

Bethesda University

STUDENT HANDBOOK 2019 - 2020

(July 1st 2019 – June 30th 2020)



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Table of Contents

MESSAGE FROM THE FOUNDER	1
MISSION AND PHILOSOPHY	2
MISSION STATEMENT	2
INSTITUTIONAL OBJECTIVES (GOALS)	2
INSTITUTIONAL OUTCOMES	2
PHILOSOPHY OF EDUCATION	2
HISTORY	3
STATEMENT OF FAITH.....	5
NON-DISCRIMINATION POLICY	6
LOCATION AND FACILITIES	6
ACCREDITATION/AUTHORIZATION	6
ACADEMICS	8
OFFICE OF ADMISSIONS AND RECORDS	8
REGISTRATION POLICIES	8
CHANGING REGISTRATION (Add & Drop).....	8
LATE REGISTRATION	9
ACADEMIC ADVISING	9
INTERNATIONAL STUDENTS	9
ENGLISH PROFICIENCY REQUIREMENT	9
GRADING SYSTEM	12
LETTER GRADE DESCRIPTION	12
FULL-TIME STATUS	13
TRANSFER OF CREDIT POLICIES	13
TRANSFER OF CREDIT PROCEDURES.....	14
CRITERIA FOR TRANSFER OF CREDIT	15
POLICY FOR GRANTING CREDIT FOR PRIOR EXPERIENTIAL LEARNING.....	16
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)	18
ADVANCED STANDING.....	19
INDEPENDENT STUDY	19
DOUBLE MAJOR & MINOR POLICY	20
SATISFACTORY ACADEMIC PROGRESS (SAP)	21
TERMS OF PROBATION	22
INCOMPLETE GRADES, REPEATS, AND WITHDRAWALS	22
INCOMPLETE POLICY	23
REPEATED COURSES	23
RE-ENROLLMENTS	24

NON-REGULAR STATUS/EXTENDED ENROLLMENT STATUS	24
APPEALS PROCEDURES	24
GRADE CHANGE POLICY	24
ADD/DROP POLICY	24
MAXIMUM LOAD CREDIT	25
ATTENDANCE.....	25
LEAVE OF ABSENCE	26
DROP-OUT POLICY	26
ACADEMIC PROBATION AND DISMISSAL.....	26
PLACEMENT ASSISTANCE	26
RELEASE OF STUDENT INFORMATION.....	27
TEACHING OUT PLAN POLICY	27
GRADUATION POLICY	29
ACADEMIC HONORS.....	30
GRADUATION REQUIREMENTS	30
<u>DISTANCE (Online) EDUCATION</u>	<u>33</u>
<u>F-1 STUDENT GUIDELINES</u>	<u>38</u>
MAINTAINING LEGAL F-1 STATUS	38
FULL-TIME ENROLLMENT.....	38
EMPLOYMENT	38
ADDRESS CHANGE.....	38
SUSPENSIONS/WITHDRAWALS	39
PROGRAM EXTENSIONS	39
COMPLETION OF PROGRAM - OPTIONS.....	39
TRAVEL AND RE-ENTRY	39
I-94 (ARRIVAL/DEPARTURE RECORD)	40
CURRICULAR PRACTICAL TRAINING.....	40
OPTIONAL PRACTICAL TRAINING.....	40
ELIGIBILITY	40
I-20 TRANSFER.....	40
<u>STUDENT SERVICES</u>	<u>41</u>
STANDARDS OF CONDUCT	41
GRIEVANCE, COMPLAINT AND DUE PROCESS PROCEDURES.....	55
SEXUAL HARASSMENT & TITLE IX COMPLIANCE	58
STUDENT ADVISEMENT	59
INTERNATIONAL STUDENTS.....	59
HOUSING.....	59
STUDENT HANDBOOK	59
NEW STUDENT ORIENTATION	60
STUDENT PARTICIPATION AND SUPPORT	60



PLACEMENT ASSISTANCE	60
STUDENT LEADERSHIP	60
STUDENT CLUBS/ ORGANIZATIONS	60
STUDENT COUNCIL	63
CHRISTIAN SERVICE & SUPERVISED MINISRTY	63
DISCIPLESHP	65
CONSTITUTION DAY	65
METHOD OF DISCLOSURE.....	67
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	68
HEALTH SERVICE	68
HEALTH AND SAFETY EXEMPTION REQUIREMENT	69
VACCINATION POLICY	69
VOTER INFORMATION	69
INTERCOLLEGIATE ATHLETIC PROGRAM.....	69
STUDENT RIGHT TO KNOW ACT	69
<u>LIBRARY</u>	<u>71</u>
<u>FINANCIAL INFORMATION</u>	<u>74</u>
TUITION AND FEES*	74
THE NUMBER OF SEMESTER UNITS REQUIRED FOR DEGREES**	75
OTHER EXPENSES	76
TUITION REFUND POLICY	76
POLICY ON THE COLLECTION OF TUITION	77
PAYMENT OF STUDENT ACCOUNTS	78
<u>SCHOLARSHIPS</u>	<u>79</u>
SELECTION PROCEDURES	79
TYPES OF SCHOLARSHIPS*	80
<u>FINANCIAL AID.....</u>	<u>85</u>
<u>ACADEMIC CALENDAR (2019–2020).....</u>	<u>104</u>
<u>EMERGENCY MAP</u>	<u>106</u>

MESSAGE FROM THE FOUNDER



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

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

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

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

Dr. Yonggi Cho
Founder

MISSION AND PHILOSOPHY

MISSION STATEMENT

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

INSTITUTIONAL OBJECTIVES (GOALS)

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

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

INSTITUTIONAL OUTCOMES

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

Students graduating from Bethesda will:

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

PHILOSOPHY OF EDUCATION

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

HISTORY

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

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

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

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

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

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

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

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

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

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

Since its founding in 1976, Bethesda has been successfully fulfilling its mission. More than 1,500 students have graduated; most of these are in active Christian service as pastors, missionaries, chaplains, teachers, or functioning in various other leadership roles in local churches and the community. To fully commit to fulfilling its mission the university has started reviewed and proposed the substantive changes in institutional mission statement and objectives.

STATEMENT OF FAITH

Bethesda University subscribes to the following statement of faith:

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

NON-DISCRIMINATION POLICY

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

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

LOCATION AND FACILITIES

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

ACCREDITATION/AUTHORIZATION

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.

ACADEMICS

OFFICE OF ADMISSIONS AND RECORDS

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

REGISTRATION POLICIES

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

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

CHANGING REGISTRATION (Add & Drop)

Adding or Dropping classes before the Add/Drop Deadline (1st and 2nd week of classes)

Students are allowed to add/drop courses through the end of the second week of classes. A Class Add/Drop Request form must be submitted to the Academic office by the 2nd week of semester. It does not impact grade point average/ attempted credit hours and will not appear on transcript as well.

Dropping classes after the Add/Drop Deadline (3rd week to 9th week of classes)

Beginning the third week of classes through the ninth week of classes, you may withdraw from a course after the add/drop period has ended with no grade penalty. However it impacts attempted credit hours and a "W" will be recorded on your transcript. The official date of withdrawal will be used to calculate percentage of refunds

After the Withdrawal Deadline (after 9th week of classes)

No class may be withdraw after the ninth week of classes. A student must submit a petition in order to withdraw from a course after the withdraw deadline with a proof of documents demonstrating exceptional circumstances.

**** To All Financial Aid Recipients:** Students receiving financial aid are encouraged to contact the Financial Aid Office before withdrawing from a class as this can effect current and/or future financial aid eligibility.

LATE REGISTRATION

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

ACADEMIC ADVISING

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

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

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

INTERNATIONAL STUDENTS

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

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 Bethesda University (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 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).

1) **ESL PLACEMENT TEST**

ESL Placement Test is held at 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 by filing with the registrar the waiver form signed and approved by the ESL Program Director and the Chief Academic Officer.

The Bethesda University's 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.

2) **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.

3) 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

* All level 4 ESL courses may be considered as General Education credits.

4) ESL Classes list

Level 1 classes

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)

Level 2 classes

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)

Level 3 classes

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)

Level 4 classes

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)

GRADING SYSTEM

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

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

LETTER GRADE DESCRIPTION

- A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C Sufficient grasp of facts and a general competence of subject.

- D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F Failure to achieve minimal quality or production of work.
- W Withdrawal from a class until the 8th week of the semester.
- I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an “F.”
- P Pass
- NP Non-Pass

FULL-TIME STATUS

In order to complete a degree program within the normal stated time frame (i.e., a bachelor’s degree in four years), the undergraduate student should enroll in 16 hours per semester and the graduate 15 hours. Full-time undergraduate student status is defined as being enrolled in a minimum of 12 hours during a semester. Full-time graduate student status is defined as being enrolled in a minimum of 9 hours during a semester. Full-time D.Min student status is defined as being enrolled in a minimum of 6 units during a semester.

TRANSFER OF CREDIT POLICIES

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

1. Credits earned at institutions recognized by USDE and accredited by CHEA approved accrediting agencies such as ABHE, TRACS, ATS, and regional accrediting agencies are transferred through official transcripts. The university reserves the right to deny credit for specific courses.
2. Credits earned at unaccredited institutions may be transferred on a conditional basis through official transcripts subject to the following:
 - a. Only a percentage of credits will be considered, not to exceed 40 percent of completed hours.
 - b. Credits to be validated and transferred must meet the following criteria
 - 1) The student must complete twelve academic hours in residency at BU with a 2.0 grade point average.
 - 2) A course must fit the appropriate major or be applied as a general elective.
 - 3) The student may be required to pass a BU validation exam for the course to be transferred.
3. A maximum of 45 hours of credit by CLEP may be recorded. Scores must be submitted for evaluation.
4. Credits accepted in transfer must be at the grade level of ‘C’ or higher.
5. Only credit hours are accepted in transfer. Grades for transferred hours are not transferable. This means transfer hours will not be computed in the student’s grade point average.

6. Courses acceptable for transfer need not be identical with a course offered at BU, but they must be, even as a general elective, in line with the requirements of each program. For example, a student who pursued a curriculum in a field in which courses are not offered at BU may not expect to receive full transfer for his/her previous work.
7. Bu will maintain a written record of the previous education and training of veterans and eligible persons, that the record will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly.

TRANSFER OF CREDIT PROCEDURES

Students desiring to transfer credits must have an official transcript on file and must confer with the Chief Academic Officer before or during their first semester at BU. Student need to submit the “Request for Transfer Credit from Previous Institution” form to Academic office. And for the General Education courses, the Chair of General Education will confer how many credits can be transferred, then student’s major dept. Chair will confer how many professional studies credits can be transferred. Upon review of the Chair of General Education and Chair of student’s major Dept., the Chief Academic Officer will complete a transfer credit evaluation.

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

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

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

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

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

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

CRITERIA FOR TRANSFER OF CREDIT

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)					
Institution Type	Graduate & Professional Program				
	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)

POLICY FOR CHRISTIAN SERVICE CREDIT WAIVE

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.

POLICY FOR GRANTING CREDIT FOR PRIOR EXPERIENTIAL LEARNING

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

Policies for Awarding Credit for Prior Learning

1. The University may grant credit to a student for prior experiential learning only if:
 - 1) The prior learning is equivalent to a college or university level of learning;
 - 2) The learning experience demonstrates a balance between theory and practice and;
 - 3) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.
2. Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
3. Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.
4. Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
5. Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
6. Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning.
7. Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.

8. No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.
9. Prior learning shall be assessed by faculty in the academic discipline appropriate to the student assessment request.
10. Credit by examination may be earned only once in a single subject. A similar subject test in another testing program will not earn additional credits.
11. If credit is granted after the appropriate assessment is made, the entry is made on your transcript as CR and the number of units granted. No grade is given except CR, which means it does not affect your GPA.
12. Credits for prior learning are considered transfer credits and are subject to the same policies as other transfer credits.
13. The student seeking credit for prior learning is responsible to provide all requested supporting information for the assessment.

Procedures for Requesting Assessment for Credit for Prior Learning

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

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

Prior Learning Assessments

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

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

The General Examinations must be taken before entering Bethesda University.

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

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

ADVANCED STANDING

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

Advanced standing is not awarded automatically, but on an individual basis, subject to the following criteria:

- (1) The course or courses must be satisfactorily parallel in content to courses offered at BU;
- (2) Students must demonstrate through an oral interview with an appropriate professor a satisfactory knowledge of the content for which they are seeking advanced standing;
- (3) Students must present documentation such as course syllabi or a catalog from the institution in which the courses were taken;
- (4) Only courses receiving a grade of "B" or higher will be considered in granting advanced standing;
- (5) Students must maintain a minimum GPA of 2.5 in all course work in order to retain advanced status;
- (6) Courses taken at the undergraduate level may not be used to waive upper level graduate courses.

Only courses that are introductory in nature may be waived.

BU does not award graduate credit for career experience.

INDEPENDENT STUDY

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 expect 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 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. 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 instructor 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. The number of missed assignments that will lead to an evaluation to determine if independent study is appropriate for the student.
7. Reporting/returning assignments to teacher(s).
 - o Time(s) for meetings/reporting
 - o Frequency of meetings (can be a combination of online, face-to-face, or lab)
 - o Location (may be a combination of labs, 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.

READMISSION

Any student who fails to register for more than 12 months but less than 5 years must complete the readmission form before returning to Bethesda University. 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.

READMISSION for International students

International students whose I-20 got terminated 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.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

To maintain eligibility for Financial Aids, students must maintain Satisfactory Academic progress (SAP).

The following are the qualification that must be adhered to:

Minimum GPA requirement per semester - Undergraduate: 2.00 GPA; Graduate: 2.50 GPA

- If minimum GPA is not achieved, the student will be
 - Placed on WARNING the next semester (may receive Financial Aid)
 - Placed on PROBATION (need appeal) the next semester. (May or may not receive Financial Aid)
- A student who did not meet SAP requirement will lose privileges of Financial Aids
- All GPA of standard semester will be calculated for SAP
- Withdrawals and Repeats will be included in GPA calculation.
- Incomplete will not be included in the GPA calculation but will be considered as attempted units.

TERMS OF PROBATION

A student who is making unsatisfactory progress (overall GPA below 2.0 (undergraduate), 2.0 (graduate)) or who fails to complete the required credits at the end of a grading period shall be placed on probation for the next grading period. If the student on probation achieves satisfactory progress (GPA of 2.0 or greater) for the subsequent grading period, but has not achieved the required grades to achieve overall satisfactory progress for the program, the student may continue on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary term, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods shall be terminated. When placed on probation, appropriate documentation is made in the permanent file of the student. The date, action taken, and terms of probation will be noted prior to returning to class.

Reinstatement must be approved by the Chief Academic Officer, whereby, the student may make a case for extenuating circumstances being the cause for lack of satisfactory progress. The reinstated student is admitted on a probationary status after being out of school for a minimum of one grading period and must abide by above probationary terms.

Probation may be granted if a student does not meet the required minimums of SAP. If at the end of the probationary period, a student is not meeting the minimum requirements for SAP, he/she may appeal to the Chief Academic Officer in writing for an extension of one grading period. During this extension, the student must bring his/her cumulative GPA to a minimum of 2.0 (undergraduate), 2.0 (graduate). A student will be re-instated as a regular full-time student and eligible for financial aid disbursements, if during the extension period, a cumulative GPA of 2.0 is achieved.

INCOMPLETE GRADES, REPEATS, AND WITHDRAWALS

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

INCOMPLETE POLICY

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

Please be sure that you follow the procedures correctly.

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

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

REPEATED COURSES

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

WITHDRAWALS

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 Bethesda University, the withdrawal is based on the last date of academically related activity recorded by the class instructor.

If a student officially withdraw a course(s) by submitting a Grade "W" Request form by the withdrawal deadline, the grade of "W" will appear on the student's transcript but does not affect the grade point

average (GPA). Required courses for which a “W” is received, must be re-taken.

RE-ENROLLMENTS

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

NON-REGULAR STATUS/EXTENDED ENROLLMENT STATUS

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

circumstances will not be eligible for student financial assistance and must meet with the Chief Academic Officer to determine if the student will be allowed to continue in their field of study. Each situation is determined on a case-by-case basis, and it is the Chief Academic Officer’s discretion to accept the mitigating or extenuating circumstances. In each case, proper documentation will be placed in the student’s file. Any student who is not accepted under these circumstances will be terminated from the institution.

APPEALS PROCEDURES

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

GRADE CHANGE POLICY

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

ADD/DROP POLICY

Adding or Dropping classes before the Add/Drop Deadline (1st and 2nd week of classes)

Students are allowed to add/drop courses through the end of the second week of classes. A Class

Add/Drop Request form must be submitted to the Academic office by the 2nd week of semester. It does not impact grade point average/ attempted credit hours and will not appear on transcript as well.

Dropping classes after the Add/Drop Deadline (3rd week to 9th week of classes)

Beginning the third week of classes through the ninth week of classes, you may withdraw from a course after the add/drop period has ended with no grade penalty. However it impacts attempted credit hours and a “W” will be recorded on your transcript. The official date of withdrawal will be used to calculate percentage of refunds

After the Withdrawal Deadline (after 9th week of classes)

No class may be withdraw after the ninth week of classes. A student must submit a petition in order to withdraw from a course after the withdraw deadline with a proof of documents demonstrating exceptional circumstances.

**** To All Financial Aid Recipients:** Students receiving financial aid are encouraged to contact the Financial Aid Office before withdrawing from a class as this can effect current and/or future financial aid eligibility.

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 18.5 unit and Graduate student wants to take more than 15 units, student needs to submit the “Request for Extra Units” form to Academic office.

ATTENDANCE

Bethesda University 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 participates 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.)

LEAVE OF ABSENCE

Students may request to take a Leave of Absence from enrollment in classes for up to two consecutive semesters. Requests for a leave should be initially made to the Registrar and require university approval. Forms are available from the Academic Office and must be completed prior to the student's absence from

the university. Failure to complete the required form, or to register at the end of the approved leave, will result in the student having to reapply to the university and comply with any applicable changes in admissions, financial aid, and degree requirements as stated in the Re-enrollment Policy of the school

catalog. An undergraduate student who re-admits after an absence of five years may be required to complete a full application for entrance.

The written request must include the length of absence, the purpose of absence, and documentation

verifying the purpose. If the length of absence is more than two consecutive semesters, students must submit an application for readmission.

DROP-OUT POLICY

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

ACADEMIC PROBATION AND DISMISSAL

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

Failure to achieve a minimum GPA after two consecutive semesters may result in dismissal.

PLACEMENT ASSISTANCE

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

RELEASE OF STUDENT INFORMATION

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

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

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

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

TEACHING OUT PLAN POLICY

I. POLICY STATEMENT

Bethesda University (BU) holds student success as our paramount goal. BU is committed to providing students with a complete program. If the University deems that the viability of any program, the University is impractical, BU has planned for the unfortunate situation of having to cease that program’s operations, if necessary.

The only viable option for BU is to commit to teaching out its students in the eventuality of the need to cease operations and to ensure that the resources are available to complete its obligations to enrolled students. The key to this policy is to make certain that sufficient financial resources are escrowed during the years of growth should they be required for a teach-out.

II. PURPOSE

The purpose of this policy is to assure BU students the opportunity to successfully complete the program in which they enrolled. The policy recognizes the student’s time, effort, financial cost, and accomplishment during the period of enrollment, and that the student’s commitment to the program was undertaken to achieve the degree / diploma recognizing such accomplishment at the time of completion. The continuing commitment to student success will remain paramount during this process.

III. PROCEDURE

A. Underlying Principles

The policy adheres to the following principles:

- All stakeholders are required to be notified of any changes to operate including: students, faculty, staff, administration and cooperating organizations.
- Instruction and services will be provided at the same level throughout the completion of any BU program and qualified students will be able to complete their admitted program.
- Once the Board of Trustees approves the decision to close the program, no additional students shall be enrolled in the program.
- The teach-out policy will not result in an increase in any costs to the students.
- Courses required for the teach-out policy will be provided on current campus of the program.
- The University will assist students enrolled in the program who would like to transfer to another program to complete their degree.

- The University commits to providing a schedule to offer all courses needed by students to complete the program in a sequence and on a schedule that will enable them to complete their programs. Students will be expected to take the courses required to complete their programs when offered. Failure of students to take required courses when offered will not obligate the institution to offer the courses again.
- Arrangements will be made to ensure that graduates will have access to their transcripts and records subsequent to closing of the program.

B. Determining the Need to Cease Enrollment and Teach-Out numerous factors can affect the viability of a program. Sometimes the interaction of different factors creates concern, and these factors must be monitored on an ongoing basis so as not to be caught off guard without having sufficient time to counteract the effects of these factors. These can include but are not limited to:

- (a) lower than expected enrollments;
- (b) a softening of the job market;
- (c) difficulty in finding qualified faculty.

BU regularly monitors the following items:

- a) Enrollment patterns at BU and its competitor institutions in similar recruiting areas are charted annually to look for patterns.
- b) Statistics are collected on employment needs in the industry on an annual basis to see if there is a downward trend.
- c) The number of graduating students in the USA are graphed in relationship to employment needs on an annual basis to determine trends.
- d) Faculty salary surveys are conducted on a biannual basis to make certain BU salaries are attractive to hire and retain competent faculty.
- e) Financial results compared with budget expectations are reviewed on an annual basis. Should any of the above indicate a need for modifying projections; the strategic plan will be adjusted. BU will do whatever possible to make adjustments for its ongoing effectiveness and viability. Should this not be possible, the last option, that any program, or the University is no longer a

viable institution, rests with the Board of Trustees. Under those circumstances, the Board would decide if and when it is time to cease enrolling new students and to implement a teach-out policy. The decision would be implemented if and when the following occur: a) enrollment for a two year period has substantially failed to meet the target for two consecutive years; and b) the combination of the reduction in expenses coupled with an inability to raise additional capital fails to prevent increasing operating losses; and c) students cannot be provided with a sustained a quality educational program.

C. Implementing the Teach-Out Policy If at any time a program, the University makes the decision to cease operations the following scenario would be implemented:

- a) After the decision is made, new students will not be admitted.
- b) In the second year following the decision, budget expenses are reduced by reducing faculty no longer needed for first year courses, and eliminating the admissions function of the subject program.
- c) In the third year following the decision, budget expenses are further reduced by the further reduction of faculty following the same approach in the preceding item (b) as applied to second year courses, and a reduction in the faculty development budget.
- d) In the fourth year following the decision to cease operations, faculty will continue to be reduced under the same approach as previously outlined, while a skeletal staff will remain to handle the transition and closing including the securing and transfer of records and transcripts, sale of assets, and accounting including closing the books and a final audit. In addition, career services staff will remain or be arranged to assist those graduates who have not found placement or further graduate education opportunities. All necessary resources to enable this teach-out policy are available in reserved capital resources for BU.

IV. SCOPE / COVERAGE

This policy applies to all programs of the University.

GRADUATION POLICY

Progress Towards Graduation

Students are responsible to meet all degree requirements for graduation. Academic advising is available

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

conduct a graduation audit to determine the courses he/she must take to graduate.

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

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

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

Graduation ceremonies are held after the spring semester. Only students, who have completed all degree or program requirements including financial obligations, will be permitted to participate in the commencement exercises. Students completing their requirements prior to the close of the school year may receive a letter of completion, but will be required to participate in commencement. All graduating

students must file a petition to graduate before the middle of February to be eligible to receive their degree or diploma in that academic year. It is the responsibility of the student to insure that all

requirements have been met prior to the deadline for graduation.

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

GRADUATION REQUIREMENTS

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

BACHELOR OF ARTS

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

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

MASTER OF ARTS IN BIBLICAL STUDIES

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

1. Complete 60 semester hours of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 30 hours of course work at BU.
4. Make application for the degree, fulfill, all financial obligations to the school, and participate in graduation ceremonies.

MASTER OF BUSINESS ADMINISTRATION

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

1. Complete 45 semester hours of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 27 hours of course work at BU.
4. Make application for the degree, fulfill, all financial obligations to the school, and participate in graduation ceremonies.
- 5.

MASTER OF ARTS IN MUSIC

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

1. Complete 48 semester hours of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 24 hours of course work at BU.
4. Make application for the degree, fulfill, all financial obligations to the school, and participate in graduation ceremonies.

MASTER OF DIVINITY

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

1. Complete a minimum of 96 semester hours of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 48 hours of course work at BU.
4. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

DOCTOR OF MINISTRY

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

1. Complete a minimum of 42 semester hours of course work with a minimum cumulative grade point average of 2.7.
2. Complete all required courses for the degree and all proficiency requirements.
3. Complete the last 24 hours of course work at BU.
4. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

GRADUATION RATES AND EMPLOYMENT RATES

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

STUDENT RECORDS

Enrollees are advised that state law requires educational institutions to maintain school and student records for no more than a five-year period. Student transcripts are kept permanently.

RESERVATION OF RIGHTS

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

DISTANCE (Online) EDUCATION

The Bethesda University 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.

The BU uses its own distance education system that offers ease of use, power, speed, and reliability. Course content is delivered through internet pages and class discussions are held. The online courses can be used to complete courses for students who cannot come to campus as regularly due to time and distance restraints.

Students register 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.

Student Privacy Policy

Bethesda University protects the privacy of all students, adhering to the same privacy standards for online students as it does for students studying on the campus. Bethesda University issues a unique user ID and password to each student upon enrollment and each college employee upon date of employment. The user ID is required for both students and faculty to access the 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.

Technical Requirements

Students must have access to a computer if they take online courses. Students may also use the computers in the library or Lab. Students should check their e-mail frequently for communication with their instructors. It is strongly recommended to have personal computers.

Student should have some basic computer skills, such as word processing and a web browsers. If you don't presently possess these skills, you will need to pick up on them fairly quickly. The successful online student knows how to:

- Start, shut down, and reboot a computer;
- Use a keyboard and mouse gracefully;
- Use his or her Internet Service Provider or otherwise gain access to the Internet;
- Access URLs (addresses) on the Internet;
- Use online search tools to locate materials on the web;
- Navigate forward and backward on web sites with links, frames, image maps, and other elements;
- Recognize when a "plug-in" is needed to view a particular web page;
- Print pages in the programs he or she uses, especially web browsers;
- Send, receive, reply to, and forward email;
- Send and receive email attachments;
- Use a word processor and excel;
- Copy and paste text across documents and software applications;
- Save a document or other file to a particular location; and
- Find a file or document previously saved.

Student Responsibilities

In the distance learning environment, students have some responsibilities that are based upon the nature of the learning. In addition to setting and sticking to your own schedule, reading all the assigned chapters and keeping up with due dates, students have responsibilities the below:

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

Instructor Response Time

According to the University policy, grades for all assignments and exams will be available in two weeks after the due date or the exam date. If the time frame varies, the instructor specify in the course syllabus about the expected response time for all submissions.

Academic Honesty

Because of the lack of face-to-face contact in the distance learning environment, instructors try to spend more times to communicate with students. For instance, they should give some online questions that require for students to answer. Otherwise, they may open discussion room on a specific topic. Students must tell their own ideas.

Attendance Policy for Online Course

1) How can we consider “Attendance” in an Online Class?

Regular attendance is important for student’s success in online courses. To comply with federal mandates for student financial aid, participation in two weekly online activities are required for “attendance” in online courses.

To be compliance with these mandates, instructors must mention “Attendance Policy” in the beginning of online class.

- **What is NOT considered as “attendance?”**

Students’ simply logging into a course’s learning management system (Populi) as participation in that course.

- **What are considered as “attendance?”**

Any “**academic activity**” in a given course as participation in that course. For online classes, the activities in the following categories are considered as “academically related”:

- Participating in any assigned activity (e.g., submitting assignment or material, taking examinations, engaging in an assigned study group, providing a self-introduction to the class in a discussion forum designated for this purpose);
 - Completing interactive tutorials or computer-assisted instruction; or
 - Discussing the course’s subject matter (e.g., online with other students, by email with the instructor)
- What **are NOT** considered as an “academic activities?”

Topics other than the course’s subject matter would not be considered as participation, even if the student contacts the instructor to discuss them. For instance, plans about submitting assignments, requests for extensions on deadlines for assignments, notifications of illness, or inquiries about purchasing course materials.

2) Who May Participate in an Online Class?

Students who have registered for an online class may access that class once it is made available at or before the beginning of the term in which it is offered. Only students who “officially” enrolled in an online class may participate in (i.e., attend) that class. A student may have access to an online class, although the student is not officially enrolled in that class until the student has a signed enrollment agreement, if students are not officially enrolled, any academic online activities in a given class are not considered as participation in or attendance of that class. Therefore, a student’s failure to provide a signed enrollment agreement by the time that student exceeds 21 days’ non-participation will result in that student’s withdrawal from that class.

Individual interaction is required to process non-participation, and an instructor and the University will take appropriate actions on non-participation. However, the instructor may, have the right to determine student’s attendance, based upon their weekly online activities. No online activities are considered after reaching 21 days’ non-participation is reported to the University.

3) How Is Non-participation Handled in an Online Class?

The Bethesda University has an 2/3 attendance requirement; there are limited excused absences, which depend on the instructor’s criteria on each class. Absences are counted from the first scheduled class meeting.

An online student who misses more than 1/3 of the class may receive “F,” “W” or “WD.”¹

An instructor has responsibility to formally submit the “F” with the appropriate last participation date for the student with the course’s other grades (i.e., assignment, midterm and so on) at the end of the term.

The above communications with students are university best-practice requirements. To participate in on-line activities is the student’s responsibility. Some on-line classes may have synchronous contents. However, students are still required to give substantial asynchronous interaction.

¹ W: withdrawn by the student WD: withdrawn by the University

4) Does Non-participation Accrue during Scheduled Breaks?

No, if a given course is scheduled on an academic calendar that allows break time to students (e.g., Labor Day, Thanksgiving Break, Memorial Day, Spring Break), a student may still participate in that course during the break. If a student does not do so, however, the scheduled break day(s) do not count toward the non-participation. In addition to normal University business days, however, non-participation does accrue on regular weekend days that are not included in scheduled break time.

5) Does Non-participation Accrue during Temporary Military Duty?

If the temporary military duty is properly reported in advance to the University, then the temporary military duty will not cause the student to exceed 21 days' non-participation. If a student is on temporary military duty, that student is eligible for a temporary leave of absence. When a student is notified of upcoming temporary military duty, the student should provide a copy of his or her orders to Military and Veteran Services in the BU, and the appropriate program director. Suitable arrangements can then be made to accommodate the student's non-participation in the affected class(es). If a student fails to provide advance notice to the University about temporary military duty, any non-participation will result in the same consequences outlined above until the temporary military duty has been adequately reported. Students whose military duty will be over 21 days' non-participation should consult with Military and Veteran Services for appropriate accommodations under the Higher Education Opportunity Act (HEOA).

6) Can Students Have Financial Aid Holds Removed?

Yes, if a student has a financial aid hold due to non-participation in a given course, student's financial status may be resumed after he or she has participated in that course. To recover student's status of financial aid, a student: (1) begin participating in the course that caused the hold and (2) ask the course's instructor to notify Financial Aid that the student has begun participating in the online class activities.

7) Can Students Be Reinstated after Being Withdrawn or Failed for Absenteeism?

Yes, but the student's reinstatement may only occur on the approval from the Chief Academic Officer. To request reinstatement, the student should notify both the course instructor and the Chief Academic Officer, including (1) explanation on the reason why he or she may have a valid reason to be reinstated and (2) some assignments that the student submitted.

Contact

- Online Director: Mr. Justin Kim
Telephone: (714) 683-1380
Email: onlinedirector@buc.edu

F-1 STUDENT GUIDELINES

MAINTAINING LEGAL F-1 STATUS

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

FULL-TIME ENROLLMENT

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

EMPLOYMENT

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

ADDRESS CHANGE



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

SUSPENSIONS/WITHDRAWALS

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

PROGRAM EXTENSIONS

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

COMPLETION OF PROGRAM - OPTIONS

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

OR

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

OR

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

OR

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

TRAVEL AND RE-ENTRY

If you are out of status, you can leave the US and reenter with a new I-20. Student will then be in good F-1 status when reentering the US, however, student will begin F-1 status again, which means that student must be in status for 2 semesters before becoming eligible for CPT or OPT.

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

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

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

I-94 (ARRIVAL/DEPARTURE RECORD)

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

CURRICULAR PRACTICAL TRAINING

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

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

OPTIONAL PRACTICAL TRAINING

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

ELIGIBILITY

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

I-20 TRANSFER

Following is the Transfer Period for students who wish to transfer out of Bethesda University. I-20 transfer period is as follows: The I-20 transfer deadline is always 3 weeks prior to the registration period for the new following semester. Students would not be able to transfer out if they miss the

designated transfer period. If a student fails to register for classes after the transfer period ends, then that student will become out of status.

STUDENT SERVICES

STANDARDS OF CONDUCT

I. PURPOSE (PHILOSOPHY)

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

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

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

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

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

II. STATEMENT OF STUDENT CONDUCT

BU acknowledges that all persons are equally created in the image of God. Everyone has the equal opportunity and access in BU's educational programs and activities. The school does not discriminate on the basis of color, race, gender, ethnic background, age, handicaps or disability, marital or veteran

status in any of its policies, procedures, or practices. Non-discrimination policy applies to admission policy, educational programs, employment, and all other activities that BU provides.

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

III. STANDARDS OF STUDENT CONDUCT

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

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

The standards of BU have been shaped by three sources:

1. Legal Authority

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

2. Spiritual Authority- God's Word

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

3. Mission and Purpose of BU

The mission of this University is to glorify God and His Son Jesus Christ through the development and education of students in spiritual maturity, academic excellence and physical wholeness. The University wishes to establish a climate where education, spiritual, moral and ethical excellence can

be developed in the students as future Christian leaders and professionals. Any conduct that may be seen by the University as being in direct opposition to its mission and purpose may be just reason for disciplinary action or dismissal.

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

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

6. Do I Have to be a Christian to Study at Bethesda?

We know that Jesus loves all peoples of the world. As followers of Jesus, we want to love all peoples too. Non-Christian students are welcome to study at Bethesda University. Non-Christians should, however, be sure they are comfortable studying in a Christian school. All students here must take a few Bible classes and we do not allow practices of other religions on our campus.

Recognizing that preparation for and involvement in the service of Christ requires a lifestyle consistent with an effective Christ-like witness and one which exemplifies a life of integrity and

Christian values, the following are expected of community members:

1. Maintain a blameless testimony. Scripture declares that God has created all persons in His image (Genesis 1:26) and that we are not to be conformed to this world (Romans 12:2), but are to be "holy in all" our conduct (I Peter 1: 15, 16). To maintain a blameless testimony as

Christian leaders, students and employees are expected to totally abstain from participating in either fornication, adultery, or homosexual activities or using pornography, illegal drugs or harmful substances; and profanity, obscenity, and dishonesty including plagiarism are equally unworthy and to be shunned.

2. Respect for Peers and Authority. BU expects every member of the community to demonstrate love, respect, and honor to all other members of the community, whether relating to one's colleagues or to those in authority (Romans 12:10, 1 John 4:21, 1 Peter 2:17, Hebrews 13:16, 17).
3. Discrimination/Harassment. In valuing the rights of all individuals and their contributions (I Corinthians 10:24), we acknowledge all forms of racial and gender discrimination to be violations of God's laws (Acts 10:34). BU is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited.
4. Dating and Marriage. BU expects the highest standard of moral purity to be maintained by members of its community regarding both dating and marriage. God's Word does not condone either pre- or extra-marital sexual activity (I Thessalonians 4).
5. Appearance and Dress. Recognizing that members of BU community are called to be leaders in the Church and in society, the school requires its members to follow the standard of modesty in dress and appearance. Scripture calls believers to be examples to those around them (I Timothy 4:12) and to give no offense to others (I Corinthians 10:32). Thus members of BU community should never allow their appearance to be a stumbling block to another.

IV. STUDENT CONDUCT CODE VIOLATIONS

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

(1) Academic Dishonesty

Cheating

- a) Submitting material that is not yours as part of your course performance.
- b) Using information or devices that are not allowed by the faculty.

- c) Obtaining and/or using unauthorized materials.
- d) Fabricating information, research, and/or results.
- e) Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation.
- f) Collaborating with others on assignments without the faculty's consent.
- g) Cooperating with and/or helping another student to cheat.
- h) Demonstrating any other forms of dishonest behavior.
- i) Copying the work of others or allowing others to copy your work.
- j) Submitting of the same work for credit to more than one course.

Plagiarism

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

(2) Alcohol Possession and Use

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

(3) Assault

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

(4) Classroom Copyright Infringement

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

(5) Classroom Disruption

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

(6) Damage or Destruction of Property

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

(7) Deception

- a) Any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means;
- b) Any giving or receiving of false information to the University or to any University official, administrator, or administrative unit.
- c) Providing false information to law enforcement officials.
- d) Possession of any fake, altered, or any other identification that belongs to another person.

(8) Disorderly Conduct

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

(9) Drug Misuse

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

(10) Failure To Comply

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

(11) False Representation

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

(12) Gambling

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

(13) Harassment

- a) Speech or other expression (words, pictures, symbols) that constitutes fighting words and is sufficiently severe, pervasive, or persistent so as to interfere, limit, or deny one's ability to participate in or benefit from an educational program. Fighting words may include, but are not limited to, words, pictures or symbols that:
 - (i) Are directed to an individual or individuals based on that person's race, color, sex, religion, creed, age, sexual orientation, gender, gender identity, disability, veteran status or national origin.
 - (ii) Threatens violence, tend to incite an immediate breach of the peace or provoke a violent response.

(14) Hazing

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

(15) Joint Responsibility

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

(16) Sexual Assault

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

(17) Sexual Harassment

- a) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (i) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing.
- (ii) Submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual, or
- (iii) Such conduct unreasonably interferes with an individual's work, living environment, academic performance, or creates an intimidating or hostile work or academic environment.

(18) Sexual Misconduct

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

(19) Student Identification Card Violations

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

(20) Theft

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

(21) Threats

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

(22) Tobacco

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

(23) Unauthorized Entry

- a) Unauthorized entry into any University building, office, residence hall, off-campus residence, parking lot, motor vehicle, or other facilities.
- b) Remaining in any building after normal closing hours without proper authorization;

- c) Remaining overnight in public areas of the residence hall or surrounding areas without approval from University Housing staff.

(24) Unauthorized Use

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

(25) Unauthorized Use of Computer Resources

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

(26) Violation of Confidentiality

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

(27) Violation of Federal, State or Local Law

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

(28) Weapons and Firearms

- a) No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, stun guns, and paintball guns) on any property owned, controlled, or leased by the University unless specifically authorized by the administration or as part of a University-sanctioned event.

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

V. DISCIPLINARY ACTION (SANCTIONS)

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

However, when inconsistent behavior elicits disciplinary actions from the university, the attitude and approach of BU is based on a commitment to help the student grow into wholeness. BU is here to provide support, counseling, and guidance alongside its disciplinary actions.

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

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

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

1) Counseling

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

2) Warning

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

3) Grade Reduction

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

4) Probation

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

5) Suspension

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

6) Dismissal

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

VI. STUDENT CONDUCT PROCEDURES

1) Reporting

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

2) Determination of Disciplinary Action

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

3) Notification of Disciplinary Action

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

- a) An email will be sent to the student instructing the student to respond to the charges on or before a specific date.
- b) If a student does not respond to this request as instructed, a hearing will be held in the student's absence and action will be taken as warranted by the facts in the case, which may include disciplinary probation, suspension, or dismissal. The decision from a hearing held in a student's absence will be final. The student will not be afforded an appeal.
- c) Students will not be permitted to enroll in subsequent semesters until their disciplinary case is resolved.
- d) A student cannot drop a course or withdraw from the university to avoid being charged for a violation of the conduct code. If the student chooses not to participate in the process, the case will be heard in the student's absence.

4) Notification of Hearing

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

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

5) Hearing

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

- a) Normally, a hearing will be conducted in private. Hearings may be conducted by alternative means for students who are enrolled in distance learning programs.
- b) The Student Affairs Officer may make an audio recording of the Student Conduct

Board hearings. No other recording devices or court reporters are permitted to record or transcribe a Student Conduct Board hearing. The audio recording is the property of the university and may be reviewed by the accused student or the complainant for the purpose of preparing an appeal. The time and location for such a review is subject to the discretion of the Student Affairs Officer.

- c) The accused student shall have the right to be assisted by an advisor. The advisor will be of the student's own choosing and may be an attorney. The Student Affairs Officer will present the case for the complainant and the university. Advisors, including attorneys, are not permitted to represent accused students in any portion of the Student Conduct Board proceedings, but may only offer advice to the accused student. The accused student may question his or her witnesses, including each other. The accused student will be permitted to review and examine evidence during the hearing, if approved by the university's Student Conduct Board Chairperson.
- e) Pertinent records, exhibits, and taped or written statements may be accepted as evidence for consideration at the discretion of the Dean of Student Affairs.
- f) Procedural questions are subject to the final decision of the Chairperson of the Student Conduct Board.
- g) After the hearing, the Student Conduct Board, along with the Chairperson will go into closed session. The Chairperson may participate in the deliberations of the board. After deliberations, the findings and considerations will be forwarded to the appropriate approving body.
- h) The Student Conduct Board's findings and considerations will be made on the basis of the preponderance of the evidence presented at the hearing.
- i) Upon reaching a decision made by the Hearing Officer or Conduct Board, a taking into account of the Student Conduct Board, a Student Affairs Officer will inform the student of the decision and the penalty via email.
- j) Upon a decision by the Hearing Officer or Conduct Board, taking into account the recommendation and finding of fact, a Student Affairs Officer will inform the student of the decision and the penalty via email.
- k) A Student Affairs Officer will inform students of their right to appeal the decision and be given a written statement of the disciplinary actions.
- k) Should an accused student fail to appear for his/her hearing or choose to limit or withhold a response to charges against him/her, the Chairperson shall nevertheless proceed with the hearing.

6) Notification of Decision

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

VII. APPEAL GUIDELINES

The purpose of an appeal is to review the procedures of the hearing in order to determine if there

has been any error. Students have the right to appeal formal hearing decisions provided relevant grounds for an appeal are cited. All appeal request and responses in this process are transmitted by electronic mail (which accommodates distance learning students).

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

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

1) Grounds for Appeal

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

2) Procedure

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

- (iii) Refer the case for rehearing before another hearing body.
- (iv) Find the accused student not in violation and terminate the proceedings.

VIII. STUDENT COMPLAINTS AND GRIEVANCES

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

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

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

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

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

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

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

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

GRIEVANCE, COMPLAINT AND DUE PROCESS PROCEDURES

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

At BU, we have a goal of providing prompt and equitable resolution to student and staff concerns. Such

concerns can include grievances, complaints, issues related to sexual harassment and issues related to discipline or dismissal. Where possible, we encourage parties to follow policies outlined in Matthew 28. Students are always welcome to discuss concerns with the student dean. Employees are always welcome to speak to their supervisors or the CEO.

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

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

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

1. Procedure

A. Stage One (Informal Process)

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

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

B. Stage Two (Formal Procedures)

If the student wishes to file a formal grievance, he/she must fill out Complaint Form and submit to Student Affairs Office. Upon receipt of the written and signed Complaint Form, the Student Affairs Officer

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

Students with academic grievances may consult the individual faculty members involved and then, if necessary, the Chief Academic Officer. If a grievance is not satisfactorily resolved, the student may appeal directly to the Vice President.

C. Stage Three (Appeal)

If the grievant is dissatisfied with the decision of the Dean of Student Affairs or Chief Academic Officer, he/she may, within five (5) working days of the receipt of the decision, file a written request to the Vice President to review. 1) The Vice President may uphold the ruling of the grievance officer and deny

hearing on the basis that the grievance is without merit. 2) The Vice President may recommend that a Grievance Hearing Committee be convened.

2. Grievance Hearing Committee Process (Due Process)

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

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

3. Final Action (Disciplinary Procedures)

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

IX. STUDENT RECORDS

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

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

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

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 308
(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. If you wish to make a formal complaint, see the above Grievance, Complaint and Due Process Procedures. Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student's behalf, if we know or reasonably suspect possible sexual harassment or sexual violence, we will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

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

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@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.

STUDENT ADVISEMENT

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

Mentor group meeting are required twice per semester. The Mentor Group list will be posted at the beginning of each semester and students need to meet their Mentor by group or individually at the suggested mentor meeting date.

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

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

INTERNATIONAL STUDENTS

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

HOUSING

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

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

STUDENT HANDBOOK

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

NEW STUDENT ORIENTATION

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

STUDENT PARTICIPATION AND SUPPORT

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

PLACEMENT ASSISTANCE

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

STUDENT LEADERSHIP

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

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

STUDENT CLUBS/ ORGANIZATIONS

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

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

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

Student Club Activity Policy

Welcome from Bethesda University's Office of Student Club and Activities!

This manual is designed to be a resource guide for students who are interested in starting a club on campus as well as for those who are already in club leadership.

It is filled with practical insights on everything you will need in order to run a successful student club within the Bethesda community.

The Club Coordinator (studentaffair@buc.edu) is your primary liaison with the university in matters ranging from facility requests, to club funding, and club management. We are here to help make your student club the best it can be. If you have any questions or need assistance, please feel free to stop by the office, #311, located in the third floor of Bethesda University.

Student Club and Activities

I. Establishing a Student Club

1. To register a Club

This program is designed to provide a unique opportunity for those with similar interests to meet together to learn, grow and build community. This is a manual to give information for those interested in starting a Club, requirements for clubs, and responsibilities of student club in order to be a recognized college club.

The procedures to registering for a recognized college

All student clubs desiring to be officially recognized as a student club by Bethesda University are required to register through the department of Student Affairs of Bethesda University, Clubs should fall into one of following categories:

- 1) Hobby or Skill development
- 2) Community Services
- 3) Cultural Affinity interest group
- 4) Academic development focus group
- 5) Athletic interest group
- 6) Christian faith based group

Note that new club request will be considered on a case by case basis according to the criteria as follows:

1) Uniqueness of club application- If you are interested in starting a new club that overlaps in mission and activities of an already established club, You will be recommended to get involved with the current club's activity. If the purpose of a new club registering to be a college recognized group, whether it is unintentionally or intentionally, is conflicted with the philosophy and spirit of Bethesda University,

Bethesda Student Club Activity must officially consider it to be whether it can be a recognized club or not.

- 2) Annual Budget
- 3) Risk and Insurance
- 4) Space availability in Bethesda's Campus

2. Requirements to be a college recognized club

All student clubs must follow these application guidelines:

- 1) New Club Application has to be completed.
- 2) New Club starting members are required to meet the director student club activity.
- 3) New Club starting members are required to receive Advisor Agreement Form

Student Club Application requires to get approvals from administrative procedure as following;

- 1). Student Club Activity has to assess the new application according to the Bethesda's founding

philosophy, mission, vision, spirit. The director may require club applicants to submit additional documents about their potential function and explain the purpose of new club.

2) Risk and Insurance administrator: It assesses the application for any necessary adjustments to physicality, determining if insurance is required, or any other liability concerns that may exist. The risk and Administrator may also ask to alter proposed activities if they are uninsurance.

3) CLUB Activity Budge: SCU has to complete a final review of the application for completeness and adherence to Bethesda University policies.

II. Student Clubs Responsibilities

Registered student clubs and club officers are held responsible for the following responsibilities:

- Must operate in a way consistent with the Bethesda University and Student Club's mission and vision as well as the Bethesda University's policies.
- The Director of student clubs has the right to deny the recognition and formation of a club based on the University's Mission, the Community Standards, or liability concerns.
- A student club and its officers may be held collectively and/or individually responsible when violations of this code occur either during an event sponsored by the organization or by an individual representing or associated with that club. The following sanctions may be imposed upon clubs: probation, fines, loss of privileges, other educational sanctions, or deactivation. Deactivation includes a loss of all privileges, including University recognition for a specified period of time. Individual students are subject to other sanctions as described above.
- Officers must maintain an active program and fulfill the purpose of the group as stated in their constitution.
- All clubs must maintain accurate records of income and expenditures. Failure to do so jeopardizes the club for being eligible to receive club funding.
- If a club has a negative balance they will be notified by accounting and by the Club director when financial statements are available. Club presidents need to work to clearly explain the negative balance to the Director of Student Clubs

STUDENT COUNCIL

Student Government

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

Constitution and Bylaws

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

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

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

Intramural Activities

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

Student Events

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

CHRISTIAN SERVICE & SUPERVISED MINISTRY

Just as medical doctors have internships, those preparing to serve God and the Christian community more effectively should have hands-on experience in Christian service. Since Bethesda University is uniquely concerned with preparing God's people to become full-time or lay leaders in Christian ministry, all bachelor level students are required to participate in ministry outside of the classroom experience. BA students enroll in six Christian Service classes, each worth 0.5 credits and M.A. students enroll in three

Supervised Ministry classes and M.Div. students enroll in six Supervised Ministry classes, each worth 1.0 credit. Supervision, evaluation and recommendations will be provided by the Christian Service Director, and in some cases by a ministry supervisor or mentor. Jesus provided the model of equipping disciples by including practical ministry as a part of training. This model enables students to practice in their field of study. Ministry experience is a necessary component of developing Christian maturity. A major goal of this practical training is to help students discover their gifts, talents, abilities and calling from God. This service also allows students to validate or invalidate the concepts they are forming in the classrooms. The input of various Christian leaders who serve as Student Ministry (Christian Service) mentors is also valuable. Of additional importance is the fact that student ministries give students the opportunity to glorify God and meet human needs.

Christian Service & 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 on minimum 10 hours per semester and “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 need to register “Supervised Ministry I-VI” during 6 semesters until graduation.
- (c) At least 10 Chapel attendances are required for a semester.
- (d) “Ministry Report” submission is required. Please drop off the Ministry report to the Theology Dept. office at the end of each semester.

2. 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

3. 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.

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, Bethesda University will celebrate Constitution Day on Monday, September 17, 2018.

Constitution Web Sites

The National Archives Experience (<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>)

- 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>)

- 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.

METHOD OF DISCLOSURE

The BU Financial Aid Office provides information through various channels, including publications such as the university's financial aid brochure, Web sites, My BU student portal, e-mails and catalogs (electronic and print). The BU FAO e-mails a variety of important information to the student's primary e-mail address. The FAO will use this as the primary means for contacting students. The FAO uses the BU portal page, main FAO Website and FAQ Web site to notify students of any targeted or general announcements. Students may find other consumer information topics throughout the **BU Website**.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.

Bethesda University 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 Bethesda University. This policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). To obtain transcript copies of work completed at Bethesda University, 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. Bethesda University reserves the right to contract a student's parent(s) or guardian(s) when a situation is deemed extreme, endangering the student or Bethesda University community.

Bethesda University 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/her self: name, gender, enrollment status, permanent address, dates of enrollment, classification, degree programs, majors, date of graduation (anticipated or actual) from Bethesda University, 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 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. General questions and comments may be directed to the Office of Registrar at 714-517-1945.

HEALTH SERVICE

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. 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

Bethesda University 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 present 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

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

VOTER INFORMATION

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 CBD College will distribute to all enrolled students, in a separate email message devoted exclusively to voter registration, the voter registration information, including where voter registration forms could be obtained.

INTERCOLLEGIATE ATHLETIC PROGRAM

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

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>.

Bethesda University, 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 BU school homepage(www.buc.edu/web2/20_student_right_to_know_act). 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.

LIBRARY

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.

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 “베데스다”.
Click on “베데스다 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 : **Bethesda18**

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 Bethesda University may establish borrowing privileges at Libraries mentioned above on a mutual use basis.

Above libraries provide direct loan service to eligible and properly identified members of the Bethesda

University for unrestricted and available materials upon presentation of proper identification, the completion of the library card registration form, and the issuance of a library card.

The borrower is subject to the rules and regulations established by the lending library including those rules that govern access to and the availability of library materials, loan periods, renewals, delinquency, and lost materials charges. The borrower is responsible for knowing these library rules. The borrower is expected to protect materials and return them directly to the lending library by the due date. Charges for late materials are due upon return of the late item(s).

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

SCATLA

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

SCATLA Directory

AZUSA PACIFIC UNIVERSITY (James L. Stamps Theological Library)
BETHEL UNIVERSITY (Price Memorial Library)
BETHESDA UNIVERSITY
BIOLA UNIVERSITY (Biola University Library)
CALIFORNIA BAPTIST UNIVERSITY
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

FINANCIAL INFORMATION

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

TUITION AND FEES*

Application Fee		
Domestic	\$50.00	
International	\$100.00	
Library Fee (each semester)	\$40.00	
Tuition per semester hour		
	Resident (New***)	International Student
Undergraduate:		
Religion – General Education	\$265.00	
Religion – Professional Studies	\$235.00	
Other	\$265.00	\$285.00(B.A.)
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	
Late Registration Fee	\$100.00	
Late Tuition Fee	\$90.00	
Independent Study Fee additional (per semester unit)	\$70.00	
Graduation Fee	\$100.00	
Transcript Copy Fee	\$5.00 (\$10 for same day processing)	
Technology Fee	\$40.00	
Audit Fee (per unit)		
Undergraduate	\$50.00	
Graduate	\$75.00	
Student Association Fee		
Undergraduate	\$20.00	
Graduate	\$30.00	
I-20 Processing Fee	\$200.00	
Diploma Replacement Fee	\$20.00	
Identification Card Replacement Fee	\$10.00	
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

THE NUMBER OF SEMESTER UNITS REQUIRED FOR DEGREES**

Bachelor of Arts in Religion	
Biblical Studies	126 units
Pastoral Ministry	126 units
Christian Education	126 units
Missions	126 units
Bachelor 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	BS	12	\$265 \$285	\$3,180 \$3,420	126	\$34,290.00 \$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	\$15,965.00 \$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 Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;
- Bethesda University 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 Bethesda University.
- 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 owed, 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.

SCHOLARSHIPS

SELECTION PROCEDURES

1. The Composition of the Scholarship Committee

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

2. Rules for Selecting Scholarship Recipients

- a. The Scholarship Recipient must be a current full-time Bethesda University student and must have been a full-time student in the previous semester. Full-Time undergraduate level students must be enrolled in at least 12 units and full-time graduate level students must be enrolled in at least 9 units to be eligible for a scholarship (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 Bethesda University for undergraduate students.

2. Young-San Scholarship**NOMINATION****Apply:** Every semester.**Amount:** \$1,500**Who:** (1) Graduate Student with the best GPA.**Criteria:**

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

3. 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 Bethesda University Athlete

Criteria:

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

9. Bethesda Undergraduate Alumni Scholarship

APPLICATION

Apply: As an entering student.

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

Who: Bethesda Undergraduate Alumni

Criteria:

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

10. Religious Worker Scholarship

APPLICATION

Apply: Can apply up to two semesters.

Amount: \$850 for Undergraduate and \$720 for Graduate

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

Criteria:

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

11. Sibling/Family Scholarship

APPLICATION

Apply: Every semester

Amount: 15% Tuition

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

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 Bethesda University students.

***Note:** Representatives Department

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

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) Bethesda University Alumni Scholarship

Can be applied through the Alumni Association.

(3) Nomination Scholarship

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

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*

FINANCIAL AID

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

Financial Aid at Bethesda is based upon need. Need is defined as the difference between the cost of attending Bethesda and the Expected Family Contribution (EFC) toward the cost.

<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 Fee	\$180
Library Fee	\$ 40
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 \$6,195 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 \$3,098 Fall/ \$3,097 Spring. The Expected Family Contribution (EFC) range for 2018-19 Pell Grant eligibility is 0-\$5,576.

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 Bethesda 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 2018-2019 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 internet 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 2018 and spring 2019, 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 2018 or spring 2019, 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 July 1 ,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%

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 FASFA and GPA verification is required by March 2nd, 2018.**

More than 24 units earned at Bethesda University: Request from the Office of the Registrar.
Less than 24 units earned at Bethesda University: 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. Bethesda University’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.

<R2T4 POLICY>

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 cease attendance from all classes on or before the 60% point in each payment period or period 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 cease 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

withdrawals 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 Bethesda University, 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.

Bethesda University 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, Bethesda University 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 Bethesda University

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 Bethesda University to Title IV programs will be charged back to the student's account at Bethesda University. The Accounting Office will notify the student of any outstanding balance now due to the institution as a result.

Timeframe to Return Funds

Bethesda University 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 Bethesda University'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
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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/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

Bethesda University 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 Bethesda University's analysis, will receive University grant funds according to the packaging policies outlined in this booklet. The Cal Grant reduces Bethesda University 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 Bethesda University, the renewal evaluation will be conducted by the Bethesda University 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	- Access award (living allowance) only in the first academic year of attendance

	- Tuition and fee plus access award thereafter
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(8) New recipient annual award amounts

Cal Grant A	Cal Grant B
\$9,084	- 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, 2019	March 2, 2019

(2) Population served

Cal Grant A	Cal Grant B
2018-19 or 2019-20 high school graduates with at least a 3.0 high school GPA	2018-19 or 2019-20 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, 2019	March 2, 2019

(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.

Bethesda University 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

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 Bethesda University.

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 Bethesda University 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 Bethesda University

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.

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

General Institutional Information and Voter Information

All inquiries to assist enrolled or prospective students in obtaining institutional information should contact the General Affair. 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 CBD College will distribute to all enrolled students, in a separate email message devoted exclusively to voter registration, the voter registration information, including where voter registration forms could be obtained.

Student Financial Assistance

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

ACADEMIC CALENDAR (2019–2020)

FALL SEMESTER, 2019

New Student Orientation & ESL Placement Exam	Aug 13
New Student Registration	Aug 13- 16
Faculty Development Day	Aug 15
First Day of Classes	Aug 19
ADD/DROP Period	Aug 19 - 23
Last Day to ADD/DROP Classes with a Full Refund	Aug 23
Last Day to request Drop without a “W” Grade	Aug 30
Labor Day- No School	Sep 2
Winter Session 2020 Course Registration	Oct 28 - Nov 1
Spring Semester 2020 Course Registration	Nov 19 - Dec 6
Thanksgiving Reading Week	Nov 25 - 29
ESL Final Week	Nov 18 - Nov 22
Last Day to Request “Incomplete”	Nov 29
Final Examination Week	Dec 2 - 6
Official End of Semester	Dec 6
Christmas Holiday	Dec 24 - 25
Final Grade Deadline (Campus Course)	Dec 20
Final Grade Deadline (Online Course)	Dec 27
Grade Change Request Deadline	Jan 3, 2020

WINTER SESSION, 2020

Winter Session 2020 Course Registration	Oct 28 - Nov 1
First Day of Class	Jan 6
Martin Luther King Jr. Day – No School	Jan 20
Official End of Session	Feb 14

SPRING SEMESTER, 2020

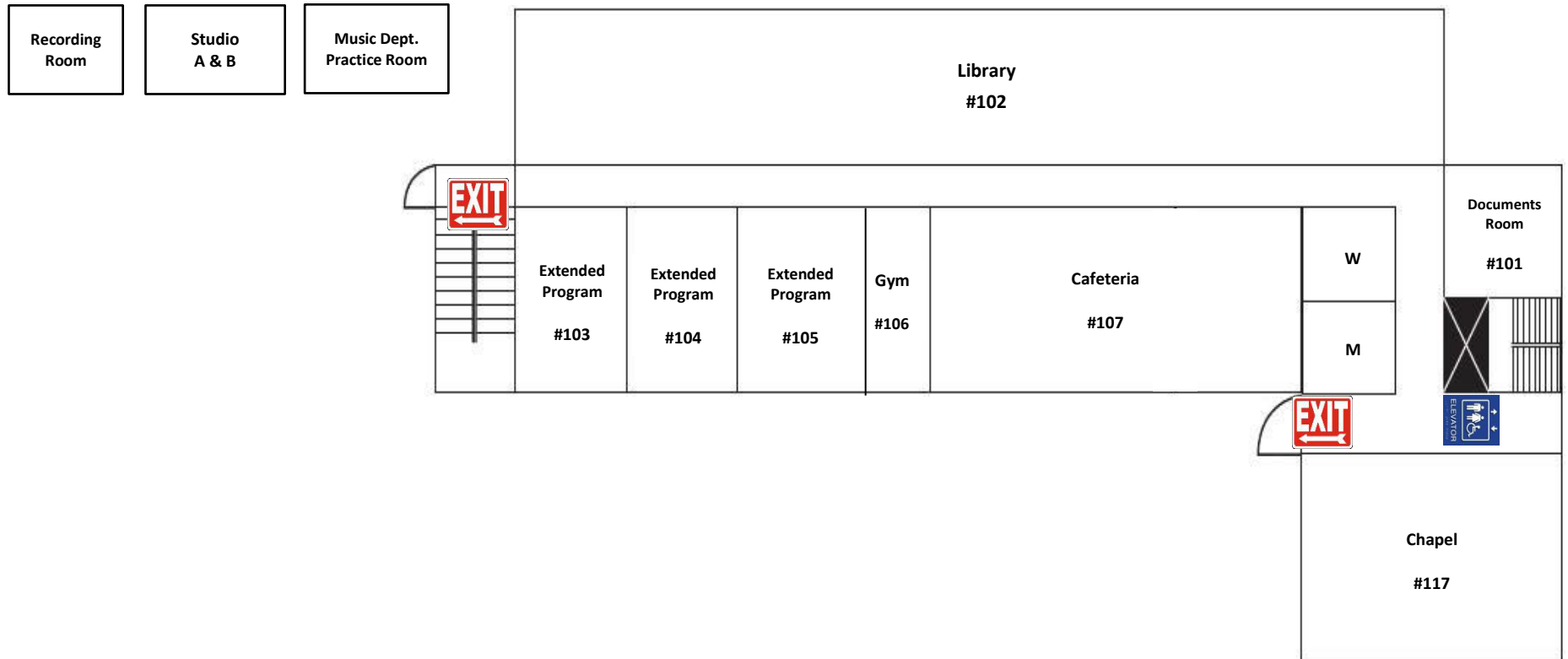
New Student Orientation & ESL Placement Exam	Feb 11
New Student Registration	Feb 11 - 14
Faculty Development Day	Feb 13

President’s Day – No School	Feb 17
First Day of Classes	Feb 18
ADD/DROP Period	Feb 18 - 24
Last Day to ADD/DROP Classes with a Full Refund	Feb 24
Last Day to request Drop without a “W” Grade	March 2
Easter Break – No School	Apr 13 - 17
Summer Session 2020 Course Registration	April 27 - May 1
Memorial Day Holiday – No School	May 25
Fall Semester 2020 Course Registration	May 25 - June 5
ESL Final Week	May 25 - May 29
Last Day to Request “Incomplete”	May 29
Final Examination Week	June 1 - 5
Official End of Semester	June 5
Commencement	June 13
Final Grade Deadline (Campus)	June 19
Final Grade Deadline (Online)	June 26
Grade Change Request Deadline	July 3

SUMMER SESSION, 2020

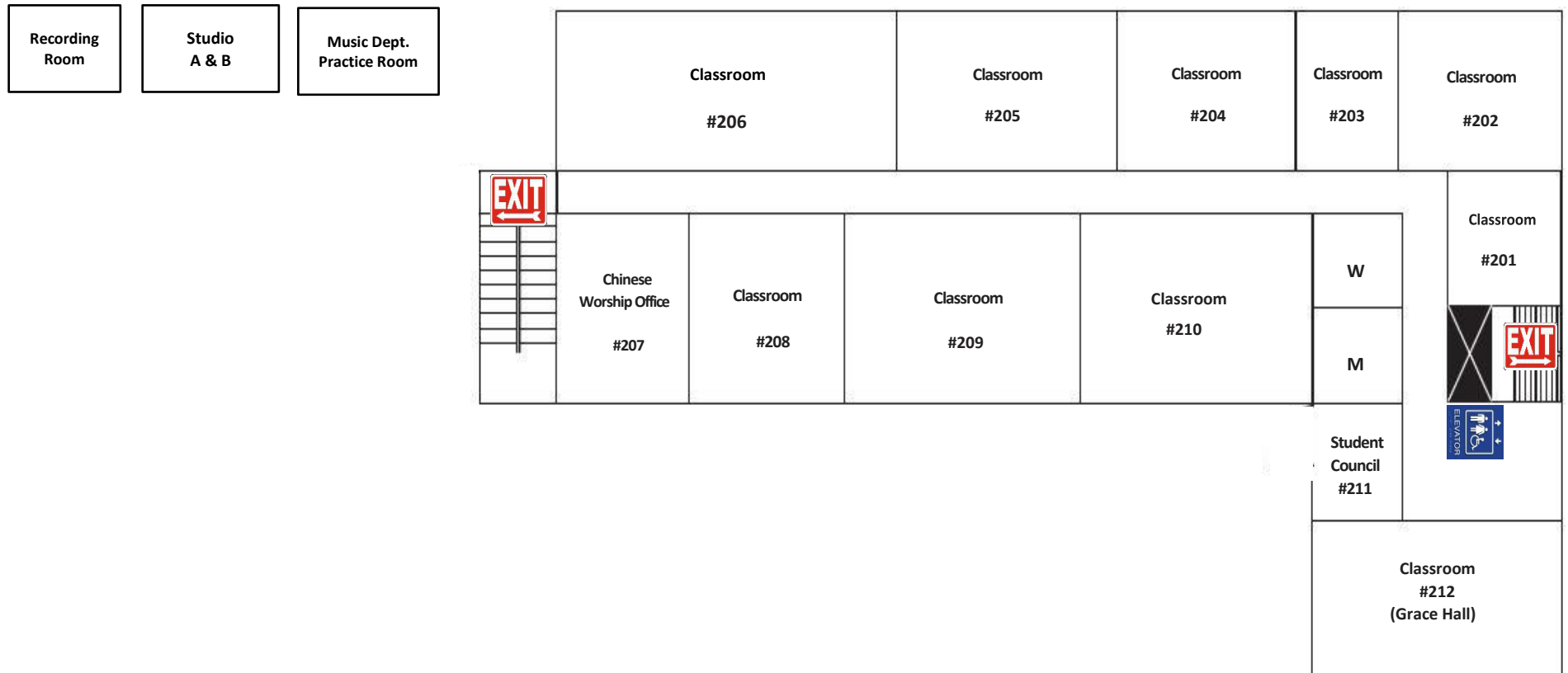
Summer Session 2020 Course Registration	April 27 - May 1
First Day of Class	June 22
Independence Day – No School	July 4
Official End of Session	Aug 14

EMERGENCY MAP



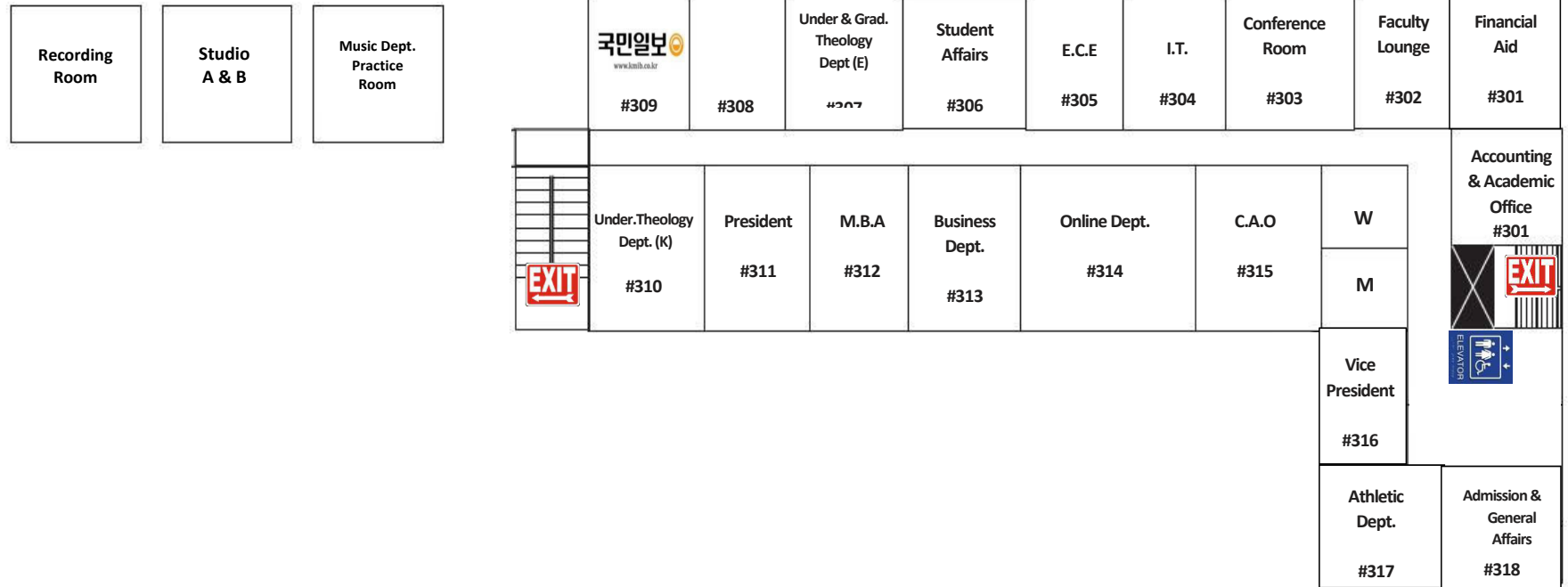
(1st Floor)

EMERGENCY PHONE #911



(2_{nd} Floor)

EMERGENCY PHONE #911



(3rd Floor)

EMERGENCY PHONE #911