

CATALOG

2019 – 2020

(October 1, 2019-September 30, 2020)



Western Covenant University

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Message from the President

Dear students who want to pursue truth and excellence:

There are many universities and colleges around the globe. However, Western Covenant University (WCU) was established to be a beacon of truth for this dark world. So many religions and their leaders have come and gone like flood. The extreme selfishness and lost morality overflow the empty bowl of reality. And yet, here is the educational goal for the Western Covenant.

Only contending for the truth and discovering the visionaries who are willing to sacrifice will chase the shadow away and recover the society that has long lost moral value and truthfulness.

You the beloved prospective Western Covenant student:

WCU has great plan and educational ideology to suit your need for the righteous faith so that we may be the stepping stone to your promising time and eternity. We have a vision based on the Word of God. "Your beginning will seem humble, so prosperous will your future be." (Job 8:7)

If you are willing to set out to invest your valuable time, talent and treasure at the Western Covenant, we would share with you the partnership to be the bearers of the Light and Truth of the World.

May we challenge you with an invitation from God's promise for better scholarship and more mature faith in the Lord!

David Oh

President

General Information

Mission Statement

WCU exists to serve the Church and community by equipping students to be Christlike leaders through biblically, academically, and professionally excellent educational programs.

Institutional Objectives (Goals):

As a faith community, WCU has the following objectives:

1. To assist students in deepening their relationship with God and exploring biblical truth.
2. To help students uphold Christian lifestyle and commit themselves to biblical truth.
3. To provide educational programs and curriculum biblically based, academically strong and practically career supportive.
4. To prepare students with proper ministry capability for service in the church and community.
5. To maintain excellent faculty for optimal teaching and student advisement.
6. To enhance physical environment and educational resources for student learning.

Faith Statement

1. Bible to be the inspired and only infallible and authoritative Word of God
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, future return to his earth in power and glory to rule over nations.
4. The man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God.
5. We believe that there is a personal devil that is a father of liars, seeks to tempt and separate people from God.
6. The only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus.
7. Regeneration by the Holy Spirit is essential for personal salvation.
8. The redemptive work of Christ on the cross provides healing of the human body in

answer to believing prayer.

9. The Church is the body of Christ, of which He is the Head, and that it is composed of all true believers.
10. In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
11. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Philosophy of Education

WCU maintains its Educational Philosophy that is reflected in the curriculum and operation of the institution. The Board and faculty annually review it. WCU's educational philosophy is as follows:

The quality of the educational experience at WCU is fostered by the close human and intellectual relationships between students and faculty and by the open exchange of ideas. The University is committed to creating a learning community in which people from diverse backgrounds and cultures are valued for the breath of their perspectives and are encouraged in their intellectual pursuits.

The university's instructional programs are designed to challenge students not only to acquire knowledge but also to develop the skills of critical analysis, careful reasoning, creativity and self-expression. Equally important, students learn to understand and evaluate the sources and methods from which knowledge derives. Thereby, they come to appreciate the contingency of all knowledge and to realize that education is a life-long process.

WCU's special character emerges from its commitment to effective teaching, high standards of scholarship, ongoing professional development; and to its policy of promoting diversity in the faculty, staff, administration, and student population.

History of the Institution

WCU received an approval to operate from BPPE (Bureau for Private Postsecondary Education, California) in 2004. Dr. Frank F. Turner became the first president of WCU and served until 2006. In early 2005, under the leadership of Dr. Turner,

the institution established its branch campus in San Diego. Later, the main campus moved to Summit Valley. However, due to the upheaval of circumstances, the institution was inactive for almost 10 years.

In 2014, our new president, Dr. David Oh, felt a spiritual calling from the Lord and thus began to lead WCU in Los Angeles (1930 Wilshire Blvd., #1010, Los Angeles, CA 90057) as a mission-oriented university.

In 2015, WCU moved to a better location more suitable for students in pursuing their education. As a result, the university is currently located within the premises of the Korean Education Center in Los Angeles (680 Wilshire Pl. Suite 310, Los Angeles, CA 90005).

Along with Dr. Oh's leadership, the University has been striving towards providing a better education for the next generation. In April 2016, the University received an approval from SEVIS to issue I-20 for international students. The university focuses on teaching students the biblical truth and meaningful subjects from a biblical perspective. This will equip our students to provide helpful services to the churches and their community. WCU is committed to equipping students with biblical insight and hopes to inspire them to go out into the world to serve people and to glorify God.

Name of the Institution

The name of the institution, "Western Covenant University," (WCU) clearly reflects its mission. "Western" indicates the location of the institution, namely the west side of the U.S. and the word "Covenant" appears both in the Old and New Testaments.

WCU currently offers master's degree program, Master of Arts in Religion (MAR). According to the standards set forth by the State of California, the nomenclature "university" can be used for the institutions offering master's programs or higher.

Ethical Values and Standards

WCU's ethical values centers on a strong commitment to Christlikeness. These values are based upon the Word of God and adhere to biblical principles as understood and taught in the Evangelical community of faith.

In this vein, as members of the WCU community we endeavor to

- honor God and commit us to the person and model of Jesus Christ;
- develop personal integrity and character by applying biblical values to our lives;
- understand and accept the responsibilities of living in a multi-cultural society
- transcend the limitations and errors of the prevailing culture, choose and hold to the path for biblically true life.

In order to develop continuously as a community growing in truth, Christian character, and service, the University invites its members to a life lived in response to the claims of the Kingdom of God, in which the transcendent realities of the gospel are brought to bear on the real-life challenges which they face as citizens of the twenty-first century.

Nondiscrimination Policy

WCU does not discriminate on the basis of race, color, creed, sex, national origin, age, physical disability, marital or veteran status, personal appearance, family responsibilities, political affiliation, source of income, sexual or affectional preference, the exercise of statutorily or constitutionally protected rights, or on the basis of the exercise of conduct consistent with the university's policy on academic freedom in the administration of any of its educational policies, programs, or activities, admission policies and procedures, scholarship and loan programs or other university administered programs. The University ensures the rights of all individuals to equal employment opportunity and excludes from its employment policies any consideration not directly and substantively related to merit and performance. The nondiscrimination policy of the University is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

* Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq. (pertaining to handicap/disability);

* Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq. (pertaining to race, color and national origin);

* Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq. (pertaining to discrimination in employment based on race, color, religion, sex, and national

origin);

* Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (pertaining to sex);

* The Age Discrimination in Employment Act of 1975; and

* The Americans with disabilities Act of 1990.

In compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the University does not discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era, or because of their medical condition. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University subscribes to the fundamental importance of a multicultural and diverse workforce and student body and seeks to enhance the pluralism in its programs and in the makeup of its student body, faculty and staff by actively encouraging applications from members of all groups that are underrepresented in higher education.

The university does reserve the right to select students based on academic performance, religious commitment, philosophical compatibility and willingness to cooperate with the university's administration and abide with its policies, procedures, rules, regulations and standards.

Approval/Accreditation

1. BUREAU OF PRIVATE POSTSECONDARY EDUCATION(BPPE)

The University received approval to operate on July 19, 2003 by the Bureau for Private Postsecondary and Vocational Education(BPPVE). The University was fully approved on October 18, 2004 by Bureau for Private Postsecondary Education(BPPE). The University is a private institution that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The University may not imply that the Bureau endorses programs, or that Bureau approval means the university exceeds minimum state standards.

For more information, please refer to the Bureau for Private Postsecondary Education

(BPPE). More information about BPPE can be obtained at <http://www.bppe.ca.gov> or at:

Physical Address:
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834

Mailing Address:
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959 Fax Number: (916) 263-1897

2. TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS

Western Covenant University was awarded Candidate for Accreditation status as a Category III institution with the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org], on April 24, 2018. This status is effective for a period of five 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).

Transnational Association of Christian Colleges and Schools

15935 Forest Road
Forest, Virginia 24551
info@tracs.org
Phone Number: (434) 525-9539
tracs.org

ABOUT THE CATALOG AND DISCLOSURE

Prior to enrollment, the University provides a prospective student, either in writing or electronically, with a school catalog. The electronic version of the catalog is uploaded at the University's website.

“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.” When students are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

WCU does not offer distance education.

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;

Address: 1747 N. Market Blvd, Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

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.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

“The transferability of credits you earn at WCU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the education program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 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 WCU to determine if your degree or certificate will transfer.”

Location and Contact Information

Main Campus

Western Covenant University
680 Wilshire Place, # 310, Los Angeles, CA 90005

Web site: www.wcuniversity.com

E-Mail: info@wcuniversity.com

Tel. [213-293-1771](tel:213-293-1771); Fax. [213-896-7265](tel:213-896-7265)

Class sessions will be provided at WCU, 680 Wilshire Place # 310, Los Angeles, CA 90005.

Teaching Site

The JeJu teaching site is located at 142 Youngsu-gi, Hangyeong-myeon, JeJu 63038, South Korea.

Tel. 82-07-7569-1392

82-064-772-1999

Email: info@wcuniversity.com

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one-degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates

shall have its approval to offer degree programs automatically suspended.”

Institutional Representative Initials: _____ Student Initials: _____

Date: _____ Date: _____ "

INSTITUTIONAL POLICY

ACADEMIC POLICIES

Admission Process

WCU is an institution that strives to bring to its campus students who are committed to personal and intellectual growth. The University welcomes applications from students who will contribute to, as well as benefit from, the university experience; who are creative, motivated, self-disciplined and committed to Christian learning.

The following materials are required before a decision on admission can be made:

1. Official transcripts of all academic work taken since graduation from high school. A final official transcript indicating that the bachelor's degree has been granted should be submitted. If the bachelor's degree has not been granted at the time that the student applies for admission into a M.A. degree program, then the student — upon reception of the bachelor's degree — should immediately make arrangement to have an official transcript sent to WCU indicating that the bachelor's degree has been granted.
2. Application Form: an application is valid for one year.
3. Payment of the application fee — \$200.00 (nonrefundable).

APPLICATION ACKNOWLEDGMENT

Student applicants may expect to receive acknowledgment of their applications within three weeks of filing an application. WCU advises prospective students that they must supply complete and accurate information on the application for admission and on all other university forms. Further, applicants must submit authentic and official transcripts of all previous academic work attempted as well as all records of military and vocational training. Transcripts will be evaluated, and credit will be given, as appropriate, in accordance with the university's transfer credit and assessment of prior training policy. Failure to file complete, accurate and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion. A transcript is official if:

- (a) it is sent directly from the school of origin to the Office of Admissions and Records

at WCU

(b) bears the official seal of the school of origin and the Custodian of Record's signature
(c) is approved after being reviewed by WCU's Office of Admissions and Records.

The responsibility for assuring that official transcripts reach the Office of Admissions and Records rests with the applicant. All transcripts submitted to WCU become the property of the University. The Office of Admissions and Records will not provide copies. Unofficial transcripts will be accepted for preliminary evaluation; however, official transcripts must be on file before official admission to a degree or certificate program will be granted to qualified applicants.

Classification of Students each student applicant will be placed in one of the following enrollment categories: Regular Standing — Students who meet all the admission requirements to the University and for a program, i.e., have no deficiencies and there are no reservations, are admitted to WCU and are granted the status of Regular Standing in their selected program. Only students who have Regular Standing may officially become a candidate for the master's degree.

ADMISSION REQUIREMENTS FOR MA DEGREES

Responsibility for admission decisions is vested in the Graduate Admissions Committee (GAC). All applicants seeking admission into a M.A. program must first meet the general admissions standard of and be admitted into the University. In addition to the general requirements for admission to the University, applicants for M.A. degree programs must also meet the following requirements.

Undergraduate preparation for the M.A. Degree:

1. Completion of a bachelor's degree from a college or university accredited by an accrediting agency recognized by the U.S. Department of Education, from an institution approved by the Bureau for Private Postsecondary Education or from a national or international institution that meets these standards.
2. A cumulative grade point average of 2.5 or higher (on a four-point scale) in all baccalaureate work.

Based on individual merit, at the discretion of the GAC, an applicant whose grade

point average is below 2.5 may be admitted into the program on a provisional status — requiring the applicant to complete the first 12 credit hours of graduate level courses with grades of “B” or above before receiving further consideration for regular standing in a M.A. degree program.

1. Application of Admission
2. Student Enrollment Agreement
3. Attendance Policy
4. Insurance Policy
5. Declaration
6. Official Transcript/Diploma

MAR PROGRAM GRADUATION REQUIREMENTS

A candidate for the Master of Arts Degree shall have:

1. Successfully completed an approved M.A. program with a minimum cumulative grade point average of 2.5 or better, while having received no more than two (2) letter grades of less than a B or two grades of B-, C+, or C.
2. Successfully completed either the integrative seminar, field education, thesis/or project option.
3. Filed all the necessary graduation forms in accordance with the timetable provided by the School of Theological Studies.
4. Successfully completed all degree requirements within the maximum time limit allowed six (6) years, or within an officially approved time extension.
5. Settled all financial obligations to the University.

Credit Hour Requirements the M.A. degree requires a minimum of 96 credit hours of graduate course work (3 years). Students may receive a maximum of six (6) credit hours for completion of EO 715, Field Education and RM 710; EO 716, Integrative Seminar and RM 710; EO 717, Project Option and RM 710 and EO 718, Thesis Option and RM 710.

Provisional Standing

If a student meets the entrance requirements of the University and the requirement for admission to a program but has only unofficial transcripts on file because official transcripts are not immediately available, he/she may be admitted to the program as a Provisional Standing student to provide time for receipt of official transcripts. If the Office of Admissions and Records does not receive the documentation within one (1) quarter, the student will be prohibited from undertaking further coursework until official documents are received. When the Office of Admissions and Records receives the official records, the student will be eligible to be reclassified as a Regular Standing student.

Coursework completed satisfactorily while on Provisional Standing counts towards graduation, if it meets a program's requirements. Special Standing (Non-Matriculated) — Students who satisfy the entry requirements for a program and the course prerequisites for a course, who do not plan to earn a degree but want to officially take selected courses, may be granted Special Standing status in the program. Such students must successfully petition the course's instructor and have his/her approval prior to registration in a course. All such petitions will be considered on a space available basis.

Auditor — Students who wish to attend classes for personal enrichment and not for academic credit may be granted Auditors' status. Auditors are not obligated to actively participate in coursework or course activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or requisite requirements. Students who wish to audit a course must first gain the instructor's approval. An abbreviated admission process is available for auditors, who are admitted to courses on a space available basis.

Ability-to Benefit, Prior Experiential Learning, Challenge Exams, and Achievement Tests

WCU does not acknowledge Ability-to-Benefit policy, student's prior experiential learning, challenge exams or achievement tests.

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

Admissions

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

Transfer

To become eligible for transfer to WCU from another American college, approval must be obtained from the previous school attended and the US Immigration and Naturalization Service.

International Students

WCU is authorized under federal law to enroll non-immigrant international students by the issuance of SEVIS I-20 Form as certification of eligibility for admission. The needs of students studying at WCU on an F-1 visa are unique and require additional attention to meet their needs. WCU recognizes that these students need more help than domestic students in adjusting to student life at WCU. Although the university does not operate dormitories, ample housing is available within the local community.

To comply with INS regulations, international students carrying the F-1 student visa must maintain a full-time load (at least 9 units for graduate program) during each quarter.

International students must complete the same admissions process as domestic freshman or transfer students. They must follow the following procedure:

- Download an application.
- Send in an application and all required documents and financial payment.
- Be approved for their degree program.
- Affidavit of Financial Support. Submit annual financial certification showing financial sponsorship for duration of planned study. Financial aid, with the exception of institutional talent scholarships, is not available for international students.

Students submit Certificate of Bank Deposit in US dollars to cover 100% of basic costs of first academic year before the I-20 form is issued.

Certificate of Bank Deposit (for the last 3 months, \$20,000)

- Once the international applicant is accepted, WCU will send various documents including the I-20 form. The new student including transfer student is required to pay \$200.00 of I-20 initial processing fee before WCU processes I-20 (Paid to USCIS).
- Receive an I-20.
- Receive an F-1 visa to attend as a non-immigrant international student.
- Arrive approximately within 30 days of when the semester begins.

(It is mandatory that you make an appointment and visit the Dean of Academic Affairs and SEVIS officer)

- Receive counseling regarding their studies in the United States, and an updated I-20, indicating their registration and attendance.
- Update any information changes:
 - New address
 - Spouse or children information
 - New child
 - Legal employment needs
 - CPT, OPT, or OCE
 - Change of employment
 - Unemployment
 - Marital status
 - Traveling in and out of the U.S.A.
 - Transferring out of WCU
 - Change of status

Approval for the I-20 is granted after a student has met all the necessary financial and academic requirements and has provided proof of return following graduation. Students desiring the I-20 should contact WCU and request a special I-20 admissions packet.

Language

Educational instruction at WCU is provided in English. If your first language is not English, or if your previous education has been conducted in another language, you will be required to demonstrate proficiency in English by fulfilling minimum TOEFL score of 550 for paper-based test(PBT), 213 for computer-based test(CBT) or a score of 60 on the IBT. WCU does not offer ESL instruction.

International students for whom English is not their native language are required to take the Test of English as a Foreign Language (TOEFL) and submit their scores to the Ad

mission Office. Students who do not have official TOEFL score need to take the BELL Placement test. The test consists of four sections: structure, reading comprehension, listening, and writing. As deemed necessary by the program director, there may also be an oral interview. Those students who score at the high intermediate level or above on the BELL Placement test may waive the TOEFL requirement by filing with the registrar the waiver form signed and approved by CAO.

Off-campus employment

The international student is prohibited from working unless he or she receives authorization from the Dean of Student Affairs and SEVIS Officer.

Enrollment

International students must enroll as full-time students, meaning that MAR student 9 units.

Those who have an E Visa, R visa and H visa, and their spouses are allowed to study at WCU. Students studying under an E, R and H visa must carefully watch when their nonimmigrant visas expire, and allow 3-4 months for a change of status application to process and final decision rendered.

WCU will not assist students and their spouses who want to study and need to change their status to F-1. Students and spouses must utilize the services of an attorney to change their status. Students must recognize that the application of a change of status does not guarantee approval of the change of status. WCU is not responsible for SEVIS's final decision.

WCU reserves the right to suspend or terminate any student whose attendance, academic or financial standing, or personal behavior is not corrected and does not comply with established standards and regulations. Students who have been suspended or terminated can be reinstated only upon approval of CAO and SEVIS Officer.

Please direct other questions relating to international students to the SEVIS officer.

After one week, students may not add new classes but can withdraw and get pro-rated refund of the class. International new students who are delayed in their arrival or any student who may be delayed in enrolling/registration will not be allowed after the end of the third week of the semester to register, and may be subject to termination of their F-1 status.

Leave of Absence

Written requests for leave of absence are considered at the discretion of the school administration and a decision will be based upon SEVIS laws for the request of leave of absence: Two options will be exercised by school administration:

1. Drop below full-time authorization (exception to the full-course of study requirement)
2. Termination

Please note that a reduced course load for an F-1 student on an I-20 must consist of at least "half the clock hours required for a full course of study." Therefore, the period that a student engaged in language studies can be placed on reduced course load for:

Academic difficulties

Illness/medical condition

Initial difficulty with English language

Initial difficulty with reading requirements

Unfamiliarity with American teaching methods

Improper course level

Reduced course load for completion of the course of study is limited to one term at the end of the course of study and only if additional courses are required to satisfy the requirements for completion.

The program of study leading to the completion of MAR is designated to be completed in 3 years of full-time study respectively. The maximum period granted for the

student to complete their MAR is 4.5 years.

The administration strongly urges the international students at matriculation to maintain their full-time “active” status, according to SEVIS laws and regulations. Although the permission from CAO and the SEVIS Officer may and must be granted (following SEVIS laws and guidelines) to international students who are under such circumstances as ill-health, academic problems, students should not expect to pursue any substantial portion of the curriculum by part-time study.

- WCU will not assist students and their spouses who want to study and need to change their status to F-1. Students and spouses must utilize the services of an attorney to change their status. Students must recognize that the application of a change of status does not guarantee approval of the change of status. WCU is not responsible for SEVIS’s final decision.
- WCU will accept transfer students from another college who are “terminated” F-1 status on an individual basis after careful review of the situation by the SEVIS officer. A reinstatement will be required by the “terminated” status student and the time duration for this process can be 3-4 months. Those interested in a reinstatement must utilize the services of an attorney. The student will be allowed to enroll and take classes while the reinstatement request is processed. If the reinstatement is denied, the student will no longer be able to continue their studying at WCU. Only one reinstatement petition is permitted per student.
- Student Ministry and Fieldwork is also designed for giving the student curricular practical training (CPT) in their field of study. Thus, students can register as required for 0.25 units, or 0.50 units a semester and begin doing CPT part-time. Students are encouraged to take part in CPT as an important area of their educational development and learning. In addition, this allows the student to work legally within the USCIS laws and SEVIS guidelines, and apply for a social security number. Under the

leadership of the Dean of Student Affairs, students will plan their ministry assignments and receive feedback on how to develop and grow. For more information, please see the Student Ministry Handbook, or the Dean of Student Affairs. International students must contact or see the SEVIS Officer for further information. Personal Tax report related obligation belongs to students.

- Foreign Education Credential Review and Evaluation In considering the acceptance of education and training obtained from an educational institution outside the United States, the University requires that all international education transcripts/documents must be submitted to a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), Inc. (at the applicant's expense) to verify authenticity and to assist in the approximation of credit received to comparable levels of educational achievement in the U.S. International students may also submit a Foreign Education Review Application (FERA) directly to the American Association of Collegiate Registrars and Admission Officers (AACRAO), along with all educational documents, in order to receive an evaluation of their foreign credentials. AACRAO applications may be downloaded from their website. AACRAO typically completes its credential review within eight weeks after receipt of the student's application, official transcript(s) and diploma(s).

WCU accepts students from other countries and is authorized by the U.S. Government to issue I-20 forms for them. New international applicants are required to pay \$200 for the I-20 processing fee while transferring in international students pay \$ 100.00. However, the institution does not provide visa services nor vouch for student status.

REGISTRATION ON PROCEDURES

Registration is the process whereby students sign up for specific classes and pay all assessed fees. Registration instructions for students are included in the Class Schedule issued prior to the beginning of each quarter. Upon registration, the student's social security number becomes the student's identification number. International students and U.S. students who do not wish to use their social security number as their identification number will be issued special student identification numbers. Credit for a course is given only when a student is properly registered in the University and successfully completes the course. An individual is not properly registered until all registration forms required by the Office of Admissions and Records have been filed and all fees have been paid. A student who does not register during the official registration period will be assessed a Late Registration Fee.

Reapplication after Failure to Enroll

Applicants who fail to register for the quarter for which they have been accepted will have their admission eligibility put on a hold status; any transcripts on file at that time will be held for two years. These transcripts may be used for admission during that period. However, if the student undertakes additional coursework at another institution during this interval, the student must have official transcripts of this coursework forwarded to WCU's Office of Admissions and Records to complete the student's record of all coursework undertaken prior to admission to WCU. However, such coursework will only be transferable for credit if it meets WCU's and the program's policy on the transferability of units.

ACADEMIC POLICIES, RULES AND REGULATIONS

WCU has specific policies that address the interdependent issues of academic freedom, conflict of interest and academic integrity.

Academic Freedom

A university is a community of learners bonded together by the search for knowledge; the pursuit of personal, social, cultural, physical, and intellectual development and the desire for the liberating effects of an advanced education.

Education depends upon the free expression and exchange of ideas in the search for truth. Academic freedom is the freedom to express any view, popular or unpopular, and to defend that point of view in open exchange.

In the fullest sense, academic freedom demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right to privacy and the right to fair hearings. The nature of the university's community demands these freedoms and obligates its members to maintain them in practice and to observe the responsibilities that go along with these freedoms in all phases of their university activities and experience.

Conflict of Interest

Each member of the university community is responsible for acting in an ethical and professional manner. This responsibility includes avoiding conflict of interest, conducting instruction in an ethical manner and protecting the rights of all individuals. All members of the university community—including members of the university's faculty, administration, student body and staff should conduct themselves with the greatest professional objectivity.

Academic Integrity

Academic integrity is of central importance in the university community and involves committed allegiance to the values, the principles and the code of behavior held to be central in that community. The core of a university's integrity is scholastic honesty. Academic dishonesty is a serious offense that can diminish the quality of

scholarship, the academic environment, the academic reputation and the quality of a WCU degree.

All forms of academic dishonesty at WCU are a violation of university policy and will be considered a serious offense. Academic dishonesty includes, but is not limited to:

- For faculty: Plagiarism and Falsifying University Documents Plagiarism is a faculty member intentionally or knowingly presenting words, ideas or the work of others as one's own work.
- Falsifying any university document — includes falsifying signatures on university forms, documents or papers; forging another person's signature or the modification of university documents which are presented as originals.
- Breaches of academic integrity are handled by the program director, department chairperson, school dean or the vice president. It is the responsibility of all faculty and staff to be informed as to what constitutes academic dishonesty and to follow the policy.
- For Students: Plagiarism is intentionally or knowingly presenting words, ideas or the work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit and borrowing or using ideas without giving credit.
- Cheating during exams — includes unauthorized crib sheets, copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, using unapproved or compromising computer technology to share exam information or an exam given by or on computers and having an exam re-graded after making

changes. Exam cheating includes exams given during classes, final exams and standardized tests. Use of unauthorized study aids — includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work and using any material prohibited by the instructor.

- Falsifying any university document — includes falsifying signatures on university forms, such as add/drop and withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

It is the responsibility of all students to be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is encouraged to report the instance to the instructor of the class, the test administrator, or the school dean, department chairperson, program director or other appropriate supervisor or administrator so that appropriate disciplinary action may be taken.

Attendance Requirements

Instructors are obligated at the beginning of each quarter or course session to announce to their students their policy regarding excessive absence(s). When unexcused absences exceed the number of hours that the class meets in one week, or the instructor judges a student's absences to be so excessive as to make it impossible for the student to complete the course successfully, the instructor must drop the student from the class.

Attendance Policy

1. Absence — Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the class instructor, program director, department chairperson or school dean, as is appropriate. All other absences will be considered unexcused.
2. Tardiness — Tardiness is a disruption of a good learning environment and is to be

discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.

3. Cutting Classes— Cutting of classes will be considered as unexcused absences.
4. Make-Up Work —Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

The class attendance policy is predicated on the belief that enrollment in the University assumes maturity, seriousness of purpose and self-discipline. Each student is expected to attend the classes for which he/she is registered, to arrive on time and to stay the full class period. The University recognizes that absences may occur as a result of circumstances beyond a student's control, as well as from a student's failure to accept the responsibility for attending class regularly.

Definition of Credit Hour

For all WCU degree courses bearing academic credit, the credit hour is defined as ‘the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ten weeks for one quarter hour of credit;
2. at least an equivalent amount of work as required in paragraph of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

Student Responsibility for Drop/Withdrawal

It is the student's responsibility to officially drop any class which should not be in his or her program. This is true even if the student has never attended the class.

Prerequisites and Requisites

A prerequisite is a completed course, or other measure of academic preparation, a

student is required to meet to demonstrate current readiness for enrollment in a course or program. The University requires students to complete prerequisite courses with a grade of “C,” “CR,” or higher prior to registering in the course requiring the prerequisite. A requisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

It is the student’s responsibility to determine whether he/she has met a prerequisite requirement or is able to take a requisite to be eligible to take a course so that he/she can make class schedule adjustments when necessary to qualify to take a course. Courses which have prerequisites and/or requisites are clearly identified in the catalog.

Course Information/Syllabi

During the first week of classes, the instructor will distribute printed information about the course to the students. This course information will include at least the following items:

1. The instructor's grading policy
2. Required texts and other materials
3. A general outline of subject material to be covered in the course
4. The availability of the instructor outside of class
5. Prerequisite(s) and/or requisite(s) for the course
6. Course goals, objectives and requirements
7. Attendance requirements
8. Policy on due dates and make-up work
9. Schedule of examinations

Scheduling and Cancellation of Classes

WCU operates on the quarter system. The university's academic year is divided into four 10-weeks quarters, which include 9 weeks of instruction and one week of final examinations. The University publishes a schedule of classes prior to the beginning of

each quarter. A schedule is given to students when they register or file an application for admission in the Office of Admissions and Records. The University reserves the right to cancel classes if student enrollment is insufficient or for other compelling and justifiable reasons. However, every effort will be made to cancel any such classes well in advance of their start date. Students in canceled classes receive refunds in accordance with the university's refund policy and the California Education Code.

Adding Courses

Students may add courses only during the official add period. The student must submit a completed change of program form to the Office of Admissions and Records. Class additions are subject to space and class-size limits.

Dropping Courses — Withdrawal

Students desiring to officially withdraw from a class must submit a Change of Program Card to the Office of Admissions and Records. A withdrawal initiated either by a student or an instructor after the official date to drop a course without penalty will be recorded on the student's permanent record as a W grade. Students should be aware that a grade of W will be used in the determination of progress alert or disqualification status.

Administrative Drop

Enrollment may be administratively canceled, and the student dropped from class for the following reasons:

1. Invalid enrollment
2. Failure to attend the first-class meeting or exceeding the limits of the university's class non-attendance policy
3. Failure to present an updated student program from the Office of Admissions and Records.

Academic Credit — Unit of Credit

Academic credit at WCU is measured in units of credit. Units of credit are assigned to courses based on the national standard student workload, the Carnegie unit, which is 30 hours/quarter unit of credit.

Specifically, a quarter unit of credit represents: one hour per week of lecture or recitation led by the instructor for 10 weeks and two hours of outside preparation by the student per week for 10 weeks, which is 30 hours per unit of credit (10 hours lecture plus 20 hours of preparation). For a 4-unit course, this is equivalent to 40 hours of instruction/recitation and 80 hours of preparation or 120 hours/per 4 units of quarter credit. To convert quarter units to semester units, multiply by 0.667. To convert semester units to quarter units, multiply by 1.500.

Grading System

Grades are earned for each course that a student is officially enrolled in and are recorded on the student's permanent record at the end of each quarter. A copy of the permanent record is the transcript. Academic achievement is reported in terms of grade point average (GPA).

Academic Records and Symbols

WCU's grading system is as follows:

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

Plus/Minus Grading

A plus/minus grading system is utilized at WCU. Plus/minus grading is not mandatory but is utilized at the discretion of the instructor. The grades A+, F+, and F- are not issued. Faculty members use all grades from A to F to distinguish among levels of academic accomplishment. The required grade for graduate level achievement is B and for undergraduate level achievement, a C. The Grade Point is the numerical value assigned to each letter grade.

Limitations on Student Election of Credit/No Credit Evaluations

1. Certain courses, at the discretion of the instructor and/or the program, department or school, may not be taken on a CR/NC basis. These courses are designated in the quarterly schedule of classes.

2. No more than 16 units of a student's coursework for certificate programs may be taken on a CR/NC basis. The limit for the master's degree in Religion is 20 units.
3. The maximum number of units that may be taken CR/NC in certificate programs is determined by the department chairperson or the program director.

Conditions under which Credit/No Credit Evaluation May be Elected by Students:

1. Students who wish to be graded on a Credit/No Credit basis must submit a petition to the Office of Admissions and Records by the deadline date listed in the appropriate class schedule. No exceptions to the deadline will be made.
2. An evaluation on a Credit/No Credit basis may not be changed later to a letter grade, nor may the reverse occur. No exceptions to this policy will be made.

Incomplete Grade

A symbol of I, incomplete, may be assigned by an instructor when a student has been unable to complete academic work due to an unforeseeable emergency or for other justifiable reasons by the end of a term. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor, or when the time limit for completion of the work has passed. I must be made up no later than the last week of the quarter following the end of the term in which it was assigned. In the event of unusual and verifiable circumstances beyond the student's control, a petition may be filed in the Office of Admissions and Records for extension of the time limit.

Withdrawal

An official withdrawal from classes may be requested by the student or initiated on his or her behalf by the instructor. The following conditions apply to official withdrawal:

1. For regular classes, no record of the class will be entered on the student's permanent record if the official withdrawal is made on or before the last day to drop a class without it being recorded — the date given in the university's Academic Calendar and Schedule of Classes.
2. If the withdrawal is made after the deadline for withdrawing without a W and prior

to the deadline for a withdrawal without the automatic assignment of an academic grade as listed in the academic calendar for that session, a W will be recorded on the student's permanent record.

3. A student attending a session after the deadline for withdrawal will not be eligible to receive a W. The instructor must then assign an academic grade or an administrative symbol. Exceptions to this policy will be made only upon verification of extreme circumstances beyond the control of the student. Petitions requesting exceptions must be filed in the Admissions and Records Office.

4. Withdrawal, W, symbols will be used in the calculation of lack of progress probation and disqualification status.

Report Delayed (RD) Non-evaluative Symbol

The RD symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances beyond the control of the instructor. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.

Non-Evaluative Symbols are: Symbol Meaning
I Incomplete W Withdrawal RD Report Delayed

Grade Point Average (GPA)

Academic achievement is reported in terms of grade point average. GPA is computed by dividing total units attempted into total grade points earned. Decisions about probation and disqualification, scholarship, eligibility for graduation and transfer are all influenced or even determined by the student's GPA; hence, students should pay constant attention to their grade point standing.

CR, NC, W, I, and RD grades are not used in computation of the grade point average, but W, NC and I are used for purposes of progress alert and disqualification status. The term current grade point average refers to the GPA earned in the last quarter of enrollment.

The term cumulative grade point average (CGPA), on the other hand, refers to the

average of the total grade points accumulated divided by the total of credits attempted at WCU. The CGPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter. While courses may be transferred from other institutions, CGPAs are determined only based on courses completed at WCU.

Transfer of Credit Policies

WCU has not entered into any articulation or transfer agreements with any other college or university. However, the University may accept transfer credit coursework earned at previously attended colleges and universities if the course and course grade meet the transfer requirements of the program to which it is being transferred. Coursework from international institutions will require thorough documentation evidencing equivalency to the standards set by the U.S. Department of Education for accredited institutions.

WCU 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 (38 credits).
 - b. Credits to be validated and transferred must meet the following criteria
 - c. The student must complete twelve academic hours in residency at WCU with a 2.0 grade point average.
 - d. The qualifications of each professor must be verified through the office of the Chief Academic Officer.
 - e. A course must fit the appropriate major or be applied as a general elective.
 - f. A full course description from the college catalog must be provided.

The student may be required to pass a WCU validation exam for the course to be

transferred.

1. A maximum of 45 hours of credit by CLEP may be recorded. Scores must be submitted for evaluation.
2. Credits accepted in transfer must be at the grade level of 'C' or higher.
3. 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.
4. Courses acceptable for transfer need not be identical with a course offered at WCU, 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 WCU may not expect to receive full transfer for his/her previous work.

TRANSFER OF CREDIT PROCEDURES

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

WCU 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 WCU transcripts until 9 hours 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 WCU. 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 WCU 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 WCU 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 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 WCU to determine if your credits, degree or certificate will transfer.

Concurrent Course Scheduling

No student is permitted to enroll in two or more courses that overlap in time in any given academic quarter without official written approval from the courses' instructors and the Office of Admissions and Records. Forms are available in the Office of Admissions and Records.

Substandard Work and Course Repetition Policy

Students may repeat any course in which a less than "C" grade is received. No course in which a "C" or better grade has been earned may be repeated. b. Graduate, master's, and doctoral students may repeat any course in which a B- or less or NC final grade was received.

A course may be repeated only once under these policies. Upon completion of a repeated course, the original grade will be removed from the cumulative totals on the student's permanent record in such a manner that the integrity of the student's academic history is maintained. Only the last grade will be included in determining CGPA and academic standing, and only those units will be counted toward graduation.

Waiver or Substitution of a Course

A student may request permission to waive or substitute a course for one that is required to complete graduation requirements. Petitions for waiver of requirements in the major must be approved by the office of the academic program administrator - program director, department chairperson or school dean. Petitions are available in the Office of Admissions and Records.

Auditors

Students who wish to attend a class for personal enrichment, and not for academic credit, may be granted auditors' status. Auditors attend class with no obligation to actively participate in a course's activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or corequisite requirements. Only courses in which the instructor approves auditors may be audited. An abbreviated admission process is necessary to receive this status, and audit fees are required for each class in which a student enrolls.

Standards of Academic Progress

Probation and disqualification policies are based on the philosophy that the University has an obligation to assist students who, due to unsatisfactory academic performance, may have trouble in realizing their potential.

Academic Probation

Certificate program students with CGPA below 2.0 and graduate student with CGPA below 2.5 shall be placed on academic probation.

- a. A student on probation is required to meet with his/her academic advisor to review their academic progress.
- b. A student on probation may be assigned a restricted program of studies.
- c. Any certificate program student who is on academic probation whose grade point

average for coursework undertaken in the quarter just completed is 2.0 or better, but whose overall or cumulative grade point average for all coursework attempted is still less than 2.0 shall remain on academic probation. Any graduate student whose GPA is 2.5 or better for coursework just completed but whose cumulative GPA, CGPA, is still less than 2.5 shall remain on probation.

Removal from Probation

Any student placed on academic probation shall be removed from probation when the cumulative grade point average at WCU has improved to 2.0 for certificate program students and 2.5 for graduate students.

Academic Disqualification and Reinstatement

A student may stay on academic probation no more than two quarters. Any certificate program student currently on academic probation whose grade point average for coursework undertaken in the quarter just completed is less than 2.0 and any graduate student whose GPA is less than 2.5 shall be academically disqualified and the VA and other appropriate agencies will be promptly notified.

Any student who is academically disqualified may not attend the University during the succeeding quarter. Re-enrollment or re-admission will be approved only after evidence is shown to the appropriate university official's satisfaction program director, department chairperson, school dean or director of admissions and records that the conditions that caused the interruption for unsatisfactory progress have been rectified. A re-applying student must meet all the university's and the program's entrance requirements in effect at the time of re-applying. Should a student, undergraduate or graduate, wish to re-apply for admission to the same program they were disqualified from previously, it will be the decision of the appropriate administrator as to whether to re-admit the student to the program, and, if so, what the student's status or standing in the program will be.

Reinstatement any student who believes he/she has been unjustifiably disqualified

may file a petition with the Office of Admissions and Records requesting that such disqualification be reconsidered.

Final Examination

Final examinations are required and will be given at the scheduled times. A student may make up a final at any time when, in the judgment of the instructor, conditions warrant such an exception. If an examination is scheduled at a time that is in violation of a student's religious creed, the student will be allowed to make up the examination without penalty.

Grade Assignment

Final grades will be available at the end of each quarter. The instructor of the course shall determine the grade given to each student except in the case of a mistake, fraud, incompetency or a grade issued in bad faith.

Grade Change Policy

Only the instructor who teaches a class has the authority to issue grades to students enrolled in that class or to change grades that have already been issued. A student who wishes to request a grade change may take the following steps:

1. Contact the instructor. If there was a mistake in reporting the grade, the instructor will institute a grade change through the Office of Admissions and Records.
2. If the request for a grade change is denied by the instructor, the student may ask for a review of the grade by the school dean, department chairperson, or program director.
3. Any change of a grade after it has been submitted to the Office of Admissions and Records must be done within one year following the end of the term in which the grade was assigned. No grade will be changed after the one-year period without supporting evidence of extenuating circumstances and approval of the Director of Admissions and

Records and the appropriate administrator – program director, department chairperson or school dean.

Emergency Leave of Absence if an extreme emergency makes it impossible for a student to attend classes for a short period of time, the student may petition the instructor for a Leave of Absence (LA). Petitions for leaves of absences are obtained from the Office of Admissions and Records. Absences incurred while on a LA are not counted toward excessive absence. Approval is at the discretion of the instructor and may be for periods not to exceed five class days. Instructors will be asked to give make-up assignments for all work missed during the LA. Under no circumstances will emergency leaves be granted at the end of the quarter when finals would be missed, or course requirements not fulfilled.

Leave of Absence

When a student finds it necessary to interrupt progress toward a degree for a reason that is related to his or her educational objective and that is acceptable to the appropriate university authorities, the student may be granted a Leave of Absence. Only students in good standing are eligible for a Leave of Absence. Leave of Absence will be granted when the student has filed an approved petition with the Office of Admissions and Records. The leave petition, which must be approved by the appropriate academic administrator, shall specify the reasons for the leave and the duration of the leave.

A student granted a leave of absence has a commitment from the University to be reinstated in good standing. The reason(s) for requesting a leave must be stated clearly and completely. Reasons students may petition for Leave of Absence are, but are not limited to, the following:

- professional or academic opportunities such as travel or study abroad, employment related to educational goals in the student's major field of study, or participation in field study or research projects;
- medical reasons including pregnancy, major surgery, or other health-related circumstances, and c. financial reasons such as the necessity to work for a

specified period in order to resume study with adequate resources.

Approval will depend upon the significance of the leave in furthering the student's educational objective. It is the student's responsibility to demonstrate that there is a significant relationship between the Leave of Absence and progress toward their educational objective.

Leaves may be granted for a maximum of two years or eight consecutive quarters. A request for Leave of Absence must be filed prior to the period of absence. Retroactive leave requests will not be approved.

Failure to return from Leave of Absence, as specified in the approved petition, will be considered as a withdrawal from the University. Under such circumstances, re-enrollment will require a full application for readmission under the same circumstances as any new or returning applicant, including enrollment in the curriculum in effect at the time of re-enrollment.

Retroactive Withdrawal

A student who discontinues attendance and participation in all coursework in which he/she is officially enrolled for an academic quarter without a formal filing of a Petition for Withdrawal from the University will administratively receive the grade of F in all coursework officially enrolled in for that quarter. A student may petition to have these grades retroactively changed to the administrative grade of W, if he/she can demonstrate and document that there were serious and compelling reasons for the unofficial withdrawal from the University during the quarter in question.

A student who wishes to apply for retroactive withdrawal must do so within one calendar year of the last day of the quarter in which he/she unofficially withdrew from the University. A student does not have to be enrolled at the University at the time the application for retroactive withdrawal is submitted. Petitions are available from the Office of Admissions and Records.

Change of Major

Students have the opportunity, upon determining that they are pursuing a course of study in which they are no longer interested, to change to another major. In such cases, students should consult their advisers for assistance in making the change.

Transfer from one major to another does not in any way change the student's scholastic standing, nor does it constitute a break in continuous enrollment. However, students who change major are subject to the core and support requirements in effect at the time of the change of major.

Curriculum Deviation

Although the University has specified a program of courses for each major, under certain conditions, a student may be permitted to deviate from the established curriculum. Information regarding a request to deviate from the curriculum may be obtained from the student's academic advisor.

Election Requirements

Students remaining in continuous attendance may elect to meet the degree requirements in effect either:

- (1) at the time they take their first course as a Regular Status student in a degree program
- (2) at the time they graduate. Substitutions for discontinued courses may be authorized or required by the program offering the degree.

Full-Time Equivalent and Full-Time Student

Enrollment in WCU is measured in full-time equivalent (FTE) students. One FTE is the equivalent of 15 units of student course credit. One FTE could represent one student carrying 15 course-units, three students each carrying five course-units, or any other student/course combination the sum of which equals 15 course-units. The

university's FTE enrollment is the total course-units taken by all students divided by 15. FTE is not related to full-time student status. A full-time student is not necessarily a full-time equivalent student.

Name Change

Any change of the student's name should be immediately reported to the Office of Admissions and Records. Students reporting name changes during a quarter are advised also to notify their instructors in order to maintain proper recognition and identification.

Transcript Requests

Any refunds due to the student will be made by the university's Office of Admissions and Records in compliance with the students Enrollment Agreement and the university's Refund Policy.

Each student who has an academic record on file at WCU is entitled to one transcript of record without charge. Additional copies may be obtained at ten dollars (\$10.00) per copy, payable in advance.

Due to requirements of the Family Educational Rights and Privacy Act of 1974, any requests for transcripts must be submitted in writing and include the student's signature and student number. A transcript will be issued after the student has settled all financial obligations to the University.

Debts Owed to the Institution

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with a written notice that he/she has failed to pay a financial obligation incurred at the University. Any item(s) withheld shall be released when the student satisfactorily meets the financial obligation. If a student believes that he/she does not owe all or part of an unpaid obligation, the student should contact the university's Admissions and Records

department. The Office of Admissions and Records will review the information, including information the student may wish to present, and will advise the student of its conclusions concerning the debt.

Withdrawal from the University

A student has the right to cancel the Enrollment Agreement anytime and obtain a refund of charges paid (except for the application fee) through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Refunds after this date will be based on a pro rata basis. (See Student Eligibility for Tuition Refunds and Schedule of Refunds) A petition for withdrawal from the University may be obtained from the Office of Admissions and Records. It is the responsibility of the student to secure the required signatures, to be cleared of all obligations and to file the withdrawal form with the Office of Admissions and Records. In the event of a verified medical condition which necessitates complete withdrawal from college, the student will be given approval for a medical withdrawal.

Dismissal from Class and/or the University

Excessive absences, disruptive behavior, or deliberate falsification of information are bases for dismissal from class and/or from the University for a period to be determined by the instructor, the program administrator, director of admissions and records and the vice president.

Academic Calendar

Some dates are subject to change. Refer to quarterly schedule of classes for recent changes related to holiday observances, registration deadlines, and commencement ceremonies. This is not to be construed as an employee work calendar. For purposes of degree evaluation, the academic year is defined as Fall, Winter, Spring and Summer quarters. The timelines of M.A. programs are given in

the academic calendar as follows:

- **Fall Quarter, 2019**

Sept. 27: New student orientation and registration for students who have not yet registered

Sept. 30: Beginning of quarter, First day of class

Oct. 11: Last day to add or drop classes

Oct. 25: Last day to drop classes without courses being recorded

Nov. 15: Withdrawal after this date

Nov. 27-29: Thanksgiving Break (No Class)

Dec. 9-13: Final Exam Period

- **Winter Quarter, 2020**

Jan. 3: New student orientation and registration for students who have not yet registered

Jan. 6: Beginning of quarter, First day of class

Jan. 17: Last day to add or drop classes

Jan. 20: Martin Luther King Day (No Class)

Jan. 31: Last day to drop classes without courses being recorded

Feb. 17: President Day (No Class)

Feb. 21: Withdrawal after this date

March 16-20: Final Exam Period

- **Spring Quarter, 2020**

April 3: New student orientation and registration for students who have not yet registered

April 6: Beginning of quarter, First day of class

April 17: Last day to add or drop classes

May 1: Last day to drop classes without courses being recorded

May 22: Withdrawal after this date

May 25: Memorial Day (No Class)

June 15-19: Final Exam Period

- **Summer Quarter, 2020**

July 3: New student orientation and registration for students who have not yet registered

July 6: Beginning of quarter, First day of class

July 17: Last day to add or drop classes

July 31: Last day to drop classes without courses being recorded

Aug. 21: Withdrawal after this date

Sept. 7: Labor Day (No Class)
Sept. 14-18: Final Exam Period

Academic Advisors

The Office of the School Dean will assign a faculty member to serve as the academic advisor to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor prior to their initial registration in the program. Because only those courses approved by each student's advisor may be used toward the master's degree, students must arrange for an interview (in person or by phone) with their academic advisor in advance of the announced registration dates.

Registration

Registration dates are specified in the calendar in front of this catalog. Students may register for a course or courses after the cut-off date given, but for no more than the number of credits equal to the number of full weeks remaining in the quarter (including the week of final examinations), and then only with the permission of the Office of the School Dean, the student's academic advisor, and the instructors involved.

Students will receive credit only for those courses for which they are formally registered. No registration is complete until tuition has been paid or a satisfactory payment arrangement has been made with the Office of Admissions and Records. A late registration fee will be charged to students who register late. Students may not receive credit for concurrent enrollment at any other institution without prior approval by the Office of the School Dean.

The University reserves the right to cancel any scheduled 500-level course in which enrollment is less than eight and any scheduled 600 or 700-level course in which the enrollment is less than six.

Graduate Course Numbering System

See catalog section on Course Numbering System for specific details.

Limitation on the Number of 500-level Courses Applicable to the M.A. Degree

Excluding the M.A. degree's Common-Core-Curriculum Courses — no more than seven 500-level courses may be applied toward completion of requirements for the M.A. degree.

Student Academic Load

A full-time academic load in a M.A. program is twelve (12) credit hours or more per quarter. Exceptional students may enroll for up to 16 credit hours upon the approval of their academic advisor. Students may not enroll for more than 16 credit hours in a regular quarter without the recommendation of their academic advisor and the approval of the Office of the School Dean.

Student Grades

In order to graduate, students must achieve a minimum grade point average of 2.5 on a 4.0 scale. A grade point is a numerical value assigned to a letter grade. Each credit of a grade of A is assigned four (4) grade points. Each credit of a grade of B is assigned three (3) grade points, et cetera. Thus, for example, a four (4) credit hour courses with a grade of B is assigned a total of twelve (12) grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of credits (units) attempted for which grade points are assigned. Grade point averages are determined based on courses completed at WCU. The cumulative GPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

Incomplete Work

Incomplete work must be made up by no later than the last week of the quarter following the one in which the incomplete was granted. If this is not done, a tentative grade, which the instructor assigns along with the Incomplete, automatically becomes effective and is placed on the permanent record of the student. An instructor is under no obligation to assign an incomplete grade or to administer a make-up examination. Exceptions or extensions to this policy are made only with the approval of the Office of the School Dean.

Change of Class Schedule

Consult the appropriate section of the University catalog on the policy for adding or dropping courses.

Withdrawal from the M.A. program

Students who find it necessary to withdraw from a M.A. program during a regular academic term must officially withdraw from all classes. Students must procure an Add/Drop form from the Office of Admissions and Records, complete the form, including the required signature(s), and return the completed form to the Office of Admissions and Records. Students who do not officially withdraw from classes will automatically be given a grade of F (failure) by the professor(s). Failure to withdraw officially, therefore, may lead to future problems in transferring credits to other graduate institutions or when applying for readmission. Students who follow the proper procedures in withdrawing, due to justifiable personal circumstances, will be classified as having withdrawn in good standing. The tuition refund policy will be observed in cases of official withdrawal from a M.A. program.

Leave of Absence

Students who find it necessary to interrupt the regular sequence of Fall-Winter-Spring quarter enrollment are expected to file notice of a leave of absence to ensure continuity

of their program. Forms for this purpose are available in the Office Admissions and Records.

Readmission Policy

M.A. students who have been absent from a M.A. program for six or more consecutive quarters and do not have a current Leave of Absence form on file, must apply for Readmission with the Office of Admissions and Records. Student must meet any new graduation requirements which have come into effect at the time of their readmission. Students must also submit transcripts of any work taken at other institutions while absent from WCU.

Transfer Credit and Residency Requirement

Title 5, California Code of Regulations, 71770 (b)(2) stipulates that no more than 20% graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a master's degree. WUC accepts transfer credits only from the institutions of higher learning approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education. All other course work for the master's degree must be completed at the institution where the degree is granted.

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last quarter of their program for current students who have taken one or more courses at another institution, while working toward their M.A. at WCU that they want transferred to WCU.

Exit Options

There are four M.A. options by which students may complete their master's degree: The Thesis or Project Option and the Integrative Seminar or Field Education Option.

The Thesis Option or the Project Option — Students will take the initiative in selecting a topic. Once an interest has developed, they should consult with their academic advisor for assistance and initial supervision. The academic advisor will give an evaluation regarding the merit of the topic. The prospectus should then be developed under the guidance of the thesis or the project committee chair who is selected by the student. Upon completion of the prospectus, students should submit one copy with the signed committee signature sheet to the Office of the School Dean.

Students taking either the Thesis Option or the Project Option should register for EO717 and RM710, Project Option and Research Methodology or EO718 and RM710, Thesis Option and Research Methodology in their second from the last academic term before the anticipated date of graduation, and should register for either EO717, Project Option, or EO718, Thesis Option, in the last academic term (quarter) before their anticipated date of graduation.

If more than one registration for the thesis or the project is necessary, and all other requirements for the degree are satisfied, students must register in EO796: Continuous Registration: Master's Study in each succeeding quarter until the thesis or the project is completed. Registration in and payment of fees for this course protects student's thesis/project topic, gives library privileges, and provides for access to faculty members for consultation. The fee for each registration in EO796: Continuous Registration, Master's Study is equivalent to one (1) credit hour (one unit) of tuition.

Students will be required to give a satisfactory oral defense of their thesis or project. Students should arrange for their defense date with the Office of the School Dean and the student's committee chair. The original final copy of the thesis or project

must be submitted to the Office of the School Dean for binding. A binding fee is required. A double binding fee and a total of two copies of the thesis or project is required if a personal bound copy is desired. Integrative Seminar — The Integrative Seminar is a classroom experience designed to help students reflect theologically on their academic experience by integrating what they have learned in graduate course work by a teaching experience of four (4) weeks in an internship. Field Education — Students may petition to exit the program by completing a field education requirement. If students choose a field education experience, they must select a mentor and place of service or ministry to be approved by the Faculty Supervisor in Field Education.

Time Limits on Completion of Programs

All work for a M.A. degree must be completed within six (6) years from the date of commencing the program unless an extension is granted. Certificate program should be completed within three (3) years from the date of commencing the program unless an extension is granted.

If students find it necessary to petition for an extension of time in order to complete the degree requirements, they must secure the approval of the Office of the School Dean, the petition will then be submitted to the Graduate Studies Program Committee for final action. Extensions will be granted for a period of one year. Under certain extenuating circumstances two extensions may be granted allowing a maximum of eight (8) years to complete all course work for the M.A. degree.

Course Work Completion Benefit:

Students who have completed all required course work toward the M.A. degree (excluding exit option) may audit any course, on a space available basis, in the School of Theology free. The School Dean's Office must be informed of the student's intent to use this benefit. The form is available in the School Dean's Office. (This is a noncredit bearing activity).

Academic Policy: Teaching Site

The teaching site follows all the policies of WCU's main campus and uses our catalog from the main campus. The proper curriculum is provided for the students at the teaching site. Learning resources those support the courses offered at the teaching site will be accessible to students.

Students earn less than 50% of any educational program at the teaching site. Students will be provided written notification of the maximum academic credit (44 unites) which can be earned at the teaching site and the options for earning the remaining credit (52 units) needed to complete the educational program.

FINANCIAL INFORMATION

WCU has no pending petition in bankruptcy, is not operating as a debtor in possession, 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.

FEES AND CHARGES:

Application Fee	\$ 200 (Non-Refundable)
Tuition	\$ _____
Textbooks or other learning media	\$ _____
Assessment fees for transfer of credits	\$ _____
Student Tuition Recovery Fund	\$ 0 (Non-Refundable)

An Estimated Total Charge for a Quarter

M.A.R. Program	
Quarter Charges	Amount
Tuition	\$ 1,200
Books and Supplies	\$ 400
Estimated Total	\$ 1,600

The Schedule of Total Charges for a Period of Attendance

Degree	Program	Unit (Full-time)	Per Quarter Charge	Total Quarter	Total Graduate Unit	Estimated Total Charges
MA	M.A.R.	9	\$1,200	12	96	\$19,200

Estimated Schedule of Total Charges for the Entire Educational Program

Estimated Total Charges	\$19,200
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Student Loans and Deferred Payment Plans

Tuition and fees payments are due and payable by the first day of the quarter. WCU does not currently participate in federal and/or state financial aid programs, nor does the University provide loans to students to pay for the cost of an educational program. Loans

obtained from outside sources are not under the purview of the university's responsibility and/or authority. However, if a student obtains a loan from a private source, e.g., bank, credit union, loan company, the student has the personal responsibility to repay the full amount of the loan plus any interest that has accrued, less the amount of any refund.

Holding of Records

Student records may be placed on a hold status because of financial or other obligations to the University. While the student's records are on hold, registration may not be allowed, nor will transcripts of credits be released. Records will be held until the obligation is cleared to the satisfaction of the office instituting the hold.

Cancellation, Withdrawal, and Refund Policies

The University has and maintains a refund policy for the unused portion of tuition, fees and other charges in the event a student does not register for the period of attendance or withdraws or is discontinued there from at any time prior to completion of the course(s) in which the student enrolled, or otherwise fails to complete the period of enrollment. In compliance with the California Education Code, the refund policy for students who have completed 60 percent or less of the course of instruction is pro rata. The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 30 days of filing the withdrawal form.

A refund of 100% of institutional charges, without penalty or obligation, shall be made of the amount paid, less a \$200.00 application fee for US resident students and a \$200.00 application fee for international students, who meet the following criteria:

- 1) Those whose class or classes were canceled by the University
- 2) Those who were not officially added by the instructor from a waiting list

The student has the right to cancel the enrollment agreement and obtain a refund of

charges paid through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, the student also has the right to stop school at any time; and the student has the right to receive a pro rate refund if the student has completed 60 percent or less of the scheduled hours in the current payment period in the program through the last day of attendance.

Total Tuition: \$1,200

Hours of the Program: 40 Hours

Hourly Charge: \$30/hour

For example: If the student completes 16 hours of a 40-hour course (4 credits x 10 weeks) and paid \$1,200 for tuition-in-full,

$\$1,200 - (\$30/\text{hour} \times 16 \text{ hours}) = \720

The student would receive a refund of \$720.

Fees are not refundable. Any refunds will be made as soon as possible but no later than 45 days from the determination of withdrawal date.

- Cancellation may occur when the student provides a written notice of cancellation at the following address: 680 Wilshire PL, #310, Los Angeles, CA 90005.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

STUDENT TUITION RECOVERY FUND (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled

in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Those students who want to cancel the enrollment agreement or withdraw from the college shall obtain a refund by the following policies and procedures:

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred dollars (\$200), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete.

In order to cancel this enrollment agreement with WCU, the student shall mail or deliver to the address on the first page of this agreement a signed and dated form of “Notice of Cancellation,” “Leave of Absence” or “Withdrawal Notice” along with “Refund Application” to the attention of the WCU academic affair office. Then, the refund shall be made to the student within 45 days following WCU’s receipt of the cancellation notice.

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, 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. 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:

The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balances owed on the loan. 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.

Student Refunds in Case of University Closure

California law requires that upon enrollment a fee be assessed in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Freedom of Information for Students

Students shall have the right to reasonable access to university policies, procedures, rules, regulations and standards which affect their right to enroll, remain enrolled, or withdraw from any course or program of study.

The University Catalog and the Schedule of Classes shall be the principal means by which information concerning academic programs and policies shall be transmitted to students. While the University has the responsibility of providing students with clear,

accurate and timely information on matters that affect their rights, it is the student's responsibility to act appropriately on such information. Lack of knowledge of information which has been made accessible to students shall not relieve a student of this responsibility.

Student-University Relationship

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship in the campus community. Association in such a community is purely voluntary; students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to the university's authority which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

Student Rights

All members of the university faculty and staff are responsible for helping students to make progress toward their degree objective. In accordance with the university's adopted educational mission and philosophy — "To create a climate that fosters learning and elicits the best performance from each individual" — student rights are stipulated as follows: Primary to students' rights are access to an environment free of interference in the learning process. Students' rights enumerated herein are accorded when such rights are within the domain and control of WCU.

1. Students shall have the right to an impartial and objective evaluation of their academic performance and to receive in writing at the beginning of course information outlining the method of evaluating student progress toward and achievement of course goals and objectives, including the method by which the final grade is determined.
2. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students shall be free from the imposition of disciplinary sanctions without proper

regard for due process.

4. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.
5. Students shall be encouraged to participate in the formation of policies affecting them.
6. Students shall have the right to petition to organize interest groups pursuant to university policies.
7. Students shall have the right to join student associations approved pursuant to university policy.
8. Students shall have the right to invite and hear speakers in accordance with current university policy.
9. Students shall have the right to develop student publications in accordance with standards established by current university policies and procedures.
10. Students shall have the right to exercise freedom of expression and inquiry consistent with university policies and in conformity with federal, state and local laws.

Student Responsibilities and Code of Conduct

Students are responsible for reading and adhering to the policies, procedures, rules and regulations as outlined in catalogs, handbooks, schedules and other official university publications.

Students are responsible for defining and making progress toward their educational goals. Students are subject to the same federal, state, and local laws as non-students, as well as to the authority of WCU. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on university-owned or controlled property or at university-sponsored activities.

1. Academic cheating or plagiarism- to take and pass off as one's ideas or work of another.
2. The physical or verbal disruption of instructional activity, administrative procedures, public service functions, authorized curricular or co-curricular activities; or the prevention of authorized guests from carrying out the purpose for which they are on campus.
3. Use, possession, or distribution of alcoholic beverages, except as permitted by law.
4. Alteration or misuse of university documents, including acts of forgery and

furnishing false information.

5. Acts of threat or damage to, or theft of, property belonging to or located on/in university- controlled property or facilities.

6. Violation of university policies concerning the registration of student organization and the use of campus/university facilities.

7. Disorderly, lewd, indecent or obscene conduct; or the expression or habitual use of profanity or vulgarity. Any such expression either verbal or in written form which is obscene, libelous or slanderous according to current legal standards; or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the University.

8. Assault, and/or battery upon a student, upon university premises or while under the authority of university personnel; or abuse of university personnel, assault or battery upon university personnel; or any threat of force or violence directed toward university personnel, at any time or place, provided such conduct is related to university activity or university attendance.

9. Participation in hazing constitutes a misdemeanor pursuant to the California Education Code which imposes additional penalties as well upon any participating person, corporation or association.

10. Possession of or assault with weapons, explosives, dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.

11. Participating in activities which are in violation of state or federal laws, the city of Los Angeles, ordinances while on university premises or at university supervised activities.

12. Failure to comply with directions of staff members of the University who are acting within the scope of their employment; continued and willful disobedience or open and persistent defiance of the authority of university personnel, providing such conduct is related to university activities or university attendance.

13. Smoking on university premises including, but not limited to, university facilities used as classrooms, libraries, elevators, meeting rooms, restrooms, or service lines; plus, designated posted nonsmoking areas as well as university vehicles used for transporting students, except as permitted by applicable ordinances, laws, and university policies.

14. Use, possession, or distribution of narcotics, hallucinogenic drugs or any controlled substances, except as provided by Law, constitutes a violation of California Health and Safety Code section 11350 or Business and Professions Code Section 4230. Controlled substances include, but are not limited to,

marijuana, cocaine, heroin, peyote, opiates, opium and opium derivatives, mescaline, hallucinogenic substances, stimulants and depressants.

Student Grievance and Due Process

The student is encouraged to pursue academic studies and other university sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community. A grievance may be initiated when a student believes there has been an unjust action or denial of rights as stipulated in university policies, in the California Education Code and the California Code of Regulations. Such action may be instituted by the student against — another student, a faculty member, an administrator, or other university staff.

Students may initiate a grievance for any of the following reasons: 1. Prejudicial or capricious action in the evaluation of the student's academic performance. 2. Intimidation, assault, battery, or harassment (including sexual harassment). 3. Arbitrary action or imposition of sanctions by a university representative without proper regard to procedural due process as specified in university guidelines for due process.

When a student believes an injustice has occurred, he or she may seek redress through established policies and procedures. WCU encourages students, faculty, and staff members to informally resolve differences. If an issue cannot be resolved informally, a formal grievance may be filed. Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, creed, color, national origin, gender, marital or parental status, physical or mental disability, Vietnam-era veteran status, or age. It is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other campus concerns except sexual harassment.

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions which interfere with or exert a harmful affect upon the functions of the

University. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body and the interest of the University. Any action taken by a student under a due process procedure shall preclude any further action.

Student Grievance Procedure:

The student should first discuss the perceived offense, orally or in writing, with the individual(s) most directly responsible to attempt to resolve the matter. If no resolution results, the student should then consult with the senior administrator in his/her discipline or work area—program director, department chairperson or dean. If the administrator is the party against whom the grievance is directed, the student must take the grievance to that administrator's superior. Every effort should be made to resolve the issues at an informal level before proceeding to the status of a formal grievance.

If the informal efforts of resolution are not successful, the student should set forth in writing the substance of the alleged offense, the grounds on which the student is basing the complaint and the efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should be submitted to the Director of Admission, Chief of Academic Director, Dean, or other school administrator in a timely fashion, i.e., normally within thirty days of the end of the academic term in which the alleged offense occurred or should have reasonably been discovered.

The notified school official shall promptly initiate an investigation and prepare a report, normally within thirty days of receipt of the written grievance. In undertaking the investigation, a written response to the issues raised in the grievance may be requested from individuals believed to have information relevant to the matter, including faculty, staff, and students. Both parties to the grievance will be given an opportunity to comment in writing on the responses. Review of a grievance normally shall be limited to the following considerations:

- 1) Were the proper facts and criteria brought to bear on the decision, or, conversely,

were improper or extraneous criteria brought to bear on the decision? 2) Were there any procedural irregularities that substantially affected the outcome? 3) Given proper facts, criteria and procedure, was the decision a reasonable one?

Upon completion of the investigation, the school official shall issue a written finding and a proposed disposition to the student and to the party against whom the grievance is directed. This decision shall become final and shall be implemented, unless there is an appeal.

If the student or the party against whom the grievance was lodged disagrees with the recommendations of the school official either on substantive or procedural grounds, he or she may appeal in writing to the Vice President of the University. The appeal to the Vice President must indicate why he or she believes the grievance result to be wrong.

Any appeal to the Vice President must be received within thirty days from the school official's decision. The Vice President may agree or decline to entertain further appeal. Should the Vice President decide that there are grounds for a further appeal, either on substantive or procedural ground, the student may appeal in writing to the President. The President's decision, made in 30 days, is final. Details of the grievance will become part of the student's permanent file.

Students who find that their concerns have not been adequately addressed or solved by the school administration may contact our state approval agency (BPPE) or the Transnational Association of Christian Colleges and Schools (TRACS) at the following addresses:

Physical Address:

BPPE, Department of Consumer Affairs, the State of California
1747 N. Market Blvd, Ste 225
Sacramento, CA 95834

Mailing Address:

P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959 Fax Number: (916) 263-1897
<http://www.bppe.ca.gov>

Transnational Association of Christian Colleges and Schools(TRACS)

15935 Forest Road

Forest, Virginia 24551

info@tracs.org

Phone Number: (434) 525-9539

tracs.org

STUDENT SUPPORT SERVICES

The university student's services are designed to assist students attain their educational and career goals. Students are strongly encouraged to take full advantage of the opportunity to receive assistance and service throughout their educational experience at WCU.

Academic Counseling and Guidance The academic counseling services assist students in reaching their educational goals by: providing orientation for a successful academic experience at WCU; helping to clarify career and academic goals and assisting with course selection and program planning.

Student Records are confidential and are maintained and released in accordance with applicable law. The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (commonly referred to as the Buckley Amendment), generally prohibits the release of information about students and former students without their consent to parents, spouses, military, law enforcement, prospective employers, federal investigators, or other parties. This Act also assures the student of the right of access to, challenge of, and review of educational records. Educational records are defined as those records, files, documents and other materials which:

1. contain information directly related to a student, and
2. are maintained by the University or by a person acting for the University. The university's Office of Admissions and Records is the university's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The

Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures students' right to privacy and confidentiality and is instituted to protect each student. If a student believes that his/her record contains inaccurate information, this matter should be brought to the attention of the Director of Admissions and Records. If the problem cannot be informally resolved, the student should follow the official procedure (a copy of which is available in the Office of Admissions and Records) for a resolution of the problem. Student records normally include documents filed for admission to the University, grade reports, permanent records of academic work completed, transcripts received from schools and other universities and colleges attended, test scores, counseling information, correspondence and petitions related to the student. These documents will normally include, but not be limited to, the name, address, telephone, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, university major and the identification number of a student. Information which cannot be classified as student records is:

1. Information provided by the student's parents in connection with financial aid;
2. Confidential letters of recommendation on file prior to January 1, 1975;
3. Information maintained by a university official or employee which remains in his/her sole possession;
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the University, and
5. Information about the student maintained by the University in the normal course of business pertaining to the student's employment, if he/she is employed by the University.

Student Record Retention Policy Record Retention Period Students' applications for admission Five years. High school transcripts Five yrs. Transcripts from prior colleges/ universities attended Permanently (50 years.) Registration forms Five years. Add/drop forms Five years. WCU transcripts Permanently Application for graduation Five years. Change of grade form Five years. Grade report forms Five years.

Overview of the Family Educational Rights and Privacy Act (FERPA) including amendments

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4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the University, and
5. Information about the student maintained by the University in the normal course of business pertaining to the student's employment, if he/she is employed by the University.

Facilities

WCU campus is located at 680 Wilshire Place, Suite 310, Los Angeles, CA 90005, third floor; near downtown Los Angeles. The university is close to the Harbor (110), San Diego (405), and Santa Monica (10), Los Angeles (5) freeways, for easy access to the sites and surroundings of Los Angeles. The university's facilities including classrooms, offices, student lounge, and library are housed on the third floor in a modern four-story building.

Teaching Site

Facilities at the teaching site is composed of one administrative office room, one faculty room, one classroom and one library. The teaching site complies with U.S. standards and norms.

This facility provides adequate spaces to serve the current needs of the teaching site. Parking is available at the site. The computers are available for personal student use and conventional classroom use, computer and software classes, computer-aided classes, lecture or guest presentation, and real time video and Internet interactive classes and presentation.

Classrooms

Classrooms are spacious and air-conditioned. The general classroom equipment including desks, chairs, board, and projectors and other learning resources being used for

instructional purposes comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

Student Lounge

There is a student lounge which has tables and chairs for eating, studying, and relaxing. The lounge is equipped with a microwave oven, water dispenser, and coffee maker for students to use in preparing meals or snacks. Students are encouraged to use the student lounge for visiting, relaxing or studying in an atmosphere where conversation and discussion are encouraged.

Library/Learning Resources

WCU library houses a representative collection of books, periodicals and journals in the disciplines relevant to the course offerings and programs. With the growth of the University, the library's collections are continually being updated and expanded to meet the needs of new programs and curricula. WCU students also have access to the university's on-line library system, Small Library Solutions (SLS), which can be accessed anywhere and at any time by students with their laptop computers. The SLS provides WCU students with library services like large on-campus libraries.

The library is open from 11:00 AM-7:00 PM Monday-Friday. The library is closed on Saturday and Sunday.

Library Learning Resources Instruction

Library Catalog

Western Covenant University website: <http://www.wcuniversity.com/>

Library World

<https://www.libraryworld.com/signin.php>

Username: blixablue77

Password: Jester53

Learning Resources (DBpia)

Western Covenant University website: <http://www.wcuniversity.com/>

DBpia: <http://www.dbpia.co.kr/>

‘소속기관명: Western Covenant University

ID: wcuniv

Password: wcuniv5445

Financial Aid

WCU does not currently participate in federal and/or state financial aid programs. Therefore, students enrolled in WCU are not eligible for federal financial aid. On the other hand, WCU offers a limited number of tuition assistance scholarships each year based on needs. These scholarships are given to those who are full-time degree students who demonstrate the greatest need.

Scholarships

- (1) Student Committee: the student committee will be awarded for this scholarship:
Chairperson (30%), Secretary (30%)
- (2) GPA Scholarship: the candidate who is within the top 10% and whose GPA is at least 3.7.

Health Care Services

The University does not provide full-service, on-campus health-care services. However, the University aids students in acquiring health insurance.

Bookstore

WCU does not operate a bookstore. However, textbooks, reference materials and some general supplies are available through the university's library that is open during regular library hours.

Housing

WCU does not have dormitory facilities under its control. The University has no responsibility to find or assist a student in finding housing. Apartments are available in the vicinity of the University. Students would contact the owners or managers of apartments directly for rental arrangements. An estimation of the approximate cost of the housing is between \$1,200 and \$2,000 for a 1 or 2bed room apartment.

Housing: Teaching site in JeJu

Residential life is an integral part of WCU in JeJu teaching site experience with around half of all international students living on teaching site during their studies. We hope that our dormitories provide a sense of the distinctive experience you will have studying. In total, we have 49 dormitories all located at and near JeJu teaching site. Each dormitory room comes equipped with fresh bedding and linen, as well as high speed internet access.

Parking

On-site parking is available for students for free for the first 30 minutes. After the 30-minute grace period, \$1 is charged for every 30 minutes thereafter. Street parking is highly encouraged.

Job Placement Services/Other Student Services

WCU does not provide job placement services for its students. However, the University provides other personalized student services to assist students in reaching their educational goals. Students should contact their advisor for assistance or direction to services for their personal needs.

GENERAL POLICIES

Catalog Accuracy Statement

WCU's catalog describes the policies, procedures, rules and regulations by which the University operates the programs and services that it offers. The University endeavors to present this information to the public clearly and accurately. Every effort has been made to assure that the information presented is correct and up-to-date. The University assumes no responsibility for program changes or publication errors beyond its control.

Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the information set forth in this catalog, for satisfying prerequisites and/or requisites for any course the student plans to take and for selecting the courses which will allow the student to attain his or her educational objectives.

The University does not assume responsibility for misinterpretation by students of policies, procedures rules or regulations presented in this catalog.

Statement of University Rights

This catalog is published to aid the student in making decisions leading to the accomplishment of academic goals. The policies, procedures, rules and regulations stated herein are for information only and in no way constitute an irrevocable contract between the student and WCU.

Nothing in this catalog shall be construed, operate as, or have the effect of an abridgment or limitation of any rights, powers or privileges of the Board of Trustees or the President of WCU.

While every effort has been made to ensure the accuracy and timeliness of information in this catalog, changes in laws, rules and policies that occur from time-to-time may alter information contained in this publication. Further, the General Catalog is a generic publication; it is not intended or possible to be inclusive of all the

information which pertains to the student and the University.

The University reserves the right to make program changes and rules revisions; to set and amend tuition, services and material charges; to make changes in which quarter courses are offered, teaching assignments, degree requirements, student services, and administrative staff at its sole discretion without limitation or prior notice, subject to applicable law.

There are established procedures for making changes — procedures which protect the university's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the advantage of the student and can be accommodated within the span of years normally required for graduation. The student should consult the appropriate office, administrative unit, the published schedule of classes or other appropriate university publications for current information.

The University further reserves the right to refuse admission to any applicant at the discretion of the Director of Admissions and Records and to disqualify, discontinue or exclude any student at the discretion of the President, the Vice President or the Director of Admissions and Records.

Policy on Sexual Harassment

Sexual harassment is a violation of a person's privacy and dignity. It creates a hostile and intimidating work or learning environment, and it is illegal.

It is university policy that all employees and students have a right to work and learn in an environment free of discrimination, which encompasses freedom from sexual harassment. WCU prohibits sexual harassment of its employees and students in any form.

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse

of a sexual nature, sexually-oriented humor, graphic-verbal comments about an individual's body or clothing, sexually-degrading words to describe an individual, the display in the workplace or learning environment of sexually-degrading objects or pictures and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women; however, men are also victims of sexual harassment by women, and same sex harassment occurs.

For students, sexual harassment occurs when it is indicated, explicitly or implicitly, that sexual interactions will influence grades, performance evaluations, letters of recommendation, customary referrals or references. A sexual harassment experience can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress and inhibit the attainment of career goals.

For employees, no supervisor shall threaten or insinuate, either explicitly or implicitly, that any employee's submission to or rejection of sexual activities will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Students, faculty or staff of WCU who believe that they have been subjected to any form of sexual harassment should promptly contact the Office of the Vice President regarding complaint resolution or grievance procedures.

Policy on Sexual Assault

The term sexual assault includes, but is not limited to, rape, acquaintance rape, sexual battery, forced sodomy, forced-oral copulation, rape by a foreign object, or threat of sexual assault.

Students, faculty and staff who are victims of a sexual assault committed upon the grounds of the University, or upon off-campus grounds or facilities maintained by affiliated student organizations, are required by law to be advised of specified-remedial information which should include any treatment which may be available.

Rape is the most prevalent, serious, and violent crime committed on college

campuses. Rape, including acquaintance rape, or any other form of sexual assault, will not be tolerated by WCU. Where there is evidence that campus-related sexual assault has been committed, severe campus disciplinary action will be initiated. Such campus disciplinary action may include, after due process, the possibility of dismissal, suspension or disenrollment. Additionally, where the victim initiates criminal action, the perpetrator is subject to criminal penalties which may include fines and imprisonment.

Policy on Prosecution for Theft and Bad Checks

It is the policy of WCU to prosecute individuals for theft, such as shoplifting, and the issuance of worthless documents, such as bad checks, whenever it occurs on campus. All persons committing such acts are subject to prosecution by civil authorities under the California Penal Code. Such measures include the utilization of Section 1719 of the California Civil Code (AB 1226) which permits the recipient of a bad check to recover the amount owing upon such check plus three times its face value up to a limit of \$500 in a court of competent jurisdiction.

Educational Programs

M.A. PROGRAMS

The M.A. programs require a minimum of 96 credit hours (MAR) and are normally completed in three years (MAR) of full-time study; you may, however, take up to six (6) years of part-time study. Students must maintain a minimum grade-point average of 2.0 to stay in the program. The M.A. programs consist of a focus of study of five (5) Common-Core-Curriculum Courses, 20 credit hours/units, those are required of all M.A. programs. Each program then requires 42 credit hours beyond the core courses that consist of restricted electives for each M.A. program and an exit option of one of the following: (a) the Integrative Seminar, (b) the Field Education Course, (c) the Thesis Option and (d) the Project Option. With each Exit Option students must take a

Research Methodology course for a total of six (6) credit hours/units for each Exit Option. The remaining 34 credit hours/units can be chosen from non-restricted electives, such as Christian counseling, education, and computer courses.

Language Each M.A. program student must complete at least 4 credits of language study as determined in consultation with his/her M.A. Committee. The student may propose either Greek or Hebrew. While four (4) credits are required, students are encouraged to take additional language credits, leading to greater proficiency in cultural exchange and research.

M.A. Committee

The M.A. Committee and Students' Advisors when a student is admitted to a M.A. degree program, the School Dean selects a M.A. Committee composed of three School of Theology faculty members to direct the student's progress through the degree program and to administer and evaluate his/her exit option, including the M.A. thesis option, if the student selects this exit option. Additional Theology faculty may join the M.A. Committee as deemed appropriate and desirable by the student and his/her committee members.

Faculty Qualifications

Candidates for the position of instructor — as used here, instructor covers candidates for all instructional positions: adjunct, assistant, associate and full professor — must possess the minimum qualifications required by the California Education Code and the California Code of Regulations. Each advertised position must include a statement of minimum qualifications, and may include a statement of desirable qualifications.

Minimum qualifications are those required to teach in the discipline, as well as additional qualifications determined by the Search/Selection Committee (SSC). Additional minimum qualifications should be those considered to be essential to success

in the position and include: (1) subject area knowledge and competency; (2) teaching and communication skills; (3) commitment to professional growth and service; and, (4) a potential for overall instructional effectiveness. These qualifications should ensure that faculty are sensitive to student diversity in the University, are themselves representative of that diversity, and are well prepared by training and temperament to respond effectively to the educational needs of all the special populations served by the University.

Desirable qualifications may include the following:

1. Academic qualifications beyond the minimum set by law and regulation, if they would provide the basis for better teaching or other service without adversely affecting staff diversity/gender equity goals.
2. Pedagogical skill as demonstrated by relevant experience, education, training, and effectiveness as an instructor, clinician, counselor, or librarian.

**INSTRUCTIONAL STAFF LISTING (ISL)
FOR FULL-TIME AND PART-TIME FACULTY**

Name	Full/Part Time	Degree
Grace Choi-Kim	Full-time (Program Director of MAR)	Ph. D. – Pastoral Counseling, Garrett Evangelical Seminary
Il June Kang	Part-time	Ph. D. – Inter-cultural Studies, Fuller Theological Seminary
Kyung Mi Seo	Part-time	Ph.D. - Intercultural Education, Biola University
Byung Dal Kum	Part-time	D. Min. - Family Ministry, Fuller Theological Seminary
Sin Ho Kim	Part-time	Ph. D. – Church History, Drew University
Jung Ja Kang	Part-time	Ph. D. – Christian Education, Biola University
Kevin Choi	Part-time	M.A. – Special Education, Huston University
Esther Eunyoung Cho	Part-time	Ph.D. – Child and Family Studies -University of Wisconsin, Madison

PROGRAM: MASTER OF ARTS IN RELIGION (MAR)
PROGRAM DESCRIPTION

The M.A. in Religion program is dedicated to the integration of religion, faith and learning and consequently endeavors to promote a balanced commitment to God's revelation and to academic excellence in the pursuit of knowledge.

The School programs are academic/professional programs designed to prepare men and women for a variety of purposes both within and outside the church. The programs provide academic study and training for participants to reflect theologically on the role of religion, Christian life, and the church in contemporary society, and to develop the skills for effective ministry within local churches, mission agencies and para-church ministries.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, students will be able to:

- (1) Articulate the backgrounds and nature of the Old and New Testament Scriptures.
- (2) Explain the historical development of Christian doctrine and church.
- (3) Adequately interpret the Word of God and apply it to contemporary contexts.
- (4) Demonstrate advanced proficiencies in critical thinking, research and writing at graduate level.
- (5) Manifest mature Christian character.
- (6) Effectively teach and educate biblical truth.
- (7) Effectively serve and lead churches or Christian organizations for the cause of Christ

CAREER OPPORTUNITIES

This program prepares students for Missions or Christian education directors. Mission directors use their interpersonal, organizational and motivational skills to oversee missions' programs and support missionaries. Missions work can be local, domestic or international. Christian education director function in local churches, Christian schools, and Christian colleges. They use their knowledge and skills to teach and supervise Christian education.

21-2000 Religious Workers

21-2020 Directors, Religious Activities and Education (the United States

Department of Labor's Standard Occupational Classification Codes):

Coordinate or design programs and conduct outreach to promote the Christian education or activities of a denominational group. May provide counseling, guidance, and leadership relative to marital, health, financial and religious problems. Christian education director, Youth Ministry Director.

CURRICULUM

TOTAL: 96 UNITS

Core Curriculum Courses: 20 units (Required Courses)

BST 540 Old Testament Interpretation (4)

BST 560 New Testament Theology (4)

CE 600 Christian Ethics (4)

HS 580 History of Christianity I (4)

TP 580 Systematic Theology (4)

Restricted Electives: 76 units

I. Biblical Studies, Old Testament and New Testament

Electives Four (4) courses, 16 units from:

BST 523 Old Testament Backgrounds (4)

BST 533 Old Testament Ethics (4)

BST 543 New Testament Background (4)

BST 558 New Testament Ethics (4)

BST 585 Exegesis of the New Testament (4)

BST 608 The Church in the New Testament (4)

BST 620 Eschatology and the New Testament (4)

BST 710 Special Study: Old and/or New Testament (4)

II. Historical Studies Electives

Four (4) Courses, 16 units from:

HS 581 History of Christianity II (4)

HS 610 History of the Reformation (4)

HS 635 Anabaptist Reformation (4)

HS 637 Luther and Lutheran Reformation (4)

HS 640 American Church History (4)

HS 647 Korean Church History (4)
HS 650 History of Theology and Revival (4)
HS 670 Concepts and Methods of Religious Thought (4)
HS 710 Special Study: History of Christianity (4)

III. Systematic Theology and Philosophy Electives

Four (4) Courses, 16 units from:

TP 530 Modern and Contemporary Christian Thought (4)
TP 612 Biblical Theology (4)
TP 642 Special Study: Theology and Philosophy (4)
TP 643 Process Theology (4)
TP 655 Philosophical Theology (4)
TP 660 Study in Asian Religious and Philosophical Thoughts (4)
TP 665 Theology of Christian Spirituality (4)
TP 670 Cultural Context of Theology and Ministry (4)
TP 710 Special Study: Theology and Philosophy (4)

IV. Religious Education

Four (4) Courses, 16 units from:

RE 540 Youth & Young Adult Ministry (4)
RE 561 Pastoral Care (4)
RE 604 Formative Figures in Religious Education (4)
RE 610 Introduction to Christian Education (4)
RE 615 The Bible and Religious Education (4)
RE 630 Multicultural Religious Education (4)
RE 640 Religious Education and Faith Development (4)
RE 650 Introduction to Christian Counseling (4)
RE 660 Introduction to Christian Leadership (4)
RE 705 Contemporary Theories of Religious Education (4)
RE 710 Special Study: Religious Education (4)
RE 720 Seminar: Problems and Issues in Religious Education (4)
RE 730 Interpersonal Communication

V. Music and Religion

MM 501 Music as Mission (4)

VI. Biblical Languages Electives

BST 410 Greek I (4)

BST 412 Greek II (4)
BST 414 Hebrew I (4)
BST 416 Hebrew II (4)

VI. Students must select and complete one of the options listed in 1-4 below:

One (1) Course, 8 units from

RM 710, Research Methodology (2) and EO 715, Field Education (4), Total: 8 units

RM 710, Research Methodology (2) and EO 716, Integrative Seminal (4), Total: 8 units

RM 710, Research Methodology (2) and EO 717, Project Option (4), Total: 8 units

RM 710, Research Methodology (2) and EO 718, Thesis Option (4), Total: 8 units

EO 796, Continuous Registration Master's Project/Thesis Option (4), Total: 8 units

COURSE DESCRIPTIONS

MAR PROGRAMS

BIBLICAL STUDIES, OLD TESTAMENT, NEW TESTAMENT

BST 410 GREEK I (4)

A study of phonology, morphology, and grammar of New Testament Greek with an emphasis placed on vocabulary development. Covers reading, writing, verb conjugation, and other parts of speech. It also introduces Greek customs, culture, and politics of the inter-testaments period.

BST412 GREEK II (4)

Prerequisite: BST410 or Approval of instructor

Greek II is a continuation of Greek I. This course emphasizes nouns, verbs, infinitives, adjectives, and pronouns. Voice, extension and tense are also covered.

BST 414 HEBREW I (4)

Fundamentals of biblical Hebrew with a focus on pronunciation, vocabulary, and the basic grammar in the usage of the Hebrew language. Hebrew I is to be used for translation and written exercises. Selected readings in biblical texts will be covered.

BST 416 HEBREW II (4)

Prerequisite: BST 414 or approval of instructor

BST 416 is a continuation of BST 414. It provides further study of Hebrew grammar with emphasis on morphology, phonology, syntax, vocabulary, and the understanding of the abbreviations and marks in the Hebrew Bible. Selected passages will be read from the Old Testament.

BST 533 Old Testament Ethics (4)

This course examines the foundations of Christian Ethics, context of contemporary ethical choices, methods of moral decision-making, the relationship of biblical informed norms, values and virtues to culture and society, the church's role therein; and the application of the above in selected specific spheres.

BST 540 OLD TESTAMENT INTERPRETATION (4)

General introduction and hermeneutics: historical, cultural, and religious background; the language and translation of the New Testament; textual criticism; the theological Raison d' ere of the New Testament; The New Testament books as canon; the principles and practice of New Testament exegesis.

BST 543 NEW TESTAMENT BACKGROUND (4)

A study of the Greek, Roman and Jewish backgrounds of the New Testament is made in order to give the New Testament student an understanding of the world of Jesus and the Early Church. Extensive readings in representative texts from the New Testament period, including the Dead Sea Scrolls.

BST 558 NEW TESTAMENT ETHICS (4)

This course is designed to acquaint students with the ethical teachings of the New Testament, and to probe the relevance of New Testament ethics for a contemporary personal and social ethic.

BST 560 NEW TESTAMENT THEOLOGY (4)

Prerequisite: Approval of Instructor

A study of the history and methods of biblical Theology and examination of the major themes of the principal New Testament writers in the light of their historical backgrounds.

BST 585 EXEGESIS OF THE NEW TESTAMENT (4)

Prerequisite: Approval of Instructor

A study of various tools of New Testament investigation and the praxis of interpretation of selected texts.

BST 608 THE CHURCH IN THE NEW TESTAMENT (4)

Prerequisite: Approval of Instructor

An examination of New Testament sources dealing with the early Church in its

various communities, including its social composition, rituals, customs of worship, and organization. Important documents concerning the Church from other early Christian literature are also examined.

BST 620 ESCHATOLOGY AND THE NEW TESTAMENT (4)

Prerequisite: Approval of Instructor

A study of various eschatology of the New Testament and the early Christian movement from their beginnings in the ancient Near East into the second century. Course includes a survey of early Christian views of the Combat of God and the Devil, life after death, the judgment, heaven and hell, and the Eschaton both personal and cosmic.

BST 710 SPECIAL STUDY: OLD AND/OR NEW TESTAMENT (4)

Prerequisite: Approval of Master's Advisory Committee

Individual study projects involving library research in the field of the old and/or New Testament. Student must have an overall 3.0 grade point average in all master's degree work undertaken. Only students who have completed two quarters or 24 quarter units of master's course work are eligible to take BST 710.

CHRISTIAN ETHICS

CE 600 CHRISTIAN ETHICS (4)

An introduction to the discipline of Christian ethics, drawing on classical, contemporary, and cross-cultural sources. Develop critical skills and apply ethical methodology to a range of current social and ethical issues.

EXIT OPTIONS

EO 715 FIELD EDUCATION (4)

Prerequisite: Approval of Instructor

A field education experience with a qualified mentor approved by the student's M.A. degree faculty advisor in field education. Contact the Dean of the School of Theology for applications.

EO 717 MASTER'S PROJECT OPTION (4)

Prerequisite: Approval of Instructor

The application of a theory or concept in a specific research setting culminating in a written research report with the guidance of a faculty committee.

EO 718 MASTER'S THESIS OPTION (4)

Prerequisite: Approval of Instructor

The study of a well-defined problem that both emerges from and carries forward some existing body of knowledge or theory. Students who choose this research option, work with the guidance of a faculty committee.

HISTORICAL STUDIES

HS 580 History of Christianity I (4)

This general introduction to Christianity in the early church and medieval era focuses on the key persons, movements and ideas that have made significant contributions to the history of the Church. Special attention will be given to exploring how experiences and insights from the Christian past inform contemporary faith and practice. As an outcome of the course, students should have a general grasp of Christian history during these periods and a basic knowledge of the major personalities and ecclesiastical issues of the first 1500 years of Church History.

HS 581 HISTORY OF CHRISTIANITY II (4)

Prerequisite: Approval of Instructor

A history of Christianity from the Reformation to the present which focuses on the worldwide expansion of Christianity in the modern era and the diversity of form which Christian faith and practice have taken in different time periods and cultural contexts. Extensive use is made of primary sources as means of illuminating historical and historiographical issues.

HS 610 HISTORY OF THE REFORMATION (4)

Prerequisite: Approval of Instructor

A study of the magisterial phase of Protestant Reformation, especially as promoted in Germany, Switzerland, Scotland and England. Special emphasis will be placed on one of its major personalities: Luther, Zwingli, Calvin. Knox or the Anglicans and Puritans.

HS 635 Anabaptist Reformation (4)

To view the events of Anabaptist church history through the lens of Scripture in order to better understand how our faith is to shape our lives and community and how we are to interact with government, other religions and world views.

HS 637 LUTHER AND LUTHERAN REFORMATION (4)

Prerequisite: Approval of Instructor

In-depth examination of Luther's writings, placing them within the religious, political and social context of 16th century Europe. Study of Luther's experience as a paradigm

for the progress of the early Reformation, from the desire for internal reform and spiritual renewal to the break with established authority and the development of an alternative religious confession.

HS 640 AMERICAN CHURCH HISTORY AND THEOLOGY (4)

Prerequisite: Approval of Instructor

A study of the beginnings of Christianity in America to the present. Includes the European background, colonial Christianity, the first Great Awakening, the rise of the United States, the separation of church and state, the second Great Awakening, the development of religious diversity, the impact of the Civil War on religion.

Denominational development, the impact of immigration and industrialization, and the modern period.

HS 647 KOREAN CHURCH HISTORY (4)

Prerequisite: Approval of Instructor

The primary objective of this course is to identify and understand the identity of the Korean church from a historical perspective by focusing on the introduction of the Gospel to Korea and its historical background; the sociological and political contexts of the time; the influence of the Gospel on the traditional Korean society and an evaluation of the rapid growth of the Korean church in a relatively short period of time. The future of the Korean church will also be explored.

HS 650 History and Theology of Revival (4)

A study of the great movements of God's Spirit in the history of the church, especially during the revivals including the Great Awakening. Attention will be given to various theologies of revival and the development of revivalist methods.

HS 670 CONCEPTS AND METHODS IN U.S. RELIGIOUS HISTORY (4)

Prerequisite: Approval of Instructor

An examination of the ways in which the field has been conceptualized in the past, new approaches to the overall survey or "narrative" of religion in the U.S. and methodologically innovative monographs likely to shape research and teaching in the future. Designed for students planning to teach courses in U.S. religious history or incorporate such material in courses in U.S. history, literature of politics, etc.

HS 710 SPECIAL STUDY: HISTORY OF CHRISTIANITY (4)

Prerequisite: Approval of Instructor

Individual study projects involving library research in the field of the History of Christianity. Students must have an overall GPA of 3.0 in all master's degree work undertaken at WCU. Only students who have completed two quarters or 24 quarter units of the master's course work are eligible to take HS 710.

Music and Religion

MM 501 Music as Mission

Music as Mission class is a lecture that presents the music filaments from classic music to contemporary music through biblically and professionally.

RELIGIOUS EDUCATION

RE 540 Youth & Young Adult Ministry (4)

To develop youth and young adult ministry practitioners who manifest spiritual/theological depth, professional competency, academic excellence, professional leadership skills. A perspective that joins God and young people in their cultural settings, programming expertise, and the ability for self-reflection necessary for the spiritual care of youth and young adults within the broader church and community context.

HS 561 PASTORAL CARE (4)

Explore issues in pastoral care as they arise and as they were faced. Critical models will be used as resources to be used in the pastoral care. Psychological, social scientific, and historical methodologies are used.

RE 604 FORMATIVE FIGURES IN RELIGIOUS EDUCATION (4)

Prerequisite: Approval of Instructor

A reading course that focuses on formative figures of the late 19th and 20th centuries figures who have influenced the development of religious education theory and practice. Students also engage in studying and gathering oral histories of scholars and leaders in the field.

RE 610 Introduction to Christian Education (4)

This course focuses upon Biblical and Theological understandings of Christian Education and explores techniques for improving the effectiveness of those who teach in a congregational setting.

RE 615 THE BIBLE AND RELIGIOUS EDUCATION (4)

Prerequisite: Approval of Instructor

An exploration of the role of Scripture in the shaping of Christian identity, its place in the educational ministry of the church, and various models for teaching scripture.

RE 630 MULTICULTURAL RELIGIOUS EDUCATION (4)

Prerequisite: Approval of Instructor Examination of the philosophical and religious frameworks of multiculturalism in relation to religious educational praxis. Discussion of linguistic and cultural knowledge and its relationship to power. Powerlessness and justice. Issues looked at through the lenses of religious educators of different cultural communities.

RE 640 RELIGIOUS EDUCATION AND FAITH DEVELOPMENT (4)

Prerequisite: Approval of Instructor

Advanced seminar on the dynamics of spiritual formation and faith development. Using a faith interview methodology, the (faith) lives of persons will be explored in dialogue with models and frameworks from both theological and social-scientific sources to surface and illuminate dimensions of spiritual growth, psychological development, the formative influences of social-cultural contexts, and themes in the international nurture of spirituality.

RE 650 Introduction to Christian Counseling

This class is a general introduction to biblical pastoral counseling, including an overview of current trends in counseling theory and practices and the role of counseling in public, private and church settings.

RE 660 Introduction to Christian Leadership (4)

This course designs to develop leadership potential in students and to give them a familiarity with the various elements of the administrative process, including goal setting and achieving, organization, delegation, human relations, group dynamics, supervision and the training of other leaders.

RE 705 CONTEMPORARY THEORIES OF RELIGIOUS EDUCATION (4)

Prerequisite: Approval of Instructor

An exploration of major theoretical perspectives in religious education from the mid-1960s until the present time. Particular attention will be given to critical issues as they have merged in Jewish and Christian communities, and to the theological, philosophical and social- psychological dimensions of these issues. Some of the issues

have to do with identity, ecumenical and inter- religious relationship, scripture and personality.

RE 710 SPECIAL STUDY: RELIGIOUS EDUCATION (4)

Prerequisite: Approval of Master's advisory committee Individual study projects involving library research in the field of Religious Education. Students must have an overall 3.0 GPA in all Master's degree work undertaken at WCU. Only students who have completed two quarters or 24 quarter units of Master's course work are eligible to take RE 710.

RE 720 SEMINARS: PROBLEMS AND ISSUES IN RELIGIOUS EDUCATION (4)

Prerequisite: Approval of Instructor

Exploration of some of the significant problems and issues in the theory and practice of religious education. Contemporary issues as raised by various leaders in the field are examined for the purpose of formulating the work of the student in present or future contexts.

RE 730 Interpersonal Communication

This course provides an understanding of how to relate with others effectively in interpersonal communication. It articulates the principles and practices of interpersonal communication, which covers such as the processes of conversation, self-concept, verbal and non-verbal communication, listening and conflict management. It discusses the strategy of effective interpersonal communication skills.

RESEARCH METHODOLOGY

RM 710 RESEARCH METHODOLOGY (4)

Prerequisite: Approval of Instructor

An introduction to research methods, including research design, collection of data, data analysis, and interpretation of data. Required for all M.A. students.

THEOLOGY AND PHILOSOPHY

TP 530 MODERN AND CONTEMPORARY CHRISTIAN THOUGHT (4)

Prerequisite: Approval of Instructor

A study of thought from Enlightenment trends to contemporary theological and philosophical developments. The latter subject includes nineteenth century liberalism, twentieth century new-orthodoxy, existentialism, and post- existential trends such as secular, liberation, and hope theologies. Attention is also given to recent philosophical

movements such as logical positivism, linguistic analysis and process thought. The course stresses the history of major ideas, the system of formative scholars, and the conservative alternative.

TP 580 SYSTEMATIC THEOLOGY (4)

Prerequisite: Approval of Instructor

An examination of man as sinner, Christology and the atonement, salvation, eschatology and the church.

TP 612 BIBLICAL THEOLOGY (4)

A study of the nature, history and current trends in Biblical Theology. Each quarter there will be a special focus given to specific areas in Old Testament Biblical Theology or New Testament Biblical Theology.

TP 643 PROCESS THEOLOGY (4)

An examination of the theological movement based on the process philosophy of Alfred North Whitehead and Charles Hartshorne.

TP 655 Philosophical Theology (4)

This research master study program is a comprehensive examination of primary text, interpretation, theory and methods of the history of philosophical theology intended to offer a well-versed and varied foundation for graduate studies.

TP 660 Study in Asian Religious and Philosophical Thoughts (4)

Knowledge of philosophical and religious traditions is important to understand many aspects of East Asia's diverse cultures. This major seeks to train students in this tradition in a way that is grounded in a familiarity with the texts, languages, and cultures of East Asian societies.

TP 665 Theology of Christian Spirituality (4)

A detailed study of Christian spirituality in the period between the Apostolic Fathers (2nd century) and the Middle Ages. A focus is placed upon the Greek and Latin patristic traditions of spirituality, Celtic spirituality, and medieval Catholic spirituality.

TP 670 THE CULTURAL CONTEXT OF THEOLOGY AND MINISTRY (4)

A study of the impact of culture on the development of Theology and the practice of ministry.

TP 710 SPECIAL STUDY: THEOLOGY AND PHILOSOPHY (4)

Individual study projects involving library research in the field of Theology and philosophy. Students must have an overall 3.00 GPA in all Master's degree work undertaken at WCC. Only students who have completed two quarters or 24 unites of Master's course work are eligible to take TP 710.

Administrators

President.....	David Oh
Chief Academic Officer.....	Sin Ho Kim
Chief Financial Officer	Jae Kwon Kim
Program Director.....	Grace Choi-Kim
Librarian.....	Pan Jun
Admission Manager.....	Michell Yi
Planning and Development Advisor.....	Michell Yi