the United States of America. This will ensure academic quality, faculty diversity and compliance with international and national regulations.

Scope

This policy applies to all applicants for IATS faculty who have earned academic degrees outside the United States of America.

APPROVAL PROCESS

External Validation

1. Accredited Agencies: All academic degrees obtained outside the United States must be validated by an agency accredited by the National Association of Credential Evaluation Services (NACES). The recommended agencies are:
    a. Josef Silny & Associates, Inc.
        i. International Education Consultants
        P.O. Box 248233 Coral Gables, FL 33124
        T: + 305-273-1616
        F: + 305-273-1338
        info@jsilny.com www.jsilny.com
    b. World Education Services
        i. P.O. Box 01-5060 Miami, FL 33101
        T 1: + 305-358-6688
        T 2: 800-937-3899
        F: + 305-358-4411
        south@wes.org www.wes.org
2. Request for Service: The applicant will be responsible for requesting the validation service from one of the accredited agencies and providing IATS with the results.
3. Validation Criteria: Validation should indicate that the applicant's academic degree is equivalent to a doctoral degree in the United States and is in the area of specialization relevant to the courses to be developed and offered at IATS.

Required Documentation

In order to belong to the IATS faculty, you must submit the full report offered by these agencies.

Internal Review

Once the validation and the required documentation are received, an internal committee chosen by the IATS Academic Affairs office will review and approve the homologation.

Timing and Deadlines

The approval process must be completed prior to confirming employment or contract for the preparation and/or teaching of courses for IATS.

Costs

The costs associated with the homologation will in principle be the responsibility of the applicant, but if there is budget availability, assistance may be provided.

Appeals and Exceptions

In case of disagreement with the result of the homologation process, the applicant may file an appeal to the internal IATS committee. Exceptions to this policy will be considered in extraordinary circumstances and must be approved by the committee established by the Office of Academic Affairs.

Updates and Revisions

This policy will be reviewed annually to ensure its relevance and effectiveness.

Registration

The Registrar's office is responsible for carrying out all transactions related to students' academic records. In this office you can find all the information that the student may need to know regarding academic progress, grades, grade point average and related information.

REGISTRATION PROCESS

1. The Registrar's Office will determine the process of registering for courses, and will use any of the following methods: Website, Virtual Campus, Academic Calendar and/or email to inform students. Once published in any of these previously mentioned places, IATS will assume that the information provided is public knowledge.
2. In order for a registration to be properly authorized, and for the student to begin his or her studies; any balance that may exist between student or sponsor with IATS must be cleared with the Finance Office staff.
3. To begin the registration process, the student must have an official notification of Acceptance from the Admissions Office.
4. The Registration Office, in conjunction with the Coordinator of the affiliated institution, will guide students through the pre-registration and registration process within the days specified in the Academic Calendar. Registration outside the stipulated days will be considered late and therefore may incur additional charges; whether students are sponsored or not. Each course registered will be reflected in the student's transcript.

   Important: In the event that a student wishes to take a course in the academic term that corresponds to the affiliated country in which he/she is located, he/she must understand the risk of not being able to complete the program in the stipulated time. IATS divides the academic year into three terms. The first term (I-T) runs from January to April, where no courses are offered unless a special situation arises. The second term (II-T) runs from May to August where students from the following affiliated institutions participate: Jamaica, Trinidad, Haiti, Puerto Rico, Dominican Republic, Cuba, Venezuela, Costa Rica, and Mexico. The third term (III-T) runs from September through December with students from the following affiliated institutions: Costa Rica and Colombia. In each active term, students take four (4) two-week courses.

REGISTRATION STATUS

The enrollment status of students for graduate programs in IATS is as follows:
Full-time student..... Student enrolled in 12 credits
1/2-time student or less..... Student enrolled in 6 credits

SCHOOL RECORDS

The Registrar's Office is responsible for the registration and maintenance of all student academic records, transcripts and graduation certificates. Students needing information about grade records, the issuance of transcripts, and related services should contact the Registrar's Office. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the confidentiality of student records is protected. Students may request or examine any information in their transcript or may authorize in writing that a third party have access to their transcript.

NOTIFICATION/CHANGE OF GRADES

At the end of each term, students can access their grades through the IATS Student Portal. Students having difficulty accessing their grades through the Student Portal should contact the Registrar's Office. If a student understands that there has been an error with their grade, the student should first contact their professor and if there was an error, they should contact the Registrar's Office to request a grade change form to be completed by the student's professor. The form must be returned to the Registrar's Office no later than the end of the second week of classes of the following term (this date is specified in the institution's academic calendar).

CERTIFICATIONS AND TRANSCRIPTS

Upon written request by the student on the corresponding form, and upon payment of the corresponding fees, the Registrar's Office will issue a certification of his/her program of studies, transcripts or any other official statement within a minimum period of 10 working days from the submission of such request. However, when requests are made at the beginning or end of a term, a longer period may be required for the issuance of the corresponding certifications. For transfer of credits to other universities and for sending information to certifying agencies and prospective employers, official transcripts are issued at the student's request. These are sent directly to the address provided by the student on his or her application and are never given to the student. For their personal information, students may obtain a "certified student or unofficial copy" transcript, which is unacceptable for official purposes. Any suspected error on a transcript must be reported to the Registrar's Office within ten days of receipt.

STUDENT PLACEMENT AND CHANGE OF ADDRESS

At the time of admission, students must indicate the address at which they are residing. Students are responsible for updating this information when their location changes. To formally change the address where a student is located, the student must request the change through the Student Portal on the institution's website. The institution is not responsible for students not receiving institutional correspondence if they do not request the change through the Student Portal.

SETAI'S WITHDRAWAL/WITHDRAWAL POLICY

A student is considered to have withdrawn from a term if the student does not complete all days in the term the student was scheduled to complete. Students who are considering withdrawing as an option are encouraged to meet with Academic Advisor prior to leaving the institution. Students should also review the Institutional Refund Policies to gain an understanding of how withdrawals could affect their accounts (in the case of non-sponsored students).

Official Departures

A student is considered to have officially withdrawn when the official withdrawal process is completed.

Official Discharge/Withdrawal Process

1. The student must contact the Coordinator of the affiliate to which he/she belongs to notify his/her intention to withdraw from some or all courses and request the Official Withdrawal Form.
2. The student must complete the Official Withdrawal Form and obtain the corresponding authorizations.
3. Once completed, the form must be returned to the Registration Office.

Unofficial withdrawals due to absences and non-participation

If the student does not complete the official withdrawal process but is absent for 2 consecutive days in a classroom course, without providing written confirmation of future attendance, he/she will be administratively withdrawn.

In the case of online courses, attendance is measured more by participation than by how many days the student logged into the learning platform. It is for this reason that if a student does not participate in the course for a week of classes, it is considered an administrative leave.

Reinstatement after discharge

A student who wishes to rescind his or her notice of withdrawal, or appeal the institution's decision of administrative withdrawal must complete the Withdrawal Appeal Form where the student indicates his or her intention to remain in academic attendance until the end of the term. The completed Withdrawal Appeal Form must be submitted to the Registrar's Office or Coordinator for evaluation.

Satisfactory academic progress due to the effect of the dropouts.

For purposes of measuring a student's satisfactory academic progress, drops will be considered as failed courses. This will not affect the student's cumulative grade point average, but will have an effect on the number of credits the student should have successfully completed at the time his or her transcript has been evaluated to measure the term of academic progress.

Date of Determination and Termination Date
For Official Withdrawals, the Date of Determination (DOD) will be the date the student completes the Official Withdrawal Process. For Unofficial Withdrawals, the DOD will be the date IATS became aware that the student was not attending (no later than 5 days).
For students who do not return after providing Written Confirmation of Future Attendance, DOD will be no later than 5 days after the date the student was scheduled to resume attendance.
For all types of Leaves, the date of Leaving will be the last date of academic attendance as determined by attendance records.

Deadlines
The deadline for requesting partial or total withdrawals is established in the Academic Calendar.

Administrative **Departures**
This status is assigned by the Institution to any student who has been dismissed from the Institution for disciplinary reasons. Only the Academic Vice President will make the determination. Students may be dismissed for one or more terms or permanently.

NON-ATTENDANCE

Refers to an enrolled student who does not attend any of his or her courses.

APPROPRIATIONS TRANSFERRED

Credits awarded for courses transferred from other colleges/universities. Students who have attended other recognized seminaries/universities must complete a minimum of three-fourths of the total semester credits of the program at IATS. Only courses that are applicable to a comparable academic degree at IATS will be transferred, provided:

1. The IATS receives a Catalog or Prontuario from the previous institution to evaluate the course(s).
2. The courses have been taken within seven years prior to the alleged graduation date.
3. The courses are approved by the Academic Vice President.
4. The credits to be transferred do not exceed one quarter or nine credits of those required for the program.
5. The grade achieved in each course accepted for transfer is at least B- (2.67) for the master's level and B (3.00) for the doctoral level.
6. Courses meet similar requirements within the program. Professional programs require fewer credits than academic programs. This means that when they transfer they will be counted for fewer credits.
7. Grades earned in transferred courses are not included in computing the grade point average.

Graduate courses taken at IATS as part of another completed academic degree may be transferred, provided the conditions described above are met.

Exceptions to the above must be approved by the Academic Vice President in consultation with the Registrar's Office, and upon formal request or recommendation of the Coordinator of the affiliated institution to which the student belongs. Any request for such purposes must be considered on an individual basis and provide justification that the quality of the program requirements are preserved (exceptions with respect to completed programs must be voted on by the Seminary Council).

COURSE REPETITION/UPDATING

Candidates for graduate degrees must satisfactorily complete the program of study described in the chosen curriculum. The minimum passing grade for a course is a B-. If a student receives a grade lower than B-, he/she may repeat the course, but not more than once. Although both the original grade and the repeated subject grade will appear on the transcript, only the repeated grade will be used for the overall grade point average.

Repetition/Update Procedures

a. The Academic Committee, in consultation with the Coordinator of the affiliated institution to which the student belongs, will approve each course and specify the requirements for updating.
b. Any research work not older than twelve years prior to graduation may be updated. Courses transferred from other institutions are not updated.
c. No course with a grade lower than B- (2.67) can be upgraded.
d. No more than 25 percent of the total program can be updated.
e. Once the updated courses have been approved and taken, the local Coordinator will notify the Director of Registration of all courses that have been updated and should be applied to the student's academic program.

Exceptions to the above must be approved by the Academic Committee through a Course Update Form. All exceptional cases must be justified in order to preserve the integrity and quality of the program.

Due to the general requirements of the courses, students are encouraged to enroll in the courses according to the annual academic load. If a student requests to enroll in more courses than recommended per term, the student must request special permission from the Registrar's Office.

GRADUATE THESIS

The degree theses in IATS are called: Dissertation for master's degrees; Thesis or Research Project for the DMin and Dissertation for the PhD.

In conducting a graduate thesis the student must demonstrate research skills appropriate to the discipline or subject, and demonstrate the competencies of independently conducting original research, including critical evaluation of previous research and emphasizing new findings, and presenting the results in writing in an acceptable research format and style.
The student enrolls in the appropriate course according to his/her program.

a. At the master's level, the course load is 3 credits.
b. At the PhD level, the coursework in the DMin is 6 credits, and at the PhD level, 16 credits. The writing assignment is expected to cover between a minimum of 15 pages per credit up to a maximum of 30 pages per credit.

The IATS has established in this Catalog the minimum requirements of a research proposal and the expectations and regulations that guide the academic project. The style and format standards governing IATS are found in the *Manual of Formatting Standards for Scholarly Papers (*Mayagüez, PR: IATS, 2021), in which is based on the traditional standards in the theological environment of Kate L. Turabian, A Manual for Writers of Research Papers, Theses, and Dissertations, 9th edition (Chicago, IL: Chicago University Press, 2018). Papers following any format other than those established by IATS will not be accepted.

The development of the research will be supervised by a committee composed of professors, approved by the Local Academic Committee chaired by the Local Coordinator, in consultation with the student and the professor of the class. Notification must be made through a form sent to the IATS Academic Vice-Presidency, with a copy to the Admissions and Registrar's Office.

One of the members of the supervisory committee will be the main advisor of the research. And where appropriate, there will be another faculty member(s) who will provide advice and assist in the final approval of the research work (see specific program for details).

The final approval of the thesis, once completed, is communicated through a form (signed by the committee members) to the local Coordinator, the Admissions and Registrar's Office, and the IATS Academic Vice-Presidency. The local Coordinator must receive the form at least two months prior to graduation in order to organize the thesis or dissertation presentation or defense meeting one month prior to graduation.
After the presentation or defense of the thesis, the completed and corrected research paper, responding to any observations that may have arisen at the defense, will be submitted to the local coordinator or program director once again. The document is submitted in accordance with the expectations for the written submission of research in the student's discipline up to fifteen days

prior to graduation. The number of copies to be bound is indicated in each syllabus. A complete electronic version (PDF) will also be included for the IATS thesis repository.

GRADING SYSTEM

The grading system used is explained in detail in the official transcript document. The evaluation of a student's academic progress at the institution is based on:

100 - 95	.00	Rating Points
94 - 90	.67	Rating Points
89 - 87	.33	Rating Points
86 - 83	.00	Rating Points
82 - 80	.67	Rating Points
79 - 77	.33	Rating Points
76 - 73	.00	Rating Points
72 - 70	.67	Rating Points
69 - 0	.00	Rating Points

W	Removal/Withdraw
DG	Deferred qualification
NGP	Rating Not Possible
DN	Deferral denied
S	Satisfactory
NS	Not Satisfactory
I	Incomplete
T	Transferred Course

READMISSION

Any student who has withdrawn from IATS and is interested in being readmitted must fill out a readmission application form at the Registrar's Office. This process applies to those students who have not been enrolled in the Seminary for one or more terms.

Readmission procedure

1. Obtain the readmission form from the Registrar's Office.
2. Obtain authorization from: Coordinator of the affiliated institution to which you will be readmitting, Admissions Office, and finally the Registrar's office.
3. Pay a $25 non-refundable fee.

Students applying for readmission should note that academic credits expire eight years after the student's last course of study. Except in those cases in which the student has completed an academic degree, all other academic credits completed within the ten years prior to the date on

which the student applies for readmission will be evaluated for equivalency according to the corresponding catalog and course content of the applicable program.

ELECTIVES

He may choose as electives, courses approved for graduate degrees, as long as there is a correlation with the chosen area of study. Elective courses must be approved with at least a grade of "B-".

ACADEMIC HONESTY POLICY

Policy Statement: The IATS principles of academic integrity will not tolerate acts of falsification, misrepresentation, intellectual dishonesty, whether intentional or unintentional, or cheating. Such acts of intellectual dishonesty include, but are not limited to, cheating, plagiarism, fabricating data or citations, stealing exams, selling or distributing stolen exams, using textbook edits from faculty members without authorization, taking an exam for another student, using technology to disseminate exam questions and answers, altering another student's academic work, misappropriating scholarship or institutional funds, facilitating acts of academic dishonesty by other students, academic sabotage, and resubmitting work completed in another course (with the exception of compiling work from previous courses, if approved, into a Directed Research Project).

The student will be responsible for reading and complying with the Academic Honesty Policy available in the IATS Student Handbook.

COPYRIGHT POLICY

The Copyright Act (Title 17 - United States Federal Code) protects authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This law includes the exclusive right of the author or owner of the work to authorize others to reproduce, prepare derivative works, or distribute the author's works.

Copyright infringement is the act of exercising, without lawful permission or authority, one or more of the exclusive rights granted to the right holder under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the context of file sharing, uploading or downloading substantial portions of a copyrighted work without permission constitutes infringement.

IATS prohibits faculty and staff from encouraging, assisting, or authorizing the illegal copying of works protected by the Copyright Act. Violation of this policy will result in corrective action or disciplinary action, including suspension or termination of employment. Violation of this policy

by students may result in other actions and sanctions stipulated in the Academic Integrity Policy and in the Student Handbook available on our website www.setai.edu.

In addition, penalties for copyright infringement include civil and criminal penalties. In general, any person found guilty may be ordered to pay actual or statutory damages of not less than $750 nor more than $30,000 for the infringed work. In the case of willful infringement, the court may award up to $150,000 for the infringed work. The court may, in its discretion, also impose costs and attorneys' fees. For more information, see Title 17 U.S.C. Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment for up to five years and fines of up to $250,000 per offense. For more information, see the U.S. Copyright Office at www.copyright.gov.

It is everyone's responsibility to ensure compliance with this Law, so it is our responsibility to guide students and staff to ensure compliance.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress Policy Statement
The IATS adopts this Satisfactory Academic Progress Policy in accordance with its academic and federal regulations, specifically 34 C.F.R. § 668.34.

Applicability of Satisfactory Academic Progress Policy
This policy applies to all students enrolled in IATS from any of the countries where it has a presence through its affiliated institutions, regardless of whether they are full or part-time students. This policy does not apply to students enrolled in Continuing Education courses. Apart from this policy, all students must comply with the general academic standards of their program.

Definition of Satisfactory Academic Progress
IATS defines Satisfactory Academic Progress as the required measure of a student's academic progress in order to complete their academic program. Satisfactory Academic Progress is evaluated by two standards: qualitative (GPA) and quantitative (percentage of credits successfully completed).

Students must maintain the required GPA and successfully pass the credits necessary to meet the qualitative and quantitative components of Satisfactory Academic Progress. Failure to do so may result in the student losing eligibility for any financial aid (either sponsored or institutional) as described in this policy. In order for the student to complete his/her academic program within the maximum timeframe established for the program (quantitative component), the student must progress in his/her program at an appropriate minimum rate (percentage of credits successfully completed).

A Satisfactory Academic Progress evaluation is not complete until both the qualitative and quantitative components are reviewed. If the evaluation shows that a student does not have the required GPA or is not maintaining the required pace, he/she becomes ineligible for any financial aid (either sponsored or institutional), and/or continuing in the program.

Functions and Responsibilities

Functions	Responsibilities
Appeals Committee	The Appeals Committee is composed of representatives from the Office of Student Services, Registrar, Financial Aid, Academics and Professional Counselor or equivalent.
Filing of the appeal request	The student will submit any Satisfactory Academic Progress Appeal request to the Vice President for Academic Affairs, who will convene the Appeal Committee for an appropriate evaluation.

Satisfactory Academic Progress Policy Requirements

Qualitative component: cumulative GPA
To meet the Satisfactory Academic Progress qualitative standard, a student must achieve the minimum cumulative grade point average at each specified evaluation point. (*For details, see the Satisfactory Academic Progress Evaluation Chart*).

A student enrolled in a program of more than two academic years must have a GPA of at least "B-" (2.67) or its equivalent or must have an academic standing equivalent to his or her program's graduation standards at the end of the student's second academic year to be meeting the qualitative standard of Satisfactory Academic Progress.

Quantitative component: Credits completed successfully
In order to meet the Satisfactory Academic Progress quantitative standard, a student must progress through the program at the minimum cumulative pace in order to complete the academic program within the maximum allowable timeframe. Students who meet or exceed the minimum pace requirements will complete their program within the maximum timeframe described in the Maximum Timeframe section of this policy.

The quantitative component is measured by dividing the credits successfully completed by the number of credits attempted. Students must successfully complete a minimum percentage of all credits attempted at each evaluation point to meet the minimum Satisfactory Academic Progress standards (*Please refer to the Satisfactory Academic Progress Evaluation Chart*).

The following table provides information on how grades affect qualitative (GPA) and quantitative (credits) components

Type of grade	Rating	GPA	Credits/ Attempted hours	Credits completed	Maximum duration
Approved	A, A-, B+, B, B-, B-	Yes	Yes	Yes	Yes
Others Approved	DG, S	No	Yes	Yes	Yes
Failure	C+, C, C-, F	Yes	Yes	No	Yes
Not Approved	NGP, DN, SN	No	Yes	No	Yes
Incomplete	I	No	Yes	No	Yes
Withdrawal	W	No	Yes	No	Yes
Repeated Courses	According to the results obtained in each attempt of the course	Highest grade obtained	Yes, all course attempts	Yes, all course attempts successfully completed	Yes, all course attempts
Credits transferred from previous programs in IATS accepted for current program	As obtained in the course	Yes	Yes	Yes	Yes
Credits transferred from other institutions accepted for the current program	T	No	Yes	Yes	Yes

IATS does not offer remedial courses; therefore, remedial courses are not discussed in this policy.

Courses dropped during the add/drop period are not included in the Satisfactory Academic Progress evaluation.

Maximum **Term**
Students are required to complete their program within the maximum time frame. The IATS Satisfactory Academic Progress Policy defines the maximum time frame for all programs as 150% of the published length of the program of study in credit hours. The maximum time frame is based on credits attempted and is determined by multiplying the number of published credits in the program by 1.5. For example, a 64-credit program would have a maximum time frame of 96 credits to complete the program.

A student does not meet the maximum time frame standards when it is mathematically impossible to complete the program within 150% of the published length of the program.

Evaluation Procedure
The Registrar's Office will evaluate Satisfactory Academic Progress at the end of each academic term.

Re-evaluation Procedure
The Registrar's Office will reevaluate students' Satisfactory Academic Progress in exceptional cases of grade changes or a final grade received late from a professor. The Registrar will send a written communication notifying the student of the evaluation results if due to the grade change the student no longer meets Satisfactory Academic Progress standards.

If a previously incomplete course is assigned a grade, that grade will be taken into account in the next regular Satisfactory Academic Progress evaluation.

Conditions of Satisfactory Academic Progress and the Notification Process
If a student does not meet the Satisfactory Academic Progress standards, the Registrar's Office will send a written notification indicating the results of the evaluation, and the Satisfactory Academic Progress status under which the student was placed.

Satisfactory **Academic Progress Evaluation Table**

Satisfactory Academic Progress Requirements: Satisfactory Academic Progress will be evaluated at the end of each academic term. At each evaluation point, students must achieve a cumulative GPA and a minimum number of credits required, as shown in the following table:

Masters

Program	Program Credits	Maximum term to	Minimum

		complete the program in credits	cumulative grade point average (GPA)
Master's Degree in Pastoral Theology	48	72	2.67
Master's Degree in Biblical Theological Studies	36	54	3.00

Doctorates

Program	Program Credits	Maximum term to complete the program in credits	Minimum cumulative grade point average (GPA)
Doctorate in Ministry	36	54	3.00
Doctorate in Philosophy	64	96	3.00

INSTITUTIONAL POLICY ON LEAVES OF ABSENCE, INCOMPLETE COURSES, LEAVES OF ABSENCE AND OTHER DROPOUTS

For the purpose of measuring a student's satisfactory academic progress, withdrawals will be considered as failed courses and will not be considered as a repeated course. This will not affect the student's cumulative grade point average, but will have an effect on the number of credits the student should have satisfactorily completed by the time his or her transcript has been evaluated to measure the time of academic progress. It will also affect the student's eligibility and the funds disbursed to the student, if applicable.

POLICY FOR REQUESTING, GRANTING AND REMOVAL OF INCOMPLETE PROVISIONAL RATINGS (I)

An incomplete grade is a provisional grade given to a student who, for acceptable and justifiable reasons, did not complete all required assignments or laboratory or practical hours prior to the completion of a course, but is expected to complete them in a reasonable time to receive credit and a satisfactory grade.

Approval of an incomplete is at the discretion of the professor or authorized academic staff. Students may request a provisional grade of Incomplete if they meet the conditions and reasons described below. To receive a grade of Incomplete, students must complete the Request for Provisional Incomplete Grade on or before the deadline established in the academic calendar. The request must include the reason that prevented the student from completing the required

course material by the completion date and, if necessary, must include any supporting documentation. The reason given by the student may not be an impediment for the student to eliminate the incomplete within the date established in the academic calendar or agreed with the professor. The teacher must validate that there is a reasonable expectation that the student can receive credit and obtain a satisfactory grade.

To be considered for an incomplete, the student's request must include an acceptable reason why the student feels the need to request additional time to complete the required theory, lab or practical course material or hours. The institution considers the following reasons acceptable:

1. the student's health status
2. the temporary health condition of a close relative
3. death of a close relative
4. military or emergency management services deployment
5. emergencies such as atmospheric phenomena, epidemics, among others.
6. other justifiable reasons (subject to the evaluation and approval of the professor and the authorization of the Academic Vice-President or designee)

Incomplete Request

The student requests a grade of Incomplete using an Incomplete Request Form. To be eligible for this benefit, the student must have successfully completed at least 70 percent attendance (active participation), and have completed 80 percent of the coursework for the affected subject in order for the request to be considered. The teacher may accept or reject the application. Documentation is required as proof of the reason why the student is requesting a grade of Incomplete in the specific course. If the request is accepted by the professor, the professor must sign and send it to the Academic Office for final approval or denial of the request, taking into account that the score to which the student may apply is 90 percent (A-) as the maximum grade for the subject.

a. If the request is approved, a grade of "I" will be recorded on the grade report (e.g. IA-; meaning that up to the time the incomplete was requested a grade of A-). A copy of the form is submitted to the Registrar's Office, in addition to the student and the professor. The maximum time for an incomplete is 2 weeks after the approval of the petition or the date of completion of the course.
b. The professor may choose less than 2 weeks, if he/she deems it necessary. After the assigned period, if the student does not turn in the requested work, the professor will award a grade of "F".
c. If a student is eligible to receive an Incomplete, the following process must be followed:
    i. The student must complete the Incomplete Request Form by filling out the "student" section and submit it to the professor.
    ii. The teacher completes the form and sends (in person or by e-mail) copies to:

1. Registration Office
2. Academic Office

iii. The Academic Office accepts or denies the request taking into account the evidence sent by the student and the information given by the professor. A copy of the decision will be sent to the student and the professor.

PROGRAM CHANGES

A change of program will be considered any change that implies a modification of the curriculum; either within the same program in which the student is enrolled or in another program. Students interested in a program change must have the guidance of the career counselor or academic advisor.

During the interview, the student and the career counselor or academic advisor will assess the student's academic interests and proceed to complete the Program Change Form. The VP Academic Affairs will approve the program change. Once the program change is approved, it will be forwarded to the Registrar's office, to be updated both in the student's transcript and in the system. Only two program changes will be allowed.

Regarding the determination of the Satisfactory Academic Progress (SAP) status of a student who changes programs, seeks to obtain an additional degree, or changes to a different curriculum, either voluntarily or through the readmission process, only credits passed in the previous program that are required in the new program, and credits attempted and grades earned in the new program, will be counted in the determination of academic progress.

The GPA required for a program change must meet the GPA of the new program. If the student does not meet the GPA of the new program, the following process will take place:
a) For students who did not progress academically in their first academic term, the GPA of admission to the institution will be used; b) For students with more than one term attempted, it must be evaluated by the Program Change Committee integrated by the Academic Vice President and the professional counselor or academic advisor.

GRADUATION REQUIREMENTS

Students are recommended for graduation under the rules and regulations of the official catalog at the time the student entered or was readmitted to the Institution, whichever is later. A student may apply for graduation at the time he/she has completed 90 percent of the required courses. The student must meet the minimum grade point average and other requirements as indicated in the Graduation Requirements Tables upon completion of the total number of credits required to apply for graduation.

The graduation application must be completed and sent to the Registrar's Office before the deadline established in the academic calendar. This application will be effective until the next scheduled graduation ceremony according to the affiliated institution to which the candidate belongs.

The Registrar will evaluate each application for graduation to determine if the student has completed all graduation requirements. A certification of graduation is available upon request. These graduation requirements apply to any enrolled member of the Armed Forces, including reserve components and members of the National Guard (Puerto Rican and U.S. students).

GRADUATION CEREMONY

The graduation ceremony will be held according to the dates scheduled by each affiliated institution each time an IATS academic program is completed. Students who have completed the requirements to graduate from any of the IATS programs may participate in this ceremony.

Graduation Requirements Tables

MASTER PROGRAMS

Grade	Minimum grade for graduation	Minimum grade required to pass courses
Master of Arts in Pastoral Theology	GPA 2.67	All courses must be passed with a minimum grade of C+. To have completed the Research Project.
Master of Arts in Biblical Theological Studies	GPA 3.00	All courses must be passed with a minimum grade of C+. Complete the dissertation and submit it.

DOCTORAL PROGRAMS

Grade	Minimum grade for graduation	Minimum grade required to pass courses
Doctorate in Ministry	GPA 3.00	All courses must be passed with a minimum grade of B. Complete the Thesis and submit it.

Doctor of Philosophy in Biblical Theological Studies	GPA 3.00	All courses must be passed with a minimum grade of B. Complete the Thesis and submit it.

Institutional Regulations

One of the objectives of IATS is that its students complete their program within an excellent academic environment and receive quality services. Such services require an appropriate behavioral environment that is conducive to an optimal learning environment. To this end, the following rules must be observed by each student.

DUTIES OF STUDENTS OF ALL SETAI EDUCATIONAL MODALITIES

Every student has the duty to:

1. Exhibit a lifestyle that reflects the principles promoted by the Seventh-day Adventist Church and respects the rights of members of the institutional community.
2. Regularly attend or have access to courses and internships. Justify their absences being clear that they are responsible for the material assigned and offered in class. If any justification is necessary, it must be presented to the professor offering the course. This justification must include a medical excuse and/or reasonable evidence. For the online modality, students have the responsibility to access their courses with the required frequency to complete the scheduled activities and maintain continuous communication with their coordinator.
3. Preserve, care for and not cause damage to property, equipment and instructional materials, as well as movable and immovable property belonging to IATS. Failure to do so may result in disciplinary sanctions.
4. Dress and maintain a personal appearance of decorum, personal hygiene and appropriate for an educational environment.
5. Comply with the economic commitments contracted with IATS and/or its affiliated institutions.

Explanation of Course Numbering System

Class coding is intended to organize the different types of courses, emphases and majors into a logical system. The administrator, teachers and students should be able to identify the complete nature of the different courses following the coding logic. Codes in IATS have four capital letters and three numbers. The capital letters describe the area of study from which a given class is drawn. The numbers define the academic level of the subject and its specialization and teaching format information.

There are eight areas of academic specialization in IATS classes that are represented by the following codes:

AREAS	CODES
General	GSEM
Christian Ministry	CHMN
Religious Education	RLED
Church History	CHIS
New Testament	NTST
Old Testament	OTST
Theology and Philosophy	THST
Missions	MSSN

After the appropriate clarification of the subject by means of an acronym in four capital letters, the IATS class code includes three numbers that describe the academic and specialization level. The first number goes from 5 to 9 indicating whether the class belongs to master's, professional or academic programs. The second number describes whether the class is introductory, regular or research-focused. The third number gives additional information about the academic format of the course, and specifies whether it is related to practical or mixed or theoretical studies.

Academic Level	Academic Nature	Academic Format
500-599 Master's Courses 600-699 Master and DMin courses 700-799 DMin courses	0-3 Introductory or fundamental classes 4-6 Regular classes 7-9 Special Seminar,	0-3 More focused on practice 4-6 Focused on theory and practice 7-9 In-depth study of

800-900 PhD courses	Research, Thesis and Dissertation	advanced theories and special practices

Academic Offering by Country

COLOMBIA

Masters
Master of Arts in Pastoral Theology

COSTA RICA

Masters
Master of Arts in Pastoral Theology

Doctorates
Doctorate in Ministry

CUBA

Masters
Master of Arts in Pastoral Theology

HAITI

Masters
Master of Arts in Pastoral Theology

JAMAICA

Masters
Master of Arts in Biblical Theological Studies
Master of Arts in Pastoral Theology

Doctorates
Doctorate in Ministry

MEXICO

Masters
Master of Arts in Biblical Theological Studies
Master of Arts in Pastoral Theology

Doctorates
Doctorate in Ministry

PUERTO RICO

Masters
Master of Arts in Biblical Theological Studies
Master of Arts in Pastoral Theology

Doctorates
Doctor of Philosophy in Biblical Theological Studies

DOMINICAN REPUBLIC

Masters
Master of Arts in Pastoral Theology

TRINIDAD

Masters
Master of Arts in Pastoral Theology

Doctorates
Doctorate in Ministry

VENEZUELA

Masters
Master of Arts in Pastoral Theology

Distance Education Technical Requirements Information

IATS uses the Moodle learning management system platform as a technological tool to support its online courses. Moodle and its hosting infrastructure are designed for maximum compatibility and minimum requirements.

MINIMUM TECHNICAL REQUIREMENTS TO USE MOODLE

Institutional Email Account
This institutional email account is used to log in to the Moodle platform, the email account, to contact professors, classmates, and to receive official notifications from the Institution (Do not mix it with personal email).

Operating Systems

- Windows 7 and later
- Mac OSX 10.10 and later
- Linux - ChromeOS

Compatibility with Native Mobile Operating System Applications

- iOS 12 and later (versions vary by device)
- Android 5.0 and later versions

Computer, Processor and Peripherals Speed

- Use a computer 5 years old or newer when possible.
- 1 GB RAM minimum
- 2GHz processor minimum
- Audio card (integrated)
- Webcam
- Headsets for virtual classroom sessions and developing audio presentations

Internet speed

- Minimum 512kbps
- A wired connection is preferable. Wireless connections are sensitive to weather changes, so they are unstable and can cause problems when you are working or taking an exam on the platform.

Browser compatibility

- Chrome 80 and 81
- Firefox 74 and 75 (extended versions are not supported)
- Internet Explorer 11 (Windows compatible only; may have slight visual differences from other browsers, but these differences do not restrict the functionality of the product)
- Edge 80 and 81 (Windows only)
- Safari 12 and 13 (Macintosh only)

Compatibility with mobile browsers

- iOS
    - Safari
    - Chrome
    - Photon Flash Player (Flash compatible)
- Android
    - Chrome
    - Internet
    - Firefox

Screen reader (accessibility function)

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer)
- PC: NVDA (latest version for Firefox)

Software and plugins

- Adobe Acrobat Reader
- Flash Player
- Java Player (Latest version. Uninstall previous versions.) Must be enabled in your browser.)
- Apple Quicktime (Optional)
- Windows Media Player (Optional)
- Microsoft Office 2007 or newer: Word, Excel, PowerPoint, Access (Windows user).
- Office for MAC 2008 or latest version: Word, Excel, PowerPoint
- Institutional Microsoft Office for Students - Web Applications and Installer
- Open Office (Alternative to Microsoft Office) Freeware

Required Knowledge

- Ability to manage, send and receive e-mails
- Ability to open, close, create and save files in the following formats: Word (DOCX), Plain Text (TXT), Rich Text Format (RTF), Power Point (PPTX), Excel (XLSX) and PDF.
- Basic computer skills:

- Knowing how to connect to the network
- Access your email
- Send attachments
- Surfing the net

Academic Programs

MASTER OF ARTS IN PASTORAL THEOLOGY (MAPTh)

The Pastoral Theology Program (MAPTh) has been developed to equip men and women to effectively minister as leaders to the needs and requirements of the 21st century church, with solid biblical foundations and to proclaim the Christian message assisted by the practice of biblical teachings. The MAPTh focuses on ministerial work, leadership skills, pastoral counseling, and ministerial growth; in addition to teaching solid principles, methods, and procedures of interpretation. Students will have the opportunity to develop up-to-date and relevant plans and strategies for the proclamation of the gospel and the fulfillment of the mission of the church. They will testify about the content of the gospel and their beliefs in a respectful and clear manner to people of other religions and cultural contexts; and they will have the ability to research relevant topics of applied theology and translate them into documents with clarity where they will demonstrate mastery of the most fundamental theological topics of the IASD.

Competencies

1. To prepare persons involved in pastoral ministry to be qualified professionals in the efficient fulfillment of the mission of proclaiming the gospel, the administration and ministry of the church.
2. Motivate research that contributes to a better understanding of the needs of society, communities and churches.
3. To form students in the most fundamental aspects of the pastoral vocation and spiritual life of those who accept the call to ministry.
4. To offer solid biblical and theological content to equip students with efficient tools to lead the church to a genuine spiritual experience and mission fulfillment.

Curriculum

To earn the MAPTh degree, each student is required to take at least **48 credits**. These must include: 9 credits in Research, 9 credits in Biblical Studies, 18 credits in Ecclesiastical Ministry, 3 credits in Mission, and 9 credits in Historical Theology.

Research Courses	**9 credits**
GSEM620 Research Methods	3 cr.
GSEM695 Research Project	3 cr.
GSEM501 Leadership and Strategic Planning	3 cr.
Courses in Biblical Studies	**9 credits**
NTST650 Theology and Exegesis of the New Testament	3 cr.
OTST650 Theology and Exegesis of the Old Testament	3 cr.
NTST/OTST685 Principles of Hermeneutics	3 cr.
Courses in Ecclesiastical Ministry	**18 credits**
CHMN632 Contextualized Preaching	3 cr.
CHMN623 Innovative Evangelism	3 cr.
CHMN545 Principles of Stewardship and Ministerial Spirituality	3 cr.
CHMN650 Fundamentals and Strategies of Discipleship	3 cr.
CHMN643 Christian Professional Ethics	3 cr.
CHMN555 Pastoral Counseling	3 cr.
Mission Courses	**3 credits**
MSSN525 Mission to the World	3 cr.
Courses in Historical Theology	**9 credits**
CHIS664 Development of Adventist Theology	3 cr.
CHIS534 Topics in Studies of Ellen G. White	3 cr.
THST679 Seminar in Theological Topics	3 cr.

MAPTh with emphasis on Youth Ministry

Research Courses	**9 credits**
GSEM620 Research Methods	3 cr.
GSEM695 Research Project	3 cr.
GSEM501 Leadership and Strategic Planning	3 cr.
Courses in Biblical Studies	**9 credits**
NTST650 Theology and Exegesis of the New Testament	3 cr.
OTST650 Theology and Exegesis of the Old Testament	3 cr.
NTST/OTST685 Principles of Hermeneutics	3 cr.
Courses in Ecclesiastical Ministry	**18 credits**
CHMN632 Contextualized Preaching	3 cr.
CHMN616 Spirituality in Ministry	3 cr.
CHMN608 Youth in Contemporary Culture	3 cr.
CHMN626 Ministry on Behalf of High Risk Youth	3 cr.
CHMN534 Youth Leadership Ministry	3 cr.
CHMN657 Youth and Young Adulthood Counseling	3 cr.
Mission Courses	**3 credits**
MSSN525 Mission to the World	3 cr.
Courses in Historical Theology	**9 credits**
CHIS664 Development of Adventist Theology	3 cr.
CHIS534 Topics in Studies of Ellen G. White	3 cr.
THST679 Seminar in Theological Topics	3 cr.

Research Courses	**9 credits**
GSEM620 Research Methods	3 cr.
GSEM695 Research Project	3 cr.
GSEM501 Leadership and Strategic Planning	3 cr.
Courses in Biblical Studies	**9 credits**
NTST650 Theology and Exegesis of the New Testament	3 cr.
OTST650 Theology and Exegesis of the Old Testament	3 cr.
NTST633 Social Issues in the New Testament	3 cr.
Courses in Ecclesiastical Ministry	**18 credits**
CHMN632 Contextualized Preaching	3 cr.
CHMN616 Spirituality in Ministry	3 cr.
CHMN546 Marriage and Family Life	3 cr.
CHMN685 Seminar in Marriage and Family Problems	3 cr.
RLED659 Interpersonal Relationships and Human Sexuality	3 cr.
CHMN555 Pastoral Counseling	3 cr.
Mission Courses	**3 credits**
MSSN525 Mission to the World	3 cr.
Courses in Historical Theology	**9 credits**
CHIS664 Development of Adventist Theology	3 cr.
CHIS534 Topics in Studies of Ellen G. White	3 cr.
RLED635 Theological and Ethical Foundations of Family Life	3 cr.

Research Courses	**9 credits**
GSEM620 Research Methods	3 cr.
GSEM695 Research Project	3 cr.
GSEM501 Leadership and Strategic Planning	3 cr.
Courses in Biblical Studies	**9 credits**
NTST650 Theology and Exegesis of the New Testament	3 cr.
OTST650 Theology and Exegesis of the Old Testament	3 cr.
NTST633 Social Issues in the New Testament	3 cr.
Courses in Ecclesiastical Ministry	**18 credits**
CHMN632 Contextualized Preaching	3 cr.
CHMN616 Spirituality in Ministry	3 cr.
CHMN547 The Healing Ministry	3 cr.
CHMN557 Clinical Pastoral Education Practicum	3 cr.
RLED669 Training in Chaplaincy	3 cr.
CHMN555 Pastoral Counseling	3 cr.
Mission Courses	**3 credits**
MSSN525 Mission to the World	3 cr.
Courses in Historical Theology	**9 credits**
CHIS664 Development of Adventist Theology	3 cr.
CHIS534 Topics in Studies of Ellen G. White	3 cr.
RLED635 Theological and Ethical Foundations of Family Life	3 cr.

Research Courses	**9 credits**
GSEM620 Research Methods	3 cr.
GSEM695 Research Project	3 cr.
GSEM501 Leadership and Strategic Planning	3 cr.
Courses in Biblical Studies	**9 credits**
NTST650 Theology and Exegesis of the New Testament	3 cr.
OTST650 Theology and Exegesis of the Old Testament	3 cr.
NTST/OTST685 Principles of Hermeneutics	3 cr.
Courses in Ecclesiastical Ministry	**18 credits**
CHMN632 Contextualized Preaching	3 cr.
CHMN616 Spirituality in Ministry	3 cr.
CHMN539 Church Growth and Pastor Equipping Members	3 cr.
CHMN606 Church Planting Techniques	3 cr.
CHMN623 Innovative Evangelism	3 cr.
CHMN656 Holistic Small Groups	3 cr.
Mission Courses	**3 credits**
MSSN525 Mission to the World	3 cr.
Courses in Historical Theology	**9 credits**
CHIS664 Development of Adventist Theology	3 cr.
CHIS534 Topics in Studies of Ellen G. White	3 cr.
RLED635 Theological and Ethical Foundations of Family Life	3 cr.

MAPTh with emphasis on Mission

Research Courses	**9 credits**
GSEM620 Research Methods	3 cr.
GSEM695 Research Project	3 cr.
GSEM501 Leadership and Strategic Planning	3 cr.
Courses in Biblical Studies	**9 credits**
NTST650 Theology and Exegesis of the New Testament	3 cr.
OTST650 Theology and Exegesis of the Old Testament	3 cr.
NTST/OTST685 Principles of Hermeneutics	3 cr.
Courses in Ecclesiastical Ministry	**18 credits**
CHMN632 Contextualized Preaching	3 cr.
CHMN616 Spirituality in Ministry	3 cr.
CHMN539 Church Growth and Pastor Equipping Members	3 cr.
MSSN561 Christian Witness and World Religions	3 cr.
MSSN525 Mission to the World	3 cr.
CHMN623 Innovative Evangelism	3 cr.
Mission Courses	**3 credits**
MSSN685 Strategies for Mission to the World	3 cr.
Courses in Historical Theology	**9 credits**
CHIS664 Development of Adventist Theology	3 cr.
CHIS534 Topics in Studies of Ellen G. White	3 cr.
RLED679 Seminar on Theological Issues	3 cr.

Research Courses	**9 credits**
GSEM620 Research Methods	3 cr.
GSEM695 Research Project	3 cr.
GSEM501 Leadership and Strategic Planning	3 cr.
Courses in Biblical Studies	**9 credits**
NTST650 Theology and Exegesis of the New Testament	3 cr.
OTST650 Theology and Exegesis of the Old Testament	3 cr.
NTST/OTST685 Principles of Hermeneutics	3 cr.
Courses in Ecclesiastical Ministry	**18 credits**
CHMN632 Contextualized Preaching	3 cr.
CHMN616 Spirituality in Ministry	3 cr.
CHMN527 Ecclesiastical Leadership and Administration	3 cr.
CHMN526 Conflict Management in the Church	3 cr.
CHMN539 Church Growth and Pastor Equipping Members	3 cr.
CHMN630 Leadership Development	3 cr.
Mission Courses	**3 credits**
MSSN525 Mission to the World	3 cr.
Courses in Historical Theology	**9 credits**
CHIS664 Development of Adventist Theology	3 cr.
CHIS534 Topics in Studies of Ellen G. White	3 cr.
RLED679 Seminar on Theological Issues	3 cr.

MAPTh COURSE DESCRIPTION

CHIS534 Topics in Ellen G. White Studies: 3 credits
Methods of research and interpretation of themes in the writings of Ellen White. Based on personal research in her published and unpublished works.

CHIS664 Development of Adventist Theology: 3 credits
Origin and subsequent modifications of characteristic Adventist teachings in such areas as Sabbath, sanctuary, atonement, covenants, creation, conditional immortality, worship, typology, eschatology, and justification by faith.

CHMN526 Conflict Management in the Church: 3 credits
This course offers biblical resources and contemporary research that inform in the area of creative management of differences that arise in the church. It includes examination of the causes and dynamics of church conflicts. Participants develop skills for resolution and mediation. A variety of instructional methods are employed, including lectures, case studies, role-plays, media and personal style tools.

CHMN527 Ecclesiastical Leadership and Administration: 3 credits
Students will examine models of leadership within the theological framework of the church. Emphasis is placed on the formation of the leader's character. The course seeks to develop the competencies of non-profit oriented leadership in a pluralistic and multicultural world, as well as the important management skills necessary to lead effectively.

CHMN534 Youth Leadership Ministry: 3 credits
Analysis of the recognized principles for biblical leadership, thinking about meeting the needs of young people. Reflects on the writings of different authors on the topic of leadership and discusses the programs that the Adventist Church has developed to lead children, youth and adolescents. Those who complete the course are trained to effectively develop leadership in favor of young people.

CHMN539 Church Growth and Pastor Equipping Members: 3 credits
Examination of church growth principles, with special emphasis on the role of the pastor in equipping his members.

CHMN545 Principles of Stewardship and Ministerial Spirituality: 3 credits
The course grounds the study of stewardship in four basic questions: the identity of God, the identity of human beings, the reason we were created, and the purpose of life. The subject explores the relationship between God and human beings in the context of the Hierarchy/Authority paradigm and the Sonship paradigm. It also explores the theological and biblical foundations of stewardship and where it originated. It traces the historical development

of the concept and practice of stewardship, both in the Adventist Church and in other denominations. The motivations behind patterns of giving are analyzed and stewardship is promoted as a way of life. A new holistic concept of stewardship is proposed based on the Sonship paradigm exemplified in the Father-child relationship.

CHMN546 Marriage and Family Life: 3 credits
Studies the biblical principles on marriage and family. Examines the development of marriage and the family throughout history. Analyzes marriage in different cultures. It studies the life cycle of the family in the spiritual and psychological fields. It establishes principles for the education of children. It examines different tests to be applied to marriages.

CHMN547 The Ministry of Healing: 3 credits
An interdisciplinary study of the nature and function of ministry and medicine as it relates to the integration of the work of church and community healing agencies with traditional forms of pastoral ministry.

CHMN555 Pastoral Counseling: 3 credits
A study of the most common human problems with which the pastor has to work. A practical approach will be provided, from the point of view of pastoral counseling, according to the discoveries of science and the principles emanated from the written divine revelation, with the purpose of providing the student with concepts and tools for the exercise of the same in the ministry.

CHMN557 Practicum in Clinical Pastoral Education: 3 credits
This course enables you to learn the importance of the pastoral relationship formed through the integration of personal history, behavioral theories and spiritual development. It will address the work of clinical pastoral education, which has the ultimate goal of facilitating such integration through the clinical method of action, reflection and integration.

CHMN606 Church Planting Techniques: 3 credits
Developing an awareness of the importance of church planting. Basic models and procedures of successful church planting programs.

CHMN608 Youth in Contemporary Culture: 3 credits
Analysis and study of the composition of youth in contemporary culture, making reflections based on biblical and important literatures that deal with the subject, with the purpose that the resulting knowledge induces to carry out optimal work in favor of the younger generations.

CHMN616 Spirituality in Ministry: 3 credits

Explores topics such as spiritual values in the Adventist faith, prayer ministry, spiritual guidance and others. Repeatable with different topics.

CHMN623 Innovative Evangelism: 3 credits
This course analyzes evangelism as the creative response of the church to the Great Commission given by Jesus. The people of God evangelize because they have experienced conversion, Jesus commands it and there is sufficient biblical foundation for the fulfillment of the task. In this sense, the subject identifies and expands the various types of evangelism. Thus, the student is equipped to preach Christ in diverse contexts through different methods and resources. A special analysis is made in the current evangelism from an innovative perspective. In other words, the student's creativity is promoted by analyzing the context in which he/she preaches.

CHMN626 High Risk Youth Ministry: 3 credits
Reflections and analysis for a ministry in favor of young people, which observes high-risk situations that endanger the life and integrity of adolescents and young people, affecting their spiritual and integral development. Recent publications on the subject are discussed in depth and compared with solutions presented in the Bible. Those who complete this course will be trained to face the risks that affect today's youth and will also enable others to collaborate in this solemn task.

CHMN630 Leadership Development: 3 credits
A study of leadership in emergence, selection and training in mission churches with particular attention to issues of the strategy of various models of preparation and the relationship between formal, informal and non-formal leadership development.

CHMN632 Contextualized Preaching: 3 credits
This class deals with the study of the context for an integral and relevant preaching. On the one hand, it considers the importance of the context in which the biblical text is immersed in order to interpret it accurately. On the other hand, it takes into account that the sermon is addressed to real people, present and going through specific circumstances. In addition, the subject analyzes the theological and historical foundation of contextualization, equipping the preacher with models and motivation to adapt his sermons to each audience. In this sense, some suggestive principles and methods for contextualized preaching are studied.

CHMN643 Christian Professional Ethics: 3 credits
To begin with, this course provides the theological and historical basis for the professional ethics of the pastor. In both the Old Testament and the New Testament, guiding principles can be identified for the pastor's interaction with those closest to him, his congregation and the

community he serves. Essentially, the example of Jesus constitutes the central paradigm for every member of the gospel. At the same time, this class emphasizes fundamental points of the Adventist pastor's code of ethics. This helps the student to manage his or her influence and relationships in a positive and saving manner. In addition, the course addresses issues of arduous ethical debate today. These are issues on which the Adventist pastor of the 21st century must have a defined position and, consequently, an action congruent with his convictions.

CHMN650 Discipleship Fundamentals and Strategies: 3 credits
The course is based on an in-depth study of the biblical model of disciple-making leadership established by Christ and is aimed at discovering strategies for its practical implementation in the exercise of a pastoral ministry that transforms members into true disciples.

CHMN656 Holistic Small Groups: 3 credits
Comprehensive review of affinity or free associate groups that show their effectiveness and purpose in church ministry. Explores the key principles of Integral Small Groups, an important factor in the natural development of the church, as well as the importance of developing an effective system of growing disciples into disciple-makers.

CHMN657 Youth Counseling and Young Adulting: 3 credits
Analysis and reflections on the teachings that a Christian youth leader should know about counseling, and the issues that concern them today. The relevance of Jesus' instructions is highlighted, and research that analyzes the issue of healthy youth work is studied. Those who complete the course will gain a biblical and authoritative understanding that will help them in the task of counseling.

CHMN685 Seminar in Marriage and Family Problems: 3 credits
Open to advanced students in pastoral care. Individual research for seminar presentations and analysis of more complex and difficult problems facing the pastor in the family context. Consideration of special techniques and counseling strategies for handling such problems in the pastoral role.

GSEM501 Leadership and Strategic Planning: 3 credits
This course includes the application of strategic planning techniques by church leaders or pastors so that they can identify the current situation of their church, district or religious organization, visualize possible future scenarios in which it could be immersed, and thus be prepared for the changes that the external or internal environment pressures them to take. This course will help the student to know the theoretical and practical models and references of current strategic planning, in order to develop competencies related to strategic thinking and the visualization of the church or organization as an integral system in which the different functional areas must be synergistically coordinated.

GSEM620 Research Methods: 3 credits
This subject has its epistemological foundation in divine Revelation, and includes the approaches, types, principles, methods, techniques and tools of scientific research in its different phases, from the elaboration of the preliminary project to the dissemination of the research report. The course will have an emphasis on action research studies that contribute to the improvement of pastoral ministry practices and solve cases of concrete problems in the ecclesiastical field. The importance of implementing the format related to the technical norms in the presentation of written work, structure and writing of the research paper will also be emphasized.

GSEM695 Research Project: 3 credits
This course is practical and aims to develop research skills and abilities, adopting attitudes or behaviors of research, reading, analysis, planning and organization for the development of research-action projects in the area of applied theology. Each project carried out in this course will have to deal with a problem related to the ecclesiastical field. For this, it will be essential to identify and describe with precision a real research problem in the ecclesiastical sector, and to plan alternatives for solution or improvement, through the development of a plan or action-research project, according to the protocol established in this course.

MSSN525 Mission to the World: 3 credits
An introductory study of the biblical foundation, basic concepts and a brief history of the worldwide mission of the Christian Church. The course pays special attention to the Seventh-day Adventist Church's involvement in fulfilling the Great Commission and the major challenges it faces especially in non-Christian and post-Christian contexts. In addition, the most common opportunities and challenges encountered by cross-cultural missionaries and the tools they have to fulfill their mission are discussed.

MSSN561 Christian Witness and World Religions: 3 credits
It studies the history, writings, beliefs and practices in world religions such as Islam, Hinduism and Buddhism, and the development of effective strategies for Christian witness.

MSSN685 Strategies for Mission to the World: 3 credits
A concentrated study on mission theory and strategy, cultural perspectives of missionary service, and basic principles of church growth.
NTST633 Social Issues in the New Testament: 3 credits
Interpretation and theology of selected New Testament passages regarding the commitment of individual believers and the church in addressing human need.

NTST650 Theology and Exegesis of the New Testament: 3 credits

The class approaches the history of the discipline of New Testament exegesis, and gives an introduction to the major theological concepts and themes of the Second Testament from the perspective of the Christian faith through the exegesis of selected passages from the Greek text of the New Testament.

NTST/OTST685 Principles of Hermeneutics: 3 credits
An examination of basic hermeneutical presuppositions and the formulation of both good principles of biblical interpretation and appropriate methods of interpreting Scripture for use in preaching and ministry. Particular attention is given to contemporary methods of interpretation and their impact on the authority and reliability of Scripture.

OTST650 Theology and Exegesis of the Old Testament: 3 credits
The course discusses the history of the discipline of Old Testament theology, and provides an introduction to the major theological concepts and themes of the First Testament from the perspective of the Christian faith through exegesis of selected passages from the Hebrew Bible.

RLED635 Theological and Ethical Foundations of Family Life: 3 credits
It explores the theological foundations and ethical responsibilities in marriage and family life, and reviews ethical guidelines for the professional who educates about family life.

RLED659 Interpersonal Relationships and Human Sexuality: 3 credits
An understanding of the development and sustainability of interpersonal relationships, and a study of the character and quality of human social behavior. It also examines human sexuality, and studies the physiological, psychological, emotional and social aspects of sexual development and the Christian response to this God-given gift.

RLED669 Chaplaincy Training: 3 credits
An introduction to the basics of institutional pastoral ministry, the task of grounding oneself and growing in the Word of God.

RLED/THST679 Seminar on Theological Topics: 3 credits
Study of topics such as Christology, anthropology, ecclesiology, contemporary theology and Christian ethics.

MASTER OF ARTS IN BIBLICAL THEOLOGICAL STUDIES (MABTS)

The Master of Arts in Biblical Theological Studies (MABTS) concentrates on the study of the Bible with emphasis on its origin, theology and application to the contemporary world. The MABTS was created to meet the need for an academic focus in ministerial circles in the Inter-American region. Through courses in the areas of Old and New Testament, students acquire knowledge, exegetical tools and sociocultural, historical and theological analysis in all sections

of the Bible. The content of the MABTS is also intended to prepare students to enter doctoral programs in the areas of Biblical Theological Studies.

Competencies

1. To prepare people involved in pastoral ministry and/or in the magisterium to be qualified professionals who provide the necessary tools in the society in which they live.
2. Provide solid theological content to train students in the acquisition of educational tools for the design, execution and evaluation of academic programs in the different areas of study.
3. Motivate research that contributes to a better understanding of the needs and processes of the community in which they live.
4. To train students in the most fundamental aspects of biblical theological studies in order for them to pursue a doctorate in specialized areas.

Curriculum

To earn the MABTS degree, each student is required to take at least **36 credits**. These must include 6 credits of Research, 21 credits of Biblical Studies (Major), and 9 credits in Biblical Studies (Minor) according to their emphasis.

MABTS with emphasis on Old Testament

Research Courses	6 credits
GSEM620 Research Methods	3 cr.
GSEM688 Master of Arts Degree - Continuation	0 cr.
GSEM697 Master's Thesis	3 cr.

Courses in Biblical Studies (Major)	21 credits
OTST552 Intermediate Hebrew	3 cr.
OTST610 Biblical and Historical Archaeology of the Ancient Near East	3 cr.
OTST639 Studies in Old Testament Theology	3 cr.
OTST685 Principles of Hermeneutics	3 cr.
OTST647 Eschatology in the Old Testament	3 cr.
OTST600 Old Testament Preaching	3 cr.
OTST619 Theology of the Old Testament	3 cr.
Courses in Biblical Studies (Minor)	**9 credits**
NTST552 Intermediate Greek	3 cr.
NTST667 New Testament Theology Studies	3 cr.
NTST606 Formation and History of the New Testament	3 cr.

MABTS with emphasis on New Testament

Research Courses	6 credits
GSEM620 Research Methods	3 cr.
GSEM688 Master of Arts Degree - Continuation	0 cr.
GSEM697 Master's Thesis	3 cr.

Courses in Biblical Studies (Major)	21 credits
NTST552 Intermediate Greek	3 cr.
NTST606 Formation and History of the New Testament	3 cr.
NTST685 Principles of Hermeneutics	3 cr.
NTST646 Studies in New Testament Exegesis	3 cr.
NTST600 New Testament Preaching	3 cr.
NTST667 New Testament Theology Studies	3 cr.
NTST647 Eschatology in the New Testament	3 cr.
Courses in Biblical Studies (Minor)	**9 credits**
OTST650 Theology and Exegesis of the Old Testament	3 cr.
OTST610 Biblical and Historical Archaeology of the Ancient Near East	3 cr.
OTST552 Intermediate Hebrew	3 cr.

MABTS with emphasis in Systematic Theology

Research Courses	6 credits
GSEM620 Research Methods	3 cr.
GSEM688 Master of Arts Degree - Continuation	0 cr.
GSEM697 Master's Thesis	3 cr.

Courses in Biblical Studies (Major)	21 credits
THST619 Principles and Methods of Theology	3 cr.
THST540 Doctrine of Salvation	3 cr.
THST530 Sanctuary Doctrine	3 cr.
THST616 Doctrine of God	3 cr.
THST679 Seminar on Theological Issues	3 cr.
THST628 Contemporary Theology	3 cr.
OTST685 Principles of Hermeneutics	3 cr.
Courses in Biblical Studies (Minor)	**9 credits**
NTST552 Intermediate Greek or OTST552 Intermediate Hebrew	3 cr.
NTST600 New Testament Preaching or OTST600 Old Testament Preaching	3 cr.
NTST650 New Testament Theology and Exegesis o OTST650 Old Testament Theology and Exegesis	3 cr.

MABTS COURSE DESCRIPTIONS

GSEM620 Research Methods: 3 credits
This subject has its epistemological foundation in divine Revelation, and includes the approaches, types, principles, methods, techniques and tools of scientific research in its different phases, from the elaboration of the preliminary project to the dissemination of the research report. The course will have an emphasis on action research studies that contribute to the improvement of pastoral ministry practices and solve cases of concrete problems in the ecclesiastical field. The importance of implementing the format related to the technical norms in the presentation of written work, structure and writing of the research paper will also be emphasized.

GSEM688 Master of Arts Degree - Continuing: 0 credits
Continuation of course GSEM697 Master's Thesis. This course qualifies for full-time status requiring a minimum of 480 hours of work.

GSEM697 Master's Thesis: 3 credits
This course qualifies for full-time status requiring a minimum of 480 hours of work.

NTST552 Intermediate Greek: 3 credits
It covers grammar and syntax and includes extensive readings in the Greek New Testament.

NTST600 New Testament Preaching: 3 credits
An advanced preaching course focusing on how to work with the different types of New Testament texts, including narrative, parable and epistles.

NTST606 New Testament Formation and History: 3 credits
Development and history of the canon, text and translations of the Holy Scriptures.

NTST646 Studies in New Testament Exegesis: 3 credits
Studies on principles and procedures of hermeneutics required for the interpretation of the New Testament and/or various sections or themes of the New Testament.
Prerequisite: NTST552 Intermediate Greek

NTST647 Eschatology in the New Testament: 3 credits
A study of the nature and method of New Testament eschatology with Christocentric emphasis. An outline of the eschatology of the Old Testament and intertestamental periods as the primary background for a New Testament eschatology, and an intensive study of key New Testament texts.
Prerequisite: NTST552 Intermediate Greek
NTST650 Theology and Exegesis of the New Testament: 3 credits

The class approaches the history of the discipline of New Testament exegesis, and gives an introduction to the major theological concepts and themes of the Second Testament from the perspective of the Christian faith through the exegesis of selected passages from the Greek text of the New Testament.

NTST667 New Testament Theological Studies: 3 credits
Study of selected topics in New Testament theology or the structure of New Testament theology as a whole. Topics will be announced in advance.
Prerequisite: NTST552 Intermediate Greek

NTST/OTST685 Principles of Hermeneutics: 3 credits
An examination of basic hermeneutical presuppositions and the formulation of both good principles of biblical interpretation and appropriate methods of interpreting Scripture for use in preaching and ministry. Particular attention is given to contemporary methods of interpretation and their impact on the authority and reliability of Scripture.

OTST552 Intermediate Hebrew: 3 credits
A study of Biblical Hebrew grammar with emphasis on understanding Hebrew syntax at the intermediate level. The course will review the morphology learned in the first year of Hebrew. The course will draw on selected units from the Old Testament Hebrew text to develop the ability to perform grammatical analysis, with a view to students becoming "knowledgeable in the inerrant Word of God, proficient in its interpretation."

OTST600 Old Testament Preaching: 3 credits
An advanced preaching course focusing on the analysis of the types of Old Testament literature and special themes found in selected passages.

OTST610 Biblical and Historical Archaeology of the Ancient Near East: 3 credits
Biblical archaeology is a discipline that utilizes technology and historical textual and material culture discoveries as they enhance the usefulness of the Hebrew Bible and the New Testament for understanding the world described in the Bible. The geographical organization of the course expands the biblical world beyond the Levantine area, from Mesopotamia to the rest of the Mediterranean basin.

OTST619 Old Testament Theology: 3 credits
Introduction to Old Testament theology, exegetical principles and specific historical-grammatical hermeneutical principles as they apply to Old Testament texts. Distinctive theological concepts of selected books and important theological themes of the entire Old Testament from the perspective of the Christian faith. In particular the doctrine of the Sanctuary is emphasized.

OTST639 Studies in Old Testament Theology: 3 credits
The course is an exegetical study of selected sections or themes of the Old Testament. It reviews the hermeneutical principles of Old Testament interpretation. It specifically analyzes Psalm 23 to demonstrate how the wisdom literature can be interpreted to make it relevant to both sitz im leben and the contemporary church. The study also reviews some of the literary structures employed in the interpretation of the book of Ezra.

OTST647 Eschatology in the Old Testament: 3 credits
A study of the prophecies and symbolism of Daniel and other eschatological texts, in order to discover their meaning and relevance for today. Also a biblical evaluation of the teachings and events of the end time, in order to prepare the church for the soon return of Christ.

OTST650 Theology and Exegesis of the Old Testament: 3 credits
The course discusses the history of the discipline of Old Testament theology, and provides an introduction to the major theological concepts and themes of the First Testament from the perspective of the Christian faith through exegesis of selected passages from the Hebrew Bible.

THST530 Sanctuary Doctrine: 3 credits
A study of the earthly and heavenly sanctuaries with special emphasis on the books of Leviticus, Daniel, Hebrews and Revelation. Team taught by members of various departments.

THST540 Doctrine of Salvation: 3 credits
Extensive study of the Christian doctrine of salvation: its author, object, necessity, agent, process and results. Biblical, historical and systematic considerations are intrinsic to this course. Although the Adventist understanding of this doctrine constitutes the central focus of this study, other viewpoints are also recognized.

THST616 Doctrine of God: 3 credits
Study of the nature and attributes of God, and his relationship with the world. Considerations on his presence, predestination and providence; the Trinity; God as a person.

THST619 Principles and Methods of Theology: 3 credits
Nature, function and practice of constructive theological activity. The practice of theology: What? Why? How? For advanced students.

THST628 Contemporary Theology: 3 credits
A study of the most important theological trends and shapers of theological thought in the last two centuries, considered in relation to the emergence and development of Adventist theology.

RLED/THST679 Seminar in Theological Topics: 3 credits

Study of topics such as Christology, anthropology, ecclesiology, contemporary theology and Christian ethics.

DOCTORATE IN MINISTRY (DMin)

The Doctor of Ministry (DMin) offers a professional degree to those students seeking more advanced competencies in ministry. The program prepares and develops ministers within the framework of a biblical model of leadership. It promotes an Adventist perspective regarding evangelism, ministry and mission. The emphasis of this professional degree is Pastoral Ministry, including areas of ministry interest such as church growth, leadership and administration, chaplaincy ministries, youth ministry, family life, and mission.

Competencies

1. Prepare people who are involved in ministry as professionals and experts in applied theology. They should stand out as competent leaders and properly trained to provide the necessary help to their communities.
2. Design, execute and evaluate programs in the ministerial area for the benefit of the church.
3. To promote serious and in-depth research that contributes to a better understanding of the processes and needs of the community in which we live.

Curriculum

To earn the DMin degree, each student is required to take at least **36 credits**. These must include 9 credits in Research, 15 credits in Christian Ministry, 9 credits in Biblical Studies, 3 credits in History.

DMin

Research Courses	9 credits
GSEM790 DMin Project Seminar I	3 cr.
GSEM791 DMin Project Seminar II	3 cr.
GSEM796 DMin Project	3 cr.
Courses in Ecclesiastical Ministry	**15 credits**
CHMN716 The Preacher, The Audience and the Message	3 cr.
CHMN747 Christian Leadership	3 cr.
CHMN780 Leadership and Management of a Religious Organization	3 cr.
RLED655 Family Leadership and Strategies for Change	3 cr.
CHMN709 Models of Discipleship and Biblical Spirituality	3 cr.
Courses in Biblical Studies	**9 credits**
OTST679 Seminar in Old Testament Theology and Ethics	3 cr.
NTST679 Seminar in Theology and Ethics of the New Testament	3 cr.
OTST630 Archaeology in Evangelization	3 cr.
Courses in History	**3 credits**
CHIS687 Seminar on the Development of Prophetic Interpretation	3 cr.

DMin with emphasis on Chaplaincy Ministries

Research Courses	**9 credits**
GSEM790 DMin Project Seminar I	3 cr.
GSEM791 DMin Project Seminar II	3 cr.
GSEM796 DMin Project	3 cr.
Courses in Ecclesiastical Ministry	**18 credits**
GSEM706 Spiritual and Theological Foundations for Ministry	3 cr.
CHMN747 Christian Leadership	3 cr.
CHMN775 Chaplaincy Ministry Fundamentals	3 cr.
CHMN786 Clinical Issues in Care and Counseling	3 cr.
CHMN787 Theory and Research in Health Care Chaplaincy	3 cr.
CHMN788 Chaplaincy Professional Practice	3 cr.
Courses in Biblical Studies	**9 credits**
OTST679 Seminar in Old Testament Theology and Ethics	3 cr.
NTST679 Seminar in Theology and Ethics of the New Testament	3 cr.
OTST630 Archaeology in Evangelization	3 cr.

DMin with emphasis on Leadership

Research Courses	**9 credits**
GSEM790 DMin Project Seminar I	3 cr.
GSEM791 DMin Project Seminar II	3 cr.
GSEM796 DMin Project	3 cr.
Courses in Ecclesiastical Ministry	**15 credits**
RLED655 Family Leadership and Strategies for Change	3 cr.
CHMN747 Christian Leadership	3 cr.
CHMN778 Advanced Seminar on Church Leadership and Administration	3 cr.
CHMN780 Leadership and Administration of a Religious Organization	3 cr.
CHMN630 Leadership Development	3 cr.
Courses in Biblical Studies	**9 credits**
OTST679 Seminar in Old Testament Theology and Ethics	3 cr.
NTST679 Seminar in Theology and Ethics of the New Testament	3 cr.
OTST630 Archaeology in Evangelization	3 cr.
Courses in History	**3 credits**
CHIS687 Seminar on the Development of Prophetic Interpretation	3 cr.

DMin COURSE DESCRIPTION

CHIS687 Seminar on the Development of Prophetic Interpretation: 3 credits
A survey of topics on the history of prophetic interpretation, with emphasis on aspects that have influenced Adventists.

CHMN630 Leadership Development: 3 credits
A study of leadership in emergence, selection and training in mission churches with particular attention to issues of the strategy of various models of preparation and the relationship between formal, informal and non-formal leadership development.

CHMN709 Models of Discipleship and Biblical Spirituality: 3 credits
It is based on the study of the foundations and strategies of discipleship and expands the analysis of discipleship models and the role of leadership in the establishment of discipleship at the organizational level, in order to develop critical thinking to evaluate and articulate the implementation and progress of disciple-making strategies in small and large scale in order to design or create particular materials and strategies for the improvement in efficiency and effectiveness of disciple-making leadership in organizational transformation at any level.

CHMN716 The Preacher, The Audience and the Message: 3 credits
Participants will develop a personal and biblically based theology of preaching in a worship context. The use of Scripture, communication theory and cognitive psychology to connect with contemporary audiences and diverse expressions of preaching will be examined. It includes advanced work in the area of hermeneutics, exposition, contextualization, and sermon design.

CHMN747 Christian Leadership: 3 credits
This module analyzes principles, challenges, and practices of Christian leadership, emphasizing issues that make leadership in the unique context of church, education, and non-profit service organizations. Participants examine leadership theory and literature, considering a theology of leadership and building the foundation for leadership development in the context of professional ministry.

CHMN775 Fundamentals of Chaplaincy Ministry: 3 credits
This module examines the biblical and theological foundations for the ministry of chaplaincy, and its role and function within the mission and life of the church and community. Ethical issues are explored to advance professional development. Emphasis on personal spiritual formation continues.

CHMN778 Advanced Seminar in Church Leadership and Administration: 3 credits

Students will examine models of leadership within the theological understanding of the church. Emphasis is placed on the formation of the leader's character. The course aims to develop non-profit leadership competencies, an understanding of leadership in a pluralistic and multicultural world, as well as the important administrative skills needed to lead effectively.

CHMN780 Leadership and Management of a Religious Organization: 3 credits
Local churches and denominational organizations present leadership, management and administrative challenges. This module combines prerequisites from DMin's Leadership concentration and a foundation of biblical leadership to help participants excel in skills such as strategic planning, change management, team building, resource management, communication, mentoring and coaching.

CHMN786 Clinical Issues in Care and Counseling: 3 credits
This module covers instruction in theory and clinical skills within the context of spiritual care. It provides education in the following areas of specialty: psychological assessment

CHMN787 Theory and Research in Health Care Chaplaincy: 3 credits
This module covers current research on spirituality and health as well as the theological understanding of spiritual care within the clinical context. The theoretical framework of this module is based on psychological, sociological and theological literature. This module also explores methods that will enable participants to have a greater understanding of the lived experience of the people to whom they minister.

CHMN788 Chaplaincy Professional Practice: 3 credits
This module promotes integration within institutional life through professional interdisciplinary areas. It explores the various leadership roles and functions involved in chaplaincy and includes professional conduct, leadership ethics, interdisciplinary consultation and interdepartmental relationships. How to conduct workshops and organize support groups is also addressed in this module.

GSEM706 Spiritual and Theological Foundations for Ministry: 3 credits
The module lays the spiritual and theological foundation from which the practice of ministry and mission arises and seeks to guide the student to a self-reflection and examination of life and beliefs.

GSEM790 DMin Project Seminar I: 3 credits
Participants receive assistance in putting together their DMin project proposal, and guidance on issues leading to the successful completion of the dissertation project. Areas of focus include literature review, research techniques, writing standards, and the development of an effective work plan for the completion of your project and other project-related issues.

GSEM791 DMin Project Seminar II: 3 credits
Participants receive assistance in developing their DMin project proposal and guidance on issues related to the successful completion of the DMin project. Areas of focus include a literature review, research techniques, writing standards, developing an effective work plan for the completion of their project, and other project-related topics.

GSEM796 DMin Project: 3 credits
A DMin project is a professional project that integrates theological reflection, scholarly research and ministerial practice. The project contributes to the enrichment of ministry in the church.

OTST630 Archaeology in Evangelization: 3 credits
An advanced preaching course focusing on the utilization of archaeological information in the preparation of sermons for use in the context of evangelistic programs. The basic hermeneutical principles to be used when using archaeology in presentations with biblical material are presented.

OTST679 Seminar in Old Testament Theology and Ethics: 3 credits
An examination of one or more major theological or ethical themes from the Old Testament. Specific topics will be announced in advance.

NTST679 Seminar in New Testament Theology and Ethics: 3 credits
An examination of one or more major theological or ethical themes in the New Testament. Particular topics announced in advance.

RLED655 Family Leadership and Change Strategies: 3 credits
An introduction to family life education, and the mission and methods of family life ministry within a leadership perspective.

DOCTORATE IN PHILOSOPHY (PhD) IN THEOLOGICAL BIBLICAL STUDIES

The Doctor of Philosophy in Biblical Theological Studies program is an academic doctoral program that focuses on the serious investigation of the origin, beliefs and practices of Christianity in the Judeo-Christian tradition. The program fulfills the purpose of seeking a deeper knowledge in the Scriptures, with classes in exegesis, theology, history, archaeology, and literary studies. The program will prepare researchers, theology professors, publishers and other specialists to operate largely from colleges, universities and seminaries.

Competencies

1. To improve the research skills of people committed to biblical values and biblical mission.
2. To prepare persons involved in teaching and research as teachers and experts in the academic areas of their specialties. These persons should stand out as competent facilitators, and should be properly trained to provide the necessary assistance to society, thus fulfilling the mission followed by the IASD and its institutions.
3. Provide opportunities for serious and intensive research that will contribute significantly to theological inquiry. Students should do their research with a high degree of skill and articulate the results of their research well.
4. Ensure that the student masters his or her area of specialization, with extensive training in biblical languages, exegesis, biblical theology, history and archaeology using appropriate research methods.

Curriculum

To earn the PhD degree, each student is required to take at least **64 credits**. These must include 9 credits in Research, 15 credits in Christian Ministry, 9 credits in Biblical Studies, 3 credits in History.

The PhD program in Biblical Theological Studies is offered in two concentrations: Old Testament (OT) and New Testament (NT). Those who choose the OT concentration will minor in NT, and vice versa, those who choose the NT concentration will minor in OT.

Prerequisites

GSEM697 MA Thesis
NTST646 Studies in New TestamentExegesis
OTST639 Studies in Old Testament Theology
NTST552 Intermediate Greek
OTST552Intermediate Hebrew

PhD with emphasis in Old Testament

Academic Skills	0 credits

GSEM810 PhD Interdisciplinary Colloquium	0 cr.
GSEM880 Summative Exam Preparation	0 cr.
GSEM885 Summative Examinations	0 cr.
Languages	**9 credits**
OTST625 Advanced Biblical Hebrew	3 cr.
NTST609 Advanced Greek Grammar & Syntax	3 cr.
OTST654 Aramaic	3 cr.
Exegesis	**12 credits**
OTST820 Textual Criticism	3 cr.
OTST885 Topics in: Pentateuch, Narrative/Legal Language or Prophetic or Sapiential Literature.	3 cr.
OTST940 Seminar in Advanced Old Testament Exegesis	3 cr.
OTST897 Independent Studies: Septuagint or Dead Sea Scrolls	3 cr.
Theology	**12 credits**
OTST915 Biblical and Theological Hermeneutics	3 cr.
OTST945 Biblical Theology Seminar	3 cr.
OTST835 Seminar in Old Testament Theology and Ethics	3 cr.
OTST897 Independent Studies: Biblical Development of Adventist Doctrines	3 cr.
Menor	**12 credits**
NTST810 Near Eastern Archaeology	3 cr.
NTST885 Topics in: Ancient Inscriptions	3 cr.
NTST920 Seminar on New Testament Backgrounds	3 cr.
NTST890 Directed Readings: Prophetic Interpretation	3 cr.
Education	**3 credits**

RLED860 The Teaching of Religion in the University	3 cr.
PhD Dissertation	**16 credits**
GSEM854 PhD Dissertation Proposal	3 cr.
GSEM995 PhD Dissertation	13 cr.
GSEM888 PhD Dissertation Continuation	0 cr.

PhD with emphasis in New Testament

Academic Skills	**0 credits**
GSEM810 PhD Interdisciplinary Colloquium	0 cr.
GSEM880 Summative Exam Preparation	0 cr.
GSEM885 Summative Examinations	0 cr.
Languages	**9 credits**
OTST625 Advanced Biblical Hebrew	3 cr.
NTST609 Advanced Greek Grammar & Syntax	3 cr.
OTST654 Aramaic	3 cr.
Exegesis	**12 credits**
NTST820 Textual Criticism of the New Testament	3 cr.
NTST885 Topics in: Gospels, Pauline or Hebrew Literature.	3 cr.
NTST940 Seminar in Advanced Exegesis of the New Testament	3 cr.
NTST897 Independent Studies: Septuagint or Dead Sea Scrolls	3 cr.
Theology	**12 credits**
NTST915 Biblical and Theological Hermeneutics	3 cr.
NTST945 Seminar in Biblical Theology	3 cr.
NTST835 Seminar in Theology and Ethics of the New Testament	3 cr.
NTST897 Independent Studies: Biblical Development of Adventist Doctrines	3 cr.
Menor	**12 credits**
OTST810 Near Eastern Archaeology	3 cr.
OTST885 Topics in: Ancient Inscriptions	3 cr.
OTST920 Seminar in Christian Old Testament Backgrounds	3 cr.
OTST890 Directed Readings: Prophetic Interpretation	3 cr.

Education	**3 credits**
RLED860 The Teaching of Religion in the University	3 cr.
PhD Dissertation	**16 credits**
GSEM854 PhD Dissertation Proposal	3 cr.
GSEM995 PhD Dissertation	13 cr.
GSEM888 PhD Dissertation Continuation	0 cr.

PhD COURSE DESCRIPTION

GSEM810 PhD Interdisciplinary Colloquium: 0 credits
An introduction to the PhD program: courses, summative exams, dissertation. Seek to enhance understanding of the theology, identity, and philosophy of Adventist scholarship, and encourage critical listening, reading, thinking, and writing from the PhD learning community. Exposure to other disciplines and lines of thought.

GSEM854 PhD Dissertation Proposal: 3 credits
Advanced research techniques and tools, with the preparation of a tentative proposal, or pre-proposal, for a dissertation in the field of biblical-theological studies.

GSEM880 Summative Exam Preparation: 0 credits
This course qualifies for full-time status.

GSEM885 Summative Exams: 0 credits
Four area exams in predetermined fields. Qualifies for full-time status, which requires a minimum of 120 hours of work prior to each exam. Each exam may be repeated twice.

GSEM888 PhD Dissertation Continuation: 0 credits
This course qualifies for full-time status, which requires a minimum of 480 hours of work per semester of registration.

GSEM995 PhD Dissertation: 13 credits
May take 1-4 credits at a time, and qualifies for full-time status.

NTST609 Advanced Greek Grammar and Syntax: 3 credits
Selected readings and analysis of various Greek sources such as papyri, Josephus, Philo and the Apostolic Fathers.

NTST/OTST810 Near Eastern Archaeology: 3 credits
Covers periods of antiquity such as the Bronze Age, the Iron Age, the early Christian period, and Byzantine times. Study of ancient artifacts, architecture, and other primarily non-written materials.

NTST820 New Testament Textual Criticism: 3 credits
Detailed comparative textual examination of challenging New Testament passages involving the ancient versions and using both text editions and manuscripts.

NTST835 Seminar in New Testament Theology and Ethics: 3 credits

Examination of one or more important theological or ethical themes of the New Testament. The particular topics are announced in advance.
Prerequisite: NTST609 Advanced Greek Grammar and Syntax

NTST885 Topics in: Gospels, Pauline or Hebrew Literature: 3 credits.
In-depth study on selected topics in the area. This time, the Gospel(s), the letter(s) of Paul or Hebrews. The particular books or passages to be expounded will be announced in advance.

NTST/OTST890 Directed Reading: Prophetic Interpretation: 3 credits
Historical development of the understanding of apocalyptic prophecies in Daniel, Revelation, the Gospels and the Epistles, since the first century. The origin, development and impact of historicism, preterism, futurism, dispensationalism and millennialism.

NTST/OTST897 Independent Studies: Biblical Development of Adventist Doctrines: 3 credits
Selected problems in the area are investigated. This time, the biblical development of doctrines such as the Sabbath, the sanctuary, the atonement, righteousness by faith, conditionalism and premillennialism within the Seventh-day Adventist Church.

NTST897 Independent Studies: Old Enrollment: 3 credits
Research on selected problems in the area. This time, translation and analysis of Greco-Roman inscriptions, with emphasis on their contribution to NT studies.

NTST898 Independent Study: Septuagint or Dead Sea Scrolls: 3 credits
Reading selected texts in the Septuagint and learning to use the apparatus in the standard Septuagint editions. Or, the Dead Sea Scrolls in the context of the history and culture of Intertestamental Period Judaism and its relationship to the OT and NT.

NTST/OTST915 Biblical and Theological Hermeneutics: 3 credits
Examination and critique of hermeneutical systems, their presuppositions, principles and methodologies with the goal of developing sound principles of biblical and theological interpretation from a high regard for Scripture. Application to selected biblical texts and theological themes.

NTST920 Seminar in Christian New Testament Backgrounds: 3 credits
A study of the Jewish background of the New Testament, including contemporary history, culture, religion and literature. In addition, aspects of the culture, history, and religion of the Greco-Roman world influence the interpretation of the New Testament.

NTST940 Seminar in Advanced New Testament Exegesis: 3 credits

Exegesis on books or passages of the New Testament and studies on particular topics such as the history of New Testament exegesis.

NTST/OTST945 Seminar in Biblical Theology: 3 credits
Major theological themes and thought patterns of the Bible with special attention to topics such as the unity of the Bible, the relationship between the Testaments and biblical authority.

OTST625 Advanced Biblical Hebrew: 3 credits
The Masoretic texts: The Masorah, the accents and the system.

OTST654 Aramaic: 3 credits
Study of the essential elements of grammar and syntax (with some reference to Biblical Hebrew) coordinated with the reading and analysis of a substantial part of the Aramaic portions of the Bible.
Prerequisite: OTST552 Intermediate Hebrew

OTST820 Textual Criticism: 3 credits
Detailed comparative textual examination of challenging Old Testament passages involving the Old and Qumran versions, using textual and manuscript editions.

OTST835 Seminar in Old Testament Theology and Ethics: 3 credits
Examination of one or more of the major theological or ethical themes of the Old Testament. The particular topics are announced in advance.
Prerequisite: OTST625 Advanced Biblical Hebrew

OTST885 Topics in: Pentateuch, Narrative/Legal Language or Prophetic or Sapiential Literature: 3 credits.
In-depth study of selected topics in the area. This time, an exegetical examination of the Pentateuch, narrative/juridical language, selected prophets or wisdom literature. Particular books or passages to be expounded will be announced in advance.

OTST897 Independent Studies: Old Enrollment: 3 credits
Research is conducted on selected problems in the area. This time, translation and analysis of Aramaic, Hebrew, Phoenician and other Northwest Semitic inscriptions, with emphasis on their contribution to OT studies.

OTST940 Seminar in Advanced Old Testament Exegesis: 3 credits
Advanced work on selected Old Testament passages; drawing on other courses in Old Testament exegesis. Content announced in advance.

RLED860 The Teaching of Religion in the University: 3 credits
Provides PhD students with knowledge on the practice of using basic techniques, tools and procedures for meaningful instruction in the field of Religion.

Institutional Email Policy of the Inter-American Adventist Theological Seminary (IATS)

Purpose of the Email Policy

IATS employs e-mail as one of its primary methods of communication. We use electronic communication to establish connections between our students, faculty, staff and administrators. This choice is based on the benefits it offers, such as convenience, speed, cost efficiency and environmental advantages. Opting for e-mail instead of written communication or costly long-distance calls is beneficial in terms of time and resources. Therefore, e-mail has become one of the primary means of communication for IATS. For this purpose, the following policy for the use of institutional e-mail has been developed.

Scope

The Student Email Policy provides guidelines regarding the following aspects:

1. Use of the Seminar's e-mail address.
2. Assignment of an institutional e-mail address.
3. The use and responsibilities associated with the assignment of an e-mail address.
4. Expectations for the use of e-mail communication among faculty, students, and administrators.

Policy

- **Use of Electronic Mail**
  E-mail is the official means of communication in our Institution. Therefore, IATS has the right to send communications to students through this medium and expect that such communication will be received and read within a reasonable time (24 to 48 hours).
- **Assignment of a University Email to Students**
  The IATS Technical Support Office will assign students an Institutional e-mail address to which communications will be sent. Any technical problems or assistance concerning this address should be directed to that office.
- **Expectation on the Use of Electronic Mail**
  Students are expected to check their e-mail account daily (or constantly outside of intensive study time) to stay informed with the Institution's communications. This is recommended on a daily basis as some communications may require immediate response.
- **Educational use of e-mail**
  Teachers can determine how e-mail will be used in their classes. The Virtual Campus is configured by facilitators and facilitators can activate the option to receive Virtual Campus notifications when events occur in the course. This means that students must constantly check their accounts to stay up to date.

- **Appropriate use of e-mail**
  Generally, e-mail is not appropriate for sending or transmitting sensitive or confidential information. If you are sending confidential information, it is recommended that you increase the security of your account to a level appropriate for your protection.
  Remember:
  1. All use of e-mail, including for use in sending sensitive or confidential information, must be consistent with this Institution's E-mail Usage Policy.
  2. Confidentiality with respect to student records is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of electronic mail must be consistent with FERPA.
  3. If the email account is lost either by a hacker or a lost password, it is the student's responsibility to immediately inform the IATS Technical Support Office and they will provide the student with a new account as soon as possible.

     If any misuse is identified that is against the policies and regulations of the Seminary (as well as the Seventh-day Adventist Church) the IATS may revoke your institutional account after informing the student of the decision with a copy to the office of the Seminary's VP for Academics.
- **Distribution of Institutional Electronic Mail**
  The Institutional e-mail will be issued to the student once the Registrar's office indicates that the student has been duly registered and enrolled in his/her first course. The e-mail is constructed as follows:
  - ➔ last name + first two letters of your first name @ SETAI.edu
    - ◆ Example: Juan Izquierdo - IzquierdoJu@setai.edu
  - ➔ If there is a conflict with an existing name, another letter of your name will be included until it is unique, Last name+three letters of your nombre@setai.edu.
    - ◆ Example: Juno Left- IzquierdoJun@setai.edu

Once created by the Technical Support office, the student will receive in their personal email a notification that their institutional email was created with the steps on how to activate it. **NOTE:** They will have only 48 hours to activate their account. Otherwise they will have to contact the Technical Support office to reactivate their activation link.

This Institutional account includes Google Workspace which means you will be able to use all the tools provided for the benefit of your education. Also included are tools such as TurnitIn Draft Coach which allows you to check your documents for originality and helps with grammar.

Review of the Electronic Mail Policy
The Office of Institutional Effectiveness, Strategic Planning and Distance Education in conjunction with the Technical Support Office will revise this policy as necessary. Changes to

this policy will be announced in advance and distributed through any reliable IATS media. If you would like more information or have any questions regarding this policy, please contact the Technical Support Office.

Academic Calendar

To consult the IATS academic calendar, please consult our website:

www.setai.edu

Catalog Amendment Policy

At the Inter-American Adventist Theological Seminary (IATS), we recognize the importance of keeping our institutional catalog updated and aligned with the changing dynamics of the educational, theological and technological environment. Therefore, we have established a structured process for the amendment of our catalog, which ensures the inclusion of the most recent developments in our academic programs, policies and procedures. This process involves an annual, systematic review, which considers both innovations in the field of theological education and feedback from our academic and administrative community. Proposed amendments are carefully evaluated by a designated committee, ensuring that each change reflects our commitment to academic excellence and institutional integrity. This approach allows us not only to respond to the current needs of our students and faculty, but also to anticipate and prepare for future challenges in the field of distance and face-to-face theological education.

Institutional Organization Chart

