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1. Authorization

The Bureau for Private Postsecondary & Vocational Education (BPPVE) has granted us religious exempt approval to grant a Bachelor of Theology, Master of Divinity, Master of Religious Education, and Doctor of Ministry. We originally achieved BPPVE approval in 1996.

We have never operated our Doctor of Ministry program and recognize that the ABHE would consider us too weak to offer a credible doctorate at this time. We will not offer this degree until the ABHE considers us ready.

We have operated our Master of Religious Education (MRE), but currently have no students in the program. We are considering whether to discontinue or revise this program. Some of our female prospects prefer not to pursue an M.Div. They could pursue an MRE or some type of M.A. An M.A. might also be attractive to other constituencies (e.g. furloughing missionaries).

A copy of our state approval letter is in the appendix.

2. College Mission

Our current mission statement is listed in our catalog (see page 5) and reads:

XXX UNIVERSITY is a higher education institution that equips students with

- Theological knowledge
 - Ministry skills and field experience
 - Spiritual passion
 - and God's heart for all nations
- So that they will be empowered to lead others
- to Christ
 - to deeper lives of discipleship
 - and to help fulfill the Great Commission.

This mission is an expression of our passion that our students will spread the knowledge of God throughout the world as the waters cover the sea.

We are completing a process of reviewing and revising our mission statement. This process has involved broad participation and began with surveys of board members, alumni, students, supporters, faculty and administrators. Once our mission statement is accepted by the board, we will consider how to more broadly publicize our mission.

3. Governance

Our board of directors consists of 13 members and has the authority to carry out our mission, goals and objectives.

4. Chief Executive Officer

Our president, Dr. Kwang Shin Kim, is greatly respected by our constituency. In fact, he is the founding pastor of our denomination. However, he is not involved in our daily operations. Our executive vice president, Dr. Kyunam Choi, serves full-time in directing our school. He has been entrusted with full authority for daily operations.

5. Academic Patterns

All of our programs lead to postsecondary degrees, are consistent with our mission (as well as with the mission of the ABHE), and are appropriate to higher education. As previously mentioned, the two degrees that we currently grant are:

- Bachelor of Theology
- Master of Divinity

6. Catalog

Our 2006-2007 catalog is 69 pages long. It includes our mission, purpose (goals), and objectives, programs, course descriptions, admission standards, rules and regulations for conduct, degree completion requirements, faculty rosters with degrees (however, they are not yet separated into full-time and part-time or undergraduate and graduate faculty), fees and other charges, refund policies, a policy defining satisfactory academic progress, and other items related to attending, transferring to, or withdrawing from the institution.

7. Library and Learning Resources

Our library currently consists of 16,000 bound volumes (as well as about 4,000 volumes on CD), mainly in Korean. Although we have started classifying volumes using Dewy Decimal System, we will probably change this to Library of Congress. We plan to continue adding materials to our library and will budget around 6% for library expenditures.

Our librarian has her MS in Library Science from the University of Southern California. She is currently serving us for three hours per week. Student aids and volunteers serve student needs when she is not present. We have another MLS librarian on our staff. She currently serves as Director of Christian Education (including ESL) and Advanced Research. Although she is not currently working in our library, we are fortunate to have a second MLS librarian available to us as needed.

8. Faculty Qualifications

All of our faculty members have accredited graduate degrees. In Fall 2006, we offer 10 undergraduate courses. These 10 courses are taught by six instructors with doctorates (two of whom team-teach one course) and five with masters degrees. We also offer 10 graduate courses. Five of these are taught by instructors with doctorates, one with a Th.M, and four with M.Div.s. We recognize that we must identify more faculty members with doctorates to serve in our graduate program. Faculty and administration are listed in the catalogue (see page 61 and following).

9. Admissions Policy

A college must have an admissions policy that is compatible with its stated objectives.

Our catalog (see page 15) includes the following statements of qualifications:

XXX University seeks to bring to its campus students who are committed to the study of the Bible and to spiritual growth and who have a serious desire to devote their lives to Christian service.

Students applying for admission to undergraduate degree programs must have graduated from high school or have passed the General Education Development tests. In both cases, the applicants test scores and experiences are evaluated for the evidence of ability to do college work.

A bachelor's degree from an accredited institution is required for admission to the graduate degree programs.

10. Student Body

As of Fall 2006, we have 57 undergraduate students (35 on campus and 22 distance education students). We also have 52 graduate students (33 on campus and 19 distance education students).

11. Academic Programs

Undergraduate students must complete 128 credits. Classes award two credits, meet for two hours per class (including 20 minutes of breaks), and last for 15 weeks. Intensives are normally 1 credit courses, meet for four hours per class, and last for four days.

We have revised our curriculum to better conform with ABHE expectations. The 2006-2007 curricula are included in the appendix. The bachelors meets ABHE requirements for at least 30 credits of Bible / theology, 36 credits of general studies, and a student ministry program. These curricula are temporary improvements. We are beginning (with the help of our accreditation consultant) to engage in a careful study of

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our mission, goals, and the sets of learning objectives (competencies) necessary to meet our goals. We will gather data from a broad range of stakeholders (e.g. faculty, board, alumni, students, constituent pastors, etc.). The faculty will use this data to revise the curriculum.

12. Program Completion

We have had ten graduating classes since 1995. In the Spring of 2006, we had 5 B.Th. graduates and 6 M.Div. graduates.

13. Institutional Stability

In the Spring of 2006, we had about 100 students. More importantly, our enrollment shows very healthy growth trends. With the help of the ABHE, we believe that we can add to these healthy trends as well as more effectively steward the ministry aspirations of our students.

Enrollment

Headcount	Fall 2006	Fall 2005	Fall 2004	Fall 2003
B.Th. on Campus	35	24	19	14
B.Th. Distance Ed.	22	11	14	11
B.Th. Total	57	35	33	25
M.Div. on Campus	33	21	19	14
M.Div. Distance Ed	19	20	15	10
M.Div. Total	52	41	34	24
Grand Total	109	76	67	49

Our budget has been developed on a calendar year basis (i.e. Jan. through Dec.). We plan to change this to an academic year (e.g. June 1 through July 31). The following record of our income and expenses shows a stable financial base. However, the following figures do not include, use of office space, utilities, use of classroom space, use of parking area, services of various church staff (e.g. finance department, bookstore, janitorial services, maintenance staff, security staff). These additional expenses, covered by our sponsoring church, could be considered additional donations and expenses.

Income/Expenses

Year	2005	2004	2003	2002
Income	\$146,648.79	\$149,518.00	\$137,181.39	\$129,652.56
Expenses	\$131,687.92	\$147,755.83	\$129,842.98	\$133,738.12

We have administrative and faculty stability. The average length of service of our

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administrators is 6.75 years. Our average for faculty is 2.73 years. Specifics are given in the following table.

Administration and Faculty Stability

Name	Years of Service
Administration	
President David XXX	11
Executive Vice President XXX Lee	5.5 (5.5 yrs as faculty, 0.5 as administrator)
Academic Dean Alex XXX	6
Dir of Gen Affairs (acting): Ellen XX	0.25
Dir of Christian Education & Advanced Research: Paul XXX	11 (11 yrs as faculty, 2 yr as part-time administrator)
Faculty	
XXX	5
XXX	0 (new)
XXX	4
XXX	3
XXX	3
XXX	5
XXX	5
XXX	5
XXX	2
XXX	0 (new)
XXX	0 (new)
XXX	1
XXX	3
XXX	5
XXX	0 (new)

14. Potential for Growth and Development

Our founding church, Grace Korean Church, has a Sunday morning attendance of 2,600 people (and is growing rapidly). Grace Korean Church has a goal of reaching 6,000 by the end of 2006. About half of our students come from our founding church. Our founding church has also founded a denomination (United Presbytery) which consists of 40 churches in the United States (20 of which are sending monthly donations to our school). About 30% of our students come from United Presbytery Churches. Perhaps 10% of our students come from unrelated local churches. Our denomination is related to a larger denomination in Korea (Bosu Hapdong). Bosu Hapdong is the 6th largest of the 60 Presbyterian denominations in Korea. Our Korean affiliate consists of hundreds of churches. When their students come here, they affiliate with our founding church or a related United Presbyterian church. These numbers are included above.

15. Financial Base

As indicated above, our “annual budget” does not include the considerable contributions of XXX XXX Church (e.g. the value of office and classroom space, the value of labor as accountants, janitors, etc.). Additionally, financial resources come from two major sources: tuition, and monthly contributions from 20 United Presbytery churches. We have received few individual donations, but have agreed with our accreditation consultant to begin a program of soliciting individuals. We assume you will want us to broaden the base from which we are funded.

The income and expense records in #13 show that we have had a balanced budget for the past three years, but ran a \$4,000 deficit in 2002. We do not have any debt.

16. Income Allocation

Our college’s generated income is used to the support of its educational purposes and programs of XXX University.

17. Annual Audit

In the past we have been receiving audit reports, but not opinioned audits. While preparing this document, we called two CPA firms and requested bids for opinioned audits that conform to NACUBO’s “Accounting for Private Colleges and Universities” and the AICPA “Not-for-Profit Guide.” In the future we will meet the ABHE requirement for outside, opinioned audits.

18. Agency Disclosure

We agree to disclose itself to the Association any and all such information as it may require to carry out its evaluation and accreditation functions.

19. Compliance

We commit our school to comply with the Association’s Standards for Accreditation either current or as hereafter modified, during the period of its affiliation.

20. Public Disclosure

We understand and agree that the Association for Biblical Higher Education may, at its discretion, make known to any agency or member of the public the nature of any action, positive or negative, regarding the institution’s status with the Association.

Appendix

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State Approval Letter

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Insert copy of BPPVE letter

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Student Progress Worksheet (B.Th. Curriculum)

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Student Progress Worksheet (M.Div. Curriculum)

**Student Progress Worksheet - Starting 2005-06
Master of Divinity (96 credits – 2 credits/class)**

<p><i>Biblical/Theological Studies – 38 Credits</i></p> <p>___ GTT507 Bible Survey (Intro)</p> <p>___ GOT517 Pentateuch</p> <p>___ GOT547 Prophets</p> <p>___ GOT537 Wisdom Literature</p> <p>___ GNT528 Synoptic Gospels (Intro)</p> <p>___ GNT Gospel of John</p> <p>___ GNT538 Acts</p> <p>___ GNT558 Romans</p> <p>___ GNT578 Prison Epistles</p> <p>___ GNT588 Pastoral Epistles</p> <p>___ GNT598 General Epistles</p> <p>___ GNT508 Hebrews</p> <p>___ GNT518 Daniel / Revelation</p> <p>___ Bible Elective _____</p> <p>___ GPT510 Hermeneutics</p> <p>___ GST521 Syst Theology I (God, Man)</p> <p>___ GST531 Systematic Theology II (Christ, Salvation)</p> <p>___ GST541 Systematic Theology III (Church, Eschatology)</p> <p>___ Bib or Theo Elective _____</p>	<p><i>Practical Theology – 34 Credits</i></p> <p>___ GPM512 Intro to Pastoral Ministry</p> <p>___ GPM552 Planning & Leading Worship</p> <p>___ GSF522 Spiritual Formation</p> <p>___ GSW553 Intercessory Prayer</p> <p>___ GCG593 Evangelism</p> <p>___ GCG573 Church Planting & Growth</p> <p>___ GPT Pastoral Counseling</p> <p>___ G PT Sermon Preparation</p> <p>___ GPT Preaching Practicum</p> <p>___ GPT Cell Church & G-12</p> <p>___ GPT Church Administration & Polity</p> <p>___ GTM Perspectives on Missions</p> <p>___ G Foundations of Leadership</p> <p>___ G Intro to Effective Bible Teaching</p> <p>___ G Life Span Development</p> <p>___ G Apologetics</p>
<p><i>General Studies – 14 Credits</i></p> <p>___ GBL519 Intro to Biblical Greek</p> <p>___ GBL529 Intro to Hebrew</p> <p>___ GPT523 Christian Ethics</p> <p>___ GCH515 Early Church History</p> <p>___ GCH525 Medieval & Reformation Church History</p> <p>___ GCH545 Modern Church History</p> <p>___ GKH526 Korean Church History</p>	<p><i>Internship – 2 Credits</i> (4 Semesters for 0.25 credits and 2 sem. for 0.5 credits)</p> <p>___ 0.25 _____</p> <p>___ 0.25 _____</p> <p>___ 0.25 _____</p> <p>___ 0.25 _____</p> <p>___ 0.5 _____</p> <p>___ 0.5 _____</p>
<p><i>Elective Courses – 10 Credits</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Note: Any “Intro” course may be replaced by a related elective if a student completed a bachelors in a Bible college