

# **Bethesda University**

## **STUDENT HANDBOOK 2016 - 2017**

**(July 1<sup>st</sup> 2016 – June 30<sup>th</sup> 2017)**



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**Updated May 12, 2017**

# TABLE OF CONTENTS

## **MESSAGES FROM THE FOUNDER** 1

## **MISSION AND PHILOSOPHY**

Mission Statement	2
Institutional Objectives & Outcomes	2
Philosophy of Education	2
History	3
Statement of Faith	5
Non-Discrimination Policy	6
Location and Facilities	6
Accreditation/ Authorization	6

## **STUDENT SERVICES**

Purpose (Philosophy)	8
Statement of Student Conduct	8
Standards of Student Conduct	9
Student Conduct Code Violations	11
Disciplinary Action (Sanctions)	16
Student Conduct Procedures	18
Appeal Guidelines	20
Student Complaints and Grievances	21
Grievances, Complaints, and Due Process	22
Student Records	23
Student Advisement	23
International Students	23
Housing	24
Student Handbook	24
Student Grievance Procedures & Due Process	24
Sexual Harassment	26
Sexual Harassment and Title IX Compliance	26
New Student Orientation	27
Student Participation and Support	27
Placement Assistance	27
Student Leadership	27
Student Clubs & Organizations	27
Student Council	28
Christian Service and Ministry	29
Discipleship	30



**BETHESDA LIBRARY** 31**FINANCIAL INFORMATION**

Tuition and Fees	34
The Schedule of Total Charges for Program	35
Other Expenses	36
Tuition Refund Policy	36
Policy on the Collection of Tuition	37
Payment of Student Accounts	37
Student Tuition Recovery Fund	38

**SCHOLARSHIP**

Selection Procedures	39
Types of Scholarship	40

**FINANCIAL AID**

Overview of Financial Aid	45
Qualifications to Apply	46
To Apply for Federal Title IV	46
Awarding Financial Aid	47
Responsibility for Disbursement of Funds	48
Title IV Refund Policy	48

**ACADEMICS**

Office of Admissions and Records	50
Registration Policies	50
Changing Registration	50
Late Registration	50
Academic Advising	51
International Students	51
Placement Tests	51
Incomplete Policy	51
Adding/Dropping Classes	52
Transfer of Credit Policies	52
Transfer of Credit Procedures	53
Criteria for Transfer of Credit	54
Policy for Granting Credit for Prior Experiential Learning	55
College Level Examination Program (CLEP)	57
Advanced Standing	57
Independent Study	58
Double Major & Minor Policy	58



Online Education	58
Grading System	59
Letter Grade Description	59
Satisfactory Academic Progress (SAP)	60
Terms of Probation	60
Incomplete Grade, Repeats, and Withdrawals	61
Re-Enrollments	61
Extended Enrollment Status	62
Appeals Procedures	62
Grade Change Policy	62
Academic Honors	62
Attendance	62
Leave of Absence	63
Drop-Out Policy	63
Academic Probation and Dismissal	63
Full-time Status	63
Placement Assistance	63
Release of Student Information	64
Graduation Policy	64
Graduation Requirements	65
 <b><u>DISTANCE EDUCATION USING MOODLE</u></b>	 68
 <b><u>F-1 STUDENT GUIDELINES</u></b>	 71
 <b><u>ESL PROGRAM (ESLP)</u></b>	 74
 <b><u>ACADEMIC CALENDAR</u></b>	 77



## MESSAGE FROM THE FOUNDER



I founded Bethesda University in 1976 based upon Pentecostal distinctiveness for the purpose of training men and women in the Christian Faith to fulfill the redemptive task of the Great Commission.

Through God's tremendous blessing, the university has been growing steadily since its foundation. The university is approved by the Bureau for Private Post-Secondary Education for the State of California (BPPE) and is accredited by Transnational Association of Christian Colleges and Schools (TRACS) and the Association for Biblical Higher Education (ABHE). Both ABHE and TRACS are accrediting agencies recognized by the United States Department of Education (USDE) and by the Council for Higher Education Accreditation (CHEA).

Bethesda University provides an education that would result in the creation for a sense of values and establishment of priorities. A growing numbers of our graduates are accepted to graduate schools around the world. The majorities of our graduates with degrees in music continue their studies at various graduate schools in the U.S. or actively perform in concerts and other fields in Korea.

In this new millennium, there is a growing need for Christian leaders and professionals. In this vein, Bethesda University will equip students to become leaders in the 21st Century with an exceptional education, artistic skills on a solid Christian foundation and a Pentecostal heritage.

**Dr. David Yonggi Cho**  
Founder

# MISSION AND PHILOSOPHY

## **MISSION STATEMENT**

Bethesda University is a Christ-centered community of higher education which aims to prepare students with the academic knowledge, professional skills and spiritual values to become servant leaders in global society.

## **INSTITUTIONAL OBJECTIVES (GOALS)**

To fulfill its mission, Bethesda University is committed to the following goals:

1. Understand theology and society through a Pentecostal Evangelical perspective.
2. Develop an integrative spiritual life which encourages students in the development of spiritual disciplines and leads to a life based on biblical morals and ethics in every area of their life.
3. Develop the knowledge, professional skills and attitudes appropriate to volunteer or professional involvement in ministry
4. Develop the ability and passion to engage in a lifetime of serving the Lord
5. Able to demonstrate information literacy skills by being able to access, evaluate, synthesize, and present credible information from a variety of resources

## **INSTITUTIONAL OUTCOMES**

In harmony with the mission and institutional goals of the school, Bethesda University expects certain outcomes to be demonstrated in its graduates. These foundational outcomes are enlarged upon by the specific measurable objectives articulated in each academic program offered by the institution. The combination of these institutional objectives for each student and the objectives for each academic program provides a basis for assessing a student's progress and the institution's effectiveness in fulfilling its mission.

Students graduating from Bethesda will:

- Evidence a commitment to the Lordship of Jesus Christ;
- Evidence the recognition of the authority of Scripture in their lives;
- Demonstrate a foundational knowledge of the Word and the ability to apply its principles to life;
- Evidence the basic skills and knowledge for their vocational success;
- Demonstrate the ability to effectively communicate in written and spoken form;
- Evidence reasoning skills with the ability to interpret and integrate knowledge;
- Demonstrate the ability for research on a post-secondary level; and
- Indicate a commitment to lifelong learning and growth.

## **PHILOSOPHY OF EDUCATION**

Bethesda University is a Christ-centered institution, that acknowledges all truth is of God and finds its unity in God. BU recognizes the primacy of the Spiritual truth revealed in the Bible and incarnate in Jesus Christ. BU recognizes that God reveals truth to us through Christ in nature, people, history, and above all, the Scripture. Thus, the Bible is central in the learning experience at BU.

## **HISTORY**

Bethesda University (BU) had its beginnings in 1958, when a young impoverished Bible school graduate by the name of Yonggi Cho launched his public ministry in Seoul, Korea. Over the next few years the church that he founded realized spectacular growth, necessitating a series of moves from its first meeting in a home to tents of increasingly larger sizes, and finally to a building that soon proved to be inadequate. In 1967 Pastor Cho introduced the cell system with leaders visiting homes and drawing new members into the fold of the church. Within two years the church was approaching 10,000 members, and even three Sunday services could not accommodate the crowds. The result was that thousands listened outside the building over loudspeakers. Clearly, the church needed to build new facilities.

Pastor Yonggi Cho defied all logic when he purchased a large tract of property on Yoido, a desolate island on the edge of the City of Seoul in the middle of the Han River that was completely undeveloped. The fact that there was not even a bridge to connect the island to the city of Seoul underscored his apparent folly. However, Cho was a visionary who was sensitive to the leading of the Holy Spirit, and in August of 1973 services were held in the newly constructed Yoido Full Gospel Church building, which accommodates 25,000 people. Today Yoido is the heart of Seoul, and the seat of the government is located only a few blocks from the church, as well as the headquarters of the Korean television and communications systems. By 1979 the church had reached a membership of 100,000, and even with the establishing of other churches throughout the city, the growth of the central church was phenomenal. In 1992 its membership reached 700,000 and today exceeds 850,000.

Very early Pastor Cho recognized the need for Christian education, especially theological training, and massive buildings were constructed at Yoido to house the educational arm of the church. The International Theological Institute was established to provide sound theological instruction, and a modern campus was developed for what has become the fully accredited Hansei University, affording young people the opportunity to receive a quality Christian education in various disciplines. However, Pastor Cho's vision went far beyond Korea and the rest of Asia, and soon thriving churches and Bible schools were established in various mission frontiers.

The passing years saw a steady flow of immigrants from Korea into the United States, with the largest concentration in and around Los Angeles. Other nations, such as Japan and Brazil, also received large numbers of Korean immigrants. Consequently, Pastor Cho felt that it was imperative to establish Bible colleges in those areas to train people in planting and leading Korean churches in those areas outside Korea. The first such institution was the Full Gospel Bible College which opened in Pasadena, California, in 1976. In 1980 the school relocated to larger quarters in Whittier, California. In 1983 the institution changed its name to Bethesda School of Theology and received authorization from the California Department of Education to grant undergraduate degrees. In 1990 the institution began offering the M.A. and M.Div. degrees. To better conform to American culture and to position itself to fulfill its stated mission, the school changed its name to Bethesda Christian University. The institution had reached the official program offerings and maturity to sustain the title University.

The next year saw a significant step in the development of the University when the INS granted permission for the school to issue the I-20, allowing Bethesda to enroll students from Korea. This was a vital part of Dr. Cho's vision and enrollment grew. The University soon outgrew its facilities in Whittier, and in 1995 purchased its present location in Anaheim, California, nearer to areas heavily populated by Koreans and in much larger facilities.



Bethesda University achieved an initial accreditation and the reaffirmation for ten years in 2006 with the Association for Biblical Higher Education (**ABHE**) [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: 407.207.0808; email: [info@abhe.org](mailto:info@abhe.org)], a nationally recognized accreditation agency, after having earned candidacy status in 1997. Bethesda Christian University is the first educational institution founded by Koreans to receive this status. ABHE awarded Bethesda Christian University with the Enrollment Growth Award in 2001-2002 and 2006-2007. BU received reaffirmation of accreditation for ten years in February 2006 by ABHE. ABHE approved the institution's Doctor of Ministry (D. Min) program in June 2010. ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

In fall 2001, Bethesda's Interim President, Dr. Horner, contacted Transnational Association of Christian Colleges and Schools (**TRACS**) and took a delegation to the annual convention in November. Bethesda applied in December and was received as an Applicant in 2002. In May 2002, Bethesda hosted Dr. Jeff McCain, Executive Associate Director of TRACS, for an official staff visit. In April 2003, Bethesda Christian University achieved Candidate status with TRACS [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)]. BCU was awarded accredited status as a Category III institution by the TRACS Accreditation Commission on November 7, 2006; this status is effective for a period of five years. Bethesda Christian University was awarded the Category IV status on November 4, 2008 by the TRACS Accreditation Commission, as Doctor of Ministry Program (D. Min) approved by TRACS. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

10 year re-accreditation was approved by TRACS in 2011. School name Bethesda University was approved by TRACS and ABHE in fall 2013 and it was also approved by BPPE in fall 2014. MBA,

concentrations in Legal Administration and in Sports Management were approved by TRACS. Los Angeles teaching site at 2116 Arlington Avenue, Los Angeles, California 90018 was approved by TRACS. In addition, TRACS approved six certificate programs in 2014. The board and school have

made a decision to move from institutional accreditation to programmatic accreditation with ABHE and ABHE approved for an evaluation team visit for programmatic accreditation in spring 2015. The ABHE evaluation team visited on April 22-24, 2015. The administrators and faculty have started reviewing and proposing substantive changes in institutional mission statement and objectives. On Feb. 10, 2016, ABHE approved 10 year re-accreditation until 2026.

Since its founding in 1976, Bethesda has been successfully fulfilling its mission. More than 1,000 students have graduated; most of these are in active Christian service as pastors, missionaries, chaplains, teachers, or functioning in various other leadership roles in local churches and the community. To fully commit to fulfilling its mission the university has started reviewed and proposed the substantive changes in institutional mission statement and objectives.

## **STATEMENT OF FAITH**

Bethesda University subscribes to the following statement of faith:

1. We believe the Bible is the inspired, infallible, and only authoritative Word of God. It is our rule of faith and practice, and all church tradition and human reason must be subject to it.
2. We believe in the one true living God, the eternal, self-existent Creator who has revealed Himself as One Being in three persons—Father, Son, and Holy Spirit, each of whom possesses equally all the attributes of deity and the characteristics of personality.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, triumphant ascension, abiding intercession on our behalf, and personal return in power and glory. We believe in the humanity of Jesus Christ.
4. We believe in the present ministry of the Holy Spirit, including the Baptism in the Holy Spirit and the bestowal of spiritual gifts for service and the working of signs and wonders.
5. We believe in the historicity of the Genesis account of creation.
6. We believe that there is a personal devil who seeks to tempt and separate people from God.
7. We believe that man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God. This historical fall brought all mankind under divine condemnation, with every individual in need of regeneration by the Holy Spirit.
8. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.
9. We believe that holiness is the result of the believer's identification with Christ in His death, resurrection, and throne life in glory. It is realized by faith in the Lord Jesus Christ through the power of the Holy Spirit and a life of obedience to God's Word.
10. We believe in divine healing that through His atonement Christ purchased deliverance from every sickness, and by His Spirit Christ makes healing available according to God's wisdom and sovereignty.
11. We believe that the Church is the body of Christ, of which He is the Head, and that it is composed of all truly redeemed people, who are in spiritual unity and who are committed to the proclamation of the gospel throughout the world.
12. We believe that final judgment will take place at the end of time, with the unrighteous entering into everlasting punishment in hell and the righteous into everlasting blessedness in heaven.



## **NON-DISCRIMINATION POLICY**

BU acknowledges that all persons are equally created in the image of God. Everyone has the equal opportunity and access in BU's educational programs and activities. The school does not discriminate on the basis of color, race, gender, ethnic background, age, handicaps or disabilities, marital or veteran status in any of its policies, procedures, or practices. Non-discrimination policy applies to admission policy, educational programs, employment, and all other activities that BU provides.

The school provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

## **LOCATION AND FACILITIES**

Bethesda's main campus is located in Anaheim, in the heart of beautiful Southern California. It is less than 30 miles from downtown Los Angeles, America's second largest city, two hours from Mexico and minutes from world-renowned Disneyland. Anaheim is located within Orange County, which has over forty miles of coastline along the beautiful Pacific Ocean and enjoys a very comfortable climate year round. Orange County is the home of numerous recreational attractions including Disneyland, Knott's Berry Farm, Edison Field (home of the California Angels baseball team) and Arrowhead Pond (home field of the Mighty Ducks hockey team). The campus facilities include: a chapel, conference rooms, student lounge, computer lab, classrooms, lecture halls, and a library holding over 38,000 volumes. Students will be using computer labs, laptops, books and other materials for their classroom lectures.

The LA teaching site is located at 2116 Arlington Ave. Los Angeles CA 90018. The 5,000 sq. foot facility provides adequate spaces to serve the current needs of the teaching site. Facilities include one administrative office room and five classrooms, one computer lab and a student's lounge. Parking is available from building parking space. The computer lab functions as a multi-purpose resource room for both library use and classroom interaction. The computers are available for personal student use and conventional classroom use, computer and software classes, computer-aided classes, lecture or guest presentations, and real time video and Internet interactive classes and presentations.

**Currently all class sessions are held in main campus at 730 N. Euclid St. Anaheim, CA 92801. There is no class in the LA teaching site.**

## **ACCREDITATION/AUTHORIZATION**

### **Accreditation**

Bethesda University is accredited by the Association for Biblical Higher Education (ABHE). The Association for Biblical Higher Education Commission on Accreditation (5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822, Telephone: 407-207-0808) accredits the following programs: Bachelor of Arts in Religion (Biblical Studies), Bachelor of Arts in Religion (Pastoral Ministry), Bachelor of Arts in Religion (Christian Education), Bachelor of Arts in Religion (Missions), Master of Arts in Biblical Studies, Master of Divinity, Doctor of Ministry.

Bethesda University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, Virginia 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)]

having been awarded Reaffirmation I of its accredited status as a Category IV institution by the TRACS Accreditation Commission on November 10, 2011; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### **State Authorization**

Bethesda University is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5. of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818 West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review the Catalog and the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

# STUDENT SERVICES

## **STANDARDS OF CONDUCT**

### **I. PURPOSE (PHILOSOPHY)**

Students shall, at all times, conduct themselves in a manner that exemplifies a Godly lifestyle that glorifies God and His Son Jesus Christ. This conduct will be in accordance with the Bible and the standard of conduct of the University.

BU exists for the purpose of providing foundational preparation for persons desiring to serve in ministry and to provide personal, spiritual, and theological enrichment opportunities for believers.

As a Christian education center, BU expects students to exemplify the highest moral and ethical standards. Student behavior—both social and academic—is expected to conform to the guidelines presented in the doctrinal statement and in the catalog. Academic honesty is expected at every level since this is a foundational necessity of any educational process. Students are expected to exemplify Jesus Christ in word and deed.

If a student fails to meet the behavioral expectations of the Institution, he/she will face disciplinary action ranging from verbal and/or written notification of concern to probation or suspension. The initial action is usually a personal meeting with the Student Dean. Academic violations such as not doing one's own work, plagiarizing, or cheating on tests, may lead to grade reductions, course failure, or academic probation or suspension. The initial action involving academic violation is usually a personal meeting with the Chief Academic Officer.

It is expected that all students shall adhere to the highest standards of behavior as set forth in God's Word. They shall be in keeping with the Standard of Conduct of BU and are set forth to promote an atmosphere for spiritual growth and academic excellence. One may not agree with all of the expectations of BU but by enrolling as a student one has agreed to sign a Statement of Conduct and live his/her life according to its behavioral expectations. Violations of these expectations will result in disciplinary action and possible dismissal. All students whether part or full-time shall maintain these standards. As a student of BU one must realize that s/he not only represents the University but represents his/her home church and the Lord Jesus Christ.

### **II. STATEMENT OF STUDENT CONDUCT**

BU acknowledges that all persons are equally created in the image of God. Everyone has the equal opportunity and access in BU's educational programs and activities. The school does not discriminate on the basis of color, race, gender, ethnic background, age, handicaps or disability, marital or veteran status in any of its policies, procedures, or practices. Non-discrimination policy applies to admission policy, educational programs, employment, and all other activities that BU provides.

The school provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

### **III. STANDARDS OF STUDENT CONDUCT**

Recognizing BU as a community of believers, the school expects its students, faculty, and staff to exemplify biblical standards of conduct in all areas of their lives, both on and off campus, and in interpersonal and community relationships. The institution expects its members to demonstrate integrity in their personal lives and in their academic/professional work, and to show respect, concern, and proper behavior towards their colleagues and those in authority.

BU Standards of Conduct is a central criterion of behavior for all who are a part of BU community. It represents a standard of Christ-like maturity based upon a biblical philosophy, reverence for God, esteem for humankind, and personal integrity.

The standards of BU have been shaped by three sources:

#### **1. Legal Authority**

Local, state and federal laws address matters which influence the University's policy. Possession of illegal substances, alcohol, harassment, physical abuse against property or persons, possession of firearms on campus and copyright laws are examples of these.

#### **2. Spiritual Authority- God's Word**

The Bible speaks to every area of our lives. It is the standard that helps us develop Godly character and integrity which impact the community and the relationships within that community. The Bible speaks directly to such issues as a person's worth, God's grace, and His power to heal. It also states that sexuality is a gift from God to all persons. We believe that this gift may only be expressed and affirmed within the context of God's design. We reject sexual expression that exploits damages or destroys this God given gift. Homosexuality, premarital and extramarital sexual relations are not in accordance with the teachings of the Bible and are considered unacceptable behavior by this University. We do believe that God's grace is available to all and the University will provide students with counseling services for those who want help dealing with sexual moral issues.

#### **3. Mission and Purpose of BU**

The mission of this University is to glorify God and His Son Jesus Christ through the development and education of students in spiritual maturity, academic excellence and physical wholeness. The University wishes to establish a climate where education, spiritual, moral and ethical excellence can be developed in the students as future Christian leaders and professionals. Any conduct that may be seen by the University as being in direct opposition to its mission and purpose may be just reason for disciplinary action or dismissal.



Recognizing that preparation for and involvement in the service of Christ requires personal commitment to the Lord Jesus Christ, BU expects the members of its community to seek spiritual growth and maturity in their Christ-like life. The following are expected of community members:

1. **Study the Word of God.** Regular and consistent personal study of the Word is essential for spiritual growth. I Peter 2:2 Encourages us to "long for the pure milk of the Word." The Word has the power to reach the inner most parts of our being (Hebrews 4:12) and to enable us to stand firm for Christ (Ephesians 6:17).
2. **Communion with the Father.** Christ-like living is essentially a love relationship with the living God (James 4:8), birthed by and substantiated through the power of the Holy Spirit. To personally know the Father we must have communion with Him. Jesus Christ gave us the example to pray regularly and consistently and the Scriptures encourage us to "pray continually" (I Thessalonians 5:17) including prayer in the Spirit (I Corinthians 14).
3. **Discipleship.** God's Word instructs believers to follow His example, learn and observe those who walk according to the pattern you have in us" (Philippians 3:17). Disciple ship is developing personal relationships for spiritual goals. Community members are encouraged to form personal friendships, structured accountability relationships, and/or small groups.
4. **Church Attendance.** Believers are instructed not to forsake to assembling together" as they submit themselves to the life and leadership of a local assembly (Hebrews 10:25, 1 Cor. 16:13-16). It is expected that all members of BU community will establish a church home and regularly attend worship services.
5. **Christian Ministry.** The Father has called every believer to do the work of ministry (Ephesians 4:16-18). The Word declares "we are His workmanship, created in Christ Jesus for good works" (Ephesians 2:10). It is anticipated that all members of the community will be involved in some expression of Christian service in Jesus name and that all are encouraged to exercise spiritual gifts for the edification of the body.

Recognizing that preparation for and involvement in the service of Christ requires a lifestyle consistent with an effective Christ-like witness and one which exemplifies a life of integrity and Christian values, the following are expected of community members:

1. **Maintain a blameless testimony.** Scripture declares that God has created all persons in His image (Genesis 1:26) and that we are not to be conformed to this world (Romans 12:2), but are to be "holy in all" our conduct (I Peter 1: 15, 16). To maintain a blameless testimony as Christian leaders, students and employees are expected to totally abstain from participating in either fornication, adultery, or homosexual activities or using pornography, illegal drugs or harmful substances; and profanity, obscenity, and dishonesty including plagiarism are equally unworthy and to be shunned.
2. **Respect for Peers and Authority.** BU expects every member of the community to demonstrate

love, respect, and honor to all other members of the community, whether relating to one's colleagues or to those in authority (Romans 12:10, 1 John 4:21, 1 Peter 2:17, Hebrews 13:16, 17).

3. **Discrimination/Harassment.** In valuing the rights of all individuals and their contributions (I Corinthians 10:24), we acknowledge all forms of racial and gender discrimination to be violations of God's laws (Acts 10:34). BU is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited.
4. **Dating and Marriage.** BU expects the highest standard of moral purity to be maintained by members of its community regarding both dating and marriage. God's Word does not condone either pre- or extra-marital sexual activity (I Thessalonians 4).
5. **Appearance and Dress.** Recognizing that members of BU community are called to be leaders in the Church and in society, the school requires its members to follow the standard of modesty in dress and appearance. Scripture calls believers to be examples to those around them (I Timothy 4:12) and to give no offense to others (I Corinthians 10:32). Thus members of BU community should never allow their appearance to be a stumbling block to another.

#### **IV. STUDENT CONDUCT CODE VIOLATIONS**

The following list of 30 violations of the Student Conduct Code is an example of behaviors that may result in disciplinary action by the University. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Dean of Students shall make the final determination.

##### **(1) Academic Dishonesty**

###### ***Cheating***

- a) Submitting material that is not yours as part of your course performance.
- b) Using information or devices that are not allowed by the faculty.
- c) Obtaining and/or using unauthorized materials.
- d) Fabricating information, research, and/or results.
- e) Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation.
- f) Collaborating with others on assignments without the faculty's consent.
- g) Cooperating with and/or helping another student to cheat.
- h) Demonstrating any other forms of dishonest behavior.
- i) Copying the work of others or allowing others to copy your work.
- j) Submitting of the same work for credit to more than one course.

###### ***Plagiarism***

- i) Directly quoting the words of others without using quotation marks or



indented format to identify them.

- j) Using sources of information (published or unpublished) without identifying them.
- k) Paraphrasing materials or ideas without identifying the source.
- l) Self-plagiarism: Re-submitting work previously submitted without explicit approval from the instructor.
- m) Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

## **(2) Alcohol Possession and Use**

- a) Possession or consumption of alcoholic beverages by persons under the age of 21.
- b) Driving under the influence of alcohol.
- c) Possession or consumption of alcoholic beverages in public locations on campus, including residence halls common spaces.
- d) The sale, distribution, or furnishing of alcoholic beverages to persons under the age of 21.
- e) Providing alcoholic beverages to a person who is intoxicated.
- f) Any activity or conduct involving the use of alcohol that is in violation of law.

## **(3) Assault**

- a) Any intentional physical contact of an insulting or provoking nature.
- b) Any physical abuse, intentional injury, or physical harm of another person.

## **(4) Classroom Copyright Infringement**

- a) Any recording and transmission of classroom lectures and discussions by students without prior written permission from the class instructor, and without all students in the class as well as the guest speaker(s) being informed that audio/video recording may occur.
- b) Uploading any recordings of lectures and/or class presentations to publicly accessible web environments.

## **(5) Classroom Disruption**

- a) Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn.

## **(6) Damage or Destruction of Property**

- a) Any damage or destruction of University property or another person's property.

## **(7) Deception**

- a) Any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means;
- b) Any giving or receiving of false information to the University or to any University official,

administrator, or administrative unit.

- c) Providing false information to law enforcement officials.
- d) Possession of any fake, altered, or any other identification that belongs to another person.

### **(8) Disorderly Conduct**

- a) All lewd, obscene, indecent behavior, or other forms of disorderly conduct.
- b) Any abuse or unauthorized use of sound amplification equipment.
- c) Any conduct which materially interferes with the normal operation of the University.  
or with the requirements of appropriate discipline.
- d) Any assembly for the purpose of causing a riot, destruction of property, or disorderly diversion,  
which interferes with the normal operation of the University.

### **(9) Drug Misuse**

- a) The possession, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled  
or illegal substance, designer drug.
- b) The possession and/or use of any drug paraphernalia, i.e. bowls, hookah pipes, bongs,  
"homemade" smoking devices, any other smoking device or smoking paraphernalia.
- c) Any activity or conduct involving drugs that is in violation of local, state, or federal law.

### **(10) Failure To Comply**

- a) Failing to respond to a lawful request by properly identified University officials or law  
enforcement officials in the performance of their duties.
  - b) Failing to report for a conference, meeting, or appointment with any University  
official or faculty member.
- c) Failing to comply with any disciplinary condition imposed on a person by any student conduct  
body or administrator.
- d) Fleeing from law enforcement or university officials.

### **(11) False Representation**

- a) Any unauthorized claim to speak and/or act in the name of Bethesda University or any  
organization, student, University officials or faculty members.

### **(12) Gambling**

- a) Engaging in any form of gambling that is in violation of the law.

### **(13) Harassment**

- a) Speech or other expression (words, pictures, symbols) that constitutes fighting words and is  
sufficiently severe, pervasive, or persistent so as to interfere, limit, or deny one's ability to  
participate in or benefit from an educational program. Fighting words may include, but are not  
limited to, words, pictures or symbols that:

- (i) Are directed to an individual or individuals based on that person's race, color, sex, religion, creed, age, sexual orientation, gender, gender identity, disability, veteran status or national origin.
- (ii) Threatens violence, tend to incite an immediate breach of the peace or provoke a violent response.

**(14) Hazing**

- a) Any act which endangers the emotional, mental, financial, physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- b) Any act intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above.
- c) Participation in hazing, either by facilitating or encouraging the act, or allowing oneself to be subject to acts of hazing.

**(15) Joint Responsibility**

- a) Students who knowingly act or plan to act in concert to violate University regulations have individual and joint responsibility for their behavior.
- b) Any student who knowingly allows another person to violate University regulations without reporting to a University Official.

**(16) Sexual Assault**

- a) Any sexual conduct that takes place without the victim's consent.

**(17) Sexual Harassment**

- a) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
  - (i) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing.
  - (ii) Submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual, or
  - (iii) Such conduct unreasonably interferes with an individual's work, living environment, academic performance, or creates an intimidating or hostile work or academic environment.

**(18) Sexual Misconduct**

- a) Intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock, or breast) without or against the victim's consent.
- b) Touching is either directly on the body part or on the clothing covering that body part;
- c) If the victim is forced to touch the intimate areas of another person.

**(19) Student Identification Card Violations**

- a) Altering, lending, or selling a student identification card.
- b) Using a student identification card by anyone other than its original holder.
- c) Using a student identification card in any unauthorized manner.

**(20) Theft**

- a) Taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the University) without the owner's permission.
- b) Taking or attempting to sell any service that belongs to the University without proper permission.

**(21) Threats**

- a) An expression of intention to inflict injury or damage.
- b) To cause another person to feel fear for their safety or well-being.

**(22) Tobacco**

- a) The use of all forms of tobacco products on property owned, leased, rented or in the possession of Bethesda University, or in any way used by the University or its affiliates, is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

**(23) Unauthorized Entry**

- a) Unauthorized entry into any University building, office, residence hall, off-campus residence, parking lot, motor vehicle, or other facilities.
- b) Remaining in any building after normal closing hours without proper authorization;
- c) Remaining overnight in public areas of the residence hall or surrounding areas without approval from University Housing staff.

**(24) Unauthorized Use**

- a) Unauthorized use of University equipment.
- b) Unauthorized use of bathrooms, exits, or windows.
- c) Unauthorized use or duplication of keys.
- d) Unauthorized use or possession of any parking permit (hang tag).

**(25) Unauthorized Use of Computer Resources**

- a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another individual's identification and password.

- d) Use of computing facilities that interfere with the normal operation of the University computing system.
- e) Use of computing facilities that violate copyright laws.
- f) All devices attached to the University network must be registered.
- g) Use of tools for port-scanning, "sniffing," or to monitor or read transmissions from other users on the network is prohibited.
- h) Workstations attached to the University network are required to have virus protection software. Virus protection must be updated at least every two weeks.
- i) Any violation of the University's computer use policies.

**(26) Violation of Confidentiality**

- a) Violating the confidentiality of a student's educational record.
- b) Student Conduct Advocates or University Student Conduct Board members may not disclose confidential student conduct information.
- c) Student employees may not disclose confidential work-related information.

**(27) Violation of Federal, State or Local Law**

- a) No student shall violate any federal, state or local law wherein the conduct in question impairs, interfaces with or obstructs the mission, processes, or functions of the University.

**(28) Weapons and Firearms**

- a) No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, stun guns, and paintball guns) on any property owned, controlled, or leased by the University unless specifically authorized by the administration or as part of a University-sanctioned event.
- b) No student shall use, possess, display or carry any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person on any property owned, controlled, or leased by the University unless specifically authorized by the administration or as part of a University-sanctioned event.
- c) Illegal or unauthorized possession of weapons that include but are not limited to: fire arms, explosives, tasers, other weapons, or dangerous chemicals.
- d) Any violation of federal or state Law against carrying a weapon.

**V. DISCIPLINARY ACTION (SANCTIONS)**

Discipline is more than rules, consequences and external motivation. BU students are called to a life of responsibility to God, to the student body, and to others around the greater community. This call to responsibility to God and others cultivates a culture within our university that encourages a strong sense of self-discipline.

However, when inconsistent behavior elicits disciplinary actions from the university, the attitude and

approach of BU is based on a commitment to help the student grow into wholeness. BU is here to provide support, counseling, and guidance alongside its disciplinary actions.

Each student is a part of a complex set of inter-relationships with their peers, community, and the institution. Due to this, each student has a responsibility to one another in the BU community.

For instance, if a BU member becomes aware of behavior inconsistent with the standards of the BU, that he/she has a responsibility to address the concern with the person(s) involved. If the inconsistent behavior of the person persists, this person should then be made aware that unless there is change, the BU member addressing the concern will have to seek the authority figure for help.

Should the behavior of an individual make it necessary to impose disciplinary action from the university, one or a combination of the following measures will be used.

### **1) Counseling**

Students may meet with the instructor or administrator to discuss the nature of the infraction and receive counseling and personal ministry for edification and spiritual growth. Step one is used for consistent behavioral issues or minor infractions.

### **2) Warning**

Students may receive a written notification of the infraction(s) or violation(s). A copy of this notification will be included in the student's permanent record. This warning is used for more serious infractions or instances where the student is not responding to counseling.

### **3) Grade Reduction**

Grade reduction is used primarily for plagiarism, cheating, or other inappropriate behavior related to the submission of assignments or tests. Academic dishonesty usually results in a minimum penalty of failing the course, although lesser penalties may be exercised.

### **4) Probation**

Probation is used for more serious infractions or consistent and unresponsive behavioral problems; the student is placed on probation for a specific time period. During that time, the student may receive counseling and may not be involved in any other violations of the university's policies or the student will be suspended or dismissed. Probations will be recorded in the student's permanent record.

### **5) Suspension**

Suspension is imposed for major infractions, consistent and unresponsive behavior problems, or behavior(s) requiring the immediate removal of the student. Suspension may be for a definite period of time, or may be conditional depending on the restitution made by the student or the investigation conducted by university officials. When the term of suspension is completed, the student may be automatically reinstated or may be placed on probation for a period of time and/or assigned to

counseling as deemed necessary by the administration. Suspension will be recorded in the student's permanent record.

## **6) Dismissal**

Dismissal is used for serious violations, consistent and unresponsive behavior problems, or dangerous and/or criminal behavior. Dismissal from the university is recorded on the student's permanent record and reinstatement will not be granted.

# **VI. STUDENT CONDUCT PROCEDURES**

## **1) Reporting**

Any person may file an Incident Report with the university. An Incident Report is considered to have been filed when it has been presented in writing to a Student Affairs Officer. Upon receiving an Incident Report, the Dean of Students Affairs will review the report and initiate the procedures for each case.

## **2) Determination of Disciplinary Action**

Once an Incident Report has been filed, a Student Affairs Officer will determine if disciplinary action is applicable. No further action will be taken if the Incident Report is not substantive. However, the University may resume action on any Incident Report(s) if further relevant information becomes available. If the Incident Report is substantive by having sufficient evidence to convene a hearing, the Incident Report will be referred to a Hearing Body.

## **3) Notification of Disciplinary Action**

When a student is charged with a violation of the Student Conduct Code, the student will be notified to appear for a meeting with a Student Affairs Officer to respond to the charges in the following manner: All formal notifications shall be presented to the accused student in written form (usually by email). A time shall be set for a meeting which normally will not be less than two (2) university days and will not be more than twenty (20) calendar days after the student has been presented with the charges.

- a) An email will be sent to the student instructing the student to respond to the charges on or before a specific date.
- b) If a student does not respond to this request as instructed, a hearing will be held in the student's absence and action will be taken as warranted by the facts in the case, which may include disciplinary probation, suspension, or dismissal. The decision from a hearing held in a student's absence will be final. The student will not be afforded an appeal.
- c) Students will not be permitted to enroll in subsequent semesters until their disciplinary case is resolved.



- d) A student cannot drop a course or withdraw from the university to avoid being charged for a violation of the conduct code. If the student chooses not to participate in the process, the case will be heard in the student's absence.

#### **4) Notification of Hearing**

Once the disciplinary action has been determined, a Student Affairs Officer will review the schedule(s) of those parties involved and schedule a hearing. Proper Written Notification or an email will be sent individually to the parties involved which will include the time, date, and location for the hearing along with the disciplinary action being considered and the information reported about the incident as applicable to the party.

Distance learning students who are not able to attend an in-office hearing must have their case adjudicated either through a telephone conference, email correspondence, or through video chat. A follow-up letter with sanctions (if applicable) will be emailed to the student upon completion of the hearing. Failure of distance learning students to set up a meeting will result in the case being heard and decided in the student's absence. There is no appeal for cases heard in the student's absence.

#### **5) Hearing**

The hearings for alleged violations other than academic dishonesty shall be conducted according to the following guidelines:

- a) Normally, a hearing will be conducted in private. Hearings may be conducted by alternative means for students who are enrolled in distance learning programs.
- b) The Student Affairs Officer may make an audio recording of the Student Conduct Board hearings. No other recording devices or court reporters are permitted to record or transcribe a Student Conduct Board hearing. The audio recording is the property of the university and may be reviewed by the accused student or the complainant for the purpose of preparing an appeal. The time and location for such a review is subject to the discretion of the Student Affairs Officer.
- c) The accused student shall have the right to be assisted by an advisor. The advisor will be of the student's own choosing and may be an attorney. The Student Affairs Officer will present the case for the complainant and the university. Advisors, including attorneys, are not permitted to represent accused students in any portion of the Student Conduct Board proceedings, but may only offer advice to the accused student. The accused student may question his or her witnesses, including each other. The accused student will be permitted to review and examine evidence during the hearing, if approved by the university's Student Conduct Board Chairperson.
- e) Pertinent records, exhibits, and taped or written statements may be accepted as evidence for consideration at the discretion of the Dean of Student Affairs.
- f) Procedural questions are subject to the final decision of the Chairperson of the Student Conduct Board.
- g) After the hearing, the Student Conduct Board, along with the Chairperson will go into closed session. The Chairperson may participate in the deliberations of the board. After deliberations, the findings and considerations will be forwarded to the appropriate approving body.



- h) The Student Conduct Board's findings and considerations will be made on the basis of the preponderance of the evidence presented at the hearing.
- i) Upon reaching a decision made by the Hearing Officer or Conduct Board, a taking into account of the Student Conduct Board, a Student Affairs Officer will inform the student of the decision and the penalty via email.
- j) Upon a decision by the Hearing Officer or Conduct Board, taking into account the recommendation and finding of fact, a Student Affairs Officer will inform the student of the decision and the penalty via email.
- k) A Student Affairs Officer will inform students of their right to appeal the decision and be given a written statement of the disciplinary actions.
- k) Should an accused student fail to appear for his/her hearing or choose to limit or withhold a response to charges against him/her, the Chairperson shall nevertheless proceed with the hearing.

## **6) Notification of Decision**

Once a decision regarding responsibility and possible outcomes has been made following a hearing, proper written notification will be sent individually to parties involved. The decision notification letters will include, as applicable to the recipient, a rationale explaining the decision, the determination of responsibility per each Disciplinary Action reviewed, any assigned outcomes with details and due dates for completion, and the appeal instructions.

## **VII. APPEAL GUIDELINES**

The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. Students have the right to appeal formal hearing decisions provided relevant grounds for an appeal are cited. All appeal request and responses in this process are transmitted by electronic mail (which accommodates distance learning students).

The student will not be granted an appeal if the case has been heard in the student's absence. Appeals of academic dishonesty cases will be decided by the Chief Academic Officer.

In all appeals involving Title IX hearing decisions the Student Affairs Officer will share the appeal by one party with the other party(s) when appropriate under procedure or law (e.g. if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). All appeal documents received in this case are forwarded to the Dean of Students or their designate.

### **1) Grounds for Appeal**

- a) A violation of due process.
- b) Evidence of prejudicial treatment by the original hearing body.
- c) Evidence that does not support a finding.
- d) Sanction(s) inappropriate for the nature of the violation.

- e) Evidence that becomes available during the review process that was not previously available during the original hearing.

## **2) Procedure**

- a) In the first level of appeal (except in cases of Academic Dishonesty), the Dean of Students or designee will review all material related to the case including:
  - (a) The record made before the hearing body; (b) all pertinent documents, including the audio recording of the hearing, witness statements, incident reports, prior violations, and sanctions against the student. The Dean of Students or designee may:
    - (i) Affirm the original decision.
    - (ii) Change the sanctions imposed.
    - (iii) Refer the case for rehearing before another hearing body.
    - (iv) Find the accused student not in violation and terminate the proceedings.
- b) In the second level of appeal (except in cases of Academic Dishonesty), the Vice President or designee will review decisions made by the Dean of Students by reviewing all material related to the case including: (a) the record made before the hearing body; (b) all pertinent documents, including the audio recording of the hearing, witness statements, incident reports, prior violations, and sanctions against the student. The Vice President or designee may:
  - (i) Affirm the original decision.
  - (ii) Change the sanctions imposed.
  - (iii) Refer the case for rehearing before another hearing body.
  - (iv) Find the accused student not in violation and terminate the proceedings.

## **VIII. STUDENT COMPLAINTS AND GRIEVANCES**

Students who have complaints that involve faculty, students, or administration may discuss them with the Dean of Students either personally or submit a Complaint Form to the Dean of Student Affairs. The Dean of Students Affairs has the responsibility of examining the complaint and dealing with the involved parties on a one-to-one basis. He/she has the authority to impose appropriate discipline or the student may refer the case to the Chief Academic Officer for appropriate action.

Students with academic grievances may first consult the individual faculty members involved and then, if necessary, the Chief Academic Officer. If the grievance is not satisfactorily resolved, the student may appeal directly to the Academic Affairs Committee for a final resolution.

Grievance procedures and the due process exist to keep a healthy environment in which proper Christian conduct can be maintained. Thus, BU deals with such matters according to biblical principles, and not in a matter that brings division and factions.

Bethesda University allows student to contact the Bureau for Private Postsecondary Education to file a grievance prior to filling a grievance with the school.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone (916) 431-6959 toll free (888) 370-7589 fax (916) 263-1897.

In addition, students who find that their concerns have not been adequately addressed or solved by the school administration may contact the accrediting agencies, the Association for Biblical Higher Education (ABHE), or the Transnational Association of Christian Colleges and Schools (TRACS) at the following addresses:

Association for Biblical Higher Education (ABHE) 5850 T.G. Lee Blvd., Ste. 130. Orlando, FL 32822; Telephone: (407) 207-0808; email: [info@abhe.org](mailto:info@abhe.org)

Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, Virginia 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)

### **Grievance, Complaint and Due Process Procedures**

Your concerns are welcome. To facilitate our desire to hear from you, BU provides Complaint Forms (see Dr. Hyoin Kim) and also solicits opinions in occasional surveys.

At BU, we have a goal of providing prompt and equitable resolution to student and staff concerns. Such concerns can include grievances, complaints, issues related to sexual harassment and issues related to discipline or dismissal. Where possible, we encourage parties to follow policies outlined in Matthew 28. Students are always welcome to discuss concerns with the student dean. Employees are always welcome to speak to their supervisors or the CEO.

In cases related to discipline or dismissal, a complainant has the right the following rights:

- Right to present his or her case: This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.
- Right to be notified of the time frame within which: (a) the school will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file an appeal, if applicable.
- Right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).
- Right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings: ♣ Schools must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall. ♣ Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to postsecondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore,

colleges and universities may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.

The grievance procedures include an option for voluntary informal methods (e.g., mediation) for resolving some types of complaints (including some sexual harassment complaints). However, the complainant has the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not an option.

## **IX. STUDENT RECORDS**

Student Affairs will be responsible for maintaining all official University records related to student conduct and Complaints. A student's record will include copies of all Cases in which a student is charged with violating at least one *Student Conduct Policy*, as well as copies of all correspondence and other documentation related to the Case.

The policies regarding the retention of student conduct records are as follows:

- 1) Student Conduct and Complaints files will be maintained for a period of no more than five years.
- 2) Student Conduct files of students who have been dismissed from the University will be kept indefinitely.
- 3) The University will retain, as necessary, appropriate statistical information related to policy violations in order to comply with legislative reporting requirements.

## **STUDENT ADVISEMENT**

Academic advisement is available to all students through either the office of the Chief Academic Officer or through individual faculty members. Each new student is assigned a faculty mentor who will meet with him/her several times each semester. Full-time faculty members are required to maintain regular hours for advising students.

Students desiring counseling of a personal nature are encouraged to talk with faculty and administration concerning these issues. The Student Dean's office can refer students to competent Christian professionals when therapy or psychological counseling is needed or requested.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **INTERNATIONAL STUDENTS**

The needs of students studying at Bethesda University on an F-1 visa are unique and require additional attention to meet their needs. Bethesda University recognizes that these students need more help than domestic students in adjusting to student life at Bethesda University. Although the university does not operate dormitories, ample housing is available within the local community.

## **HOUSING**

Bethesda University has no on-campus housing or dormitory facilities. Most of our students rent apartments near the school. The International Student Program assists students with housing information upon their arrival.

Apartments are available in Anaheim and areas around Bethesda University. Students are encouraged to contact the owners or managers of apartments directly for rental arrangements. Rent ranges from approximately \$900 to \$1300 per month. Bethesda University will assist but is not responsible to find housing for students.

## **STUDENT HANDBOOK**

The students and staff of Bethesda University have written a student handbook in which the specific requirements of student conduct have been detailed. This handbook also contains specific information on community resources, school procedures, student organizations, and student activities.

## **STUDENT GRIEVANCE PROCEDURES & DUE PROCESS**

### **1. Purpose**

A grievance may arise out of a decision reached or an action taken by a member of the students, faculty, staff, or administration of Bethesda University. The purpose of the student grievance procedure is to provide an impartial review process and to ensure that the rights of students are properly recognized and protected. Note: Sexual harassment complaints are handled under a separate grievance process.

### **2. Procedure**

#### **A. Stage One (Informal Process)**

Any student who believes he/she has grounds for a grievance shall make an attempt in good faith to resolve the problem through early informal discussion of the matter with the academic, administrative, or staff member directly involved. If the student is not satisfied, the student shall attempt to resolve the grievance through either of the following channels:

- a. In the case of faculty, through the chairperson of the department, and if resolution still cannot be attained, the Chief Academic Officer.
- b. In the case of support staff or administrative personnel, through the employee's supervisor, and if resolution still cannot be attained, the Vice President.

#### **B. Stage Two (Formal Procedures)**

If the student wishes to file a formal grievance, he/she must fill out Complaint Form and submit to

Student Affairs Office. Upon receipt of the written and signed Complaint Form, the Student Affairs Officer shall promptly forward a copy to the Dean of Student Affairs. The Dean of Student Affairs has the responsibility of examining the complaint and dealing with the involved parties on a one-to-one basis. He/she has the authority to impose appropriate discipline or may refer the case to the Chief Academic Officer for proper action.

Students with academic grievances may consult the individual faculty members involved and then, if

necessary, the Chief Academic Officer. If a grievance is not satisfactorily resolved, the student may appeal directly to the Vice President.

### **C. Stage Three (Appeal)**

If the grievant is dissatisfied with the decision of the Dean of Student Affairs or Chief Academic Officer, he/she may, within five (5) working days of the receipt of the decision, file a written request to the Vice President to review. 1) The Vice President may uphold the ruling of the grievance officer and deny hearing on the basis that the grievance is without merit. 2) The Vice President may recommend that a Grievance Hearing Committee be convened.

### **3. Grievance Hearing Committee Process (Due Process)**

The Grievance Hearing will be scheduled within fifteen (15) days of the request for review. The process for the hearing shall be as follows:

1. All information in the possession of the Student Affairs Officer that concerns the formal grievance shall be provided to the Hearing Committee by the Student Affairs Officer.
2. The Hearing Committee shall discuss issues, hear testimony, examine witnesses and consider all relevant evidence pertaining to the grievance.
3. Arguments about legal validity or constitutionality of the college policies or procedures will not be entertained by the Hearing Committee.
4. The Hearing Committee shall judge the relevance and weight of evidence and make its findings of fact. No evidence other than that received at the hearing shall be considered by the Hearing Committee.
5. Following presentation of evidence, the Hearing Committee shall privately consider the evidence and prepare a written report of its recommendation and deliver the same to either the Vice President. The report, which shall be submitted to the Vice President within five (5) working days of the date of the hearing.
6. A tape recording made of the proceedings shall be submitted by the Hearing Committee and kept in a confidential file by either the Vice President and shall be maintained for at least one year after which time it will be erased. Upon request, either party to the grievance may listen to all or portions of the tape.

### **4. Final Action (Disciplinary Procedures)**

The Vice President shall review the report of the Hearing Committee and may clarify it with one or more members of the Committee. The Vice President may uphold, reverse, or modify the recommendations of the Hearing Committee. The decision of the Vice President and a copy of the Hearing Committee report will be delivered to the grievant, the employee against whom the grievance was filed, and the Student Affairs Officer.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form,

which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Grievance procedures and due process exist to provide a healthy environment in which proper Christian conduct can be maintained. Thus, Bethesda University deals with such matters according to biblical principles and not in a manner that brings division and factions.



## **SEXUAL HARASSMENT**

### **Bethesda University's Campus Commitment**

Bethesda University (BU) is committed to creating and maintaining an environment free of harassment, and sexual violence. At BU such behaviors are not tolerated and are prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates University policy.

### **Title IX/Sexual Harassment Office**

The Title IX/Sexual Harassment Office (Title IX/SHO) maintains a leadership role in BU's commitment to a learning and workplace environment in which all persons are treated with civility, dignity, and respect. Under Title IX, Educational Amendments of 1972 and Title VII, Civil Rights Act of 1964, Title IX/SHO monitors and evaluates campus policies and procedures to ensure compliance and to provide an environment in which all members of the campus community feel supported and free of personal threat from sexual harassment and sexual violence.

In addition, the Title IX/SHO has the primary responsibility for educating the campus community on sexual harassment and sexual violence; providing ways to prevent sexual harassment and sexual violence; assisting individuals involved in complaints of sexual harassment; assisting victims of sexual assault, domestic violence, dating violence, and stalking; and investigating and resolving complaints of sexual harassment and sexual violence.

### **Who to Contact:**

If you or someone you know is experiencing sexual harassment or sexual violence, please contact the Title IX/SHO, William Min (Male: [FinancialAid@BUC.edu](mailto:FinancialAid@BUC.edu)), KyungLan Suh (Female: [KyungSuh@BUC.edu](mailto:KyungSuh@BUC.edu)) (714)683-1413 to receive information and assistance.

If you or someone you know has experienced any form of sexual violence, including sexual assault or rape, you are strongly encouraged to report the incident to the Anaheim Police Department, 911 or (714)765-1900 or the Title IX/Sexual Harassment Office, (714)683-1413.

### **Sexual Harassment & Title IX Compliance**

A school has a responsibility to respond promptly and effectively to incidents of sexual harassment. If BU knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school will take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.

If you have any concerns pertaining to sexual harassment issues, please contact our Title IX Coordinator:

William Min  
[FinancialAid@BUC.edu](mailto:FinancialAid@BUC.edu)  
Office 304  
(714) 683-1413

As Title IX Coordinator, he is responsible to oversee all complaints of sex discrimination and identify and address any patterns or systemic problems that arise during the review of such complaints. If you wish to make a formal complaint, see the above Grievance, Complaint and Due Process Procedures.

Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student's behalf, if we know or reasonably suspect possible sexual harassment or sexual violence, we will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

### **NEW STUDENT ORIENTATION**

At the beginning of each semester, all new students are required to attend a new student orientation.

### **STUDENT PARTICIPATION AND SUPPORT**

- Students must attend a minimum of 80% of class sessions. However, a class syllabus may require a stricter policy.
- Each student is assigned to a faculty advisor and a small group. Students are strongly encouraged to participate in these groups and other campus activities.

### **PLACEMENT ASSISTANCE**

The Dean of Students maintains a list of possible placement positions for students and graduates.

### **STUDENT LEADERSHIP**

Each year the student council selects officers to provide leadership in both undergraduate and graduate programs. Student body officers are responsible for planning student activities and for integrating new students into the community of Bethesda University. Student leaders also arrange student chapel services and provide advice on the development of student handbooks.

More information regarding student life at Bethesda University is contained in the Bethesda University Student Handbook.

### **STUDENT CLUBS/ ORGANIZATIONS**

BU encourages the formation of student clubs that will be beneficial to the students academically and emotionally. Friendship and fellowship among Christians can be soothing to the soul, promote a spirit of cooperation and a desire to continue the work of our Lord. We, therefore, encourage the clubs that abide by our Christian values and ethics. Examples of possible clubs are: Bible Study Club, Visual Design Club, Prayer Club, Praise Club, etc.

The procedures you need to follow to start a student club are as followed:



1. Obtain the approval of the Student Council.
2. Fill out the Student Organization Application form and submit the form to the Student Affairs Office.
3. Receive an approval from the Dean of Students.
4. The final approval is given by the Vice President.

## **STUDENT COUNCIL**

### **Student Government**

The Bethesda University Student Council (BUSC) is made up of students who desire to serve their fellow students by developing and organizing programs that will enrich their spiritual and social life at the university. The council serves as a voice between students and the administration to allow for a free exchange of ideas about university life at BU. Students are encouraged to contact any of the members of the BUSC to pass along ideas or to offer suggestions about programs or events they would like to see offered at BU.

### **Constitution and Bylaws**

BUSC established the following constitution to promote the interest and welfare of the students and to provide an orderly administration at BU. We pledge to uphold the high standards of conduct established by the administration of this institution in order to bring honor and glory to our Lord Jesus Christ, whom we respect.

The membership of the BUSC shall consist of all full-time and part-time enrolled students who have paid the required student fees.

BUSC positions shall consist of but not be limited to the following positions: President, Vice President, Secretary, Treasurer, and the Events Coordinator. A separate selection process will be conducted for the Student Representatives.

### **Intramural Activities**

The intramural program at BU is designed to enhance fellowship among students at the university and to provide an opportunity for maintaining physical well-being. The program is coordinated by BUSC and shall be supervised by the Dean of Student Affairs. Students may sign-up for the intramural activities during the week of registration. Teams are formed and the schedules of games are listed during the second week of the semester.

### **Student Events**

Various student activities are planned by BUSC throughout the academic year to give students the opportunities to get together for fun and fellowship. Students who would like to serve other students by helping with these events and others during the academic year should correspond with the BUSC.

## **CHRISTIAN SERVICE AND MINISTRY**

Just as medical doctors have internships, those preparing to serve God and the Christian community more effectively should have hands-on experience in Christian service. Since Bethesda University is uniquely concerned with preparing God's people to become full-time or lay leaders in Christian ministry, all bachelor level students are required to participate in ministry outside of the classroom experience. BA students enroll in six Christian Service classes, each worth 0.5 credits and M.Div. M.A. students enroll in six Christian Service classes, each worth 1.0 credit. Supervision, evaluation and recommendations will be provided by the Christian Service Director, and in some cases by a ministry supervisor or mentor. Jesus provided the model of equipping disciples by including practical ministry as a part of training. This model enables students to practice in their field of study. Ministry experience is a necessary component of developing Christian maturity. A major goal of this practical training is to help students discover their gifts, talents, abilities and calling from God. This service also allows students to validate or invalidate the concepts they are forming in the classrooms. The input of various Christian leaders who serve as Student Ministry (Christian Service) mentors is also valuable. Of additional importance is the fact that student ministries give students the opportunity to glorify God and meet human needs.

### **Christian Service Regulation (Chapel & Mentor Meeting)**

Schedules are as followed:

#### **1. Chapel Information**

There is two weekly chapel during each semester and is as followed:

**Tuesday Chapel: 11:00 PM – 12:00 PM**

**Thursday Chapel: 6:50 PM – 7:40 PM**

#### **2. Mentor Group Meeting Information\***

There are two Mentor Group Meetings during the semester and are as followed:

##### **For Spring Semester:**

- First Meeting: Thursday, 6:50 PM of the first week of March.
- Second Meeting: Thursday, 6:50 PM of the first week of May.

##### **For Fall Semester:**

- First Meeting: Thursday, 6:50 PM of the first week of September.
- Second Meeting: Thursday, 6:50 PM of the first week of November.

**\*Note:** *All Mentor Group Meeting schedule can be re-scheduled by each Mentor.*

#### **3. Requirement for passing the Christian Service & Supervised Ministry**

##### **Undergraduate Student:**

- (a) All undergraduate students need to register “Christian Service I – VI” during 6 semesters until graduation.
- (b) At least 10 times Chapel attendances are required for a semester.
- (c) Mentor group meeting are required twice per semester. The Mentor Group list will be posted at the beginning of each semester and students need to meet their Mentor by group or individually at the suggested mentor meeting date.

Graduate Student:

- (a) For M.A. Biblical Studies students, all students need to register “Supervised Ministry I-III” during 3 semesters until graduation.
- (b) For M. Div. student, all student need to register “Supervised Ministry I-VI” during 6 semesters until graduation.
- (c) At least 10 Chapel attendances are required for a semester.
- (d) “Ministry Report” submission is required. Please drop off the Ministry report to the Theology Dept. office at the end of each semester.

**4. Chapel Make-Ups**

- If the student attends to chapel at least 7 to 9 times, the student may make-up for the missed attendance by submitting the “Christian Service Make-Up Form” from the Theology Department, during the make-up period.
- If the student attends less than 6 chapel sessions, then the student is not qualified for any of the make-up chapel sessions.

**5. Mentor Group Meeting Make-Ups**

- If the student does not attend the Mentor Group Meeting at the given dates, the student will need to meet the Mentor individually before the end of each semester.
- The Attendance Sheet must be returned to the Theology Dept. office two times before the end of each semester.

**DISCIPLESHIP**

To develop a character of godliness, it is necessary for individuals to be actively nurtured in the qualities of Christ’s life. One of the ways Christians grow in maturity is through the guidance of a spiritual mentor who provides direction in Bible study, counseling, and prayer. By exploring these challenges through group interaction and personal reflection, students can take hold of their faith.

Equipped with a greater understanding of their faith, students can more critically deal with personal choices in lifelong planning, interpersonal relationships, moral decision making, and personal ministry to others.

Discipleship at BU involves the personal commitment of students to a discipleship plan and process.

Various scriptural themes and topics will be presented to encourage candid discussion and prayer.

Discipleship will be facilitated by the coordinator of discipleship through the efforts of various spiritual mentors.

# LIBRARY

## Hours of Operation

Monday thru Thursday ----- 9:00 am – 9:00 pm

Friday ----- 9:00 am – 6:00 pm

Saturday ----- Open upon requests

Sunday ----- Closed

During the Summer and Winter break the library is open from 9:00 am – 6:00 pm

During mid-terms and finals the library stays open until 10 pm upon request. Notice of any exceptions to regular hours will be posted.

## Locating Resource Materials

To help students locate materials in the collection, the Library is equipped with computers for searching the catalog. All computers are connected to the Internet for student use. Patrons may use a computer for up to 20 minutes or longer unless another patron is waiting. Users can search the collection by visiting the following address.

[www.buc.edu](http://www.buc.edu) and click on “Library”

Users can access the library database by

- 1.Author
- 2.Title
- 3.Serial Title
- 4.Subject
- 5.Translator
- 6.Publisher
- 7.Year published
- 8.ISBN

You may search the library catalog using either Korean or English.

## DBs the BU Library subscribes to:

### **Wilson OmniFile Full Text, Select Edition**

- Delivers all the full-text content – complete articles from over 2,230 journals.
- Includes Education, Humanities, Social Sciences, Business, General Science, etc.

### **학술지기사색인 (Korean Journals)**

- Contains the full text of thousands of Korean articles in the all subjects.

### **How to access “Wilson OmniFile Full Text”**

Web address: <http://search.ebscohost.com>

User ID: **buc** Password: **bethesda**

### **How to access “학술지기사색인 (Korean Journals)”**

- 1) Go to “[www.dbpia.com](http://www.dbpia.com)”
- 2) Click on “기관회원 로그인”, “소속기관”, and input “Bethesda”.  
Click on “Bethesda University”.
- 3) Input ID and Password.  
ID: BethesdaU Password: BethesdaCA2013

### **E Journals BU Library subscribes to:**

**Young Children (the English journal of the National Association for the Education of Young Children)**

[www.naeyc.org](http://www.naeyc.org)

ID: 819302

Password : Ho

목회와신학

<http://moksinsin.duranno.com>

회원번호: 18560

구독번호: 12345

### **Library Orientation**

Library orientation is given at the beginning of each semester for both students and faculty members. An orientation paper and a brief guide about using the library and searching the library catalog with the computer are distributed and are always provided in the library. Library tours are given upon requests.

### **Mutual Lending of Library Materials Policy**

The BU Library has a mutual lending agreement with Biola University, Hope International University, Presbyterian Theological Seminary in America Library, and World Mission University Library. Currently enrolled students, faculty, and staff of Bethesda University may establish borrowing privileges at Libraries mentioned above on a mutual use basis.

Above libraries provide direct loan service to eligible and properly identified members of the Bethesda University for unrestricted and available materials upon presentation of proper identification, the completion of the library card registration form, and the issuance of a library card.

The borrower is subject to the rules and regulations established by the lending library including those rules that govern access to and the availability of library materials, loan periods, renewals, delinquency, and lost materials charges. The borrower is responsible for knowing these library rules.

The borrower is expected to protect materials and return them directly to the lending library by the due

date. Charges for late materials are due upon return of the late item(s).

Replacement costs for library materials will be determined by the lending libraries in accordance with existing policies. The present agreement remains in force until canceled in writing by either party.

### **SCATLA**

The BU Library became a full member of SCATLA. The graduate students and faculty may use the following libraries. You need to bring the SCATLA card issued by the BU library and your school ID.

### **SCATLA Directory**

AZUSA PACIFIC UNIVERSITY (James L. Stamps Theological Library)  
BETHEL UNIVERSITY (Price Memorial Library)  
BETHESDA UNIVERSITY  
BIOLA UNIVERSITY (Biola University Library)  
CALIFORNIA BAPTIST UNIVERSITY  
CLAREMONT SCHOOL OF THEOLOGY (Claremont School of Theology Library)  
CONCORDIA UNIVERSITY IRVINE (Concordia University Irvine)  
FULLER THEOLOGICAL SEMINARY (McAlister Library)  
GOLDEN GATE BAPTIST THEOLOGICAL SEMINARY (Frank and Jane Pollard Library)  
HEBREW UNION-COLLEGE-JEWISH INSTITUTE OF RELIGION  
HOPE INTERNATIONAL UNIVERSITY (Hugh and Hazel Darling Library)  
INTERNATIONAL THEOLOGICAL SEMINARY  
KING'S UNIVERSITY  
LIFE PACIFIC COLLEGE  
LOGOS EVANGELICAL SEMINARY  
LOYOLA MARYMOUNT UNIVERSITY (Charles Von der Ahe Library)  
MASTER'S SEMINARY (The Master's Seminary Library)  
PEPPERDINE UNIVERSITY (Payson Library)  
POINT LOMA NAZARENE UNIVERSITY  
SHEPHERD UNIVERSITY  
SOUTHERN CALIFORNIA SEMINARY  
VERITAS EVANGELICAL SEMINARY  
WESTMINSTER SEMINARY CALIFORNIA  
WORLD MISSION UNIVERSITY

# FINANCIAL INFORMATION

Bethesda University has no pending petition in Bankruptcy, it is not operating as debtor in possession, and has never filed a petition within the preceding five (5) years nor has had a petition in bankruptcy filed against it within the preceding five (5) years.

## TUITION AND FEES\*

Application Fee	
Domestic	\$50.00
International	\$100.00
Library Fee (each semester)	\$40.00
Tuition per semester hour	
	Resident (New***) International Student
Undergraduate:	
Religion – General Education	\$255.00
Religion – Professional Studies	\$231.00 (\$235.00)
Other	\$251.00 (\$255.00)     \$265.00(B.A.)
Graduate: (Master)	
MBA	\$295.00 (\$320.00)
Other	\$265.00
Graduate: (Doctorate)	\$320.00
ESL:	\$200.00
E.C.E Certificate:	\$200.00
Late Registration Fee	\$100.00
Late Tuition Fee	\$90.00
Independent Study Fee additional (per semester unit)	\$50.00
Graduation Fee	\$100.00
Transcript Copy Fee	\$5.00 (\$10 for same day processing)
Audit Fee (per unit)	
Undergraduate	\$50.00
Graduate	\$75.00
Student Association Fee	
Undergraduate	\$20.00
Graduate	\$30.00
I-20 Processing Fee	\$200.00
Diploma Replacement Fee	\$20.00
Identification Card Replacement Fee	\$10.00
**Maintenance Fee (D. Min.)	\$50.00

\* Tuition and fees are subject to change without notice

\*\* All D.Min thesis students are billed \$50 maintenance fee to cover using library and computer lab.

\*\*\* This applies to 2016 Fall new students.

**THE NUMBER OF SEMESTER UNITS REQUIRED FOR DEGREES\*\***

Bachelor of Arts in Religion	
Biblical Studies	126 units
Pastoral Ministry	126 units
Christian Education	126 units
Missions	126 units
Bachelor's in Information Technology	135 units
Bachelor's in Business Administration	126 units
Bachelor of Arts in Early Childhood Education	126 units
Bachelor of Arts in Music	135 units
Master of Arts in Biblical Studies	60 units
Master of Divinity	96 units
Master of Arts in Music	48 units
Master of Business Administration	60 units
Preschool Teacher Certificate	15 units
Preschool Director Certificate	18 units
English as a Second Language Certificate	28 units

\*\*To comply with INS regulations, international students carrying the F-1 student visa must carry a full-time load (at least 12 units for undergraduate program, 9 units for graduate program) during the fall and spring semesters.

**The Schedule of Total Charges for Program**

Degree	Program	Unit (Full-time)	Per unit Charge	Total graduate Unit	Estimated Total Charges
BA	BS	12	\$ 255	126	\$ 34,005.00
	ECE	12	\$ 255	126	\$ 31,746.00
	THEOLOGY	12	\$ 235	126	\$ 29,226.00
	MUSIC	12	\$ 255	135	\$ 34,005.00
	IT	12	\$ 255	135	\$ 34,005.00
	DESIGN	12	\$ 255	135	\$ 34,005.00
MA	MUSIC	9	\$ 265	48	\$ 12,830.00
	BIB	9	\$ 265	60	\$ 16,010.00



MDIV		9	\$ 265	96	\$ 25,550.00
MBA		9	\$ 320	60	\$ 17,810.00
DOCTOR	DMIN	9	\$ 320	42	\$ 13,440.00

PROGRAM		NUMBER OF UNITS	TOTAL ESTIMATED CHARGE
CERTIFICATE	ESL	28	\$5,600.00
	ECE	18	\$3,600.00

\*\* Total charges include tuition, application/admission fee, student fee and library fees.

### **OTHER EXPENSES**

#### ***Books***

Students should plan to spend approximately \$150-\$200 on textbooks for each semester. This amount will fluctuate according to the specific courses taken.

#### ***Student Health Insurance***

International students who cannot show proof of health insurance must purchase insurance upon entering BU. Health Insurances must be submitted before every new semester.

### **TUITION REFUND POLICY**

The student has a right to cancel the enrollment agreement and obtain a refund excluding non-refundable application and registration fees by submitting a written notice of cancellation to the school. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. When 50 percent of the program has been offered, the institution requires full payment. Refunds will be paid within 45 days of cancellation. The following refund schedule applies:

#### **Fall/Spring Semesters**

100% Refund Friday, 2<sup>nd</sup> week of the semester  
 70% Refund Friday, 3<sup>rd</sup> week of the semester  
 60% Refund Friday, 4<sup>th</sup> week of the semester  
 40% Refund Friday, 5<sup>th</sup> week of the semester  
 30% Refund Friday, 6<sup>th</sup> week of the semester  
 20% Refund Friday, 7<sup>th</sup> week of the semester  
 10% Refund Friday, 8<sup>th</sup> week of the semester

### **Winter/Summer Classes**

#### **One Week Classes**

100% Refund 1<sup>st</sup> Day

75% Refund 2<sup>nd</sup> Day

50% Refund 3<sup>rd</sup> Day

#### **Two Week Classes**

100% Refund Tuesday, 1<sup>st</sup> Week

75% Refund Wednesday, 1<sup>st</sup> Week

50% Refund Thursday, 1<sup>st</sup> Week

25% Refund Friday, 1<sup>st</sup> Week

The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

### **POLICY ON THE COLLECTION OF TUITION**

The University may accept payment in full for tuition and fees including any funds received through federal loans after the student has been accepted and enrolled, and the date of the first class session is disclosed on the enrollment agreement.

### **PAYMENT OF STUDENT ACCOUNTS**

#### **1. Tuition**

All students will be required to make a minimum payment of 50% of their tuition for the current semester during registration. All account balances from the current semester must be paid in full by the end of each session. Any students with a remaining balance will not be allowed to register for the next semester's courses until all past due charges have been paid.

#### **2. Payment Plans**

Payment plans are available for returning students only, new students are not eligible. Returning students may sign up for either one of these payments plans.

- A. Option I - First 50% of the tuition must be paid by the tuition due date. Remaining 50% can be paid off within the next 30 days after the tuition due date. The Payment Plan Fee for this option costs \$90.
- B. Option II - First 50% of the tuition must be paid by the tuition due date. Remaining 50% can be paid off within the next 60 days after the tuition due date. This second half of the payment can be divided 25% and 25%; either way it needs to be paid off within 60 days. The Payment Plan Fee for this option costs \$180.

#### **3. Finance Charge for Deferred Payment**

There will be a late fee of \$90 if the tuition is not paid on time each semester. If a first payment is not made within 30 days from the beginning of the semester, you will receive a warning. If a payment is not received within 50 days from the beginning of the semester, you will be automatically dropped

from your all of your course/s.

4. Unpaid Accounts

A student may not register for any classes, receive any diploma, grades, transcripts, or letters of recommendation until all fees have been paid off.

5. Policies and Procedures regarding Financial Aid

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

### **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by case, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P. O. Box 980818, W. Sacramento, CA 95798-0818; Internet Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov); Toll-free telephone No. 888-430-7589 and Fax No. 916-263-1897.

## SCHOLARSHIPS

### SELECTION PROCEDURES

#### **1. The Composition of the Scholarship Committee**

The Scholarship Committee consists of all full-time professors and staff members. The Student Dean is the Chairman who leads the committee.

#### **2. Rules for Selecting Scholarship Recipients**

The Scholarship Recipient must be a current full-time Bethesda University student and must have been a full-time student in the previous semester. Full-Time undergraduate level students must be enrolled in at least 12 units and full-time graduate level students must be enrolled in at least 9 units to be eligible for a scholarship. However, if the selected recipient is a graduating student and does not require full-time units to graduate, then he or she does not have to follow the full-time requirement to be eligible.

#### **3. Scholarship Disbursement**

All scholarships will be placed in the awarded student's account to be used for tuition fees. Any student receiving financial aid (Cal Grant, Pell Grant, or student loans) and has an excess of tuition and registration fees will be allowed to use their scholarship for other needs such as housing, books, travel, food or personal expenses. If there is any amount of credit still remaining at the time of graduation, the student will be issued a check for the credit remaining in their account.

#### **4. Policy of Multiple Scholarships**

Any students selected to receive more than one scholarship will receive the larger of their two scholarships in full and receive 50% of the awarded amount of the second scholarship. Merit-Based scholarship, Grace Scholarship, Representative of each department, and Chapel Worship team Scholarships are not affected by the multiple scholarship rule and may be combined with other scholarships.

#### **5. Standard for Selecting Scholarship Recipients with the Same GPA**

In the case that several selected students have the same GPA, the scholarship will be based on the

current semester's GPA, the previous semester's GPA, and the cumulative GPA.

### **TYPES OF SCHOLARSHIPS\***

#### **1. President's Scholarship**

##### **NOMINATION**

**Apply:** Every semester.

**Amount:** \$1,500

**Awarded to:** (1) Undergraduate Student with the best GPA.

##### **Criteria:**

The Scholarship Committee will screen and reward the President's Scholarship to one undergraduate student with the best GPA who also exhibits model student behavior. In the case of a GPA tie among the selected students, the scholarship will be awarded to the student with the best cumulative GPA. This is the largest academic-based scholarship offered at Bethesda University for undergraduate students.

#### **2. Young-San Scholarship**

##### **NOMINATION**

**Apply:** Every semester.

**Amount:** \$1,500

**Who:** (1) Graduate Student with the best GPA.

##### **Criteria:**

The Scholarship Committee will screen and reward the Young-San Scholarship to one graduate student with the best GPA who also exhibits model student behavior. In the case of a GPA tie among the selected students, the scholarship will be awarded to the student with the best cumulative GPA. If there are remaining funds, then the second place winner will be decided by the Scholarship Committee. This is the largest academic-based scholarship offered at Bethesda University for graduate students.

#### **3. Merit-Based Scholarship**

##### **NOMINATION**

**Apply:** Every semester.

**Amount:** \$500

**Who:** Full-Time Undergraduate Students + Graduate Students

##### **Criteria:**

The Scholarship Committee will screen and reward the scholarships to candidates who are in the top 10% from each class with at least an undergraduate GPA of 3.6 or a graduate GPA of 3.7. Religious Studies majors are selected from the top 30% of each class. In the case that there are no students who meet this qualification, the scholarship may be awarded to the best student with at least a 3.5 GPA.

#### **4. Merit-Based Online Scholarship**

##### **NOMINATION**

**Apply:** Every semester

**Amount:** \$500



**Who:** Full-Time Undergraduate Students + Graduate Students

**Criteria:**

The Scholarship Committee will screen and reward the scholarships to candidates who are in the top 5% from each online course with at least an 3.6 undergraduate GPA or 3.7 graduate GPA.

**5. Grace Scholarship**

**APPLICATION**

**Apply:** Every semester.

**Amount:** \$2,000

**Who:** (1) Undergraduate Student + (1) Graduate Student

**Criteria:**

The Scholarship Committee will screen and reward the Grace Scholarship to undergraduate or graduate Music majors who have demonstrated signs of leadership, have an exceptional school musical performance, and have an outstanding academic record.

**6. The Regents Scholarship**

**APPLICATION**

**Apply:** As an entering new student.

**Amount:** Up to 100% of the Tuition can be awarded.

**Criteria:**

This is the most prestigious scholarship awarded to an incoming student, and is awarded for 2 to 4 years. The award is based on academic excellence that the student received a minimum 3.7 GPA from previous institution, or an award winner of an internationally renowned competition in Arts and Music. Also applicant's personal essay and recommendations from other person are required.

Applicant's transcript is acceptable, if graduation date from previous institution is not more than three years. In more than three years, it will be discussed in Scholarship Committee. This scholarship will be given for no more than 10 % of enrolled students per each major and interview will be held with Scholarship Committee member for final decision. If the scholarship recipient's GPA falls below 3.5, then one warning will be given to bring up the cumulative GPA back up to 3.5 the following semester. If the recipient does not bring the GPA back up, and for two consecutive semesters has a GPA that falls below 3.5, then the scholarship will be rescinded.

**7. Athletic Scholarship**

**NOMINATION**

**Apply:** Every semester

**Amount:** Funds vary.

**Who:** Current Bethesda University Athlete

**Criteria:**

An athlete who has an outstanding performance record and a recommendation from the each sports team coach.

**8. Bethesda Undergraduate Alumni Scholarship****APPLICATION**

**Apply:** As an entering student.

**Amount:** Up to 50% Tuition can be awarded. Only pertains to the FIRST Semester

**Who:** Bethesda Undergraduate Alumni

**Criteria:**

Any undergraduate student graduated from Bethesda University who enrolls again for a different program at Bethesda University can receive up to a 50% tuition discount for the first semester only. This scholarship rewards students who are dedicated to continuing their studies at Bethesda University, rather than attending other university programs. The Scholarship Committee will screen and award candidates with at least a 3.3 GPA.

**9. Religious Worker Scholarship****APPLICATION**

**Apply:** Can apply up to two semesters.

**Amount:** 30% Tuition

**Who:** An active pastor (or jeondosa) or the spouse or child of an active pastor with proper verification.

**Criteria:**

A student who is an active pastor (or jeondosa), or is the spouse or child of an active pastor at any church, will receive a 30% tuition discount. However, the applicant must be able to submit a copy of the Pastor's Ordination, and submit a current Church Program with the applicant's name on it. If the scholarship recipient's GPA falls below 2.7 (B-), then one warning will be given to bring up the cumulative GPA back up to 2.7 (B-) the following semester. If the recipient does not bring the GPA back up, and for two consecutive semesters has a GPA that falls below 2.7, then the scholarship will be rescinded.

**10. Sibling/Family Scholarship****APPLICATION**

**Apply:** Every semester

**Amount:** 15% Tuition

**Who:** A sibling(s) or family member(s) of a current Bethesda University student attending at the same time will each receive a 15% tuition reduction.

**11. Service Scholarship****NOMINATION**

**Apply:** Can apply up to two semesters.

**Amount:** Student Committee

President (50% Tuition)

Vice President (30% Tuition)

Members (30% Tuition)

Representative Department

A representative from each department will be rewarded \$200.





Chapel Worship Leaders

Worship leaders and team members will be rewarded \$200.

**Who:** A member of the Student Body.

**Criteria:**

Must be full-time Bethesda University students.

**\*Note:** Representatives Department

*If, for some reason, a Representative from a department steps down, the Student Committee and student officers will discuss and decide who and when a new Representative will take the place of the former Representative.*

**12. Reading Marathon Scholarship**

NOMINATION

**Apply:** Yearly

**Amount:** Funds vary.

**Who:** Students who have read and submitted a book review.

**Criteria:**

The purpose of this scholarship is to encourage students to read as many books as they can. The Scholarship Committee will screen and choose a student or students who have read and written the best book review in the prior semester. The scholarship is evenly distributed between Korean and English book reviews.

**13. Donation Scholarship**

NOMINATION + APPLICATION

**(1) Sung-Hae Scholarship**

The undergraduate or graduate student with the overall best GPA and with an excellent student record is selected for this scholarship.

**(2) Bethesda University Alumni Scholarship**

Can be applied through the Alumni Association.

**(3) Nomination Scholarship**

A benefactor may nominate a student to award a scholarship. The amount is determined by the giver.

**14. Encouragement Scholarship**

APPLICATION

**Apply:** Every semester.

**Amount:** Varies on the availability of funds.

**Criteria:**

Depending on the availability of funds, the Scholarship Committee will select students who demonstrate financial need for this scholarship. Financial needs must be demonstrated by submitting a written statement along with the application.

### 15. The Third World Countries Scholarship

#### NOMINATION

**Apply:** Every semester  
**Amount:** Up to 50% Tuition can be awarded.  
**Who:** Upon the recommendation from any missionary serving in the third

World countries,

#### Criteria:

The Scholarship Committee will screen and reward the recommended student up to 100% tuition discount. However, if any scholarship recipient's GPA falls below 2.7(B-), one warning will be given the following semester to bring the Cumulative GPA up to 2.7 (B-). If the recipient still does not bring the GPA up and the Cumulative GPA for 2 semesters still falls below 2.7, then the scholarship will be rescinded.

**\*Note:** *The recipient must be a full-time Undergraduate Level student enrolled in at least 12 units or a Graduate Level student enrolled in at least 9 units.*

# FINANCIAL AID

Federal financial aid helps students pay for most kinds of education after high school. Federal financial aid includes Federal Pell Grant, Federal SEOG (Supplemental Educational Opportunities Grant), Federal College Work Study, and Stafford Subsidized and Unsubsidized Loans. Grants are awarded based on need and income, and do not have to be repaid. The Stafford Subsidized Loan is also based on need and income, but must be repaid once the recipient graduates or withdraws from the university. However, payments do not have to begin until six months following graduation or if the student withdraws or goes below half time at the school, during which time no interest is accrued. The Stafford Unsubsidized loan accrues interest as soon as the student receives the loan and will continue to accrue the same interest percentage for the life of the loan. Like the Stafford Subsidized Loan, payments for the unsubsidized loan will not begin until six months after graduation, or if the student withdraws or goes below half time at the university. Interest is set by the federal government. The recipient of all loans is responsible for making payments until the loan is fully repaid. Only undergraduates are available to receive Pell Grants, subsidized, and unsubsidized loans. Graduate or Professional students can only receive Unsubsidized loans.

Financial Aid is available to assist those qualified students wishing to attend Bethesda, but not having the means to do so. The primary responsibility for financing an education belongs to the student and his/her family. The Board of Trustees has made a major commitment to assist all students by keeping tuition and fees at a low rate.

Financial Aid at Bethesda is based upon need. Need is defined as the difference between the cost of attending Bethesda and the Expected Family Contribution (EFC) toward the cost. The Federal "Free Application for Federal Student Aid" (FAFSA) is the form from which EFC is calculated. Bethesda does administer several Federal Title IV aid programs:

**Federal Pell Grant:** This federally funded grant is based upon financial need. Awards range up to \$5775 per year for full-time students and are available to college students who have not previously earned a bachelor's degree.

**Federal Supplemental Education Opportunities Grant (SEOG):** Awarded to Pell eligible college students with exceptional demonstrated financial need. Priority is given to students with 0 (zero) EFC.

**Federal College Work Study Program:** Provides employment opportunities for students to assist them in earning the funds necessary to meet college expenses. The student normally works 10-15 hours a week, not to exceed 20 hours per week.

**Federal Family Educational Loan Program (Stafford Loan Program):** The Stafford Loan is a low interest loan made by a participating lender. The loan limit is determined by federal guidelines. Loans are available to college students. Repayment begins after a borrower ceases to be enrolled at least half time and making normative academic progress.

All applicants must file a FAFSA in order to receive financial aid. Any student not filing a FAFSA will not be awarded.

### **Qualifications to Apply**

To qualify for federal financial aid, students must meet the following requirements: be a U.S. Citizen or Eligible Non-Citizen (Permanent Resident); have a valid Social Security Number; earned a High School Diploma or equivalent; if male between ages 18 - 26, be registered for the Selective Service; be enrolled in an eligible program at BU for the purpose of obtaining a certificate or degree; demonstrate financial need; maintain Satisfactory Academic Progress (SAP) every semester; not owe a refund on a federal grant or be in default on a federal education loan; not have been convicted of drug related offenses or crime.

If students do not meet the above criteria for federal financial aid, there are alternative loan programs and scholarships for which they may qualify.

Students are required to submit their financial aid applications on an annual basis. Priority considered for financial aid funds administered by the Financial Aid Officer shall be given to students who submit all required documentation by the assigned deadline. Students must also pass verification, if required.

### **To Apply for Federal Title IV**

The first step in applying for Federal financial aid is to complete the Federal Application for Federal Student Aid (FAFSA). There are various forms that are required to evaluate and process student financial aid eligibility. Additional documents may be requested to complete the processing of the financial aid request. The students are notified of these documents during the one-on-one counseling, in the BU Financial Aid Information Brochure, on the BU Website, and on the Financial Aid checklist. The following are the documents which may be required:

1. Free Application of Federal Student Aid (FAFSA) - a need analysis document published by the Department of Education (DOE). Information is sent to the Central Processing Center (CPS) for an analysis of the expected family contribution (EFC). Students receive a Student Aid Report (SAR), which shows the results of the analysis. Need-based Federal aid may only be awarded based on the official results of the FAFSA.
2. Verification Worksheet – a document which verifies personal information, number of household members, whether or not taxes were filed for the previous year (student, spouse, parent(s)), and additional income.
3. BU Financial Aid Policy Form – a form that students must sign certifying their understanding of the disbursement process, student responsibility, and return of Federal Funds policy.
4. Satisfactory Academic Progress (SAP) Form – a form that students must sign certifying their understanding of the qualitative and quantitative academic requirements to maintain eligibility.
5. Selective Service Exemption Form – required only for male students over age 26.
6. Asset Worksheet – required only for students whose tax returns (student's, parent(s)', or spouse's) indicate a loss or profit on certain lines of the tax form.
7. Master Promissory Note (MPN) - required only for first-time Direct Loan borrowers. This can be completed online at [www.studentloans.gov](http://www.studentloans.gov).
8. Entrance Counseling – required only for first-time Direct Loan borrowers. This can be completed online at [www.studentloans.gov](http://www.studentloans.gov) or by appointment with the Financial Aid Officer.

9. Exit Counseling – required for when loan borrowers graduate, withdraw, or drop below half-time. Preferably completed one-on-one.
10. Tax Returns (1040, 1040A, 1040EZ, Foreign Tax Returns) - All students are required to submit a copy of their tax returns to verify conflicting information. Dependent students must submit their tax returns and those of their parents. Independent students must submit their tax returns and their spouse's if applicable. Tax returns must be signed and have their tax preparer's section completed.
11. Citizenship/Residency Verification – a copy of an official document, which proves that the student has citizenship or residency status and is eligible for financial aid purposes. This may include: U.S. Passport, Birth Certificate, Naturalization Certificate, Permanent Resident Card (I-1551 or I-1551C), and Certificate of U.S. National or Victim of Human Trafficking Status.
12. Copy of the Social Security Card
13. Copy of an Identification Card (e.g., Driver's License)

Students begin the application process by submitting any required piece of documentation. This submission informs the Financial Aid Department that the student wishes to apply for financial aid. If the Financial Aid Department requires additional information from the student or if the submitted document is incomplete, the student will be notified via telephone or email requesting the needed information. All documents will be maintained in the student's file in addition to the correspondence log. Once all required information is submitted, the Financial Aid officer will create a start form from the VFAO website via Weber. For students that are selected for verification, documents may be requested from the third-party servicer. If the student does not submit the requested information, the file will be considered inactive.

Priority deadline for California is March 2nd. The FAO will begin announcing the deadline for FAFSA applications beginning January and remind students year round. This deadline is crucial for students who want to receive Cal Grants. Any submissions past the March 2<sup>nd</sup> deadline will not be considered for Cal Grants.

Any student requesting Pell Grants for the 2015-2016 academic year must have their FAFSA completed, along with any pending verifications completed and turned in by July 31, 2016. Any submissions after this date will not be processed. Any student requesting federal loans for the 2015-2016 academic year must have their FAFSA completed, along with any pending verifications completed and turned in by June 10, 2016.

### **Awarding Financial Aid**

The Financial Aid staff has developed an institutional packaging philosophy to ensure consistent, equitable, and fair distribution of financial aid funds.

The Financial Aid Officer determines the total aid to be awarded during an academic year. The Department of Education sends the Financial Aid Department information detailing the annual funds allocations through the Federal Authorization Letter with the Official notice of Funding. Determining the total funds available includes an evaluation and projection of available funds, required matching, and administrative expense. Careful projections are made to enable the FAO staff to offer fair and equitable packages to students. A determination is made based on prior year history.

Students receive notice of financial aid via the needs and analysis letter. Students are required to accept or decline each award. Campus-Based funds are re-awarded to other needy students. A student may receive a reinstatement of a cancelled offer only if funds are available. Monies are not reserved for reinstated awards.

### **Responsibility for Disbursement of Funds**

The Accounting Office has the responsibility for the disbursement of the loan, grant, and scholarship funds according to the allotted amount. The Accounting Office receives the Check Register from the Financial Aid Officer and must verify that each student receives what he/she is eligible for and accepted. The Payroll Office (concurrently the Accounting Office) has responsibility for the disbursement of Federal Work Study paychecks.

There is a clear and distinct separation of functions between the Financial Aid and the Accounting Office. The Financial Aid Office maintains the accurate and appropriate award of aid funds which is transmitted to the Accounting Office. These funds are credited to the students' account accordingly. Any monies in excess of the student's charges are disbursed to the student by the Accounting staff.

BU electronically credits funds to the student's account if all appropriate papers have been signed and the student is registered for the correct number of hours.

1) Verification of Identity of Student: Students must present a valid identification to receive financial aid monies from the Cashier's Office (e.g., valid student ID card, driver's license).

2) Verification of Status: The student's eligibility status is checked by the financial aid office before disbursement. If the student's status changes and becomes ineligible, those funds must be returned. Before disbursement, they will be refunded to the Department of Education. If the change occurs after disbursement, the student will be notified of the reason why their financial aid was adjusted and the appropriate amount must be returned.

### **Title IV Refund Policy**

Title IV regulations require any institution participating in the Title IV program to establish a Return of Federal Funds Policy that is fair, equitable, and uniformly applied. This policy is used to return unearned tuition, fees, and room and board charges when a student does not complete a period of enrollment. Bethesda University applies the U.S. Department of Education Return of Title IV Policy.

The institution advises each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

When a student withdraws from classes, he/she may be entitled to receive money back for the period not enrolled but paid for to the University. The student may be able to receive a refund of all or a portion of the tuition and fees that he/she paid according to the University's refund and pro-ration policy. The institution must determine the amount of Title IV grant or loan assistance that the student earned as of the withdrawal date. The institution then determines the amount of aid that is unearned as of the withdrawal date. The funds are returned to the proper source, according to federal guidelines.

The University refunds 100 percent of the amount paid for institutional charges if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. The University provides a pro rata refund to students who have completed 60 percent or less of the period of attendance. The institution shall pay or credit refunds within 30 days of a student's cancellation or withdrawal. Up through the 60% point in each payment period or period of enrollment, a calculation is used to determine the amount of Federal Student Aid funds the student has earned and unearned as of their withdrawal date. A student has earned 100% of the Federal Student Aid after the 60% point in payment period or period of enrollment. Any unearned funds should be returned using U.S. Department of Education Return IV Policy. Funds from Direct Loans will be considered earned as long as the student maintains a half-time (6-unit) enrollment status.

If the tuition, fees, etc., were paid with federal financial aid dollars, then all or a portion of the student's refund must be returned to the Department of Education or the student aid program from which the money was awarded. A student who received a check for the amount in excess after all institutional charges were covered and then withdraws, drops out, or is expelled, may be required to repay the money to the Accounting Office from which the money was awarded according to the pro-ration policy.



# ACADEMICS

## **OFFICE OF ADMISSIONS AND RECORDS**

The Office of Admissions and Records serves in pre-admission advising, processing applications for admission, admitting eligible applicants, registering students in classes, establishing and maintaining academic records of students, and finally, evaluating students' academic records for graduation. The office is responsible for gathering statistical data on admission, enrollment, and graduates for various reports to campus authorities.

## **REGISTRATION POLICIES**

At BU, each semester we require students to register for courses during the Registration period assigned from school. Students are allowed to register for courses after they have been given clearance for admission to BU and only after seeing an academic advisor. Students may not attend classes if they have not registered.

At BU we have developed an academic advising program to help students take the correct courses to complete their academic programs. Students will not be allowed to register for courses until they have seen their academic advisor.

## **CHANGING REGISTRATION**

Occasionally a student, after registering for their courses, will find that they need to change their course schedule by either adding to or dropping all or part of their schedule. If a student needs to change their schedule after registering in any semester, they must fill out a Class Add or Drop Request Form. Courses cannot be added or dropped unless the student has filled out this form.

Students can add a course to their schedule through the second week of the semester. After the third week of the semester, no courses can be added.

Students can drop a course from their schedule through the 8th week of the semester. The student will receive a pro-rated portion of their tuition refunded to them if they have paid their tuition in full or will receive a credit on their account for tuition not yet paid but owed on their account.

## **LATE REGISTRATION**

Students not completing registration or pre-registration on the scheduled date will be charged a Late Registration Fee. Late Registration is possible but must be completed no later than the first Friday of the semester. Attendance is withheld until registration is completed. Classes missed before registration is completed will be counted as absences.

## **ACADEMIC ADVISING**

Academic student advisement is available to all students either through the Chief Academic Officer or through individual faculty members. Each new student will be assigned to a faculty advisor who will meet with him/her several times each semester. Full-time faculty members are required to maintain regular hours for advising students.

Students desiring counseling of a personal nature are encouraged to talk with the Dean of Student Affairs. The Dean of Student Affairs can refer competent Christian professionals to students who desire more intense therapy or psychological counseling.

Students can pick up a Progress Toward Completion form for their individual programs at the Academic Advisor's office. Any questions concerning academic advising can be directed to the Academic Advisor's office.

## **INTERNATIONAL STUDENTS**

The needs of students studying at Bethesda University on an F-1 visa are unique, requiring additional attention to their needs. BU recognizes that these students need more help in adjusting to student life at BU. Therefore, BU has prepared a special International Students Packet designed to provide information pertinent to the needs of these students.

## **PLACEMENT TESTS**

### **ACCUPLACER Test**

Bethesda University administers College Board's ACCUPLACER placement exams in order to evaluate the incoming student's reading comprehension and writing ability. The ACCUPLACER results are used to determine which course level would best serve the student's educational growth at our university.

If the student's score falls below 70% in the reading comprehension and writing section, the student will be placed into a mandatory English class (GC101). Bethesda University does not require the student to take the ACCUPLACER test if the student has scored above the minimum SAT or ACT score.

### **ESL Placement Test**

The ESL Placement Tests are taken by Bethesda University's international students in order to evaluate their writing, listening, and conversational ability. The test determines which ESL level the students should be placed.

## **INCOMPLETE POLICY**

Sometimes a student discovers that they are unable to finish their requirements for a course during a semester and the student may need extra time to complete their course requirements. If a student

needs extra time to complete the course work, BU has devised a way to help individual students work through these problems. A student can request an Incomplete for their courses, either one or all that they have registered for during a semester by filling out a Request for Incomplete. These forms are available in the registrar's office.

*Please be sure that you follow the procedures correctly.*

First, you need to obtain approval from the instructor first, then obtain permission for an incomplete from the Chief Academic Officer. Do not assume that you will be given an incomplete for a course just because you choose not to complete the assignments, tests or quizzes. Instructors will assign grades based on submitted work if you have not been granted an official incomplete.

You may be given up to one additional semester to complete your course work for which you have received an incomplete. If you fail to complete your course work at the end of the next semester, you will be awarded a grade of "F". Exceptions to this policy must be requested in writing and this must be submitted to the Chief Academic Officer prior to the completion of the semester for which the student's Incomplete has been granted.

### **ADDING & DROPPING CLASSES**

The second Friday of each semester is the deadline to add a class. The deadline to drop a class is the Friday of the 8th week of the semester. After these deadlines, a student may neither add nor drop a class without approval of the Academic Committee.

Please consult the school's catalogue concerning tuition fee refunds.

An "F" grade is given when a student either drops a course after the add/drop deadlines or withdraws from school without approval.

### **TRANSFER OF CREDIT POLICIES**

BU will accept transfer credits from other postsecondary institutions subject to the following conditions and limitations:

1. Credits earned at institutions recognized by USDE and accredited by CHEA approved accrediting agencies such as ABHE, TRACS, ATS, and regional accrediting agencies are transferred through official transcripts. The university reserves the right to deny credit for specific courses.
2. Credits earned at unaccredited institutions may be transferred on a conditional basis through official transcripts subject to the following:
  - a. Only a percentage of credits will be considered, not to exceed 40 percent of completed hours.
  - b. Credits to be validated and transferred must meet the following criteria
    - 1) The student must complete twelve academic hours in residency at BU with a 2.0 grade point average.
    - 2) The qualifications of each professor must be verified through the office of the Chief Academic Officer.
    - 3) A course must fit the appropriate major or be applied as a general elective.

- 4) A full course description from the college catalog must be provided.
- 5) The student may be required to pass a BU validation exam for the course to be transferred.
3. A maximum of 45 hours of credit by CLEP may be recorded. Scores must be submitted for evaluation.
4. Credits accepted in transfer must be at the grade level of 'C' or higher.
5. Only credit hours are accepted in transfer. Grades for transferred hours are not transferable. This means transfer hours will not be computed in the student's grade point average.
6. Courses acceptable for transfer need not be identical with a course offered at BU, but they must be, even as a general elective, in line with the requirements of each program. For example, a student who pursued a curriculum in a field in which courses are not offered at BU may not expect to receive full transfer for his/her previous work.

### **TRANSFER OF CREDIT PROCEDURES**

Students desiring to transfer credits must have an official transcript on file and must confer with the Chief Academic Officer before or during their first semester at BU. Upon review of the transcript, the Dean will complete a transfer evaluation.

BU will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on BU transcripts until 12 semester hours (B.A.) or 9 hours (M.A./M. Div.) are satisfactorily completed.

It is University policy to accept credits earned at institutions fully accredited by their regional/national accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student's degree program at the Bethesda University. However, the Office of Admissions reserves the right to accept or reject credits earned at other institutions of higher education.

The University has not entered into an articulation or transfer agreement with any other college or university.

Criteria for transfer credit are as below. Students must complete credits at Bethesda University as ascribed in the chart. Note that no more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree.

#### *Notice Concerning Transferability of Credits and Credentials Earned At Our Institution*

The transferability of credits you earn at Bethesda University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate, you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bethesda University to determine if your credits, degree or certificate will transfer.

**CRITERIA FOR TRANSFER OF CREDIT**

<b>Maximum Number of Transferable Credits (Units) for Undergraduate Program</b>		
<b>Institution Type</b>	<b>Undergraduate Program</b>	
	<b>Religion, Business, Early Childhood Education, Design</b>	<b>Music, I.T.</b>
<b>Accredited Institutions (4 yr.)</b>	<b>81</b>	<b>90</b>
<b>Accredited Institutions (2 yr.)/ Junior Colleges</b>	<b>62</b>	<b>67</b>
<b>Other Institutions/ Non-Accredited</b>	<b>40%</b>	<b>40%</b>
<b>Non-accredited Institutions (with the same denominational background)</b>	<b>50%</b>	<b>50%</b>
<b>Minimum Residence Requirements (Total Units Required)</b>	<b>45</b>	<b>45</b>
<b>Minimum Residence Requirements (Major Requirement)</b>	<b>30</b>	<b>40</b>

<b>Maximum Number of Transferable Credits Allowed for Graduate Program (A Revised Policy)</b>					
<b>Institution Type</b>	<b>Graduate &amp; Professional Program</b>				
	<b>Doctor of Ministry</b>	<b>Master of Divinity</b>	<b>M.A. in Biblical Studies</b>	<b>M.A. in Music</b>	<b>M.B.A.</b>
<b>Accredited Institutions</b>	<b>6</b>	<b>19</b>	<b>12</b>	<b>9</b>	<b>18</b>
<b>Other Institutions/Non-Accredited Institutions</b>	<b>0</b>	<b>9</b>	<b>6</b>	<b>4</b>	<b>0</b>
<b>Other Institutions (with the same denominational background)</b>	<b>3</b>	<b>12</b>	<b>8</b>	<b>6</b>	<b>0</b>
<b>Minimum Residence Requirements</b>	<b>36</b>	<b>77</b>	<b>48</b>	<b>39</b>	<b>27</b>
<b>Advanced Standing</b>	<b>0</b>	<b>15</b>	<b>9</b>	<b>9(Biblical Studies Requirement Only)</b>	<b>12(Prerequisite)</b>

## **POLICY FOR GRANTING CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

The University may grant credits for prior experiential learning. Credit for Prior Learning (CPL) is a way students may earn university credit for previous learning experiences and accomplishments outside the traditional college classroom setting. Credits may be granted through various assessments of prior learning: standardized examination programs (e.g., CLEP, DANTES, and APP), the credit recommendations of the American Council of Education, and/or an evaluation of an individual portfolio or an examination by the academic department.

### **Policies for Awarding Credit for Prior Learning**

1. The University may grant credit to a student for prior experiential learning only if:
  - 1) The prior learning is equivalent to a college or university level of learning;
  - 2) The learning experience demonstrates a balance between theory and practice and;
  - 3) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.
2. Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
3. Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.
4. Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
5. Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
6. Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning.
7. Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.
8. No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.
9. Prior learning shall be assessed by faculty in the academic discipline appropriate to the student assessment request.
10. Credit by examination may be earned only once in a single subject. A similar subject test in another testing program will not earn additional credits.
11. If credit is granted after the appropriate assessment is made, the entry is made on your transcript as CR and the number of units granted. No grade is given except CR, which means it does not affect your GPA.
12. Credits for prior learning are considered transfer credits and are subject to the same policies as other transfer credits.
13. The student seeking credit for prior learning is responsible to provide all requested supporting information for the assessment.

### **Procedures for Requesting Assessment for Credit for Prior Learning**

If you feel that you have previous learning experiences that would qualify for Credit for Prior Learning, follow the procedures below:

1. Determine if your Prior Learning experiences fit the following criteria:
  - *Is it verifiable?* The learning experience can be verified with tangible proof: a certificate, state-issued licensed, college transcript, military records, an HR report, etc.
  - *Is it measurable?* The number of hours/days spent in the learning experience must be verified.
  - *Is it learning?* It must be something that was learned and knowledge-based, not just what was done.
2. Set an appointment with your Academic Counselor to fill out a CPL Proposal. This will help determine the type and number of units you can earn from CPL.
3. There is a nonrefundable \$50.00 fee per petition, regardless of the number of units being requested and whether or not credit is granted.
4. Attach materials to substantiate your proposal. See below:
  - Certificates: If hours are not listed on the certificate, you must include proof for the hours spent in the “learning” situation, and a brief description of the course
  - HR training reports: must include hours spent in the “learning” situation, and a brief description of the course
  - State-issued Licenses: Accepted as is, unless “Revoked”
  - Military Service: include copy of our DD214 for basic training and an AARTS/SMARTS report
  - “Portfolio”-type materials will be subject to additional assessment/examination as determined by the University.

### **Prior Learning Assessments**

1. Nationally recognized examinations.  
The list of available credit by examination opportunities include, but are not limited to, the following:
  - Advanced Placement (AP) examinations
  - International Baccalaureate (IB) examinations
  - College Level Examination Programs (CLEP) examinations
  - Thomas Edison College Examination Program (TECEP)
  - DANTES Subject Standardized Tests (DSST)
2. Course-specific examinations designed by University faculty  
The University may provide opportunities for an admitted student to demonstrated college-level learning through course-specific examinations designed by University faculty.





3. Credit by portfolio review and/or competence demonstration

The University may offer a student the opportunity to earn college credit through portfolio review and/or competence demonstration.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

College Level Examination Program (CLEP) provides an opportunity for qualified students to earn college credit by examination. Bethesda University will award credit for the General Examinations for scores at or above the national seventieth percentile. Credit may be awarded as follows:

English Composition with Essay .....	6 semester hours
Natural Sciences .....	6 semester hours
Humanities .....	12 semester hours
Social Sciences .....	9 semester hours
Mathematics .....	6 semester hours

The General Examinations must be taken before entering Bethesda University.

Students may take the Subject Examinations to earn credit for subjects required in their major, provided they have not completed a college level course which is equivalent to or on a higher level than the subject matter of the exam. Three semester hours of credit may be awarded for each subject examination, provided the student scores at or above the national seventieth percentile.

A maximum of 45 semester hours of credit may be awarded for General and Subject Examinations. Credit awarded for CLEP is posted and indicated on the student's permanent academic record. No grade or quality points are assigned for CLEP credit. A person may visit the web page of CLEP at [www.clep.org](http://www.clep.org) for more information about the CLEP program.

### **ADVANCED STANDING**

Bethesda University awards advanced standing to qualified students applying for admission to its

Master's degree programs. To be eligible, students must possess a B.A. degree in biblical or theological studies from an accredited or approved postsecondary institution. A maximum of 9 hours of advanced standing will be granted towards an M.A. in Biblical Studies, 6 hours towards the M.A. in Music, and 15 hours towards the M. Div. degree.

Advanced standing is not awarded automatically, but on an individual basis, subject to the following criteria: (1) The course or courses must be satisfactorily parallel in content to courses offered at BU; (2) Students must demonstrate through an oral interview with an appropriate professor a satisfactory knowledge of the content for which they are seeking advanced standing; (3) Students must present documentation such as course syllabi or a catalog from the institution in which the courses were taken; (4) Only courses receiving a grade of "B" or higher will be considered in granting advanced standing; (5) Students must maintain a minimum GPA of 2.5 in all course work in order to retain advanced status;

(6) Courses taken at the undergraduate level may not be used to waive upper level graduate courses. Only courses that are introductory in nature may be waived.

BU does not award graduate credit for career experience.

### **INDEPENDENT STUDY**

Students desiring to take a course that is not listed in the catalog may request an independent study class with a credit value of one to three hours. To qualify, a student must submit a proposal to the Chief Academic Officer and a professor who is willing to act as the student's mentor. The proposal must fully describe the course, state the student's objectives in taking the course, and outline the procedures to be followed. The amount of work involved should be equivalent to the requirements of a regularly scheduled class with the same credit value. Internships may be taken as independent study during a student's last year of study.

In addition to the regular tuition for the class, students may expect to pay an independent study fee of \$50.00 per credit hour, depending on the time requirements of the professor.

There may be occasions when a student needs to take a class that is listed in the catalog, but which is not offered at the time. On such occasions, the student may opt to take the class by special arrangement in a manner similar to independent study. The student under the guidance of a professor must complete all the requirements of the class as prescribed in the syllabus. The student may expect to pay the same fees as those charged for an independent study course.

### **DOUBLE MAJOR & MINOR POLICY**

#### **1. Double Major policy**

- a. If student take total units in other major's Professional studies, except Christian Services, It is allowed for double major and will be recorded as double major in graduation Certificate.

#### **2. Minor policy**

- a. In Theology major of Undergraduate program, if student take 27 units in Professional studies of other concentration in Theology, it is allowed for Minor and will be recorded as Minor in graduation Certificate.
- b. In Music major of Undergraduate program, if student take 36 units in Professional studies of other concentration in Music, it is allowed for Minor and will be recorded as Minor in graduation Certificate.
- c. In Music major of Graduate program, if student take 21 units in Professional studies of other concentration in Music, it is allowed for Minor and will be recorded as Minor in graduation Certificate.

### **ONLINE EDUCATION**

Bethesda University offers online courses with the same high quality instruction as courses offered on campus. Online courses are designed for students who need a flexible class schedule because most of the coursework may be completed off campus.

BU uses its own online education system as a platform that offers ease of use, power, speed, and reliability. Course content is delivered through internet pages and class discussions are held in a

newsgroup format. The online courses can be used to complete courses for students who cannot come to campus as regularly due to time and distance restraints.

Students register for online courses through the Registrar's Office. This is the same process as on ground registration.

### **GRADING SYSTEM**

Students must have a "C" average to graduate. The university uses the following four-point grade scale:

GRADE POINTS	LETTER GRADE	SCORES
4.0	A	93+
3.7	A-	90-92
3.3	B+	88-89
3.0	B	83-87
2.7	B-	80-82
2.3	C+	78-79
2.0	C	73-77
1.7	C-	70-72
1.3	D+	68-69
1.0	D	63-67
0.7	D-	60-62
0.0	F	59 or less

### **LETTER GRADE DESCRIPTION**

- A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C Sufficient grasp of facts and a general competence of subject.
- D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F Failure to achieve minimal quality or production of work.
- W Withdrawal from a class until the 8<sup>th</sup> week of the semester.
- I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."



P Pass

NP Non-Pass

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

In order to progress satisfactorily from one term to the next and to be eligible for federal financial assistance, all students must comply with the following elements of satisfactory progress or they will be dismissed from the institution. (SAP is applied to all enrolled students at Bethesda University, not just to those receiving Title IV funds.)

All students must complete their program within the maximum time for completion, which is the period of time in which a student attempts 1.5 times the number of credit hours required in order to complete the program.

All students must maintain a minimum of a 2.0 cumulative GPA (undergraduate), 2.0 cumulative GPA (graduate) as a full-time student. Students must have a 2.0 cumulative GPA in order to meet graduation requirements. All classes will be held on the main campus, 730 N. Euclid Street, Anaheim, CA 92801.

All students, not just those receiving Title IV aid, must successfully complete 55% of the credits that they attempt when 25% of the maximum credits for their programs have been attempted and possess a cumulative GPA of 1.25 or greater. Students must successfully complete 60% of the credits that they attempt when 50% of the maximum credits for their programs have been attempted and possess a cumulative GPA of 1.5 or greater. Students must successfully complete 67% of the credits that they attempt when 100% of the maximum credits for their programs have been attempted and possess a cumulative GPA of 2.0 (undergraduate), 2.0 (graduate) or greater.

### **TERMS OF PROBATION**

A student who is making unsatisfactory progress (overall GPA below 2.0 (undergraduate), 2.0 (graduate))

or who fails to complete the required credits at the end of a grading period shall be placed on probation for the next grading period. If the student on probation achieves satisfactory progress (GPA of 2.0 or greater) for the subsequent grading period, but has not achieved the required grades to achieve overall satisfactory progress for the program, the student may continue on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary term, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods shall be terminated. When placed on probation, appropriate documentation is made in the permanent file of the student. The date, action taken, and terms of probation will be noted prior to returning to class. Reinstatement must be approved by the Chief Academic Officer, whereby, the student may make a case for extenuating circumstances being the cause for lack of satisfactory progress. The reinstated student is admitted on a probationary status after being out of school for a minimum of one grading period and must abide by above probationary terms.

Probation may be granted if mitigating circumstances are found and if at the 25% checkpoint, a student does not meet the required minimums of SAP. If at the end of the probationary period, a student is not

meeting the minimum requirements for SAP, he/she may appeal to the Chief Academic Officer in writing for an extension of one grading period. During this extension, the student must bring his/her cumulative GPA to a minimum of 2.0 (undergraduate), 2.0 (graduate). Financial aid disbursements will not be made during this extension. A student will be re-instated as a regular full-time student and eligible for financial aid disbursements, if during the extension period, a cumulative GPA of 2.0 is achieved. International Students from South Korea who do not pass the Level 3 ESL Placement Exam must take courses in Korean.

### **INCOMPLETE GRADES, REPEATS, AND WITHDRAWALS**

Incomplete grades (I) are determined by the instructors and may be changed provided the incomplete work is completed within the specified time frame. A student with an incomplete grade must complete required work within the next grading period. If required material is not turned in by the specified time, a failing grade will be given in that subject. This failing grade will impact the GPA and successful completion percentage of the student. During the period in which a student has to finish incomplete work, the student's cumulative GPA is unaffected by the incomplete grade. Once the period has ended and the student receives a final grade, the GPA is re-calculated.

### **REPEATED COURSES**

Any required class which is failed must be repeated. Regular tuition is charged for the repeated course. Only the repeated grade is used to compute the student's GPA. The original failing grade remains on the student's transcript but is not included in GPA calculations once the "F" is replaced by a passing grade.

### **WITHDRAWALS**

Students who voluntarily withdrawal from the institution in the middle of a term, may receive a "W" for courses not completed. Students who withdraw will be refunded according to BU's published refund schedule. The "W" on a student's transcript does not affect the GPA. Required courses for which a "W" is received, must be re-taken. The "W" will be reflected on the student's permanent transcript.

### **RE-ENROLLMENTS**

A student, whose enrollment was terminated for unsatisfactory progress, violation of attendance policy, or misconduct may re-enroll at the beginning of the next grading period. A student who returns after his/her enrollment was terminated for unsatisfactory progress shall be placed on probation for the next grading period. The student will be advised of this action and the student file documented accordingly. The student must maintain satisfactory progress at the end of this probationary period or he/she will be terminated.

### **RE-ENROLLMENTS for International students**

Student whose I-20 was terminated due to unsatisfactory progress, violation of attendance policy, or misconduct may re-enroll with a proof that he/she achieved at least 2.5 G.P.A and maintained "continued attendance I-20" from another school for at least 1 semester.

### **NON-REGULAR STATUS/EXTENDED ENROLLMENT STATUS**

Bethesda University acknowledges that there are exceptions and provisions for students placed on extended enrollment status or non-regular status. A student who has been placed under these

circumstances will not be eligible for student financial assistance and must meet with the Chief Academic Officer to determine if the student will be allowed to continue in their field of study. Each situation is

determined on a case-by-case basis, and it is the Chief Academic Officer's discretion to accept the mitigating or extenuating circumstances. In each case, proper documentation will be placed in the student's file. Any student who is not accepted under these circumstances will be terminated from the institution.

### **APPEALS PROCEDURES**

Any student who has been withdrawn from Bethesda University for failure to meet SAP requirements, violation of maximum completion timeframe, violation of probation, attendance requirements, or behavioral/misconduct, can appeal to the Chief Academic Officer in writing. The academic office and the student will then meet to discuss specific terms of appeal and action to be taken. The Academic Officer's decision is final in regard to all appeals. This final decision will be documented in the student file. If the student is not satisfied with the result determined by the Chief Academic Officer, the student may follow the Grievance procedure listed in the catalog.

### **GRADE CHANGE POLICY**

Grade Change Form is only accepted during Grade change period. Academic officer will be announce the period of Grade Change in school Homepage and school Board, and also be included in school Schedule. After Grade Change period is over, Grade Change form is not accepted any more. For "Incomplete" grade, Grade Change Form is allowed until the beginning of next semester. After new semester is started, grade Change form is not accepted any more.

### **ACADEMIC HONORS**

Students graduating from BU will be awarded scholastic honors according to the following guidelines:

3.8	-	4.0	Summa Cum Laude
3.65	-	3.79	Magna Cum Laude
3.5	-	3.64	Cum Laude

### **ATTENDANCE**

Bethesda University requires attendance at all classes for credit. The instructor is responsible to record student attendance at each class session. Students who have more than six hours of unexcused absence in a semester course will have their course grade lowered by one full grade. A minimum 80% attendance rate is required for course credit, even if the absences are excused. Excused absences are limited to documented illness, emergency in student's immediate family, and unavoidable obligations stemming from employment as a teacher. The registrar is responsible for determining the nature of each absence

and for making the absence-related adjustments to the student record.

### **LEAVE OF ABSENCE**

Students may request to take a Leave of Absence from enrollment in classes for up to two consecutive semesters. Requests for a leave should be initially made to the Registrar and require university approval. Forms are available from the Academic Office and must be completed prior to the student's absence from the university. Failure to complete the required form, or to register at the end of the approved leave, will

result in the student having to reapply to the university and comply with any applicable changes in admissions, financial aid, and degree requirements as stated in the Re-enrollment Policy of the school catalog. An undergraduate student who re-admits after an absence of five years may be required to complete a full application for entrance.

The written request must include the length of absence, the purpose of absence, and documentation verifying the purpose. If the length of absence is more than two consecutive semesters, students must submit an application for readmission.

### **DROP-OUT POLICY**

Students who chose to leave the school for a period of time should follow the policy established for Leave of Absence. Student who discontinues their instruction without prior approval, must submit an application for readmission.

### **ACADEMIC PROBATION AND DISMISSAL**

Satisfactory progress toward the degree is required. An undergraduate student will be placed on academic probation if a 2.0 grade-point average is not maintained. A graduate student will be placed on academic probation if a 2.0 grade-point average is not maintained. Students on probation are restricted to a maximum of three classes per semester until their GPAs reaches a minimum of 2.0. The student has two semesters to achieve a cumulative GPA of 2.0 (undergraduate), 2.0 (graduate) to return to good standing. Failure to achieve a minimum GPA after two consecutive semesters will result in dismissal.

### **FULL-TIME STATUS**

In order to complete a degree program within the normal stated time frame (i.e., a bachelor's degree in four years), the undergraduate student should enroll in 16 hours per semester and the graduate 15 hours. Full-time undergraduate student status is defined as being enrolled in a minimum of 12 hours during a semester. Full-time graduate student status is defined as being enrolled in a minimum of 9 hours during a semester.

### **PLACEMENT ASSISTANCE**

Although the university does not operate a formal placement office, information concerning employment opportunities and referral services is available in the office of the Dean of Students. Current job openings and career opportunities are posted on bulletin boards. The university makes every effort to assist the student by keeping these postings current.



## **RELEASE OF STUDENT INFORMATION**

Bethesda University considers information classified as “directory information” to be general enough in nature to be released without the consent of the student. The following is classified as directory information:

1. Student name, address, and telephone number
2. Date and place of birth
3. Full-time or part-time enrollment status
4. Dates of attendance
5. Major field of study
6. Degrees and awards received
7. Participation in activities

Students who do not want “directory information” released without specific written consent must give written notice to the Registrar’s Office no later than the close of late registration. If a student does not file a refusal form with the Registrar’s Office, directory information will be released at the discretion of the university. The university prohibits the use of such information for commercial purposes.

BU maintains the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974. No one outside the university will have access to, nor will the institution disclose any information from, a student’s education record without written consent of the student except as permitted under the Act.

## **GRADUATION**

### **Progress Towards Graduation**

Students are responsible to meet all degree requirements for graduation. Academic advising is available to ensure that students are making sufficient progress towards graduation. BU follows a course rotation that allows the completion of all degree requirements within the time span of a normal academic load (four years for the B.A., three years for the M. Div. D.Min, and two years for the M.A.). At the beginning of the student's junior year and senior year of study in the B.A. program and at the beginning of the student's last year in the graduate program, the student is required to consult their academic advisor to conduct a graduation audit to determine the courses he/she must take to graduate.

Students who do not take the required courses when offered, or who do not participate in academic advisement and the academic advising audit, should not expect to graduate if they have not met all degree requirements.

The normal student status for undergraduate class designation is as follows:

Freshman status	0-29	hours
Sophomore status	30-59	hours
Junior status	60-89	hours
Senior status	90+	hours

Graduation ceremonies are held after the spring semester. Only students, who have completed all degree or program requirements including financial obligations, will be permitted to participate in the commencement exercises. Students completing their requirements prior to the close of the school year may receive a letter of completion, but will be required to participate in commencement. All graduating students must file a petition to graduate before the middle of February to be eligible to receive their degree or diploma in that academic year. It is the responsibility of the student to insure that all requirements have been met prior to the deadline for graduation.

## **GRADUATION REQUIREMENTS**

Students must fulfill all financial obligations to BU and file a petition to graduate before the middle of February to be eligible to receive a degree in May. Students must complete the degree requirements of the catalog in effect at the time of admission or of re-admission. For graduation purposes, it is strongly advised that students maintain continuous enrollment once they are accepted for admission and matriculated.

### **BACHELOR OF ARTS**

To graduate with the Bachelor of Art degree the student must:

1. Complete all required course units for the degree and course work with a minimum cumulative grade point average of 2.0.
2. Complete the required general education, Bible, theology, ministry, Christian service, and major requirements, ESL requirements.
3. Demonstrate the development of Christian character as evidenced by the Christian Service and Student Life departments.
4. Complete the last 45 hours of coursework at BU.
5. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

### **MASTER OF ARTS IN BIBLICAL STUDIES**

To graduate with the Master of Arts in Biblical Studies degree the student must:

1. Complete 60 semester hours of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 48 hours of course work at BU.
4. Make application for the degree, fulfill, all financial obligations to the school, and participate in graduation ceremonies.

### **MASTER OF BUSINESS ADMINISTRATION**

To graduate with the Master of Business Administration degree the student must:

1. Complete 45 semester hours of course work with a minimum cumulative grade point average of 2.0.



2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 27 hours of course work at BU.
4. Make application for the degree, fulfill, all financial obligations to the school, and participate in graduation ceremonies.

### **MASTER OF ARTS IN MUSIC**

To graduate with the Master of Arts in Music degree the student must:

1. Complete 48 semester hours of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 39 hours of course work at BU.
4. Make application for the degree, fulfill, all financial obligations to the school, and participate in graduation ceremonies.

### **MASTER OF DIVINITY**

To graduate with the Master of Divinity degree the student must:

1. Complete a minimum of 96 semester hours of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 77 hours of course work at BU.
4. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

### **DOCTOR OF MINISTRY**

To graduate with the Master of Divinity degree the student must:

1. Complete a minimum of 42 semester hours of course work with a minimum cumulative grade point average of 2.7.
2. Complete all required courses for the degree and all proficiency requirements.
3. Complete the last 36 hours of course work at BU.
4. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

### **GRADUATION RATES AND EMPLOYMENT RATES**

Current and historical graduation rates and employment rates are available for review in the Records Office of BU.

### **STUDENT RECORDS**

Enrollees are advised that state law requires educational institutions to maintain school and student

records for no more than a five-year period. Student transcripts are kept permanently.

### **RESERVATION OF RIGHTS**

BU reserves the right to change its policies without prior notice, including tuition, fees, credit value per course, course offerings, curricula, and grading policies. Any changes to graduation requirements will be available to students before being published as an update to the current school catalog or added to new and succeeding catalogs. It is the discretion of the faculty and administration to change or add new academic policies that will improve the level of instruction and further facilitate the mission of the school.

# **DISTANCE EDUCATION**

## **International Students**

F1 visa student must register for a minimum of 12 undergraduate or 9 graduate credits each semester. International student may take one three-credit DE course each semester. A student wishing to register for more than 13 undergraduate or 10 graduate credits per semester cannot take more than one three-credit DE courses.

## **Moodle Tutorial**

Moodle tutorial is a prerequisite for students who enroll in online courses. Students must complete online video tutorial before starting online courses. The online tutorial provides students with a basic understanding of Moodle system. Once students have completed the training, and feel confident that students have understood Moodle system, they are ready to take the test. Students can take the test as many times as necessary until they pass. The test checks students' overall understanding of Moodle, which is important for online studies. Students must pass the test in order to take online courses. This noncredit tutorial consists of the following parts: 1) Introduction, 2) What is Moodle? 3) Understanding of the web, browsers, and web standards, 4) Understanding of an educational internet homepage and Bethesda University homepage, 5) Creating an online account, 6) My homepage, 7) Managing my courses (free board, my profile, forum, quiz, assignment, evaluation, grade), 8) Effective online learning, 9) Conclusion.

## **Contact**

Staff: Ji Eon Kim

Telephone: (714) 517-1945

Email: [online@buc.edu](mailto:online@buc.edu)

## **Student Privacy Policy**

Bethesda University protects the privacy of all students, adhering to the same privacy standards for online students as it does for students studying on the campus. Bethesda University issues a unique user ID and password to each student upon enrollment and each college employee upon date of employment. The user ID is required for both students and faculty to access the MOODLE course management system for all courses, including distance learning courses (MOODLE stands for Modular Object-Oriented Dynamic Learning Environment). MOODLE is a secure environment where faculty members post course materials, assignments and exams, provide chat and discussion forums for their courses, and where students participate in forum discussions, chat sessions, upload assignments, and take quizzes and exams. The privacy of individual students' assessments and grades is maintained within the course management system.

Anyone using MOODLE is required to have a unique user ID and password to access any course management resources. Faculty is restricted to accessing information associated with the specific courses they teach. Students are automatically enrolled in courses through a batch process run by the

administrative team in May, June, July, August, and January each year and identified by their unique user ID and password. Students are restricted to faculty-published information in courses for which they have enrolled and student-group related activities in a given course. Guest access to courses is not allowed. Course and user profile information is not visible to anyone without an account. Authorized Moodle users cannot view the profile information of other users unless those users give permission.

**Secure Login and Password:** Each distance learning faculty and student enters his/her user ID and password into Moodle to gain access to authorized Moodle learning environment resources. This combination of user ID and password identifies faculty and students to the system on each course visit. All users should understand the following:

- All parties accept responsibility for the security of their personal passwords;

Private student information is separated from others' within the course management system and protected from outside intruders through limited student group permissions; and

- Private faculty information is protected from student views within the course management system and from outside intruders through typical faculty group permissions.

### **Technical Requirements**

It will be essential for you to have access to a computer if you take a course delivered via the internet. You may also use the computers located in the library or Lab. Students are expected to check their e-mail on at least a weekly basis for communication with their instructors. Having your own computer may be more convenient.

You need to have some basic technology skills, such as word processing and using a web browser. If you don't presently possess these skills, you will need to pick up on them fairly quickly. If you don't think you can learn these technology skills easily, you may need to develop new skills, take a class or do some reading before enrolling.

The successful online student knows how to:

- Start, shut down, and reboot a computer appropriately;
- Use a keyboard and mouse gracefully;
- Use his or her Internet Service Provider or otherwise gain access to the Internet;
- Access URLs (addresses) on the Internet;
- Use online search tools to locate materials on the web;
- Navigate forward and backward on web sites with links, frames, image maps, and other elements;
- Troubleshoot a URL or link that is not working;
- Recognize when a "plug-in" is needed to view a particular web page;
- Print pages in the programs he or she uses, especially web browsers;
- Send, receive, reply to, and forward email;
- Send and receive email attachments;
- Use a word processor;
- Copy and paste text across documents and software applications;

Save a document or other file to a particular location; and

- Find a file or document previously saved.

Spend some time at your computer and on the Internet every day, getting comfortable with your equipment and surroundings. Practice your computing skills until you feel confident that you can complete class assignments.

### **Student Responsibilities**

In the distance learning environment, some responsibilities shift from the instructor to the student, given the independent nature of the learning experience. In addition to setting and sticking to your own schedule, reading all the assigned chapters and keeping up with due dates, you must do a few things to make the distance learning process work:

- Do not procrastinate!;
- Make sure you keep a copy of every assignment you submit;
- Check with your instructor for the file format for assignments and how to submit them;
- Identify yourself in all e-mail messages using your actual name, as your e-mail address may not identify who you are; and
- Evaluate the course delivery method as well as the course. Ask for help when you need it.

### **Instructor Response Time**

As a general policy, grades for all assignments and exams will be available two week after the due date or the exam date. If the time frame within which the instructor gives feedback and grades for exams or assignments varies, the instructor specify in the course syllabus the expected response time for all submissions.

### **Academic Honesty**

Given the lack of face-to-face contact in the distance learning environment, instructors invest a great deal of trust in distance learning students. High expectations are held for the level of maturity and integrity in the distance student.



# F-1 STUDENT GUIDELINES

## MAINTAINING LEGAL F-1 STATUS

F-1 students are under the jurisdiction of the Department of Homeland Security and the United States Citizenship and Immigration Services (USCIS). Maintaining legal F-1 status is extremely important for international students, as it may not be possible to rectify the situation if you fall “out of status.” Students who are out of status are not allowed to work on campus and are not eligible for other F-1 benefits. Also, being “out of status” may make a student’s visa invalid. Students who are out of status for more than 180 days risk being banned from entering the United States for 3 years. Those who are out of status for more than 1 year may be inadmissible for 10 years.

## FULL-TIME ENROLLMENT

- **Students must be enrolled full-time.** Students must carry 12 units or more for the undergraduate students and 9 or more units for the graduate students per semester. If they do not, they are considered out of status and the SEVIS must be notified. The PDSO/DSO may authorize an exception prior to dropping below a full load, but this may only be done for medical reasons, academic reasons (with advisor recommendation) or for the last semester before graduation if no other classes are needed. Reduced course load is only available one time for academic and medical reasons. If a student drops below “full-time” without pre-approval, they will be considered “out of status.”
- **I-20 must be reviewed at the beginning and end of each semester** If the student plans to leave the U.S. I-20 must be signed for entry to the US for the next term.
- **Temporary Absence:** If the student is outside the U.S. for more than 5 months, a new I-20 must be completed before you return to Bethesda University because a break in F-1 status has occurred.

## EMPLOYMENT

- **Limit on-campus employment to no more than 20 hours per week while school is in session.** Full-time employment (40 hours per week) on campus is permitted during official college breaks and vacations.
- **Off-campus employment must be authorized.** Students may not work off campus unless authorization is received from the United States Citizenship and Immigration Services (USCIS). Please have student contact the PDSO/DSO to apply for off-campus employment authorization. (Please note: practical training employment must be related to the student’s major field[s] of study.)

### **ADDRESS CHANGE**

**Report a change of residence or address to PDSO/DSO within 10 days of the change.** We must update the USCIS through SEVIS within 21 days of the change.

### **SUSPENSIONS/WITHDRAWALS**

- **If a student is suspended from the College or withdrew,** a new I-20 must be reissued before the return to Bethesda University. Students cannot remain in the U.S. with the original. Students must comply with the mandatory I-20 transfer procedure, change their status, or depart from the U.S. immediately. Students who fail to do so will be considered “out of status.” If a student withdraws with PDSO/DSO prior approval, they have a 15-day grace period in which to depart from the U.S.

### **PROGRAM EXTENSIONS**

- **If a student must remain in the U.S. longer than the period of time specified on the I-20,** the student must apply to the PDSO/DSO for a program extension before the program end date on the I-20 form. Program extensions can only be granted if the delay in completion of studies is due to compelling academic or medical reasons. A student who is unable to complete the program within the time listed on the I-20 and who is ineligible for extension is considered “out of status.”

### **COMPLETION OF PROGRAM - OPTIONS**

- **Student must depart from the U.S. within 60 days after their program completion date.**

OR

- **Apply for Optional Practical Training (OPT) prior to the program completion date,** with an employment start date before the end of the 60-day grace period. Our office policy requires you to apply for your OPT application at least 2-3 months before your program end date, and OPT application will be submitted to SEVIS office after you receive your final official school transcript and your diploma.

OR

- **Complete the transfer procedure to enroll as an F-1 student at another U.S. institution.** The student must discuss their plans at least one month prior to the program end date.

OR

- **Students may also consider applying for a change to another visa category.** Again, consult with the PDSO/DSO for more information.

### **TRAVEL AND RE-ENTRY**

If you are out of status, you can leave the US and reenter with a new I-20. Student will then be in

good F-1 status when reentering the US, however, student will begin F-1 status again, which means that student must be in status for 2 semesters before becoming eligible for CPT or OPT.

**\*Note:** *If student is traveling “out of status”, there is no guarantee that they will be permitted to reenter the US. The decision on whether or not student is able to reenter is made by the USCIS officer at the port of entry. No guarantees can be made by Bethesda University for student re-entry.*

If you are traveling during scheduled vacations, student needs to get the authorized signature from DSO/PDSO at least 3 weeks prior to the travel date.

**\*Also Note:** *Every semester, students must turn in Student Health Insurance Form during the registration period.*

### **I-94 (ARRIVAL/DEPARTURE RECORD)**

I-94 is typically stapled into the passport and contains an eleven digit identifying number (admissions number). USCIS uses this number to track student arrival and departure. The D/S stamp (Duration of Stay) shows the length of study, plus OPT (Optional Practical Training), plus 60 days. If a student has graduated prior to the completion date on the I-20, the I-20 is no longer valid.

### **CURRICULAR PRACTICAL TRAINING**

For an experience to be considered eligible as Curricular Practical Training (CPT) it must be an integral part of the degree program. It is further defined as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

Note - Students are eligible for CPT only if they are in F-1 status and have been enrolled full-time for at least one year.

### **OPTIONAL PRACTICAL TRAINING**

Optional Practical Training (OPT) gives F-1 students an opportunity for work experience in the U.S. before and/or after completion of your degree. It is limited to a total of 12 months for each higher degree level in a field directly related to their course of study. Unlike Curricular Practical Training (CPT), OPT does not have to be included as a required internship or practicum listed in your course descriptions.

### **ELIGIBILITY**

F-1 students are eligible for Optional Practical Training, if they have an active F-1 status after completion of the program of study.

### **I-20 TRANSFER**

Following is the Transfer Period for students who wish to transfer out of Bethesda University. I-20 transfer period is as follows: The I-20 transfer deadline is always 3 weeks prior to the registration period for the new following semester. Students would not be able to transfer out if they miss the designated transfer period. If a student fails to register for classes after the transfer period ends, then that student will become out of status.

## **ENGLISH AS A SECOND LANGUAGE PROGRAM (ESLP)**

### **ESL PROGRAM OVERVIEW**

The Bethesda University's English as a Second Language (ESL) Program offers courses for students who are required to take ESL classes as an academic requirement as well as for individuals who desire to improve their English language skills with ESL certificate. We are dedicated to providing high-quality English instruction in a supportive environment that prepares students to achieve their academic and personal goals.

### **MISSION STATEMENT**

The main goal of this program is to equip non-English speaking students with the necessary language skills to thrive within the North American classroom setting and beyond.

### **GENERAL INFORMATION**

Courses are offered in the fall and spring semesters. In each of the semester, students attend classes for 15 weeks. 12-15 credit hours (units) will be offered for ESL classes (12 units are considered a full- time load).

There are four levels of ESL:

Level 1 – Intro

Level 2 – Beginning

Level 3 – Intermediate

Level 4 – Advanced

Grades determine whether a student will advance to the next level in a class. It is preferable that students receive a grade of “A” (93-100) or “B” (83-89) to advance. Students may also demonstrate their ability to advance to higher levels by taking optional exit exams. Students who do not demonstrate successful completion of a course must repeat that class.

## **OBJECTIVES**

**Upon completion of all four levels of ESL, students will have:**

1. A holistic understanding of the English language.
2. Oral language skills that will enable them to integrate into American society.
3. Knowledge of American culture.
4. An understanding of many idiomatic characteristics of the English language.
5. Academic reading, writing, grammar, and listening skills that will enable them to pursue further studies in American institutions.

## **ESL DEPARTMENT POLICY CHANGES STARTING FALL 2014**

Fall 2014 changes to Bethesda University's ESL program:

1. New ESL Department Placement Test.
2. New ESL courses designed to maximize learning outcomes.
3. Academic track students, certificate, exchange, and degree students will have their classes prescribed by the ESL department with an option for electives or additional concentration classes. Non-Academic track students will continue to have the freedom to choose classes within their language level.
4. For students who are not in the ESL certificate program, there will be an ESL requirement to graduate from Bethesda University.

## **TESTING & PLACEMENT**

New and returning ESL students will be required to take the ESL Department Placement Test. This is a standardized test designed to identify students' language needs. It will enable the ESL department to place students in the appropriate course. This will ensure that students learn the necessary academic English skills crucial to success in the American university setting.

Students who possess satisfactory scores in the TOEFL (undergraduate 70, graduate 75 on the internet-based test; undergraduate 525, graduate 538 paper-based test) or the IELTS (Minimum band of 6) and students who are subject to TOEFL waiver are exempt from taking ESL courses.

## **NEW ESL COURSES**

The ESL department will offer 4 levels of integrated skills (combining reading, writing, listening, and speaking) courses that will serve as the core classes of our ESL curriculum. The rationale for the emphasis on integrated skills courses is to make sure that the students' general English skills develop properly in tandem with their academic language skills.

The department will also be offering concentration classes that focus on academic skills in reading, writing, listening, and speaking, among others. These courses are designed to help students develop the necessary linguistic skills that are vital for the American classroom setting.

Special elective courses will also be offered for all ESL levels. The availability of each course is dependent on student enrollment.

### **ACADEMIC TRACK**

All academic track students who do not possess the required TOEFL scores will be required to take ESL classes with undergraduate and/or graduate courses which they qualify for until they reach satisfactory ESL level (level 4)

### **BETHESDA UNIVERSITY ESLP CERTIFICATE**

ESLP students who are part of the certificate program must complete a minimum of 28 units of ESL classes in one year in order to earn their ESLP Certificate.

*\*Note: All international students must consult the admissions department regarding unit and/or hour requirements in relation to maintaining F1 status.*

# **ACADEMIC CALENDAR (2016–2017)**

## **SUMMER SESSION, 2016**

Registration	June 6-10
First Day of Class	June 13

## **FALL SEMESTER, 2016**

Faculty Development Day	Aug 4
Registration	Aug 8-12
New Student Orientation	Aug 16
ESL Placement Exam	Aug 16
First Day of Classes	Aug 22
Last Day to ADD/DROP Classes with a Full Refund	Sep 2
Labor Day- No School	Sep 5
Last Day to Drop without a "W" Grade	Oct 21
Thanksgiving Break	Nov 23-25
Winter Intensive Course Registration	Nov 12-16
ESL Final Week	Nov 28- Dec 2
Last Day to Request Incomplete	Dec 2
Final Examination Week	Dec 5-9
Official End of Semester	Dec 9
Christmas Holiday	Dec 23-26
Grade Change Request Period	Jan 4-8, 2017

## **SPRING SEMESTER 2017**

Martin Luther King Jr. Day	Jan 16
President's Day	Feb 20
Registration	Feb 6-10
Faculty Development Day	Feb 2
New Student Orientation	Feb 14
ESL Placement Exam	Feb 14
New Student Registration	Feb 14-17
First Day of Classes	Feb 21
Last Day to Add-Drop Classes	Feb 27
Easter Break	Apr 17-21
Last Day to Drop with "W" Grade	Apr 21
Summer Intensive Course Registration	May 22-26



Memorial Day Holiday – No School	May 29
ESL Final Week	May 30 - June 2
Last Day to Request Incomplete	June 2
Final Examination Week	June 5-9
Fall Semester Course Registration	June 5-9
Official End of Semester	June 9
Commencement	June 17