

Bethesda University



STUDENT HANDBOOK 2020-2021 (JULY 1ST 2020 – JUNE 30TH 2021)

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Updated Oct 26, 2020

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I. Accreditation and Approval Information

Institutional Accreditation

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]

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).

Programmatic Accreditation

Bethesda University is accredited by the Association for Biblical Higher Education (ABHE). ABHE is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA). ABHE 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.

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, 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.

II. General Information

All inquiries to assist enrolled or prospective students in obtaining institutional information should contact the General Affair.

Who to Contact

Below are Administrators that you may need to contact.

Office	Name	Email Address
President	Jeremiah Cho	presidentcho@buc.edu
VP / CFO	Esther Cho	vp.esthercho@buc.edu
Manager of General Affairs	Young Jang	young@buc.edu
Academic Dean	Hyoin Kim	hyoinkim@buc.edu
Chair of Student Affairs	Young Yun	youngyun@buc.edu
Chapel Director (and Director of Student Ministry)	Justin Kim	chapeldirector@buc.edu
Distance Education Director	Hyun Bo Sim	onlinedirector@buc.edu
Online Manager (contact for technical support)	Justin Kim	online@buc.edu
Financial Aid Officer	Yae Lee Shin	Financialaid@buc.edu
Librarian	Ho Kyung Woo	librarian@buc.edu

Below are Program Directors you may need to contact

Program	Name of Director	Email Address
BA in Religion	Prof. Josiah Paredes	josiah.paredes@buc.edu
BA in Music	Prof. Brandon Jung (Interim)	brandon@brandonjmusic.com
BA in Early Childhood Education	Dr. Song Ju Ahn	songjuahn@buc.edu
BA in Design	Prof. Young Yun	youngyun@buc.edu
BA in Information Technology	Prof. Damian Lai (Interim)	dlai@buc.edu
BA in Business Administration	Prof. Zongze Chen	zongzechen@buc.edu
MA in Business Administration	Prof. Ramon Baltazar	ramon.baltazar@buc.edu
MA in Biblical Studies & Master of Divinity	Dr. George Winney	george.winney@buc.edu
MA in Music	Prof. Ken Song	kensong@verizon.net
Doctor of Ministry	Dr. Jung Ja Kang	jungja.kang@buc.edu

Academic Calendar

TRACS 17.8

Public Information: The institution makes the following information available to students and the public through the institution's Catalog(s), website and/or other methods: academic calendar, grading policies, refund policies, admission policies, program requirements, and information regarding tuition and fees. (IER) - §602.16(a)(1)vii

FALL SEMESTER, 2020

New Student Orientation & ESL Placement Exam	Aug 11
New Student Registration	Aug 11- 14
Faculty Development Day	Aug 13
First Day of Classes	Aug 17
ADD/DROP Period	Aug 17 - 21
Last Day to ADD/DROP Classes with a Full Refund	Aug 21
Last Day to request Drop without a "W" Grade	Aug 28
Labor Day- No School	Sep 7
Last Day of Refund	Oct 16
Winter Session 2021 Course Registration	Oct 26 - 30
Spring Semester 2021 Course Registration	Nov 16 - Dec 4
Thanksgiving Reading Week	Nov 23 - 27
ESL Final Week	Nov 16 - Nov 20
Last Day to Request "Incomplete"	Nov 27
Final Examination Week	Nov 30 - Dec 4
Official End of Semester	Dec 4
Christmas Holiday	Dec 24 - 25
Final Grade Deadline (Campus Course)	Dec 18
Final Grade Deadline (Online Course)	Dec 23
Grade Change Request Deadline	Jan 4, 2021

WINTER SESSION, 2021

Winter Session 2021 Course Registration	Oct 26 - 30
First Day of Class	Jan 4
Martin Luther King Jr. Day – No School	Jan 18
Official End of Session	Feb 12
<u>SPRING SEMESTER, 2021</u>	
New Student Orientation & ESL Placement Exam	Feb 9
New Student Registration	Feb 9 - 12
Faculty Development Day	Feb 11
President’s Day – No School	Feb 15
First Day of Classes	Feb 16
ADD/DROP Period	Feb 16 - 22
Last Day to ADD/DROP Classes with a Full Refund	Feb 22
Last Day to request Drop without a “W” Grade	March 1
Easter Break – No School	Apr 5 – 9
Last Day of Refund	Apr 16
Summer Session 2021 Course Registration	Apr 26 - 30
Memorial Day Holiday – No School	May 31
Fall Semester 2021 Course Registration	May 24 - June 4
ESL Final Week	May 24 - May 28
Last Day to Request “Incomplete”	May 28
Final Examination Week	June 1 - 4
Official End of Semester	June 4
Commencement	June 12
Final Grade Deadline (Campus)	June 18
Final Grade Deadline (Online)	June 25
Grade Change Request Deadline	July 2
<u>SUMMER SESSION, 2021</u>	
Summer Session 2021 Course Registration	April 26 - 30
First Day of Class	June 21
Independence Day – No School	July 4
Official End of Session	Aug 13

III. Student Services Office

ABHE 8.3

Services that address diverse student needs, abilities, and cultures

TRACS 10.1

The institution offers an array of student services that are appropriate to its mission and objectives and which address the needs of its students regardless of location or the mode of delivery of educational programs. (IER)

Staff

TRACS 10.3

The institution maintains a sufficient number of qualified staff, with appropriate education and experience in the student services area, to accomplish the institution's mission.

ABHE 8.4

Appropriately qualified personnel who supervise and provide student services and programs.

Mr. Young Yun, the Chair of Student Affairs, is a graduate of BU and of the Art Center College of Design. He loves all things creative. He has worked and taught extensively in the fields of music and art, graphic design, and marketing. These are some of his interests. Come by his office and talk about your interests.

Spiritual Life

ABHE 8.1

A commitment to the spiritual, physical, intellectual, emotional, and social development of students that is consistent with biblical higher education

Christian Service & Supervised Ministry Regulation

1. 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) Participate the Student Ministry or Community Service as follow,
 - **For Religion major student:** Participate the Student Ministry at any local church during the semester and "Student Ministry Approval Form and Ministry Evaluation Form" submission is required. Please submit the Student Ministry approval Form to the Christian Service office no later than 2 weeks after the course begins and submit the Ministry Evaluation Form at the end of each semester.

- **For Non-Religion major student:** Participate the Student Ministry at any local church or participate Community service at any local community organization on a minimum of 10 hours per semester. A “Community Service Approval Form and Community Service Evaluation Form” submission is required. Please submit the Student Ministry approval Form or Community Service Approval Form to the Christian Service office no later than 2 weeks after the course begins and submit the Evaluation Form at the end of each semester.

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 needs 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.

Policy for Christian Service Credit Waiver

The Christian service credit can be waived as number of transferred units from other college as below.

- 1) 0 - 15 transferred credits = 0 Christian Service credit (0 unit) is waived
- 2) 16 - 30 transferred credits = 1 Christian Service credit (0.5 unit) is waived
- 3) 31 - 45 transferred credits = 2 Christian Service credit (1 unit) is waived
- 4) 46 - 60 transferred credits = 3 Christian Service credit (1.5 unit) is waived

The Christian Service waived credits should be made up by taking any course from General Education or Professional Studies of each program.

Chapel Information

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

- Monday Chapel (Chinese): 12:00 PM – 12:50 PM
- Tuesday Chapel (English): 11:00 PM – 11:50 PM
- Thursday Chapel (Korean): 12:00 PM – 12:50 PM

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.

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.

New Student Orientation

At the beginning of each semester, all new students are required to attend a new student orientation. This includes a meeting in the chapel, introduction to each department, introduction to the use of our online platform, celebration, food and fun. Department chairs will also meet with students that day.

Giving Your Opinion

ABHE 8.6

A regular system of assessing levels of student satisfaction and of acting to address issues identified in the assessment process.

ABHE 8.7

Opportunities for students to provide input in institutional decision-making.

The administration wants to hear your voice. Periodically, Student Satisfaction and Perspectives Surveys are sent to students. Additionally, student government officers are eager to hear your concerns and pass them along.

Student Government

ABHE 8.5

Leadership development facilitated by curricular and/or co-curricular programs that are integrated with the educational objectives.

Purpose

Each year the student council selects officers to provide leadership in both undergraduate and graduate programs. The BU 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.

Function

Student body officers are responsible for planning student activities and for integrating new students into the community of BU. Student leaders also arrange student chapel services and provide advice on the development of student handbooks.

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.

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.

Budget

TRACS 11.4

The institution exercises complete control over all its financial resources.

Student fees provide a budget for the student government to use to fulfill their function. At the beginning of the school year, they are to submit a tentative budget to the Chair of Student Affairs. He or she will be responsible for approving changes in the tentative budget, overseeing use of funds, and approving release of funds when requested.

At the end of each semester, the student government is to make public to the student body how their fees were used during that semester.

To request funds, a student government officer must complete the Student Government Expense Request Form (see appendix). After acquiring a signature from the Chair of Student Affairs, he or she may go to the business office to request funds.

Student Clubs

ABHE 8.5

Leadership development facilitated by curricular and/or co-curricular programs that are integrated with the educational objectives.

BU encourages the formation of student clubs that will be beneficial to the students academically and emotionally. Friendship and fellowship among students 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: Tennis Club, Bible Study Club, Visual Design Club, Prayer Club, Praise Club, Photography Club, etc.

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

- Obtain the approval of the Student Council.
- Obtain permission from the Student Affairs Office.
- Receive an approval from the Chair of Student Affairs.
- The final approval is given by the Vice President.

Constitution Day

The observance of Constitution Day was signed into law by President George W. Bush to commemorate the signing of the Constitution in 1787. The Congress, by joint resolution, designated September 17 as Constitution Day in 2005.

In 2017, BU will celebrate Constitution Day on Monday, September 17, 2018.

Constitution Web Sites

[The National Archives Experience \(https://www.archives.gov/founding-docs\)](https://www.archives.gov/founding-docs)

- The Charters of Freedom: A New World is at Hand offers high-resolution images of the Constitution, information on Constitutional Amendments, and facts about the Constitution.

[National Constitution Center \(https://constitutioncenter.org/timeline\)](https://constitutioncenter.org/timeline)

- Centuries of Citizenship: A Constitutional Timeline is an interactive timeline of events

marking more than 200 years of our constitutional history. These events tell the evolving story of our Constitution and the role it continues to play in our lives. See headlines, hear debates, explore maps and graphs.

[The Federalist Papers](#)

<https://www.congress.gov/resources/display/content/The+Federalist+Papers>

- This website offers the 85 essays urging New Yorkers to ratify the proposed Constitution. First published in New York City newspapers (1787-1788), the essays explained how the new government would work and why it was right for the U.S. Written by Hamilton, Madison, and Jay, the essays are often used today to help interpret the intentions of the Founding Fathers. (Library of Congress)

[The Constitutional Dictionary \(https://usconstitution.net/glossary.html\)](https://usconstitution.net/glossary.html)

- This website contains words, phrases, and concepts used in the U.S. Constitution.

[The Declaration of Independence](#)

<http://www.ushistory.org/declaration/document/index.html>

- Text and image of the Declaration of Independence are located on this website.

[The Signers of the Declaration of Independence](#)

<http://www.ushistory.org/declaration/signers/index.html>

- This link gives a profile of every delegate who signed the Declaration in 1776.

Bill of Rights

- i. Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.
- ii. A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.
- iii. No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.
- iv. The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.
- v. No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived

of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

- vi. In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.
- vii. In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise reexamined in any court of the United States, than according to the rules of the common law.
- viii. Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.
- ix. The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.
- x. The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.

Constitution Trivia

- Constitutional Convention met at the State House in Philadelphia, PA.
- There were 55 delegates to the Convention.
- Twelve of the Thirteen states were represented.
- Rhode Island did not send delegates to the Convention.
- The Constitution was drafted in 1787.
- James Madison is often called the "Father of the Constitution."
- The Constitution became law on June 21, 1788 after 2/3 of the states ratified it.
- The ninth state to ratify the Constitution was New Hampshire.
- Not all the states had ratified the Constitution by April 30, 1789 when George Washington became the first President of the United States.
- The structure of the document has not changed since it was written.
- Amendments have provided the flexibility necessary to meet changing circumstances.
- The Constitution is preserved for all to view at the National Archives in Washington, DC.

Voter Registration

Voter registration forms can be found at: <http://registertovote.ca.gov/> 120 days prior to the deadline to register to vote in federal or state gubernatorial elections. The academic affairs office also keeps copies of voter registration form for students who prefer to not register online.

Non-Discrimination Policy

Bethesda University Acknowledge that all persons are equally created in the image of God. Everyone has the equal opportunity and access in BU's education all 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, education programs and all other activities that BU provides, only except is with respect to religion, wherein because Bethesda University is a Christian University, it does mandate that employees be of Christian faith.

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.

Services and Facilities Available to Students with Disabilities

Bethesda University is proud to assist students with disabilities, physical or intellectual, and is committed to accommodating their needs to the best of our abilities. A student with documented disabilities is to bring documentation to the office of the academic dean so that the administration can work with the student in developing accommodation strategies to meet that student's needs. Appropriate documentation includes a diagnosis by a certified professional (licensed medical physician, psychiatrist, psychologist, or counselor), an IEP or a 504 plan from a public school system. The document must be on official letterhead and include a description of the limitations that are a result of the diagnosis and the recommended accommodations.

Once identified, a student with disabilities will be given extra accommodation by their instructors as needed (e.g., extra time on assignments and tests, extra meetings with the instructor, a quiet and less distracting location to do an assignment or complete a test, help with note-taking, etc.). Special parking and use of the elevator is available. While Bethesda University cannot provide personal assistants, devices or transportation, we are happy to help identify organizations that can provide goods and services that can assist with one's special educational needs.

Students with intellectual disabilities, depending on degree of disability, may be encouraged to audit courses. We do not offer special courses, certificates, or degrees specifically for students with intellectual disabilities. Students with intellectual disabilities will study in the same on-campus or online classes as other students.

Dogs that are specifically trained as service animals to do work or perform tasks for the benefit of an individual with a disability are allowed if the work or tasks performed by the service animal is directly related to the handler's disability. This can include services related to a physical, sensory, psychiatric, intellectual, or other mental disability. This policy is designed to help in situations like providing a low-vision individual with navigation, assisting an individual during a seizure, or assisting a person with mobility issues with balance and stability. A student

desiring to use a service animal on campus must make an appointment to bring the animal to the academic dean for approval. Documentation of an up-to-date vaccination and license will be required. A mere sense of comfort, safety or emotional support does not qualify an animal for approval. An animal that is disruptive or that poses a threat to others may be disapproved before or after being given initial approval. The owner is responsible to be in control of the dog, pick up any animal waste, and is liable for any damage done by the service animal.

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 Angeles 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. Student will be using computer labs, laptops, books and other materials for their classroom lectures.

Bethesda University's facilities (including restrooms and classrooms) are designed to permit handicapped persons to enroll and benefit from the education. Handicapped parking provides convenient access to the building entrances. All campus facilities are wheelchair accessible.

Bethesda University is committed to assuring that students who meet the academic and technical requirements for admission to the University are not discriminated against and receive the accommodations required under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. This means that we will engage in positive efforts to assure accommodations for students with disabilities throughout the application process and after enrollment.

Handicapped parking spaces are reserved for students, visitors, or employees who display an appropriate state-issued handicap placard or license plate.

Intercollegiate Athletics

TRACS 10.6

The institution's CEO exercises appropriate academic, administrative, fiscal, and health and safety controls over the institution's intercollegiate athletics program.

Leadership development facilitated by curricular and/or co-curricular programs that are integrated with the educational objectives.

Intercollegiate athletic programs at BU are led by Director of Athletics, Physical Education and Recreation, Leo Balayon. Director Balayon holds a masters in kinesiology from BIOLA University. He has played high school, college and professional basketball for 15 years. Since 2002, he has been a basketball coach. His unique and varied experience includes directing ESL programs in China and at Bethesda. He also headed a physical education department at the school in China. Since 2016, he has headed athletics at BU. Come by and see him any time.

In compliance with Title IX, we provide a budget based on the number of students for each team without discrimination based on gender. The budget is administered by the university.

We are committed to the wholistic development and safety of our student athletes. To compete in intercollegiate athletics, a student must have a minimum GPA of 2.0. To receive a scholarship, the student athletes must maintain a 2.5 GPA. While all students must provide proof of medical coverate, student athletes must also provide documentation that their health-care provider has cleared them to participate in athletics. On an ongoing basis, policies are developed as needed (e.g., our COVID-19 Prevention Protocols).

Academic and other expectations and services are the same for student athletes as for other students.

All inquiries for information, assistance or questions related to the athletic program should contact: the Athletic Director at 714-683-1201, email your inquiry to l.balayon@BUc.edu.

COVID-19 Prevention Protocols

Bethesda University Athletics



Covid-19 Prevention Protocols

(Note: This packet and the documentation included will be adapted as new information from the CDC regarding Covid-19 is released. Each head coach is allowed to add other screening measures as needed by their sport, provided that it does not compromise state and CDC guidelines.)

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Bethesda University Covid-19 Policy Statement

As part of the Bethesda Flames community, we, the members of the athletics program, want to make a commitment to reduce risk and help protect our student athletes, coaches, professors, administrators, and other staff members by implementing the following protocols based on the guidelines set by the State of California. We acknowledge that our understanding of the Covid-19 Virus as a global community is still limited. It is therefore possible that we will update and revise the protocols below as new developments and discoveries regarding the virus are made.

Daily COVID-19 Procedure

All student athletes, coaches, and other staff members will be required to:

1. submit test results before the beginning of their season to establish baseline information. Individuals who test positive shall quarantine from the team and the university community for the recommended 14 days before being retested and rejoining their team.
2. shower before and after practices, games, and other team functions.
3. have their temperature taken before being allowed into the practice area.
4. sanitize their hands immediately before and after practice.
5. answer a simple electronic questionnaire before being allowed to practice.
6. bring their own water bottle and not share with other individuals.
7. practice social distancing when sitting next to each other in the gym, van, restaurant, etc.
8. wear face masks (before/after or during practices?)

Coaches and Staff members are required to:

1. split the team into groups and keep separated according to state prescribed group size restrictions.
2. sanitize balls and other equipment before and after practices.

BU Athletics Daily Check-List Questionnaire

Symptom Checklist:

1. Fever (above 100)
2. Diarrhea/Vomiting
3. Body Chills
4. Sore Throat
5. Persistent Cough
6. Pain / Difficulty Breathing
7. Shortness of Breath

8. Loss of Taste or Smell

9. Unexplained Headache

10. Extreme Level of Fatigue

11. Body / Muscle Aches

12. Change of Vision / Eye Discharge

· Check the appropriate box for you (first column) and everyone in your household (second column) based on the Symptom Check List above.

· If you check “Yes” to the Symptom Check for yourself, you must stay away from campus for 72 hours or you must be fever free for 24 hours and show proof of a negative COVID-19 lab test.

· If you check “Yes” to the Symptom Check for your household, you must stay away from campus for 72 hours.

BU Athletics Daily Team Check-In Sheet

1. Wash your hands or use hand sanitizer before starting.

2. Have your temperature taken.

3. Sign in, fill in your temperature and check the appropriate boxes based on the Symptom Checklist for yourself and your household.

4. The staff member who is completing this screening form must sign when it is completed.

Team: _____ Date: _____

Examiner Name: _____ Examiner Signature: _____

Athlete	Temperature	Have you or anyone you've been in contact with experience any of the symptoms on the checklist?	If Yes; please specify which symptoms.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Appendix

[State Guidelines from California Department of Education \(CDE\)](#)

[Federal Guidelines from Center for Disease Control \(CDC\)](#)

In keeping with the federal guidelines, Bethesda University will implement appropriate policies regarding the following:

- a. Social distancing and protective equipment.
- b. Temperature checks.
- c. Testing and isolating.
- d. Sanitation.
- e. Use and disinfection of common and high-traffic areas
- f. School business travel.
- g. Monitoring of workforce for symptoms and preventing symptomatic people from physically returning to work until cleared by a medical provider.

Student Right to Know Act

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to

current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>.

BU, acting in compliance with the Student Right to Know Act, post the graduation rates of our cohorts of full-time, first-time, degree-seeking undergraduates, and student athletes that have received financial aid at the BU school homepage(http://www.buc.edu/web2/18_1_student_right-to_know_act.htm). Also Student Body Diversity and Retention Rates are posted.

All inquiries for information, assistance or questions related to student body diversity, graduation/completion rates, retention rates and additional institutional statistical data should contact the Academic office at 714-683-1402.

IV. Admissions Policies and Procedures

UNDERGRADUATE ADMISSION POLICIES

Students must have official notification of admission before they will be allowed to register for classes. Applicants must complete the following steps before being admitted:

Domestic/Resident Students:

1. Complete and submit the Online application at www.buc.edu.
2. Official transcript
3. Copy of high school diploma
4. Christian testimony for Religion program students and a personal statement for all other applicants.
5. Copy of photo I.D. (e.g., copy of Driver's License or Passport).
6. Signed 'Student Financial Responsibility Form'
7. Application fee: \$50 for domestic students

Students can complete the application for admission and submit the non-refundable application fee by contacting the Accounting Office (accounting@buc.edu).

Students desiring admission to the B.A. in Music program may be required to audition to determine proficiency levels in their selected performance categories.

ABILITY-TO-BENEFIT

Applicants from undergraduate programs must possess a high school diploma or pass a General Education Development (GED) exam. For transferring students, a high school transcript or diploma is not required when the official transcript from previous college or university is submitted. Those who do not fulfill these requirements must demonstrate sufficient "ability to benefit" (ATB) exam scores.

ABILITY-TO-BENEFIT (ATB) EXAMINATION

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE).

GRADUATE ADMISSION POLICIES

Admission must be granted before a student is allowed to register for courses. Applicants must submit the following items before being considered for admission:

Domestic/Resident Students:

1. Complete and submit the Online application at www.buc.edu.
2. Official Transcript(s) showing that the applicant has received a bachelor's degree from a regionally or nationally accredited or state approved college or university. Applicants who received degrees from non-accredited institutions or who are applying without an undergraduate degree will be considered on an individual basis.
3. Copy of diploma
4. Christian testimony for Religion program students and a personal statement for all other applicants.
5. Copy of Photo I.D. (e.g., copy of Driver's license or Passport).
6. Application fee: \$50 for domestic students.

Students can complete the application for admission and submit the non-refundable application fee by contacting the Accounting Office (accounting@buc.edu).

M.A. in Music program applicants may be required to audition to determine proficiency levels in their selected performance categories.

INTERNATIONAL STUDENT ADMISSIONS

Students who do not reside in the USA and who wish to attend BU must follow the regular admissions guidelines for the respective program to which they seek admission. In addition, international students must satisfy the requirements of the United States Citizenship and Immigration Services by becoming eligible to study in the USA through the obtainment of an F-1 visa. In order to apply for an F-1 visa, a student must obtain an I-20 form from BU or another approved institution.

International students must complete all the application requirements along with the following additional requirements.

1. Financial documents – proof of available funding
2. Affidavit of Support (If the bank statement is not under student's name)
3. Copy of passport
4. Application Fee: \$100 for international students
5. (*Transfer Students*) Copies of previously issued I-20, Visa, I-94, and Transfer Clearance Form
6. (*If applicable*) F-2 Dependent Information (Dependent Info Form, copy of each dependent's passport and visa, and proof of additional funding available)

Approval for the I-20 is granted after a student has met all the necessary financial and academic requirements.

*Before class registration, international students must also submit the following:

- Proof of Health Insurance
- Recent I-94
- U.S. Address

HEALTH INSURANCE REQUIREMENT

International students are required to submit proof of health insurance each semester.

International students who don't submit the proof of health insurance won't be allowed to register for classes for the following semester. The class registration will be blocked for the student who don't submit the proof of health insurance and unlocked when they submit the proof of health insurance for the registered semester and the following semester. (Effective November 3, 2017)

Advanced Standing

BU 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) Only courses receiving a grade of "B" or higher will be considered in granting advanced standing;
- (3) Students must maintain a minimum GPA of 2.5 in all course work in order to retain advanced status;
- (4) 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.

Re-admission

Any student who fails to register for more than 12 months but less than 5 years must complete the readmission form before returning to BU. Students who want to re-admit after absence of five years must complete a full application for entrance.

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-admission for International Students

International students whose I-20 was terminated as a result of unsatisfactory progress, violation of attendance policy, or misconduct may apply for readmission after achieving 2.0 or higher GPA for two consecutive semesters at another institution.

V. Registration Procedures

Registration Procedure

Here we explain the overall registration process, which consists of registration, tuition/fee payment, and add/drop. If, after reading the detailed information in the Class Schedule, you have questions concerning any procedure, email to academic@buc.edu.

Registration and payment details

Step 1 Check the Class Schedule. Class schedule can be obtained from Academic office or from school homepage (www.buc.edu/web2/62_class_schedule.htm). And check the Registration period from the Academic Calendar (www.buc.edu/web2/63_academic_calendar.htm) or the registration period will be announced from Academic office.

Step 2 See your Academic Advisor (Department Chair): At any time before and during registration you need to meet with your advisor.

Step 3 Register for classes online by login to Populi. You will be available to access the online Registration screen in Populi during the registration period and select your course requests.

If you missing the Registration period, the late Registration fee(\$100) will be charged.

Step 4 Pay tuition and fees bill in full by the deadline. After you registered the classes, the estimate of tuition and fees can be obtained from Populi. Visit the Accounting office and pay the tuition and fees by Credit Card or Personal Check (Cash is not acceptable). Or call to Accounting office (714-683-1376) and provide the Credit Card information.

If you do not pay your tuition/fee bill until due date, your registration will be cancelled.

If you want to have a Payment plan, please contact the Accounting office. (New Coming students is not available for Payment plan).

Add/Drop and payment details

You must complete registration, which includes paying tuition and fees or confirming a zero bill, before you can add/drop.

Step 1 Check the Add/Drop period. Add/Drop period is usually first week of semester start. Academic office will announce if add/Drop period is changed.

Step 2 Login to Populi and Add or Drop the classes.

Step 3 Check the Balance if you add the course(s) and visit or call to Accounting office and pay the balance.

If you want to add or drop the course(s) after Add/Drop period, you need to fill out the Add/Drop form and return to Academic office. And Add/Drop fee (\$50) will be charged.

Student ID cards

New students. You may obtain a Student identification card at the Academic office (#301). Visit the Academic Office and take a picture for ID card.

Continuing students. If you have an ID card, you need to get the sticker for each semester from Academic Office (#301). This ID card is valid for Library use.

Maximum Load Credit

The maximum load for Undergraduate program is 21.5 units (7 regular coursed plus one Christian service (0.5 unit)) and the maximum load for Graduate program is 18 units. If Undergraduate student wants to take more than 21.5 unit and Graduate student wants to take more than 18 units, student needs to submit the “Request for Extra Units” form to Academic office.

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.

Grade Change Policy

Grade Change Request Forms are only accepted during Grade change period. The period of Grade Change is included on the Academic Calendar (see Appendix). After the Grade Change period is over, Grade Change forms are not accepted. For “Incomplete” grade, a Grade Change Form is allowed until the beginning of next semester. After the new semester is started, a Grade Change Form will not be accepted.

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.

VI. Finance Office

TRACS 17.8

Public Information: The institution makes the following information available to students and the public through the institution's Catalog(s), website and/or other methods: academic calendar, grading policies, refund policies, admission policies, program requirements, and information regarding tuition and fees. (IER) - §602.16(a)(1)vii

BU 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

Tuition per semester hour

	Resident (New***)	International Student
Undergraduate:		
Religion – General Education	\$265.00	
Religion – Professional Studies	\$235.00	
Other	\$265.00	\$285.00(Business only)
Graduate: (Master)		
MBA	\$333.00	\$343.00
Music	\$275.00	
Religion	\$265.00	
Graduate: (Doctorate)	\$320.00	

ESL Certificate	\$170.00
E.C.E Certificate:	\$200.00
Audit Fee (per unit)	
Undergraduate	\$50.00
Graduate	\$75.00
Student Association Fee (each semester)	
Undergraduate	\$20.00
Graduate	\$30.00
Independent Study Fee additional (per semester unit)	\$70.00
Library Fee (each semester)	\$40.00
Technology Fee (each semester)	\$40.00
Late Registration Fee	\$100.00
Late Tuition Fee	\$90.00
Late Tuition Fee (Intensive course)	\$50.00
Graduation Fee	\$100.00
Transcript Copy Fee	\$5.00 (\$10 for same day processing)
I-20 Processing Fee	\$350.00
Diploma Replacement Fee	\$20.00
Identification Card Replacement Fee	\$10.00
Translation Fee for D.Min Project	\$300.00
D.Min Project Presentation Assessment Fee	\$300.00

* Tuition and fees are subject to change without notice

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 of Arts in Information Technology	135 units
Bachelor of Arts in Design	126 units
Bachelor of Arts 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	30 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.

Degree	Program	Unit (Full-time)	Per unit Charge	Charges for Period of Attendance	Total graduate Unit	Estimated Total Charges
BA	BUSINESS	12	\$265 \$285	\$3,180 \$3,420	126	\$34,240.00 \$36,810.00
	ECE	12	\$265	\$3,180	126	\$34,290.00
	THEOLOGY	12	\$235	\$2,820	126	\$30,510.00
	MUSIC	12	\$265	\$3,180	135	\$36,675.00
	IT	12	\$265	\$3,180	135	\$36,675.00
	DESIGN	12	\$265	\$3,180	126	\$34,290.00
MA	MUSIC	9	\$275	\$2,475	48	\$14,180.00
	BIB	9	\$265	\$2,385	60	\$16,880.00
MDIV		9	\$265	\$2,385	96	\$26,420.00
MBA		9	\$333 \$343	\$2,997 \$3,087	45	\$15,915.00 \$16,415.00
DOCTOR	DMIN	6	\$320	\$1,920	42	\$14,420.00

Program		Per unit Charge	Number of Units	Estimated Total Charges
CERTIFICATE	ESL	\$170	30	\$5,400.00
	E.C.E. Teacher	\$200	15	\$3,300.00
	E.C.E. Director	\$200	18	\$3,900.00
	CPA Preparation	\$500 per class	19 classes	\$10,200.00
	EA Preparation	\$500 per class	5 classes	\$2,800.00
	Paralegal Studies	\$500 per class	10 classes	\$5,400.00
	Criminal Justice Adm.	\$500 per class	8 classes	\$4,300.00

** Total charges include tuition, application/admission fee, technology 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

Student Right to Cancel

Students have the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time.

Refund Policy

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies BU of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;
- BU terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to BU.
- The student has failed to attend class for four (4) consecutive weeks; and
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's request to withdrawal from classes will be used for the calculation. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of four (4) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured

the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Partially withdrawals for students receiving Title IV funds will be processed according to Federal regulations. Please refer to the Financial Aid Handbook.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

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. 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 \$50.
- 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 \$100.

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, if you are F-1 student, you will be automatically dropped from your all of your course/s. And If you are Permanent Resident or US Citizen, B.U. will take all necessary means to collect amount owned, including submission of unpaid accounts to collection agency.

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.

VII. Financial Aid

TRACS 10.5

The institution provides appropriate student financial aid services directed by a qualified individual.

Student Financial Assistance

All inquiries to assist enrolled or prospective students in obtaining financial aid assistance information should contact: Yae Lee Shin, The Financial Aid office at 714-683-1413, email your query to financialaid@BUc.edu.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under the Family Education Rights and Privacy Act of 1974 (FERPA) and Consumer Information under HEA Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), [Sec. 485(h)] and Sec.485(j).

Family Education Rights and Privacy Act (FERPA)

Students wishing to inspect and review their education records should submit a written request to the Registrar's office, Room 101, identifying the pertinent record(s). Students wishing to amend a record should write the college official responsible for the record and clearly identify the part of the record the student wants changed and specify why it should be changed.

Title IX, ADA and Nondiscrimination

For information, questions or concerns connected to issues related to Title IX, Americans with Disabilities Act (ADA, Section 504) and the College's nondiscrimination policy, contact the Title IX Coordinator/Director of Compliance or the Chief Operating Officer.

Health and Safety (Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act)

All inquiries for information, assistance or questions related to campus security and policies should contact: General Affair 714-683-1390

Title IV

Title IV Participation: The institution maintains and demonstrates compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended.

In evaluating the institution's compliance with Title IV program responsibilities, the TRACS Accreditation Commission will rely on documentation forwarded to TRACS by the U.S. Secretary of Education supported by letters of authorization on file from relevant agencies indicating certification of eligibility and Federal Aid audits (IER) - §602.16(a)(1)x, §602.27(a)6,7

Federal and State 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 BU, 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 BU is based upon need. Need is defined as the difference between the cost of attending BU and the Expected Family Contribution (EFC) toward the cost.

Cost of Attendance

Cost of attendance is the total amount it will cost you to go to college each year. It reflects the maximum dollar amount of financial aid you may receive for the entire academic year.

The COA includes tuition and fees; on-campus room and board or a housing and food allowance for off-campus students; and allowances for books, supplies, transportation, loan fees, and if applicable, dependent care. It can also include other expenses like an allowance for the rental or purchase of a personal computer, costs related to a disability or costs for eligible study-abroad programs.

	Estimated Amount
Full Time Tuition	\$6,360 (BA) or \$5,994 (MA), or \$5,760(D Min)
Student Fees	\$220
Books & Supplies	\$400
Room and Board	\$10,320
Personal Expenses	\$4,369
Transportation	\$2,355
COA Total	\$24,024

Types of Aid

I. **Grants:** Grants are types of financial aid that do not have to be repaid. The following grants are awarded based on financial need:

- a) **Federal Pell Grant:** This federally funded grant is based upon financial need. Awards range up to \$6,345 per year for full-time students and are available to college students who have not previously earned a bachelor's degree. Pell Grant award for each term is \$3,173 Fall/ \$3,172 Spring. The Expected Family Contribution (EFC) range for 2020-2021 Pell Grant eligibility is 0-\$5,711.

Pell Grant award amounts will vary depending upon the student's EFC. The EFC is an estimated measure of how much the student and his/her family are able to contribute towards the educational expenses for the current academic year. The federal processor uses the information reported on the FAFSA to calculate the EFC using a formula specified by law.

Students must be enrolled full-time (12 units or more) to receive a full-time Disbursement of the Pell Grant for a given term. If the student is enrolled less than full time, the Disbursement will be prorated at the time of Disbursement. The award amounts are based on the student's level of financial need and enrollment status for each term.

**** Summer Pell Grant**

Financial aid is available to current BU undergraduate students. Also newly admitted students who will attend in fall may be eligible for financial aid.

Students who qualify for Pell Grant may now utilize part of their overall Pell Grant eligibility in summer if they enroll in at least 6 units. The grant can be directly used to offset part of summer tuition.

We encourage all undergraduate students who have been awarded a Pell Grant for the current academic year to review the information below and see if attending summer is right for you.

General Eligibility Requirements

- 1) Must have a 2020-2021 FAFSA on file
- 2) Must have been awarded a Pell Grant for the current academic year
- 3) Must have remaining Lifetime Pell Grant Eligibility
- 4) Must meet Satisfactory Academic Progress (SAP) requirements
- 5) Must enroll in a minimum of 6 units for summer

Minimum Credits for Summer Pell Grant

- 1) If you enrolled full-time (12+ credits) and received the full-time Pell Grant amount for fall 2020 and spring 2021, you must enroll at least half-time (6+ credits) in summer classes to receive a summer Pell Grant.
- 2) If you enrolled part-time fall 2020 or spring 2021, there is no minimum credit requirement to receive a summer Pell Grant (unless required by your EFC). You can use the remainder of your annual Pell Grant amount during summer with no minimum credit requirement.

Withdrawal after Add/Drop period

- 1) Partial Withdrawal: If a student received financial aid for summer and withdraws from one or more classes, but remains enrolled in others, the student is considered to have completed a partial withdrawal. Financial aid will not change for the current term. It is important to remember, however, that NO refunds are granted for a student who partially withdraws after the official drop/add period.
- 2) Full Withdrawal: If a student withdraws from all courses before the 60% point of the semester you are enrolled in, we will calculate the portion of financial aid you “earned” based on the number of days you attended. You may be billed for any unearned financial aid you received.

Lifetime Limit for Pell Grants

Pursuant to federal regulations a student’s eligibility to receive a Federal Pell Grant will be 12 semesters. This equates to a 6 year limit to receive Federal Pell Grant funds for undergraduate student.

For information on how the lifetime limits for Pell Grants are calculated for the “equivalent of six years” visit <http://studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility>.

b) Cal Grants (for California Residents Only):

- 1) **Cal Grant A** – Grant funds may be used for payment of tuition and mandatory fees only.
- 2) **Cal Grant B** – Provides a first-year stipend for living expenses only (including supplies and books). In subsequent years, the grant also help pay for tuition and fees.
- 3) **California Dream Act Cal Grant:** The California Student Aid commission state grant program provides AB540-eligible students the opportunity to apply for Cal Grant A and Cal Grant B via the California Dream Act application.

II. Campus Based Programs

- a) **Federal Work Study 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.
- b) **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.

III. Federal Loans: 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.

- a. **Direct Subsidized Loan** is awarded based on financial need as determined by the FAFSA. Interest is paid by the federal government (subsidized) while the student is enrolled at least half time.
- b. **Direct Unsubsidized Loan** is awarded based on completion of a FAFSA. No financial need is required. Interest begins to accrue after the first Disbursement.
- c. **Parent Plus Loan** is available to credit worthy parents of Dependent Undergraduate students to assist with educational expenses. The parent will have to repay the money with interest. The PLUS loans interest rates are higher than the other Federal Student Loan programs.

Interest Rates

	First disbursed July1 ,2017-June 30,2018	First disbursed July 1, 2018 – June 30, 2019
Undergraduate Subsidized Direct Loans	4.45 %	5.05%
Undergraduate Unsubsidized Direct Loans	4.45%	5.05%

Graduate Unsubsidized Direct Loans	6.00%	6.6%
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Annual Loan Limits for Direct Loans

Year	Dependent Student		Independent Student	
	Subsidized Only	Subsidized and Unsubsidized Combined	Subsidized Only	Subsidized and Unsubsidized Combined
First Year	\$3,500	\$5,500	\$3,500	\$9,500
Second Year	\$4,500	\$6,500	\$4,500	\$10,500
Third Year and Beyond	\$5,500	\$7,500	\$5,500	\$12,500
Graduate/Professional	N/A	N/A	N/A	\$20,500

Aggregate Loan Limit

Aggregate Limit	Subsidized Only	Subsidized and Unsubsidized Combined
Undergraduate (Dependent)	\$23,000	\$31,000
Undergraduate (Independent)	\$23,000	\$57,500
Graduate/ Professional	\$65,500	\$138,500

Loan Counseling (Required) The Federal Government requires you to complete entrance/exit counseling to ensure that you understand the responsibilities and obligations you are assuming.

Entrance and Exit counseling should be completed online at www.studentloans.gov.

- a. Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.
- b. Exit Counseling provides important information to prepare you to repay your federal student loan(s) and is required each time you:
 - Drop below half-time enrollment
 - Graduate
 - Leave school

****** If student fail to complete exit counseling a hold will be placed on student records. Student will not be able to re-enroll in classes, or obtain other university services and documents including, but not limited to his/her transcripts or diploma.

To Apply for Federal Title IV

Step1: Check Basic Federal Financial Aid requirements

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 owed 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.

Step2: File the FAFSA (School code: 032663)

Students begin the application process by submitting FAFSA. This submission informs the Financial Aid Department that the student wishes to apply for financial aid. The FAFSA is available every year starting on or after October 1.

You will need to go to www.fafsa.gov and create an FSA ID. If you are a dependent student, you will also need your parents to create one on order them to sign on your FAFSA.

When you complete the FAFSA, you will need to provide personal and tax information. It is highly recommended to use IRS DATA Retrieval Tool which automatically retrieve your tax information from the IRS. After you submit your FAFSA, you will receive your Student Aid Report (SAR) which summarizes the information in your FAFSA.

**** Financial Aid is re-determined each year based on a number of criteria. Eligibility for one school year does not guarantee future eligibility. The FAFSA must be renewed each year in order to be eligible for financial aid.**

Step3: Complete your File/ Verification

The Central Processing System (CPS) selects which applications are to be verified, but the school also has the authority to verify additional students. Verification is not required for students who are only eligible for unsubsidized student financial assistance.

Verification is the process used to verify the accuracy of the information a student provides when applying for federal student aid. In this process, we are required by federal law to compare the information from the FAFSA application with the information provided via the Verification Worksheet, IRS tax transcripts, and other required documentation.

How will I know I have been selected?

Not every student will be asked to submit forms. When additional information is needed, students will be notified by email letting student know there is additional information that is needed. If we are asking for any information, get this information submitted to the Office of Financial Aid. If the student does not submit the requested information, the file will be considered inactive.

Deadlines

It is a federal regulation that our institution receive the required verification documents no later than 120 days after their last date of enrollment for the award year. Financial aid cannot be awarded after a term for which you are enrolled has ended. Failure to provide the documentation will prevent a financial aid award from being processed.

If a student's FAFSA be selected for verification after already receiving an award and the student fails to complete verification, financial aid will be retracted and the student will be billed.

What happens if there are discrepancies in the application?

The Financial Aid Office will compare all required documents to your information from the FAFSA. If necessary, corrections will be made. If corrections to a student's FAFSA result in a change in the amount of financial aid that was initially awarded, our office will generate a revised financial aid award.

** Please monitor your student email account for communications from the Office of Financial Aid.

Step4: View and Manage your Cal Grant Award

Log onto <https://mygrantinfo.csac.ca.gov/logon.asp> to view and manage your Cal Grant Award. Create your online WebGrants for Students account to:

1. Understand and manage your Cal Grant Award
2. Update your address or school of attendance
3. The California Student Aid Commission communicates with students using their e-mail address on file so it is critical that you keep this information updated.
4. Satisfy outstanding requirements.

For additional information please visit the Cal Grant website.

** If you did not receive a Cal Grant last year and are applying for one this year, completion of a FAFSA and GPA verification is required by March 2nd, 2018.

More than 24 units earned at BU: Request from the Office of the Registrar.

Less than 24 units earned at BU: Request from High School or Prior College.

Step5: View your Financial Aid Awards on Populi

1. Go to <https://buc.populiweb.com/>

2. Enter your Populi username and password
3. Select the tab labeled "My Profile"
4. Select the tab labeled "Financial"
5. Select the tab labeled "Financial Aid"

Step6: Accept/Decline Financial Aid Awards

After you are notified by email that you have estimated award offer, you must access your Populi account and accept or decline each financial aid award item. If you have been awarded a federal, state, or institutional grant, these awards will be placed on "accept" status for you "automatically".

If you do not accept any aid, funds will not disburse unless aid is accepted. If aid is not accepted within 30 days of offer, your award may be cancelled.

1. Select academic year from the "Aid Year"
2. Select "Accept Award" or "Decline Award" for each fund.
3. If you wish to select a partial amount, you may do so by selecting "Accept Award" and entering the amount in the "Accept Partial Amount" field.
4. Click on the "Accept Aid"

Step7: Monitoring your student email

Office of Financial Aid communicates with students using student email account on Populi account. Please monitor your student email regularly in order not to miss any messages associated with your Financial Aid Award.

Step8: Receiving your money

Financial aid award is based on the assumption that you attend and participate in an academically related activities for all of your enrolled classes. If you do not begin attending classes, we are not able to disburse your financial aids. Enrollment will be checked beginning the first day of class.

1. Initial Financial Aid Awards are based on full time enrollment. Financial Aid will disburse at the beginning of each semester after the drop/add period for students whose registration matches their award and who have met all other aid eligibility requirements.

2. If you are enrolled in fewer than 12 credits, your Pell Grant will be adjusted based on actual number of enrolled units as of the Census date (the last date of drop/add period)

* For Cal Grant B and Cal Grant C recipients have the following options prior to receiving payment.

- a. Applying the "Access" or "Books and Supplies" portion to outstanding balances on the student's account, or
- b. Request personal receipt of the funds prior to Disbursement

- i. The recipient must understand that he or she is responsible for any remaining balance on the recipient's account.
- c. Having the ability to rescind option at any time.

Cal Grant B and Cal Grant C recipients may elect to receive the full Disbursement of their "Access" or "Book and Supplies" awards to use towards educational expenses or have it applied to any outstanding balances on the student's account. By choosing the first option, Cal Grant B and Cal Grant C recipients are responsible to resolve any account balances with institution. Please see your financial aid office for more information.

Step9: Refund of Financial Aid

All institutional charges owed to the University will be automatically deducted from your financial aid Disbursement before determining your refund. BU requires that all excess financial aid refunds and all other credit balances from student account be deposited to the financial institution account of student's choice. BU's preferred method for refunding funds is via electronic transfer, known as EFT. Student need to complete and return the Direct Deposit Authorization form.

If student do not provide the Direct Deposit Authorization form, BU will issue a check to the students if all appropriate papers have been signed and the student is registered for the correct number of units. The Disbursement check needs to be picked up by owner of the check only within 15 days. Otherwise, checks will be mailed to the address of the student on file with the Office of Admissions and Records.

[Withdrawal Policy](#)

Dropping courses during the Drop/Add period

If a student drop/add classes during the Drop/Add period, financial aid will be revised based on the enrollment status.

Partial Withdrawal after the Drop/Add period

If a student withdraws from one or more classes, but remains enrolled in others, the student is considered to have completed a partial withdrawal and financial aid will not change for the current semester. However, withdrawals may affect the student's Satisfactory Academic Progress and financial aid eligibility for future semesters. It is important to remember that NO refunds are granted for a student who partially withdraws after the official drop/add period.

Complete Withdrawal after the Drop/Add period

- Return of Title IV funds (R2T4) Policy applies

Students who are recipients of Title IV funds are covered by Return of Title IV funds (R2T4) regulations. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Students who receive all "W"s or a combination of "W"s" and "F"s are assumed to have completely withdrawn.

What is a Return of Title IV Funds (R2T4)?

Return of Title IV Funds are performed when a recipient of those funds ceases to be enrolled (100% withdrawal) prior to the end of a payment period or period of enrollment. These requirements do not apply to a student who does not actually cease attendance at the school. For example, when a student reduces their course load from 12 credits to 9 credits, this is not considered a withdrawal. Therefore, no Return calculation is required.

(1) If a Title IV recipient withdraws or ceases attendance from all classes on or before the 60% point in each payment period or period of enrollment, student is required to return unearned portion of the financial aid they were awarded based on the Return of Title IV (R2T4) Calculation.

(2) If a Title IV recipient withdraws or ceases attendance from all classes after the 60% point in the semester, a student is considered to have earned all of his/her financial aid, just as if the student had completed the semester, and will not be required to return any federal funds. However, withdrawal at this point could still affect the student's Satisfactory Academic Progress and future financial aid eligibility.

Determination of Withdrawal Date

The return of Title IV Funds process begins when the student officially and unofficially

withdraws from or stops attending all classes. The following policies and procedures are used to determine the withdrawal date for any student who withdraws, officially or unofficially, from all classes during a semester.

1. Official Withdrawals

If a student needs to drop all classes enrolled in for a term, he or she must submit a Grade "W" Request form and the form is distributed to the Office of Academic, Office of Financial Aid, and Accounting Office. The Date of Official withdrawal is determined by the date the student begins the official withdrawal process and/or the date of the student provides official notification of intent to withdraw, whichever is later.

2. Unofficial Withdrawals

If a student stops attending classes without notifying BU, the withdrawal is based on the last date of academically related activity recorded by the class instructor.

R2T4 Calculations

1. Percentage of Title IV Aid Earned

The amount of Title IV federal aid assistance earned by the student is determined on a pro-rata basis up to the end of 60% of the term. The percentage of the period completed is calculated as follows:

$$\frac{\text{Number of calendar days completed in the period}}{\text{Total Number of Calendar Days in the period}}$$

* Total Number of Calendar Days in the period: The days are counted from the start date of the semester to the end of the semester, excluding scheduled breaks of at least five consecutive days.

* Number of calendar days completed in the period: The days are the total from the start of the semester to the withdrawal date, excluding scheduled breaks of at least five consecutive days.

2. Amount of Title IV Aid earned by the student

After calculating the percentage of Title IV Aid earned, a calculation of the amount of aid earned will be performed by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

Post Withdrawal Disbursements

If a student did not receive all of the funds that he/she earned, the student may be due a Post Withdrawal Disbursement. Post Withdrawal Disbursements are credited to a student's account to pay for tuition and fees for the semester for which the student is eligible for a Post Withdrawal Disbursement or are disbursed directly to the student.

BU notifies student a written notification within 30 days of date of determination of withdrawal for the following:

1. Types and amount of funds that are crediting a student's account and/or direct Disbursements to student/parent
2. Option to accept or decline some or all of the funds
3. Obligation to repay any loan funds disbursed

The student will be given 14 days to respond to the request. If Post withdrawal Disbursement includes loan funds, BU must receive permission from the student or parent borrower prior to Disbursement. Students may choose to decline some or all of the loan funds so that they do not incur additional debt.

Returning unearned aid by BU

Unearned funds, or funds that were disbursed to the student that are greater than their determined eligibility, are returned to the federal government and used to reduce the outstanding balances in individual federal programs. These funds must be returned to the federal government within 45 days of the student's withdrawal. In accordance with federal regulations, any funds determined to be returned to Title IV financial aid programs must be made by the institution in the following order:

- Federal Direct Unsubsidized Stafford Loans
- Federal Direct Subsidized Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Other Title IV Programs

Returning unearned aid by Student

The Office of Financial Aid will notify the student on the return of the funds process. All funds returned by BU to Title IV programs will be charged back to the student's account at BU. The Accounting Office will notify the student of any outstanding balance now due to the institution as a result.

Timeframe to Return Funds

BU must return any unearned funds as soon as possible, but no later than 45 calendar days after the date of determination of withdrawal. Calculation must be completed within 30 calendar days of the date of determination of withdrawal.

Satisfactory Academic Progress Policy

In accordance with Federal and State regulations, these guidelines apply to all students requesting Title IV funds regardless of whether the Student has previously received Title IV aid. Financial aid recipients are required to meet BU's Satisfactory Academic Progress (SAP) requirements. These standards measure qualitative and quantitative requirements and maximum timeframe for a student's progress toward degree completion.

Satisfactory academic progress is evaluated at the end of each payment period in three categories:

1) Grade Point Average Requirement

Undergraduate and Graduate financial aid recipients must maintain a minimum cumulative GPA of 2.0 each semester, and at the end of the second academic year for programs lasting more than two years.

Only the following grades are counted in your cumulative GPA:

- A, B, C, D, F
- Incomplete and Fail -> F

The following grades are not counted in the GPA:

- P/NP Pass/No Pass
- I Incomplete

- W Withdrawal
- WD Withdrawal by Institution

The following course types will be counted in your GPA calculation:

- All Undergraduate and Graduate Coursework Taken for a Letter Grade
- Repeated Coursework (previous passing/failing grade) : Both grades are counted
- Remedial Coursework

The following course types are not counted in the GPA calculation:

- Transfer Coursework

2) Pace of Progression Requirement

You must complete a minimum number of units each semester (Pace) to ensure completion of the degree within the maximum time frame. You are required to successfully complete a minimum of 67% of all attempted units to remain eligible for federal, state financial aid.

Grade Earned	Count Toward Pace of Progression		Counted Toward Maximum Time Frame
	Units Completed	Units Attempted	
A, B, C, D	Yes	Yes	Yes
P	Yes	Yes	Yes
F	No	Yes	Yes
I, NP, W, WD	No	Yes	Yes

Course Type	Count Toward Pace of Progression		Counted Toward Maximum Time Frame
	Units Completed	Units Attempted	
Undergraduate and Graduate Coursework	Yes	Yes	Yes
Repeated Coursework	Yes	Yes	Yes
Transfer Coursework	Yes	Yes	Yes

3) Maximum Time-Frame Allowance

You must complete your degree requirements within a specified amount of time. Units attempted or total enrolled terms may not exceed 150% of the published length of your program.

Maximum time frame for undergraduate and graduate student is based on 150% of the time required to a degree as defined by your school. For example, if you are enrolled in a single-degree, four-year program requiring 126 units, you will be eligible for financial aid for a maximum of 189 total attempted units or a maximum of 12 SAP semester, whichever comes first.

SAP Evaluations and statuses

SAP is evaluated at the end of each payment period. Any student who does not meet Satisfactory Academic Progress requirements will be placed on financial aid warning, or Financial aid probation. You will receive an email notification, notifying you of the results and your SAP Status.

- 1) **Financial Aid SAP Warning:** You did not meet one or more of the SAP standards after a semester of satisfying SAP. During the SAP Warning Period, you may continue to receive assistance under the Title IV, HEA programs for one payment period.
- 2) **Financial Aid Ineligibility (Not meets SAP):** If you did not meet one or more of the SAP Standards after a Warning Semester, you will no longer be considered to be making Satisfactory Academic Progress and will become ineligible for financial aid. You may submit an appeal form for reconsidered of your eligibility for FSA funds or you can continue to enroll without financial aid and work to satisfy SAP.
- 3) **Financial Aid probation:** You did not meet one or more of the SAP standards but SAP appeal is approved. Eligibility for financial aid is reinstated for one payment period. At the end of one payment period on financial aid probation, you must meet the SAP standards to qualify for further Title IV, HEA program funds.
- 4) **Financial Aid Ineligibility (Not meets SAP after probation semester):** You did not meet one or more of the SAP Standards after your Probation Semester. You are not eligible for financial aid. Eligibility for financial aid will only be re-established when you subsequently meets the Satisfactory Academic Progress requirements.

****Financial Aid SAP Appeal****

You have the right to appeal a financial aid SAP by submitting a written appeal form in cases where there have been extenuating circumstances beyond the student's control which prevented him or her/them from meeting financial Aid SAP Standards. Examples include the death of a relative, a serious injury/ illness and/or other special circumstance. The appeal form maybe given upon your request via email or you may be obtained in person from the Office of Financial Aid.

All appeals must explain why you failed to make satisfactory progress and what has changed in your situation that will allow you to make satisfactory progress at the next evaluation. Incomplete forms will not be considered.

Your SAP appeal will be evaluated and the Financial Aid Office will notify you of the decision via e-mail.

If your appeal is approved, you will be placed on Financial Aid probation. During this time, you will remain eligible for financial aid. The Office of Financial Aid will review your academic progress each semester to evaluate SAP Standards.

If your appeal is denied, you need to enroll without financial aid and work to re-establish your eligibility.

Incarcerated Students

An incarcerated student is someone serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or other similar correctional institution. A student is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends.

Incarcerated students are not eligible to receive Federal Direct Student Loans but are eligible for Federal Work-Study and for the Federal Supplemental Educational Opportunity Grant (FSEOG). They may be eligible for Federal Pell Grants if not incarcerated in a federal or state penal institution. A student cannot receive a Pell Grant if they are subject to an involuntary civil commitment following incarceration for a sexual offense as determined under the FBI's Uniform Crime Reporting Program.

Students are required to disclose their incarceration at the time of acceptance and/or if they become incarcerated while matriculated at the College. The students are also required to certify that he/she is not incarcerated on their enrollment agreement every semester.

CAL Grant

BU requires all applicants who are California residents seeking financial assistance from the University to apply for Cal Grants. University grant assistance will not replace Cal Grant funds lost through a student's negligence in completing state application procedures. However, students who do not meet Cal Grant eligibility requirements, but who have sufficient need according to BU's analysis, will receive University grant funds according to the packaging policies outlined in this booklet. The Cal Grant reduces BU need-based grant assistance dollar for dollar.

During the 2019-20 academic year, Cal Grant A first-time awards are expected to be \$9,084.

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 2nd deadline will not be considered for Cal Grants.

If a student has already been awarded a Cal Grant and is enrolled at BU, the renewal evaluation will be conducted by the BU Office of Financial Aid. Renewal students are not required to file a new GPA Verification Form.

Basic Cal Grant Requirements

(1) To be eligible for a Cal Grant, the student must:

- Be a California resident
- Be a U.S. citizen, eligible noncitizen or be exempt from nonresident tuition
- Be enrolled at least half time
- Not be in default on any federal or state education loan or owe a grant refund
- Meet U.S. Selective Service requirements

- Maintain satisfactory academic progress as defined by the school
- Not have completed a prior baccalaureate degree

(2) Eligibility based on

Cal Grant A	Cal Grant B
Financial Need	Financial Need
Income and Asset Ceilings	Income and Asset Ceilings
At least a 3.0 GPA	At least a 2.0 GPA

(3) Application forms

- Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA)
- Verified GPA

(4) Minimum length of program

Cal Grant A	Cal Grant B
Two academic years, leading to a degree	One academic year, leading to a degree or certificate

(5) Eligibility time limit

- Eligible until completion of baccalaureate degree or equivalent of four years of full-time study – whichever is less (exception: teaching credential or mandatory five-year programs)

(6) Maximum need for new recipients

Cal Grant A	Cal Grant B
Maximum program award amount plus \$1,500	\$700

(7) Type of assistance

Cal Grant A	Cal Grant B
Tuition and fee assistance only	<ul style="list-style-type: none"> - Access award (living allowance) only in the first academic year of attendance - Tuition and fee plus access award thereafter

(8) New recipient annual award amounts

Cal Grant A	Cal Grant B
\$9,084	<ul style="list-style-type: none"> - In the first year, only the access award of \$1,672; - In subsequent years, the access award plus a tuition and fee award equal to Cal Grant A

(9) Special award category

Cal Grant A	Cal Grant B
California Community College (CCC) Reserve: eligible CCC students have their Cal Grant A awards held in “reserve” status for two years until they attend a four-year school	Up to 2 percent of new high school Entitlement Cal Grant recipients are eligible for both the access award and tuition and fees in the first year

(10) Renewal Process

- Submit a FAFSA or CADAA
- Meet the required income and asset ceilings and minimum need criteria
- Maintain satisfactory academic progress standards established by the school of attendance
- Have all terms satisfied with payments or qualifying status

High School Entitlement Cal Grant Requirement

(1) Application deadline

Cal Grant A	Cal Grant B
March 2, 2020	March 2, 2020

(2) Population served

Cal Grant A	Cal Grant B
2019-20 or 2020-21 high school graduates with at least a 3.0 high school GPA	2019-20 or 2020-21 high school graduates with at least a 2.0 high school GPA

Competitive Cal Grant A and B Requirements (limited number of awards)

(1) Application deadline

Cal Grant A	Cal Grant B
March 2, 2020	March 2, 2020

(2) Population served

- Students from low and middle-income families

(3) Selection criteria

- Special consideration given to disadvantaged students

- Factors include financial , GPA, parental education and marital status, family income and size, years since HS graduation, and other conditions that might hinder a student's access to higher education

California Dream Act Application for Cal Grants

California Dream Act (AB130 and AB 131) allows undocumented and documented students who meet AB 540 eligibility requirements to apply for and receive non-state funded scholarships for public colleges and universities and apply for and receive state-funded financial aid such as Cal Grant, Chafee, community college fee waiver and institutional grant.

A student must meet all AB 540 eligibility requirements to be considered eligible for the Cal Grant:

- Have attended a CA high school for at least 3 years
- Graduated from a CA high school
- Enrolled in an accredited and qualifying CA University or university
- If applicable, complete an affidavit to legalize immigration status as soon as you are eligible
- Meet current requirements for Selective Service

Education Level

As a Cal Grant recipient, you may receive up to the equivalent of four years of full time grant payments. The duration of your eligibility will be based on your education level at the time you receive your first Cal Grant payment. Your eligibility will be reduced by each term that you receive payment.

BU determines education level (EL) at the time of initial payment based on the number of units completed. The EL is based on all accepted transfer units at the institution and established institutional policy.

1. EL 1 = 0 to 29.9 semester units
2. EL 2 = 30 to 59.9 semester units
3. EL 3 = 60 to 89.9 semester units
4. EL 4 = 90 or more semester units

More information

A student who is denied a Cal Grant their first year may be eligible for the Cal Grant in subsequent years, but must file a FAFSA and submit a Cal Grant GPA Verification Form by the March 2nd deadline.

Students are required to submit their financial aid applications on an annual basis. Priority consideration 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.

For more information, visit www.csac.ca.gov or www.calgrants.org

Veterans Benefits

If you are a veteran or a dependent intending to use your Veterans Benefits Administration benefits to cover tuition expenses or to help with other costs as you attend school, it is your responsibility to apply for benefits with the VA and request benefits at BU.

What classes will the VA pay for?

The VA will pay only for classes that are degree-applicable. Anything outside the degree program will not be eligible for benefits.

Repeated Courses

If you fail a course or did not receive the minimum grade considered “passing”, credits to repeat the class can be re-certified. They will not pay for repeated courses in order to get a better grade if you already passed the course.

Satisfactory Academic Progress

The VA uses the same SAP requirements listed in the BU Catalog. Any student who does not meet Satisfactory Academic Progress requirements will be placed on financial aid warning, or Financial aid probation. The Financial aid probation will be reported to the VA.

Step1: Apply for Benefits with the VA

**** New Students****

If you are using VA education benefits for first time, you can begin the application process in one of the following ways:

- Apply online if you know which benefits you want to use at <https://gibill.va.gov/apply-for-benefits/>
- Visit your nearest VA regional office to apply in person
- Call 1-888-GI BILL-1 (1-888-442-4551) to have the application mailed to you

**** Transfer Students****

Students who have received benefits previously at another institution and who are applying for benefits at BU for the first time, you must submit Request for Change of Program or Place of Training (VA form 22-1995) to the VA Regional Processing Office* and to the Office of Financial Aid.

* VA Regional Processing Office: PO BOX 8888 Muskogee, OK 74402-8888

Step2: Request benefits at BU

If you've applied for benefits with the VA, you will be issued a Certificate of Eligibility letter from the VA. Please submit the Certificate of Eligibility (COE) to the Office of Financial Aid. Once enrolled in classes, the office of financial aid will certify your number of registered units, degree program, and tuition and fees, if applicable to the VA.

Step3: Changes in Enrollment

All changes made after your initial certification should be notified to the Office of Financial aid immediately so the change can be reported. The amount of your benefits may be affected. The most common changes include:

- changes in units registered (dropping or adding classes)
- changes in courses/enrollment
- changes in major
- withdrawal from school
- changes in previously reported or incomplete grade

Failure to report changes may result in termination of benefits, delays in future certifications, delays in receiving benefit payments and underpayment/overpayment with the VA.

[Bethesda Scholarships](#)

Bethesda University offers a variety of scholarships.

[Selection Procedures](#)

1. The Composition of the Scholarship Committee

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

2. Rules for Selecting Scholarship Recipients

- a. The Scholarship Recipient must be a current full-time BU 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 (units from ESL courses are excluded). 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.
- b. If student take pre-requisite course of MBA program, this course is not included for 9 units to be eligible for Merit-Based scholarship.
- c. Students in certificate programs are excluded from the scholarship recipients.
- d. There is no scholarship available in both the summer and the winter sessions.

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

- a. If student need to be applied scholarship such as Religious scholarship, Sibling/Family scholarship and Athletic scholarship, only the largest amount scholarship will be awarded.
- b. The students who receive following scholarship can be awarded jointly with other scholarships; Merit based scholarship, Grace Scholarship, Student committee member Scholarship, Representative of each department, and Chapel worship service scholarship.
- c. Students who already receive two scholarships and applying for the service scholarship such as student committee member or dept. representative will be only awarded when there are no other applicant is applying for the service position.
- d. For Encouragement scholarship, student can get this scholarship, if student does not get any other scholarship.

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.

6. If percentage will be applied for scholarship such as Sibling/Family scholarship and Regent scholarship, it will be applied to tuition only and all kinds of fee is not included for scholarship.

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 BU 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 BU for graduate students.

3. Yoh-Nahm Scholarship

NOMINATION

Apply: Every semester.

Amount: Award amount will be decided by the Scholarship Committee.

Who: Full-Time Undergraduate Students + Graduate Students

Criteria:

The Scholarship Committee will screen and reward the Yoh-Nahm Scholarship to Full-Time Undergraduate/Graduate Students with the best GPA who also exhibits model student behavior. And 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.

4. 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.

5. 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 10% from each online course with at least an 3.6 undergraduate GPA or 3.7 graduate GPA.

6. Grace Scholarship

NOMINATION

Apply: Every semester.

Amount: \$3,000

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.

7. The Regents Scholarship

APPLICATION

Apply: As an entering new student.

Amount: Award amount will be decided by the Scholarship Committee.

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.

8. Athletic Scholarship

NOMINATION

Apply: Every semester

Amount: Funds vary.

Who: Current BU Athlete

Criteria:

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

9. BU Undergraduate Alumni Scholarship

APPLICATION

Apply: As an entering student.

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

Who: BU Undergraduate Alumni

Criteria:

Any undergraduate student graduated from BU who enrolls again for a different program at BU 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 BU, rather than attending other university programs. The Scholarship Committee will screen and award candidates with at least a 3.3 GPA.

10. Religious Worker Scholarship

APPLICATION

Apply: Can apply up to two semesters.
Amount: \$850 for Undergraduate and \$720 for Graduate or up to 100% for Full Gospel World Missions member
Who: An active pastor (or jeondosa) or the spouse or child of an active pastor or Full Gospel World Missions member 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 or Full Gospel World Missions member will receive a Religious Worker Scholarship. However, the applicant must be able to submit a copy of the Pastor's Ordination, and submit a current Church Program or membership 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.

11. Sibling/Family Scholarship

APPLICATION

Apply: Every semester
Amount: 15% Tuition
Who: A sibling(s) or family member(s) of a current BU student attending at the same time will each receive a 15% tuition reduction.

12. Service Scholarship

NOMINATION

Apply: Can apply up to two semesters.
Amount: Student Committee
President (\$1,600 for Undergraduate, \$1,250 for Graduate)
Vice President (\$950 for Undergraduate, \$750 for Graduate)
Members (\$950 for Undergraduate, \$750 for Graduate)
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 BU 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.

13. 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.

14. 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) BU 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.

15. 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.

16. The Third World Countries Scholarship

NOMINATION

Apply: Every semester
Amount: Award amount will be decided by the Scholarship Committee.
Who: Upon the recommendation from any missionary serving in the third World countries,

Criteria:

The Scholarship Committee will screen and decide the award amount. 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 unit*

VIII. Academic Matters

Grading Policy

TRACS 17.8

Public Information: The institution makes the following information available to students and the public through the institution's Catalog(s), website and/or other methods: academic calendar, grading policies, refund policies, admission policies, program requirements, and information regarding tuition and fees. (IER) - §602.16(a)(1)vii

I. Grading Philosophy and University Grading Policies.

1. The Purpose of Grades

Grades are meant to indicate students' understanding and attaining of the objectives of the course and to measure the effectiveness of the instructor in helping students achieve the learning objectives. Grades do not reflect on the character of students or the level of their spiritual maturity. Mastery of skills and apprehension of course content are the key determinants in giving grades.

2. Letter Grade Descriptions

Grade	Description
A	Work of highest quality in all areas; virtually flawless.
A-	Mastery of facts and concepts; creativity; ability to evaluate data and trends. Percentages that reflect this grade range are 90% and above and are evaluated as "A" or "A-".
B+	Above average mastery of facts, concepts, creativity and analysis
B	Student has performed at a level above average and demonstrated achievement of course objectives.
B-	Student manifests lack of understanding in a few areas, but has performed at a level above average and demonstrated achievement of the course objectives. Percentages that reflect this grade range are 80%-89% and are evaluated as "B+", "B", or "B-".

C+	Average grasp of facts, concepts, creativity and analysis.
C	Student has achieved many of the learning objectives for the course
C-	Student has achieved many of the learning objectives for the course and displays an average ability to perform tasks. Percentages that reflect this grade range are 70%-79% and are evaluated as "C+", "C", or "C-".
D+	Below average grasp of facts and competence
D	This grade reflects the fact that the student did not achieve many of the learning objectives of the course
D-	This grade indicates a minimum proficiency level of learning. It indicates that the student is deficient in preparation in this area. Percentages that reflect this grade range are 60%-69% and are evaluated as "D+", "D", or "D-".
F	Lack of understanding of key concepts and skills. Failure to achieve minimal levels of learning and ministry preparation. No credits awarded. Percentages that indicate this grade range are 59% and below.

3. Grade Letter and Point Values

Grade	GPA	Numeric Description
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D+	1.3	68-69
D	1.0	63-67
D-	0.7	60-62
F	0.0	59 or below

Incomplete Grades

Incomplete grades are granted only for extenuating circumstances, such as sickness, accident, death in the family, etc. They are not to be given to avoid receiving an “F” for failure to complete work. Students who desire an incomplete grade for a course must submit a petition to the office of the Chief Academic Officer no later than three weeks before the end of the semester, except when unforeseen and unavoidable circumstances arise. (See Incomplete Request Form in the appendix.) All work must be completed by the end of the following semester, unless an extension is granted. Otherwise, the grade automatically becomes an “F.”

A professor cannot give a grade of “incomplete” without an Incomplete Requirements Form completed and given to the professor, student, and academic dean. (See Appendix.)

Remember that you will be responsible to see that both the Incomplete Request Form and the Incomplete Requirements Form are completed and properly filed.

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.

Attendance

BU requires attendance at all classes for credit. A minimum 80% attendance rate is required for course credit. This math works out to 16 weeks x 80% = 13 times. This means that **the maximum amount of times you are allowed to miss a class is 2 times**. Students are expected to attend and participate in classes regularly. Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination or participation in group or online discussion.

Students who stop attending class for any reason should contact the professor and the registrar to officially withdraw from the class. If a student stops attending classes without officially withdrawing, he/she will receive a “F” for the course. Excused absences are limited to documented illness, emergency in student’s immediate family, and unavoidable obligations. The registrar is responsible for determining the nature of each absence and for making the absence-related adjustments to the student record. There is no University-wide definition of a tardiness and class cuts. The instructor is responsible for determining the acceptable number of tardiness in his/her class as well as devising a system for making up missed assignments and examinations.

- **4 or more absence: You will get an ‘F’ for your courses**
- **3 consecutive absence: You will get a ‘WD’ and you will be automatically be dropped from your courses**

*** For Financial Aid students:** Students will be administratively dropped from any course where attendance cannot be demonstrated. Based upon this information, their financial aid will be re-evaluated accordingly.

(Students who have documented proof of attendance may be eligible to have their enrollment and financial aid reconsidered.)

Transfer Credit Policy

TRACS 17.4

Transfer of Credit Policies: The institution has published policies and procedures for accepting transfer of credits. Published policies include criteria for evaluating, awarding, and accepting credit transfer, credit by examination, experiential learning (undergraduate only), advanced placement, and professional certificates. Policies and practices must ensure that course work is at the collegiate level. The institution is responsible for the quality of course work and credit given on the transcript.

The policies and procedures must be published and communicated to those who administer the policies. Articulation agreements must be disclosed and the institution listed with which the agreement is made. (IER) - §602.24(e)

Academic work done at accredited institutions, or at schools in Korea that have recognition from the ministry of education, may be transferred into BU programs only if the work fits into our curriculum (i.e.

there is not room for 55 credits of engineering classes in the electives portions of our curriculum). In some cases, work from an unaccredited school may be transferred. See evaluation procedures below.

A student should not merely assume that previous credits will transfer. Among other considerations, BU requires that previously earned credits have earned a minimum grade of “C”, have been earned within the past 10 years, and that the courses meet the curriculum requirements of the degree being attempted. If the coursework meets these requirements, and is from an accredited school, transferability is likely.

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts directly to the BU registrar. If the student delivers the transcripts, the student must not open the envelope or disturb the official seal. Bring the transcripts to the registrar who will refer it to the academic dean for evaluation. If the student believes that denied credits should have been approved, he or she may inform the academic dean that the student wishes to appeal the decision. In such a case, the academic dean will ask two faculty members to review the decision.

Maximum Number of Transferable Credits (Units) for Undergraduate Program		
Institution Type	Undergraduate Program	
	Religion, Business, Early Childhood Education, Design	Music, I.T.
Accredited Institutions (4 yr.)	81	90
Accredited Institutions (2 yr.)/ Junior Colleges	62	67
Other Institutions/ Non-Accredited	51	54
Non-accredited Institutions (with the same denominational background)	63	68
Minimum Residence Requirements (Total Units Required)	45	45
Minimum Residence Requirements (Major Requirement)	30	40

Maximum Number of Transferable Credits Allowed for Graduate Program (A Revised Policy)	
	Graduate & Professional Program

Institution Type	Doctor of Ministry	Master of Divinity	M.A. in Biblical Studies	M.A. in Music	M.B.A.
Accredited Institutions	18	48	30	24	18
Other Institutions/Non-Accredited Institutions	6	27	18	15	0
Other Institutions (with the same denominational background)	12	39	21	18	0
Minimum Residence Requirements	24	48	30	24	27
Advanced Standing	0	15	9	9(Biblical Studies Requirement Only)	12(Prerequisite)

Evaluation Procedures for Transferring Credits:

Students can help facilitate the credit evaluation process by bringing syllabi, textbooks or other materials from the courses he or she wishes to transfer. The evaluator(s) normally contacts the previous school to explore information such as faculty credentials, course objectives, catalogs, library volumes, accredited schools accepting their credits, etc. We also consider whether previous students transferring from a particular school have been successful at our university. This is especially important for any work to be considered from an unaccredited school in the US, Canada, Korea or other nations. For work from other countries, the student may need to pay a fee for BU to have credits evaluated by an outside agency.

We retain documentation in the student's permanent file outlining the process used to validate credits accepted from unaccredited sending institutions.

It is very important that a student who wishes to transfer credits bring a transcript of past work when he or she first starts to study at BU. This is because it is crucial that before a student starts to take courses at BU, the student knows which courses will or will not be transferred into this school. Otherwise a student may take courses again that were not needed, or may not be planning to take course at BU that will still be required in order to graduate.

At this time, we do not give credit by examination, credit for experiential learning, advanced placement or credit for professional certificates

The transferability of credits you earn at BU 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 BU to determine if your credits, degree or certificate will transfer.

Independent Study

1. What is the Independent Study?

An Independent Study course is not a regularly scheduled university course, but is arranged, planned and managed by a supervising professor in conjunction with the goals that are proposed, refined and approved by the supervising professor and final approved by Chief Academic Officer.

There may be occasions when a student needs to take a class that is listed in the catalog but it is not offered in the upcoming semester. On such occasions, the student may choose to take the course as an Independent Study class. To qualify, a student must submit an Independent Study Request Form to the professor who is willing to act as the student's mentor and then to the Academic Office afterwards. The Independent Study Request Form must fully describe the course, state the student's objectives in taking the course, and outline the procedures to be followed. The student under the guidance of a professor must complete all the requirements of the class prescribed in the syllabus. 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 (senior academic standing). Up to a maximum of 3 independent studies are allowed until the student finishes the program.

In addition to the regular tuition for the class, students will be expected to pay an Independent Study Fee of \$70 per credit units.

For on-campus students, they must meet with the professor for at least 6 times (1-2 hours) per semester, while online students can simply correspond via e-mail.

2. Independent Study Program's Policy and Procedure

To qualify, a student must submit an Independent Study Request Form (see Appendix) to the professor who is willing to act as the student's mentor and after student get signature from the professor, then submit form to the Academic Office afterwards. It is to be placed in the student's file. The Independent Study Request form must fully describe the course, state the student's objectives in taking the course.

The following elements must be in each Independent Study Request form.

1. General student data including the name, student ID, email, phone number, and program placement.
2. The beginning and end dates of the agreement.
3. The duration of agreement (not more than one semester or half year).
4. Dated signatures for Student, Instructor, and Chief Academic Officer.

All instructors of Independent study need to submit the course Syllabus Form also at the beginning of semester with written agreement (Independent Study Request Form). The student under the guidance of a professor must complete all the requirements of the class prescribed in the Syllabus. The amount of work involved should be equivalent to the requirements of a regularly scheduled class with the same credit value.

The following elements must be in each Syllabus form.

1. The learning objectives for the course(s) and assignments attempted under the agreement.
2. The methods of study, including the student activities selected by the supervising teacher that the student will complete in order to meet the course objectives.
3. The methods of evaluation that will be used to determine if the student met the learning objective(s).
4. The specific resources, including instructional materials and personnel, which will be made available to the student.
5. The maximum length of time between the date of the assignment and when it is due, by grade level and type of program.
6. Reporting/returning assignments to teacher(s).
 - Time(s) for meetings/reporting
 - Frequency of meetings (can be a combination of online, face-to-face, or lab)
 - Location (may be a combination of offices, classrooms, face-to-face, and/or online)

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 Business Administration major of Undergraduate program, if student take 36 units in Professional studies of other concentration in Business, it is allowed for Minor and will be recorded as Minor in graduation Certificate.

- d. 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.

Progress Toward 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	0-30 hours
Sophomore status	31-60 hours
Junior status	61-90 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.

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

IX. Counseling Services

TRACS 10.4

The institution offers student academic advising and career counseling appropriate to its educational programs.

Academic Counseling

Academic advising is required each time a student registers.

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 or her several times each semester. Full-time faculty members are required to maintain regular hours for advising students.

Mentor group meetings 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.

Career Counseling

Although the university does not operate a formal placement office, information concerning employment opportunities and referral services is available in the office of the Chair of Student Affairs. 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. The Chair of Student Affairs's list of possible placement positions is available to both students and graduates.

Personal and Spiritual Counseling

ABHE 8.1

A commitment to the spiritual, physical, intellectual, emotional, and social development of students that is consistent with biblical higher education

Students desiring counseling of a personal nature are encouraged to talk with the chaplain or Chair of Student Affairs concerning these issues. The Chair of Student Affairs office can refer students to competent Christian professionals when therapy or psychological counseling is needed or requested.

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.

X. Library Services

TRACS 14.1

The institution furnishes library and learning resources and related services appropriate to support the institution's mission, academic programs, and administrative functions, through strategic, operational, and financial planning. These resources and services are made available to all students regardless of location or mode of course delivery. (IER)

For more complete information, see the library handbook.

Hours of Operation

Monday thru Thursday ----- 9:30 am – 9:00 pm

Friday ----- 9:30 am – 6:00 pm

Saturday ----- Open upon requests

Sunday ----- Closed

During the Summer and Winter break the library is open from 9:30 am – 6:00 pm

During mid-terms and finals the library stays open until 9:30 pm upon request.

Notice of any exceptions to regular hours will be posted.

Currently the library hours are changeable due to the COVID 19.

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 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 (English)

- Delivers all the full-text content – complete articles from over 2,700 journals.
- Includes Education, Humanities, Social Sciences, Business, General Science, etc.

eBook Business Collection

- It provides about 17,000 Business related eBooks in English.

학술지기사색인 (Korean Journals)

- Contains the full text of thousands of Korean articles from over 3,300 journals in the all subjects.

How to access “Wilson OmniFile Full Text” & “eBook Business Collection”

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

User ID: **buc** Password: **bethesda20!**

How to access “학술지기사색인 (Korean Journals)”

- 1) Go to www.dbpia.com
- 2) Click on “기관인증”, “소속기관”, and input “베 데스다”.
Click on “베 데스다 대학교”.
- 3) Input ID and Password.
ID: **BethesdaU** Password: **BethesdaCA2013**
(case sensitive)

E Journals BU Library subscribes to:

Young Children (the English journal of the National Association for the Education of Young Children)
www.naeyc.org

ID: **hyungjoon2000@hotmail.com**

Password : **BU18**

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. A brief guide about using the library and searching the library catalog with the computer is included in the “Student Handbook” which is distributed to all new students. Library tours are given upon requests.

Mutual Lending of Library Materials Policy

The BU Library has mutual lending agreements with Biola University Library, Hope International University Library, Presbyterian Theological Seminary in America Library, World Mission University Library, Vanguard University O. Cope Budge Library, and Hansei University Library. Currently enrolled students, faculty, and staff of BU 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 BU 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
CONCORDIA UNIVERSITY IRVINE (Concordia University Irvine)

FULLER THEOLOGICAL SEMINARY (McAlister Library)
GATEWAY SEMINARY (Frank and Jane Pollard Library)
HEBREW UNION-COLLEGE-JEWISH INSTITUTE OF RELIGION
HOPE INTERNATIONAL UNIVERSITY (Hugh and Hazel Darling Library)
INTERNATIONAL THEOLOGICAL SEMINARY
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
PRESBYTERIAN THEOLOGICAL SEMINARY IN AMERICA LIBRARY
SOUTHERN CALIFORNIA SEMINARY
VERITAS EVANGELICAL SEMINARY
WESTMINSTER SEMINARY CALIFORNIA
WORLD MISSION UNIVERSITY

XI. International Students

The needs of students studying at BU 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.

Housing

BU has no on-campus housing or dormitory facilities. Most of our students rent apartments near the school.

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

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 they 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. Undergraduate students must take 12 or more units and graduate students need to take 9 or more units for the graduate students per semester. If they do not, they are considered out of status and 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 issued before they return to BU 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). Students need to 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 or withdrew from the University, a new I-20 must be reissued before the return to BU. Students cannot remain in the U.S. with the original I-20 and 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. We encourage our students to apply for OPT at least 2-3 months before their program

end date.

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. **Consult** with an immigration attorney for assistance with this process.

Travel and Re-Entry

If an F-1 student is out of status, they can leave the US and reenter with a new I-20. However, since they are “resetting the clock,” they must be in status for at least 2 semesters before becoming eligible for CPT or OPT.

****Note:** If a 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 the student is able to reenter is made by the USCIS officer at the port of entry. No guarantees can be made by our school for student re-entry.*

If a student is traveling during scheduled vacations (i.e, winter or summer break), they need 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. F-1 students are eligible to apply for Optional Practical Training, if they have an active F-1 status after completion of their program of study.

I-20 Transfer

Following is the Transfer Period for students who wish to transfer out of BU: 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 Proficiency Requirement

All international students need to demonstrate English proficiency. The proof of English proficiency is as follows;

Type of Test	Minimum Requirement (Undergraduate)	Minimum Requirement (Graduate)
TOEFL, Internet-based test (iBT)	61	70
TOEFL, paper test (pBT)	500	525
IELTS	6.0	6.0

- Test must be taken within the past two years
- Request official score be sent to BU (Institutional Code: 032663)

If student do not demonstrate English proficiency, students need to take the **ESL Placement Test** and

The test consists of five sections: listening, reading comprehension, language use, speaking, and writing. Based on the result of the test, students need to take ESL courses and 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).

ESL Placement Test

ESL Placement Test is held on International Student Orientation day. 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.

Those students who score at the high intermediate level (Level 4) or above on the ESL Placement test may waive the ESL requirement waived by submitting the ESL Waiver Form to the International Student Advisor.

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

TOEFL and ESL Placement Test Waiver

You may qualify for a waiver (and will not to take an ESL proficiency test) if you:

- Attend a US high school at least three full years
- Attended a full-time international educational institution at the secondary level or above for at least three years, where English language is the native language of the country. Those are: Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Canada(except Quebec), Ghana, Guyana, Ireland, New Zealand, Scotland, South Africa, Trinidad, UK, Virgin Islands and Wales.
- Undergraduate: Completed at least 60 units from U.S. and minimum of 30 units must in general education course work including oral communication(speech), English composition with passing score "C" or above or Graduate: Attended a U.S. educational institution for three years, full time (72 units)
- Earned a bachelor's or higher degree from a U.S. educational institution
- Completed at least 18 units of ESL classes with "C" or better at U.S. Institutions.

If you meet any of the above mentioned requirements, complete the Waiver Request Form and the request will be reviewed by the ESL Committee.

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 ESL 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.

After ESL Placement Test, the students will find their level and take ESL courses as follows,

	Level 1 Courses	Level 2 Courses	Level 3 Courses	Level 4 Courses	Total
Level 1	6 units	6 units	6 units	6 units	24 units
Level 2	None	6 units	6 units	6 units	18 units
Level 3	None	None	6 units	6 units	12 units
Level 4	None	None	None	6 units	6 units

ESL Classes List

<u>Level 1 classes</u> GL100 ENGLISH AS A SECOND LANGUAGE CORE 1 (6 Units) GL110 Beginning Academic Reading and Writing (3 units) GL130 Grammar 1 (3 units) GL140 Listening Speaking and Pronunciation 1 (3 units) GL30 Basic English Vocabulary 1 (3 units)
<u>Level 2 classes</u> GL101 ENGLISH AS A SECOND LANGUAGE CORE 2 (6 Units) GL111 Intermediate Academic Reading and Writing (3 units) GL131 Grammar 2 (3 units)

GL141 Listening Speaking and Pronunciation 2 (3 units) GL21 American Culture and Idioms 1 (3 units)
<u>Level 3 classes</u> GL102 ENGLISH AS A SECOND LANGUAGE CORE 3 (6 Units) GL112 Advanced Academic Reading and Writing (3 units) GL122 Listening to Academic Lectures 2 (3 units) GL142 Listening Speaking and Pronunciation 3 (3 units) GL22 American Culture and Idioms 2 (3 units)
<u>Level 4 classes</u> GL103 ENGLISH AS A SECOND LANGUAGE CORE 4 (6 Units) GL113 Preparation for College Reading and Writing (3 units) GL123 Listening to Academic Lectures 3 (3 units) GL143 Listening Speaking and Pronunciation 4 (3 units) GL23 American Culture and Idioms 3 (3 units) GL024 TOEFL Preparation (3 units)

XII. Information Technology and IT Help

TRACS 15.2

Information technology is sufficient to provide appropriate support for administrative, management, staff, and student functions across the full scope of the institution's operations.

We have a variety of services relating to your information technology needs. Our computer lab is located in Room 314. It includes 14 computers as well as printers, webcams, mics and other equipment. WIFI is available throughout the campus. The username is “Bethesda University” and password is “bucwireless”. Upon request, we will provide all students with a unique Bethesda email address (e.g., student’s name at buc.edu).

Our learning management system (LMS) is Populi. With their LMS, students can access learning content, submit assignments, communicate with professors, register for classes, check their grades and credits, etc.

Online Manager Justin Kim is available to help you. Contact online@buc.edu. He maintains the computer lab, supervises and maintains IT services, troubleshoots hardware, software and connection problems as well as promoting cyber security awareness and compliance.

XIII. Distance Education Issues

Distance Education Issues

For complete information on the BU distance education program, see your Distance Education Handbook.

BU offers online courses with the same high-quality instruction as courses offered on campus. Distance courses are designed for students who need a flexible class schedule, because most classes may be completed off campus.

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

Resident Students

Resident students can take unlimited Distance Education (DE) courses each semester.

International Students

F-1 International 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.

Undergraduate program students must take minimum nine units campus classes and one or more classes can be online classes. For graduate students, six units must be campus classes and 1 or more classes can be online classes.

F-1 international students can only take ONE online class toward their minimum number of credits as their full-time enrollment during their normal semesters. If you only need one course to complete your program of study, the course cannot be distance learning.

Distance Education & Student Services

ABHE 8.2

The organization and delivery of student services that are appropriately aligned with the institution's mission and culture, including services that meet the needs of students regardless of location or instructional delivery system.

Verification of Student Identity

TRACS 17.6

Verification of Student Identity: An institution offering Distance Education as stated in Federal definitions must have a process to verify that the student who registers for a Distance Education program or course is the same student who participates in, completes, and receives credit. Methods to verify the student include but are not limited to: a secure login or passcode, proctored examinations, or new or other technologies and practices that are effective in verifying the identity of the student.

*Institutions must notify the student at the time of registration of any additional charges associated with the verification of student identity.
(IER) - §602.17(g)1*

Bethesda has several practices to ensure that students registering for a course are the same as the ones who do the work. This includes unique passwords, associating a photo with the student account and proctoring via Populi.

Student Privacy Policy

TRACS 17.7

*Student Privacy: The institution has a written procedure for protecting the privacy of students enrolled in Distance Education programs or courses.
(IER) - §602.17(g)2*

BU protects the privacy of all students, adhering to the same privacy standards for online students as it does for students studying on the campus. BU 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 Populi course management system for all courses, including distance learning. The Populi LMS 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 those online activities. The privacy of individual students' assessments and grades is maintained within the course management system.

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. 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. Populi 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 Populi to gain access to authorized Populi 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.

XIV. Student Conduct, Discipline and Due Process

Standards of Conduct

Purpose (Philosophy)

Bethesda university(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.

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 Chair of Student Affairs. 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.

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.

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.

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 Chair of Student Affairs 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.
- 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 or altered identification; use of 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 BU 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 and...
 - (ii) Threaten 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 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 BU, 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, 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.

(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 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.

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 Chair of Student Affairs 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 (i.e., an ad hoc committee set up by the Chair of Student Affairs).

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 witnesses. 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 Chair 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 a decision by the Hearing Officer or Conduct Board, taking into account the recommendation and finding of facts, a Student Affairs Officer will inform the student of the decision and the penalty via email.
- j) 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 or her hearing or choose to limit or withhold a response to charges against him or 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.

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 Chair of Student Affairs 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 Chair of Student Affairs 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 Chair of Student Affairs 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 Chair of Student Affairs 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.

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:

Dr. George Winney
George.winney@buc.edu
Office 307
(714) 683-1379

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.

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.

Who to Contact:

If you or someone you know is experiencing sexual harassment or sexual violence, please contact the Title IX/SO, Dr. George Winney (Male: George.winney@buc.edu) 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) 683-1379.

Grievance, Due Process and Complaint Procedures

TRACS 17.3

Student Complaints: Institutions must record student complaints. Records must be kept of student complaints received, the process for addressing the student complaints, and the manner in which the student complaint was handled in accordance with the institution's policies and procedures. The institution's student complaint policy must include, at a minimum: a method for receiving confidential student input, clear step-by-step procedures for due process, an appropriate office that securely maintains all information and records of complaints, appeals, proceedings, and instructions for filing a complaint with TRACS and any other relevant government agencies. (IER) - §602.16(a)(1)ix

ABHE 8.8

Published procedures for and records of addressing formal student complaints and grievances.

If a student has a concern, complaint, grievance or a challenge to disciplinary or dismissal actions that he wishes to pursue, he should inform the Chair of Student Affairs. The Chair of Student Affairs will record the complaint and try to resolve the issue by himself or in cooperation with others. This may mean taking the issue to a faculty or administrative committee. Any resolution reached will also be recorded. If the student feels that a grievance was not properly handled, he may contact any of the following agencies:

Bureau for Private Postsecondary Education
400 R Street Suite 5000
Sacramento, CA 95814-6200
(916)445-3427

Transnational Association of Colleges and Schools
15935 Forest Road
Forest, Virginia 24551
(434) 525-0539

Association for Biblical Higher Education
5850 T G Lee Blvd, Suite 130
Orlando, FL 32822
(407) 207-0808

XV. Privacy Rights & FERPA Overview

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

BU permits enrolled students visual access to previous educational records such as high school transcripts, college transcripts, SAT score reports and transcript of work completed at BU. This policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). To obtain transcript copies of work completed at BU, all financial obligations to the University must be paid in full. An appointment with Registrar's Office is recommended.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. The University is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

No other information contained in the student's permanent educational record is released to others, including parents or spouse, without the written consent of the student, unless the student is claimed as a dependent. The only exceptions are staff members, administrative officers and faculty who have a legitimate professional right to the information. BU reserves the right to contact a student's parent(s) or guardian(s) when a situation is deemed extreme, endangering the student or BU community.

BU considers the following to be "Directory Information" and may disclose such information to third parties without consent of the student unless the student has directed the University (in writing) not to release such information about him or her self: name, gender, enrollment status, permanent address, dates of enrollment, classification, degree programs, majors, date of graduation (anticipated or actual) from BU, telephone number and financial information.

A student's academic record and placement file will be kept confidential by the Office of Registrar. Students wishing to inspect and review their education records should submit a written request to the Registrar's office, Room 301, identifying the pertinent record(s). Students wishing to amend a record should write the college official responsible for the record and clearly identify the part of the record the student wants changed and specify why it should be changed. General questions and comments may be directed to the Office of Registrar at 714-683-1402.

Secure Student Records

TRACS 10.2

The institution maintains student records permanently, securely, and confidentially with provision for a secure backup of all records.

Bethesda keeps hard copies of student records permanently under lock and key in locked filing cabinets in Room 101. And school keeps electronic documents securely and confidentially in each student's info section on a Learning Management System (Populi). And school keeps the electronic backup files from the LMS (Populi) on a password-protected computer in the sever room.

XVI. Health, Safety and Emergency Procedures

ABHE 8.1

A commitment to the spiritual, physical, intellectual, emotional, and social development of students that is consistent with biblical higher education

TRACS 16.1

Appropriate health and security measures, including an Emergency Plan, are in place for all institutional facilities and activities. (IER)

Health Services

BU does not operate on-campus health services. However, our students' health and well-being are important to us. This is why we have agreements with a nearby physician and a nearby hospital for the provision of medical services for our students. The University van can be used for transportation to and from the hospital in case of medical emergencies. The contact information for the hospital is as below:

Anaheim General Hospital 3350 West Ball Rd. Anaheim, CA 92804
Tel (714) 827-6700 / Fax (714) 821-6537

Health and Safety Exemption Requirement

BU adheres to all requirements pertaining to the protection of personally identifiable information and other protected information in a student's education record. However, pursuant to 34 CFR 99.36, the University is permitted to disclose, without student consent, information in a student's education record including but not limited to personally identifiable, non-directory information in connection with a health or safety emergency.

The situation must prevent imminent danger to a student or other or member of the University community in order to qualify for this exemption. The Chief Academic Officer or other authorized university personnel must approve such an exemption request.

All inquiries for information, assistance or questions related to campus security and policies should contact: General Affair 714-683-1390

Vaccination Policy

BU does not have a policy regarding vaccinations which is generally applicable to students or employees.

Steps to Prevent COVID-19

Bethesda University will be taking several steps to assure we are safe and healthy across our campus. The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental prevention practices (such as cleaning and disinfection) are important principles that are covered in this document guided by Orange County Health Department.

Promoting Behaviors that Reduce Spread

Before returning to campus we actively encourage you who have been sick with COVID-19 symptoms, tested positive for COVID-19 or have been potentially exposed to someone with COVID-19 to follow CDC guidance to self-isolate or stay home.

If you have a fever, cough or other symptoms, you might have COVID-19. If you think you may have been exposed to COVID-19, contact your healthcare provider. If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

- Stay home except to get medical care
- Separate yourself from other people
- Monitor your symptoms
- Call ahead before visiting your doctor
- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items

Promoting Behaviors that Reduce Spread

- **Staying Home or Self-Isolating when Appropriate**

- Before returning to campus, we actively encourage students who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel) to follow OC Department of Health guidance to self-isolate or stay home.
 - Actively encourage students who are sick or have recently had a close contact with a person with COVID-19 to stay home or in their living quarters.
 - Students should stay home when they have tested positive for or are showing symptoms of COVID-19.
 - Students who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.

- **Hand Hygiene and Respiratory Etiquette**

- It is strongly recommended handwashing with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- You cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

- **Cloth Face Coverings**

- Face coverings should be worn as feasible and are **most** essential in times. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
- People in California are required to wear a face covering. Face Coverings would be provided for those students that do not prefer wearing their own face coverings. You can be picked up at the Office of General Affairs. Face Coverings are not shared at Bethesda University.
 - Note: Cloth face coverings should **not** be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical

personal protective equipment.

- **Adequate Supplies**

- Bethesda University supports healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

- **Signs and Messages**

- We post signs in several locations (e.g., building entrances, restrooms, offices, and classrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

- **Cleaning and Disinfection**

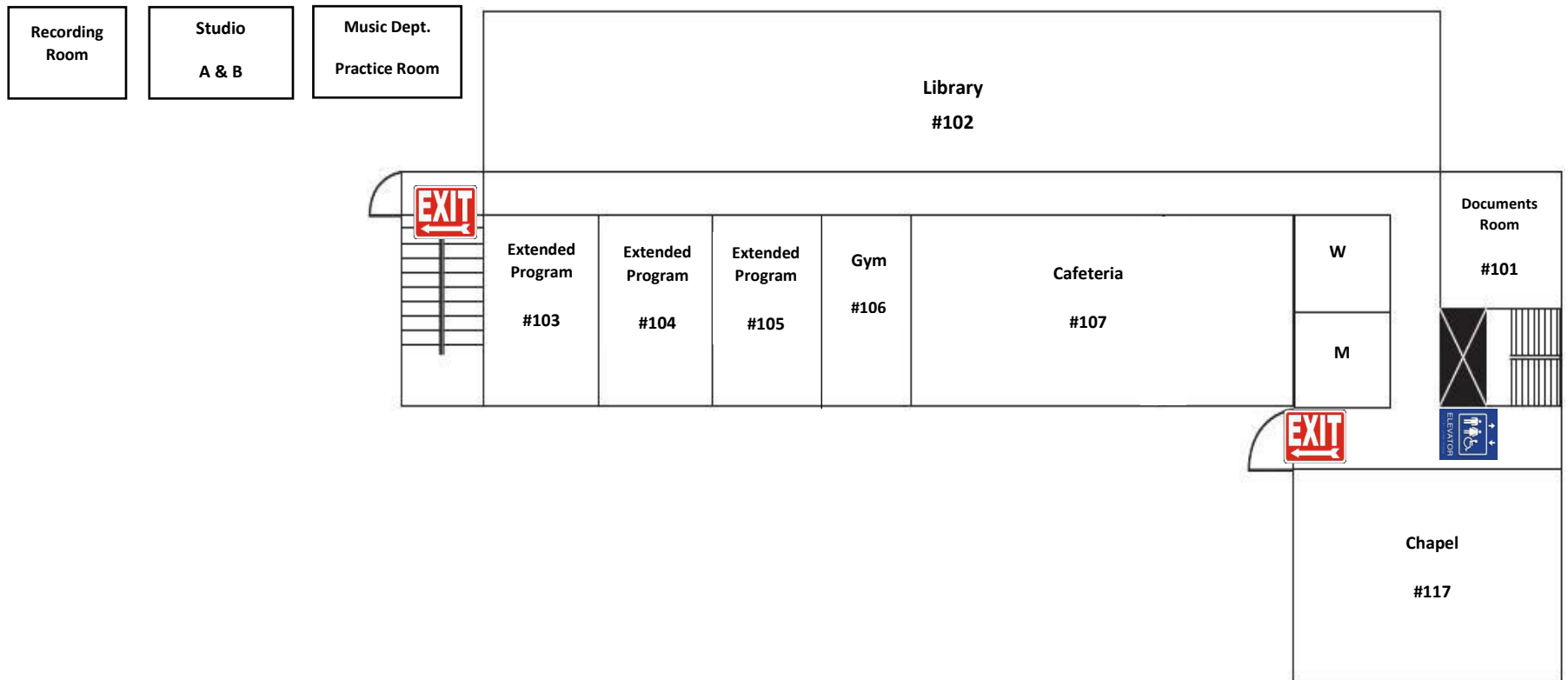
- We clean and disinfect frequently touched surfaces (e.g., door handles, drinking fountains, grab bars, hand railings, bathroom stalls) within facilities at least daily or between use as much as possible. Use of shared objects (e.g., athletic equipment, computer equipment, desks) should be limited when possible, or cleaned between use.
- We develop a schedule for increased, routine cleaning and disinfection.
- We encourage students to keep your personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Use disinfectant wipes to wipe down shared desks and other shared objects and surfaces before use.
- Ensure there is adequate ventilation when using cleaning products to prevent you from inhaling toxic fumes.

- **Shared Objects**

- We discourage sharing of items that are difficult to clean or disinfect.
- We ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own supplies, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Avoid sharing electronic devices, books, pens, and other learning aids.

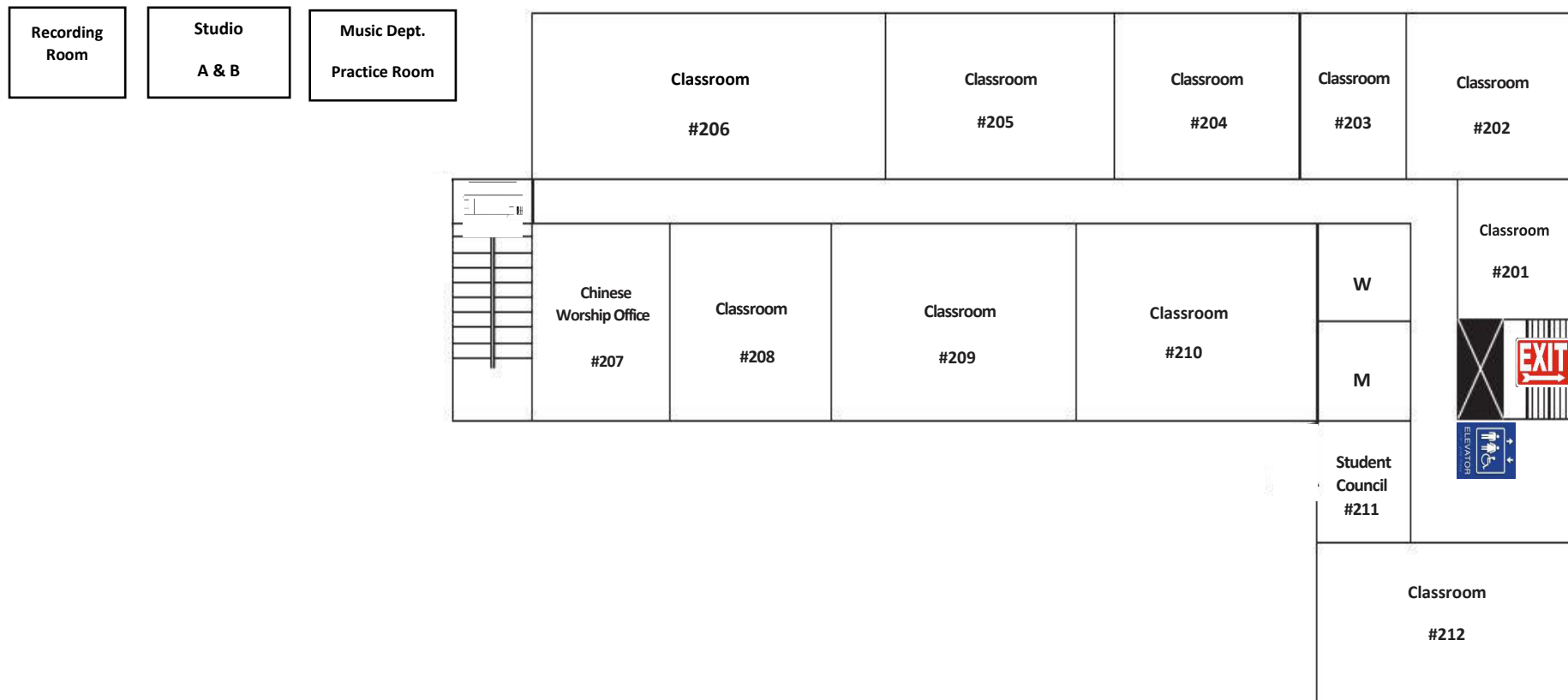
Bethesda University will determine whether the campus must be closed in the event of a potential contamination. If it happens, Office of General Affairs will fully sanitize affected spaces before anyone is allowed to return to the space and will notify those who use the space once the process is complete.

Emergency Map



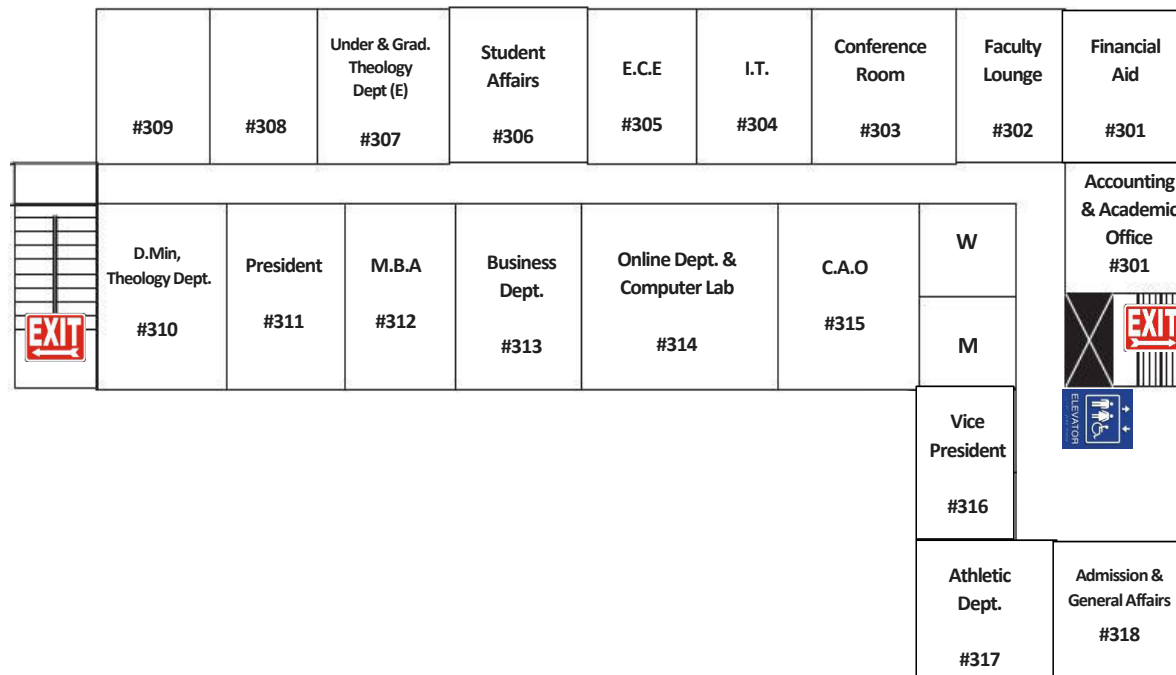
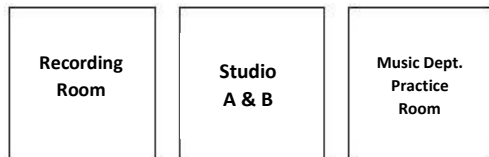
(1st Floor)

EMERGENCY PHONE #911



(2nd Floor)

EMERGENCY PHONE #911



(3rd Floor)

EMERGENCY PHONE #911

APPENDIX

Student Government Expense Request Form

Purpose of the Expense	
Budget Category	
Amount Requested	
Student Government Officer Requesting the Funds	
Student Government Officer Signature	

Approval by Chair of Student Affairs:

a) ☐ Approved

b) Date: _____

c) Signature: _____

Receipts:

a) ☐ Will be submitted

b) ☐ Were submitted

Incomplete Request Form

REQUEST FOR GRADE "I" (INCOMPLETE) FORM

To be approved to receive incomplete grade, please fill out this form and submit it to BU Registrar's Office (academic@buc.edu). The student must get the approval by instructor and chief academic officer.

An incomplete must be removed within one semester; otherwise the grade becomes a permanent "F".

Name	Student ID	
Current Address		
Email Address	Phone Number	Major

Please explain why you are requesting to receive "I" grade for the current semester. Please, attach the Incomplete Requirements Form and any other necessary supporting document(s) with this form.

Student Signature **Date**

Please, print the list of courses you are taking current semester and get approval from Professor.

Course Code and Title	Professor's Signature	Date

TO BE FILLED OUT BY UNIVERSITY OFFICIALS	
____ Not Approved ____ Approved to Receive "I" Grade	
Reason for Approval:	
<input type="checkbox"/> His/her course work is incomplete with good cause (documented illness of either the student or the immediate family member, death in the family, etc.).	
<input type="checkbox"/> Other (explain): _____	

_____	_____
Chief Academic Officer's Name and Signature	Date

Incomplete Requirements Form

Course Number and Title			
Semester (e.g., Fall 2019)			
Professor			
Name of Student		Student ID	

Dear Professor, to give a grade of “I” (incomplete), you must fill out this form listing what assignments were completed (and their grades) as well as what assignments were not completed. You must also list the percent of the grade for each assignment. You must attach a copy of the syllabus to this form.

Dear Student, you will receive a grade of “I” (incomplete) this semester, but the “I” will become an “F” unless you complete more of the unfinished work within one additional semester.

Completed Assignments

Sample:

Assignment	Grade	Percent of Course Grade	Comments
Research paper	B+	20%	
Mid-Term Exam	A-	25%	

Assignment	Grade	Percent of Course Grade	Comments

Unfinished Assignments

Sample:

Assignment	Percent of Course Grade	Comments
Final Exam	25%	
Portfolio	30%	He needs to add the exegetical reports and the Worldview Analysis

Assignment	Percent of Course Grade	Comments

Registrar: Place a copy of this completed form in the student's file. Send a copy to the student.

Professor's Signature

Date

Academic Dean's Signature

Date

Independent Study Request Form

REQUEST FOR INDEPENDENT STUDY

Name : _____

Student ID: _____

Email: _____

Phone Number: _____

Major: _____

Course Description

Professor: _____

Semester: _____

Course Code
and Title: _____

Course Units: _____

Independent Study Schedule

Beginning Date: _____

End Date: _____

1. To qualify, a student must submit an “Independent Study Request Form” to the professor who is willing to act as the student’s mentor. After student receives the signature from the professor, the student must submit the form to the Academic Office.
2. Students can only take a course that is not listed in the same semester.
3. Student can only apply for Independent Study during a student’s last year of study.

- a. Undergraduate student: Senior academic standing (over 90 units).
 - b. Graduate student: Over 80 % finished of program.
4. Up to a maximum of 3 independent studies (9 units) are allowed until the student finishes the program.
 5. Professor must complete all the requirements of the class prescribed in the syllabus and attach a “Course Syllabus Form”
 6. The amount of work involved should be equivalent to the requirements of a regularly scheduled class with the same credit value and for on-campus students, they must meet with the professor for at least 6 times (1-2 hours) per semester, while online students can simply correspond via e-mail.
 7. Professor should submit the “Attendance Signing sheet” to Academic Office after get the signature from student for each lesson.
 8. By signing this form, the student assumes full responsibility for \$70 per unit for Independent Study fee.

Student Signature:	_____	Date:	_____
Professor Signature:	_____	Date:	_____
Chair of Dept. Signature:	_____	Date:	_____
Chief Academic Officer Signature:	_____	Date:	_____