

Academic Catalog

2020-21

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Grace Mission University

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I. INTRODUCTION

A MESSAGE FROM THE PRESIDENT

Grace Mission University is a private, co-educational, theological institution created for students from a variety of faith backgrounds who desire to study the Word of God with academic rigor and spiritual sensitivity; and for students who seek to develop their spiritual gifts and ministerial skills. Qualified applicants who are personally committed to Jesus Christ and are called into the Lord's ministry are welcomed to apply to Grace Mission University.

At Grace Mission University we believe that properly trained and spiritually prepared Christian men and women will be ready to handle any circumstance they may encounter in ministry. At GMU the major emphases are placed upon spiritual growth through a personal relationship with Jesus Christ, a systematic study of the Bible, and pastoral training.

Candidates graduating from Grace Mission University will be equipped to become successful ministers of the Word in the midst of a turbulent world. They will be in demand not only for their rigorous academic training, but for their spiritual insight and compassion.

Your study at Grace Mission University will assist you in realizing The Father's perfect will for your life and ministry.

Yours in Christ,

President, Kyunam Choi

MISSION STATEMENT

Grace Mission University is a higher education institution that equips students so they will be academically enriched and spiritually empowered to lead others

- To Christ
- To deeper lives of discipleship
- And to help fulfill the Great Commission.

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

INSTITUTIONAL PHILOSOPHY OF EDUCATION

Grace Mission University recognizes the primacy of the spiritual truth revealed in the Bible and incarnated in Jesus Christ, and acknowledges that all truth is of God. All truth finds its unity in God. GMU recognizes the role of the Holy Spirit in interpreting God's truth in accordance with the words of the Lord Jesus Christ who instructed His disciples that "when He, the Spirit of Truth, comes, He will guide you into all truth" (John 16:13).

GMU recognizes that Father God has shown humankind truth through Christ in nature, history, and in Scripture. The Bible, as the authoritative Word of God, is central in the quest for knowledge. Its principles and precepts are integrated throughout GMU's curriculum and are foundational in the institution's basic philosophy of education.

INSTITUTIONAL GOALS

To fulfill its mission, Grace Mission University is committed to provide its students with:

- Theological knowledge
- Ministry skills and field experience
- Spiritual passion
- God's heart for all nations
- Background to pursue advanced degree programs geared to professional Christian ministry and Grace Missions

As an institutional goal, GMU aspires to

- Supply leaders (Pastors, Associate pastors, Missionaries, Lay Leaders) for the Presbyterian Church International General Assembly and associated churches
- become one of the most outstanding missionary training programs in the Korean-American community

INSTITUTIONAL OUTCOMES

As a result of graduating from Grace Mission University, students will:

- Demonstrate a strong commitment to the Lordship of Jesus Christ;
- Demonstrate the fruits of a Christian lifestyle and mindset;
- Acknowledge and demonstrate the authority of Scripture in their life and ministry;
- Demonstrate an advanced knowledge of Scripture and the ability to effectively communicate it;
- Demonstrate a mature knowledge of Reform Theology;
- Evidence a commitment to world evangelism and the ability to share their faith;
- Demonstrate the ability to effectively minister in the Korean culture and within cross cultural environments.

PROGRAM LEARNING OBJECTIVES & OUTCOMES

GMU program objectives and learning outcomes are articulated to support the mission statement and institutional goals.

BATH Program Learning Objectives (PLO)

Upon completion of the Master of Divinity program, students will be able to:

- PLO1. That students be equipped to serve as Bible teachers (e.g., Sunday school, youth groups, cell group leaders)
- PLO2. That alumni become lay leaders in their churches (or ministers)
- PLO3. That graduates be equipped for graduate studies

BATH Program Learning Outcomes Goals

- As demonstrated by 50% of students gaining experience teaching while in school.
- As demonstrated by 30% of 5-year alumni teaching some type of Bible class (e.g., Sunday school, youth groups, cell groups)
- As demonstrated by 50% of 5-year alumni serving as lay leaders (e.g., deacons, elders, cell leader, Bible teacher, JDSN)
- As demonstrated by alumni at accredited graduate schools having an average GPA of at least 2.5.

MDiv Program Learning Objectives (PLO)

Upon completion of the Master of Divinity program, students will be able to:

- PLO1. That students begin developing expertise in a specialized area (e.g., pastoral ministry, missions, education)
- PLO2. That alumni find employment in ministry (full-time or part-time)

- PLO3. That graduates be equipped for doctoral studies

MDiv Learning Outcomes Goals

- As demonstrated by 80% of Bible knowledge test of graduates.
- As demonstrated by 60% of 5-year alumni being ordained
- As demonstrated by 70% of 5-year alumni being employed in ministry
- As demonstrated by GMU alumni in graduate programs maintaining an average GPA of at least 3.0.

MAICS Program Learning Objectives (PLO)

The Master of Arts in Intercultural Studies Program is designed for leaders with a minimum of two years of mission or cross-cultural experience and it will have the following outcomes:

- PLO1. To equip leaders in the mission field to be competent in cross-cultural ministries through a balanced training in biblical, theological, and ministry applications.
- PLO2. To strengthen the missiological foundations by providing in-depth study that can immediately affect the practice of ministry and Business As Mission.
- PLO3. To activate and maximize the potential of leaders in relevant cross-cultural ministry, organizations, and institutions.

MAICS Learning Outcomes Goals

- Get 80% or more in comprehensive exam and Thesis of graduates (Demonstrate the integration of theory and praxis in areas of cross-cultural ministry and other relevant areas).
- 80% of students have experience in BAM or cross-cultural ministry (Based on their trained Missiological understanding; practice, evaluate and continuously provide alternatives and solutions to the problems in the mission field and related areas).
- As demonstrated by 70% of 5-year alumni being employed in cross-cultural mission fields (Show an ability to apply their academic and practical training into their daily ministry. Contribute to the corporate learning process through effective leadership in their present and prospective ministries).

MACE Program Learning Objectives (PLO)

The Master of Arts in Christian Education Program is designed for leaders with Christian Education in churches and mission fields:

- PLO1. To demonstrate students in knowledge, understanding, and appreciation of Biblical, theological, philosophical, and psychological foundations of Christian Education
- PLO2. To develop the skills of the operative principles and administrative approaches for the educational ministry of the church in the multi-cultural context.

- PLO3. To strengthen the skills of teaching, evangelism, leadership training, and age group ministry in the context of mobilization.
- PLO4. To equip students with academic in-depth skills in research that integrates knowledge and practices for advanced studies.

MACE Learning Outcomes Goals

- Get 80% or more in comprehensive exam and Thesis of graduates.
- Promote 80% of students (while in studying) to have experience in Christian education at church or cross-cultural ministry.
- As demonstrated by 40% of 5-year alumni being employed in ministry in their specialized areas.
- 30% of graduate involved in advanced study or research.

Doctor of Missiology (DMiss) Program Learning Objectives (PLO)

Upon completion of the Doctor of Missiology program, students will be able to:

- PLO 1. be involved with education or training.
- PLO 2. complete their doctoral program.
- PLO 3. write an in depth research article or book.
- PLO 4. be employed in ministerial or missional leadership.

Doctor of Missiology (DMiss) Program Learning Outcomes Goals

Upon completion of the Doctor of Missiology program, students will be able to:

- by 70% of graduates being involved in educational or training areas
- by 70% of doctoral candidates completing their dissertations and earning doctoral degrees.
- by 50% of 5-year alumni writing in-depth research articles or books
- by 70% of graduates being employed in ministerial and missional leadership

DOCTRINAL STATEMENT (BIBLICAL FOUNDATIONS)

GMU holds the following biblical foundations statements.

Article 1 God

We believe in the one and only God who is perfect and eternal. He is the Triune God: God the Father, God the Son, and God the Holy Spirit. Scripture References: Gen. 1:1; Ex. 3:14; 31:13; 34:14; Lev. 19:2; Deut. 6:4; 32:4; I Kings 8:27; Ps. 19:1-2; 22:18; 47:7; 90:2; 119:68; 145:10; Mal. 3:6; John 4:24; Acts 15:18; Rom. 16:27; I Cor. 8:4; Eph. 2:4; Heb. 12:23; 1 Jn. 5:7; Rev. 19:6.

Article 2 Jesus Christ

We believe in Jesus Christ, the Son of God, our Savior, and Lord. We believe that He is infinite God and the true man who was incarnated by the Holy Spirit through Virgin Mary. He, being righteous, is able to bring sinners to righteousness through His sacred blood which was shed on the cross. We believe that Jesus Christ rose from the dead according to Scripture, ascended into heaven, and sits at the right hand of God as our high priest and the king of the universe. We believe that He will come again with glory to build a kingdom of righteousness and peace. Scripture References: Isa. 9:6; Luke 19:10; John 1:1-14; 4:42; 14:20; 16:30; Acts 1:11; Rom. 4:25; 9:5, 3:25-26; 5:18; 1 Cor. 15:22; Eph. 1:7, 17; 4:6; Col. 1:17; 2:8-10; 1 Tim. 3:16; 2 Tim. 4:1; Titus 2:13; Heb. 1:3-10; 2:17; 4:15; 7:25; 13:8; 1 Peter 2:21; 1 Jn. 3:13; 5:7, 20; Rev. 22:13.

Article 3 Holy Spirit

We believe in the Holy Spirit, the third person of the Godhead, who dwells in the hearts of true believers. He came to lead us, teach us, and grant us abilities. We believe He convicts the world of its sins, regenerates sinners, and brings both righteousness and judgment. Scripture References: Gen. 1:2; Job 33:4; Isa. 6:8-9; Matt. 28:19; Mark 3:29; John 16:8, 13; Acts 10:19; 13:2-4; 16:6; 1 Cor. 2:11; 6:11; Titus 2:11; 2 Peter 1:21; 1 Jn. 5:7.

Article 4 Holy Bible

We accept the Holy Scriptures, the Old and New Testaments, as inspired by God. Scripture is the Word of God which is accurate and inerrant. The purpose of this revelation is to show God's concern for the salvation of all humans. We believe the Holy Scriptures to be the only perfect rule for faith, doctrine, and Christian conduct. Scripture References: Ex. 4:15; 2 Sam. 23:2; Ps. 32:8; 119:151-160; Jer. 1:9; Matt. 5:17-18; John 10:35; 17:17; 1 Cor. 2:13; 2 Tim. 3:16-17; Heb. 1:1-2; 2 Pet. 1:18-21.

Article 5 Creation

We believe in the historicity and primeval history of the biblical record of creation and the reality of heaven and hell and the literal existence of Satan. All historical matters in the Bible, including Genesis 1-11, are to be considered as an accurate, literal record. Scripture References: Ex. 4:15; 2 Sam. 23:2; Ps. 32:8; 119:151-160; Jer. 1:9; Matt. 5:17-18; John 10:35; 17:17; 1 Cor. 2:13; 2 Tim. 3:16-17; Heb. 1:1-2; 2 Pet. 1:18-21.

Article 6 Human Beings

We believe that humans were created in the image of God. However, this perfect image was impaired through Adam and Eve's disobedience to the point of total degradation. Following the Fall, humans experienced the process of death in both body and spirit. Therefore, humans which were set apart from God, carry the characteristics of original sin from birth. Scripture References: Gen. 8:21; Ps. 51:5; 58:3; John 1:13; 3:3-6; 6:44; Rom. 5:12; 8:7; 1 Cor. 2:14; Gal. 5:19-20; Eph. 2:3; Col. 1:14; Heb. 12:14; Titus 3:5.

Article 7 Salvation

We believe that the salvation of all persons is brought through the substitutionary and redemptive sacrifice of Jesus Christ through His literal physical death, burial, resurrection, and bodily ascension into heaven. Whosoever repents of her/his sins and believes in Jesus is born again by the Holy Spirit, receives the gift of everlasting life, and becomes a child of God. Scripture References: Prov. 28:13; Isa. 45:22; Mark 16:15; John 1:7; 3:3-36; 5:24, 40; Acts 16:31; 17:30; Rom. 5:16; 8:16, 38, 39; 10:10; 2 Cor. 7:10; Gal. 2:20; Phil. 1:29; 1 Thess. 5:23; 1 Tim. 2:4; Titus 2:11; Heb. 11:1-6; 2 Peter 1:4.

Article 8 Sanctity and Purity

God wants His children to be holy by being filled with the Holy Spirit; to live a life of righteousness in contrast to sinfulness, to dedicate their lives to His will, and to live a life of effective service. Scripture References: Lev 11:44; Rom 6:19; 2 Cor. 7:1.

Article 9 Healing

We believe in divine healing which we can receive for our physical illness through the work of redemption by Jesus Christ. We believe that the Holy Scriptures encourage us to pray for the sick. This is a privilege for all contemporary Christians. Scripture References: Rom. 5:9, 18; 8:34; 2 Cor. 5:14; Eph. 1:7; 1 Tim. 2:6; 4:10; Titus 2:11; Heb. 7:25; 9:22-24; 2 Pet. 3:9; 1 Jn. 2:2.

Article 10 The Church

We believe the Church is composed of all believers in Christ who are redeemed by His blood and born again by the Holy Spirit. Christ is the head of His Church. We believe that it is our duty to spread His Gospel as God's witness to all nations of the world. Our local churches are gatherings of believers who come together to worship Father God, to be taught from His Word, to pray and fellowship with one another, to share the Gospel with others, and to participate in Holy Communion and Baptism. Scripture References: Matt 16:18; Act 20:28; Eph. 5:23.

Article 11 Resurrection

We believe in the physical resurrection of both the righteous and the unrighteous respectively. The righteous will resurrect unto eternal life and the unrighteous will resurrect unto judgment in the place of eternal punishment which was prepared for all who die outside of Christ. Scripture References: 1 Cor. 15:24-28; 1 Thess. 4:15-17; 2 Thess. 1:7-10; 2 Pet. 3:3-13; Matt. 24:42-44; John 5:28; Acts 24:15; 1 Cor. 15:22, 23; 2 Tim. 2:18, Phil. 3:21; 1 Cor. 15:35-44; Dan. 12:2; 1 Cor. 15:24; Rev. 10:6; 22:11; 2 Pet. 3:11, 12.

Article 12 The Second Advent

We believe in the imminence of Jesus Christ's second coming. He will return in physical form and will be visible to anyone in the world. We believe that His second coming is a blessed hope to all believers and motivates us to lead a faithful life in sincere service to the Lord. Scripture References: Acts 1:11; Matt. 25:31; 1 Cor. 15:24-28; 1 Thess. 4:15-17; 2 Thess. 1:7-10; 2 Pet. 3:3-13; Matt. 24:42-44; John 5:28; Acts 24:15; 1 Cor. 15:22, 23; 2

Tim. 2:18, Phil. 3:21; 1 Cor. 15:35-44; Dan. 12:2; Acts 17:31; 1 Cor. 15:24; Rev. 10:6; 22:11; 2 Pet. 3:11, 12; Eccl. 9:10.

AUTHORIZATION & ACCREDITATION

Grace Mission University is a nonprofit religious corporation under the Corporations Code of California and qualifies for religious exemption pursuant to California Education Code CEC # 94739 (b) (6). The university is private and licensed to operate by the California Bureau of Private Postsecondary Education (BPPE), license means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 for the purpose of offering its educational programs. Furthermore, Grace Mission University achieved accredited status with TRACS (Transnational Association of Christian Colleges and Schools, 2019), ABHE (Association of Biblical Higher Education, 2013) and ATS (Association of Theological Schools, 2016).

The following degrees are currently offered by Grace Mission University:

- Bachelor of Arts in Theology (BA, 128 units)
- Master of Arts in Christian Education (MACE, 69 units)
- Master of Arts in Intercultural Studies (MAICS, 49 units)
- Master of Divinity (MDiv, 105 units)
- Doctor of Missiology (DMiss, 48 units)

Any questions, a student may have regarding the accreditation, may be directed to the following associations.

Transnational Association of Christian Colleges and Schools (TRACS)

P.O. Box 328
Forest, Virginia 24551
(434) 525-9539, Fax (434) 525-9538
E-mail: info@tracs.org
<http://www.tracs.org>

Association for Biblical Higher Education (ABHE)

55850 TG Lee Blvd. Suite 130
Orlando, FL 32822
Tel (407) 207-0808 Fax (407) 207-0840
<http://www.abhe.org>
E-mail: exdir@ABHE.org

Council for Higher Education Accreditation

One DuPont Circle NW, Suite 510
Washington, DC 20036
Tel 202-955-6126, Fax 202-955-6129
<http://www.chea.org>

E-mail: chea@chea.org

ADDITIONAL INFORMATION

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.

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Licensing Fax: (916) 263-1894

Enforcement/STRF/Closed Schools Fax: (916) 263-1896

<http://www.bppe.ca.gov>

E-mail: bppe@dca.ca.gov

Bankruptcy

Grace Mission University has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

NON-DISCRIMINATORY POLICY

Providing Equal Opportunity and Access

Recognizing that all persons are God's creation, Grace Mission University is committed to providing equal opportunity and access in its educational and spiritual programs and activities. The institution provides full compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

GMU does not discriminate on the basis of race, color, gender, national or ethnic origin, handicaps, or age in any of its policies, procedures, or practices. This includes its admissions policy, educational programs, treatment, employment, and all other activities that it provides.

Provisions for Those with Disabilities to Access Facilities

All class rooms and offices are equipped to access for those with disabilities. There is no discriminatory element for disabilities to attend the school. If any student or prospect

need help to access classes or offices, the Student Dean and Administrator will provide needed help.

GMU HISTORY

Grace Mission University was founded in Los Angeles, California through the ministry of Pastor David Kwangshin Kim. Pastor David Kim founded Grace Korean Church in 1982 which now has a Sunday morning attendance of almost 6,000 people. From his dynamic leadership, the Presbyterian Church International General Assembly denomination, with its multitude of churches in the United States and worldwide was birthed. In 1995, Pastor David Kim, as the president of the denomination presented a vision of the United Presbytery sending 2,000 missionaries all over the world. A seminary was needed to fulfill this vision. Therefore, Grace Mission University, the higher educational arm of the Presbyterian Church International General Assembly, was founded to train Spirit-filled leaders for the Lord. This was so desirable to the Korean community that over 60 students transferred into GMU in the first year.

In 1996 recognition was obtained from the State of California to offer a formal diploma under the provision allowed by the California Educational Code. On May 10, 2000, the first class of fourteen students graduated. GMU has had thirteen graduating classes since 1995. In the Spring 2019, GMU had nine BA graduates and fifteen MDiv graduates. GMU is committed to providing quality educational training for persons God calls into His ministry. Thus, GMU's focus is upon providing professional baccalaureate and graduate professional theological education to those called to or currently participating in vocational ministry.

GMU greatly benefits from its founding church, Grace Korean Church. Through it Grace Mission University has significant access to quality assistance in financial management, human resources, physical facilities, and financial support. In July 1, 2002, GMU moved from Anaheim to the Miracle Center in Fullerton, Orange County with its Korean population of 0.3 million. With the growing Korean immigration in the U.S. today, many Koreans are moving to Los Angeles including Orange County. Since most of these first generation Koreans do not speak English fluently, there is the need for a Korean-speaking accredited Christian higher education institution. GMU is focused on providing theological and ministerial development for its constituents among the 0.6 million Korean residents in Los Angeles.

The target audience for GMU has been adult learners who are already in ministry. Because of this constituency, there has been a special emphasis on evening classes and distance education courses. GMU offers five degree programs: the BA in Theology, MA in Christian Education (MACE), MA in Intercultural Studies (MAICS), Master of Divinity (MDiv), and Doctor of Missiology (DMiss). About 30% of the students come from The Presbyterian Church International General Assembly (PCIGA). Most of these churches also send monthly donations to Grace Mission University. Perhaps 20% of the

students come from unrelated local churches. The PCIGA is related to a larger denomination in Korea (Bosu Hapdong). Bosu Hapdong is the 6th largest number of the 60 Presbyterian denominations in Korea and provides the largest of students to GMU.

Milestones in our development are as follows:

- December 26, 1995 – GMU registered with the State of California as a 501 c-3 non-profit organization
- January 8, 1996 – Inaugurated Rev. See Gon Lee as president, Dr. Spencer Sutherland and Dr. Soo An Kim as vice presidents, and Rev. Sung Hoon Hong as academic dean.
- February 5, 1996 – Inauguration ceremony for Grace Mission University
- May 10, 1996 – Received approval from BPPVE (State of California) to operate as a religious exempt university
- January 1, 1998 – Inaugurated Dr. David Kwangshin Kim as second president
- October 1, 2000 – Inaugurated Dr. Young Kyu Ryu as third president
- February 1, 2002 – Inaugurated Dr. David Kwangshin Kim for a second term as forth president
- July 1, 2002 – Moved from Anaheim to the Miracle Center in Fullerton
- February 2, 2006 – Inaugurated Dr. Kyunam Choi as second academic dean
- November 1, 2008 – Inaugurated Dr. Hyunwan Kim as third academic dean
- April 2009 – Award of candidate status from TRACS
- April 2019 - Award of accredited status from TRACS
- Feb 2013 - Award of accredited status from ABHE
- June 2016 - Award of accredited status from ATS
- Octo. 2016 - Inaugurated Dr. Kyunam Choi as president
- April 2017 - Award of 10 year reaffirmation status from TRACS
- Feb 2018 - Award of reaffirmation status from ABHE

LOCATION & FACILITIES

Grace Mission University is located at 1645 W. Valencia Dr., Fullerton, California.



The campus is bounded on the west by Brookhurst Boulevard on the north by Valencia Drive. It is located between the large east–west thoroughfares of Commonwealth Avenue and CA 91 Highway. Approximately three miles north from CA Freeway 91

Students coming to the campus by automobile should follow these directions to the main entrance on Valencia Drive.

The University is housed in the beautiful and expansive Grace Korean Church. The campus consists of 26 acres with more than one 300,000 square feet of building space in 4 major buildings.

Within this massive complex the University occupies an administrative area, eight classrooms (seating 50-100 students in each), a chapel, a conference room, a student lounge, a faculty lounge, libraries, and indoor/outdoor physical exercise facilities.

Parking at the campus can host up to 300 cars at one time.



The expansive facilities of the church are available for school functions.

Class Rooms



Our class rooms are located on 3F North Wing and 3F South Wing at Miracle Center Building.

Class rooms consist of six large classrooms (seating 50-100 students in each) and 6 regular classrooms (seating 20-30 students in each)

To meet the growth of students, GMU has reserved several rooms inside and outside of the main education building.

Offices



Our faculty and main offices are located on 3F North Wing at Miracle Center Building.

Main offices are the administrative offices, financial office, distance education office, Dean of students, financial aid office, fulltime faculty office, Academic Dean's office, and CEO's office.

Chapel



University chapels and conferences are intended to bring the GMU community together regularly for worship, spiritual nurture and education regarding relevant issues facing us in our lives.

The overall program brings a unique distinction to the ethos of GMU as a Christian University. Due to the central and significant nature of that ethos, attendance at chapel is required of all students.

Library & Learning Resources

Library



The Library serves Grace Mission University as the central information resource facility, supporting all undergraduate and graduate programs with extensive resources, regardless of format or location, and a wide variety of services.

Library has 4,300 square feet located at 201 S Basque Ave, Fullerton, CA 92833-3375.

In the GMU Library there are over 28,000 volumes in the Korean and English language including a growing theological reference collection. Further, the Media Center provides 4 dedicated multimedia viewing and listening stations.

The GMU Library is served with MLS Librarians and several assistants. Students at GMU Graduate School have access to the GMU library (Mon.-Fri. 10:00 am-10:00 pm).

The building provides space for over 40 individual study stations at tables and casual lounge reading seats equipped with data and power connections for laptop computer use.

Other Learning Resources

GMU students have full rights to use the nearby BIOLA University library (Mon.-Thu. 8:30 am-10:00 pm and Fri. 8:30 am-5:00 pm). Rights at both libraries are reciprocally granted to students registered at either institution. Students are expected to apply for guest cards at both universities by showing their student ID.

GMU has reciprocal agreement with Koshin University library at Korea. GMU graduate school student can access rich electronic resources through Koshin University library via internet.

Our local area network in the Information Commons allows up to 8 simultaneous users and student access internet with Wi-Fi at school area.

Each first month of semester, E-library Seminar is held for teaching the helping student us users and student access internet with Wi-Fi at school area.

II. STUDENT ACTIVITIES & SERVICES

STANDARDS OF CONDUCT

The GMU Code of Conduct is the basic criterion of behavior that represents a standard of Christ-like character for all who are a part of the university community. Recognizing that involvement in the service of Christ requires personal commitment to the Lord Jesus Christ, GMU expects the members of its community to develop a consistent program leading to spiritual growth and maturity. Such a program should include:

1. Disciplined Bible study. A consistent personal study of the Bible is essential for spiritual growth (1 Pet. 2:2, Heb. 4:12).
2. Persistent prayer. By personal example, Jesus taught us the necessity of praying regularly and consistently, and the Bible exhorts us to “pray continually” (1 Thess. 5:17).
3. Discipleship. All members of the GMU community should be involved in intentional discipleship. This includes forming personal friendships, structured accountability relationships, and/or small group fellowships (Phil. 3:17).
4. Church Attendance. All members of the GMU community should establish a church home and regularly attend worship services (Heb. 10:25, 1Cor. 16:13-16).
5. Christian Ministry. All members of the GMU community should be involved in some expression of Christian service and the exercise spiritual gifts for the edification of the body (Eph. 4).
6. Participate in Spiritual Enrichment Activities. In order to graduate, all students of the GMU should participate in at least four spiritual programs selected from the following: reading through the Bible, prayer in mountains, group prayer, spiritual retreats, training programs for missions, etc.

GMU expects all members of its community to demonstrate a lifestyle consistent with an effective Christ-like witness and one which exemplifies a life of integrity and Christian values. Thus GMU expects the following from its community:

1. Members of the GMU community must abstain from such activities as sexual immorality, use of illegal drugs or harmful substances, the abuse of alcoholic beverages, smoking, profanity, obscenity, and dishonesty, including plagiarism (1Pet. 1:15-16, Rom. 12:1-2).
2. Respect peers and those in authority. There should be mutual love, honor, and respect among the GMU community (Rom. 12:10, 1Jn. 4:21, 1Pet. 2:17, Heb. 13:16-17).
3. Refrain from discrimination and harassment. All forms of racial and gender discrimination are violations of God’s laws. GMU prohibits all forms of unlawful harassment (Acts 10:34).
4. Practice biblical standards in dating and marriage. GMU expects members of its community to observe biblical standards pertaining to moral purity. God’s Word does not condone either pre- or extra- marital sexual activity (1Thess. 4)

5. Maintain appropriate appearance and dress. GMU requires its members to follow standards of modesty in dress and appearance. The GMU community should never allow their appearance to be a stumbling block to others (1Tim. 4:11-12, 1Cor. 10:32).
6. Classroom Etiquette. The professor reserves the right to expel a student (who disturb the class or intend to obstruct a professor's teaching) from the class.
7. Academic Integrity. All GMU students should be honest and faithful in all academic activities including test taking and submitting all academic papers. All students should not be involved in any kind of plagiarism. GMU considers plagiarism as an academic crime. Plagiarism includes the following: copying another person's writings; quoting without reference attribution; copying other's ideas and materials and etc. GMU reserves the right to discipline a student who is involved in plagiarism by performing the following: warnings; suspension; dismissal and etc. (1 Cor. 5:1-8).

Student conduct is under the supervision of the Dean of Student Affairs. GMU reserves the right to dismiss, after due process, a student whose conduct is considered unsatisfactory. Demonstration of appropriate qualities of Christian character is a graduation requirement.

ORIENTATION FOR NEW STUDENTS

The University requires both continuing and new students to attend orientation. The goal of orientation is to help students understand the requirements for completing their programs successfully, familiarize them with the University, and develop a foundation for building community life. Details concerning registration policies, library procedures, academic advisement, school policies, and student government are presented during orientation. Students are responsible for all information presented at orientation.

CHAPEL ATTENDANCE

Chapel attendance at Grace Mission University is required. Chapel services are designed to permit students to apply their biblical knowledge, to develop a passionate relationship with God, to participate in ministering relationships as servants of Christ, and to make a life commitment for fulfilling the Great Commission of Jesus Christ. Since chapels are designed to reflect and focus the purpose and lifestyle of the university, attendance is required.

ACADEMIC ADVISEMENT

Before students register for courses, the University requires all students to receive academic advisement. Students are assigned to a faculty advisor before registration and the advisor must approve a student's proposed registration before they can be formally registered.

PERSONAL AND FAMILY COUNSELING

Personal and family counseling is provided through the office of the Student Dean, the faculty, and the Grace Korean Church pastoral staff. The church provides personal, pre-material, marriage, and family counseling. Support groups are available for students to participate.

GRIEVANCES OR COMPLAINTS PROCEDURES

Grievances Procedures

Students may submit any grievances that they might have with respect to academic affairs or interpersonal relationships in writing to the Dean of Academic Affairs. Upon receipt of the grievance, the Dean of Academic Affairs will meet with the student. An effort will be made to resolve the grievance. If the grievance is not resolved satisfactorily, the student may appeal the decision to the Academic Affairs Committee. The Dean forwards the grievance to the Academic Affairs Committee for resolution. The decisions of the Academic Affairs Committee are final and are non-appealable.

The following principles and procedures governing dismissal will be used if the reasons for dismissal are due to moral inconsistencies, significant neglect of duties, behavior, attitudes that are not in harmony with GMU's written policies, statements, standards, and ethical practices.

Dismissal of a student before graduation will be preceded by:

- a) discussions between the student and appropriate administrative officers (e.g., Dean of Academic Affairs or Dean of Student) looking toward a mutual agreement
- b) informal inquiry by appointed faculty committee, which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the administration
- c) a statement of charges framed with reasonable particularity by the Academic Dean and submitted to a committee of faculty and administrators (i.e., an ad hoc Grievance Committee consisting of dean of student, academic dean, one student selected by the Academic Dean, and one student selected by the student who has a grievance). Pending a final decision by the committee, no overt action relative to the student's activity is to be taken.

If a student has a grievance or a challenge to disciplinary or dismissal actions that she/he wishes to pursue through special procedures, he should inform the academic dean. The Academic Dean will form the ad hoc Grievance Committee consisting of Dean of Student, one student selected by the Academic Dean, one student selected by the student

with a grievance, and the Academic Dean him or herself. The student with a grievance will write a report detailing his grievance and suggesting any desired changes. The committee will have a meeting to discuss the grievance, reasons the school administration has been pursuing its present course and determine any more investigation that is needed. A second meeting will be scheduled which will allow the committee to ask questions of the professor and the administration. Proposals for recourse, change or for dismissing the grievance without recourse or change will then be written and voted on by secret ballot. Dean of student will inform the committee of the vote tally. The vote of the committee will decide the matter unless dean of student asks the board to review the case (including minutes and vote tally). In case of a tie vote, dean of student will make the decision. Careful minutes to both meetings should be kept including the results of the vote tally.

If any student feels he or she has been injured by a colleague, he should discuss the matter with the Academic Dean. If the aggrieved student wishes to pursue the matter further, it will be the function of an appointed committee composed of dean of student, Dean of Academic Affairs and one student to examine matters carefully and render a recommendation to dean of student.

Complaint about This Institution

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

If a student has grievances which he or she cannot work out with the school, he or she may call or write to:

Bureau for Private Postsecondary Education

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

Physical Address:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Phone: (916) 431-6959
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Licensing Fax: (916) 263-1894
Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Web site: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

The student can also call or write to

Transnational Association of Christian Colleges and Schools Office

P.O. Box 328

Forest, Virginia 24551

(804) 525-9539 Fax (804) 525-9538

Or

Association for Biblical Higher Education

5850 T. G. Lee Blvd., Suite 130

Orlando, FL 32822-1781

Tel (407) 207-0808 Fax (407) 207-0840

E-mail: exdir@ABHE.org

PLACEMENT SERVICES

Grace Mission University assists graduates in obtaining employment as part-time or full-time ministers in local churches and as missionaries overseas. The University provides recommendations to its graduates for ordination by the Presbyterian Church International General Assembly in the USA.

HOUSING

GMU does not currently own institutional housing for students. Therefore, students must find housing themselves.

Students can rent or lease rooms around the institution for \$900-1,200 for 1-bed room currently in 2014. Two-bed rooms housing will cost \$1,200-1500. The housing cost will vary according to locations and conditions of housing.

The institution does not have any responsibility for housing of students. Students must care for their own housing.

III. ADMISSION & REGISTRATION

ADMISSIONS (GENERAL INFORMATION)

Statement of Compliance

Grace Mission University is in compliance with Titles VI and VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments of 1972. The institution does not discriminate on the basis of race, color, national origin, or sex in any of its policies, practices, or procedures.

Personal Qualifications

Grace Mission University seeks to admit Christian believers who are committed to the study of the Bible, to spiritual growth, and who have a serious desire to devote their lives to Christian service. Furthermore, other personal qualities of the applicant, including leadership ability, character, responsibility, insight, maturity, motivation, tenacity, initiative, creativity, intellectual independence, and demonstrated concern for others and for the community, can be considered for admission. These qualities may not be reflected in traditional measures of academic achievement. They may be found elsewhere in the application and judged by the reader as positive indicators of the student's ability to succeed at GMU.

Prospective Students

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.

Admissions policies

Students who apply for the Bachelor of Theology degree must hold a high school diploma or its academic equivalent. Students who apply for the Masters degree must hold a four-year college degree or its academic equivalent. Students who desire to take courses by audit will not be subject to this prerequisite.

Academic Qualifications

Students applying for admission to the undergraduate degree program must have graduated from a recognized high school or have passed the General Education Development Test (GED). In both cases, the applicant's test scores and experiences are evaluated for evidence of the ability to do college work.

Performance on standardized tests, including the required SAT Subject Tests, the ACT plus Writing or SAT Reasoning, and any Advanced Placement or International Baccalaureate Higher Level examinations the applicant may have taken. Applicants who have not had the opportunity to take Advanced Placement or IBHL courses or who have chosen not to take the examinations for these courses will not be disadvantaged. Test

scores will be evaluated in the context of all other academic information in the application.

Students applying for admission to the graduate degree programs must have a bachelor's degree from an accredited institution. The bachelor's degree must be a four-year system or over 120 units in semester system. The applicant's GPA at college level will be considered for admission to a graduate level. The applicant's GPA at college level must be above C (2.5). Applicants who graduated college level in different college system from American standard will be evaluated in different methods. Applicants whose GPA is below than 2.5 will be under probation period if the applicant accepted in graduate program.

Ability-to-Benefit Students

GMU undergraduate program does not accept students who do not have high school degree or GED certification.

Application Procedure

Application for Admission forms may be obtained by contacting:

Grace Mission University
1645 W. Valencia Dr., Fullerton, CA 92833
Phone: (714) 525-0088
Email: gmu@gm.edu
Website: <http://www.gm.edu>

Students desiring admission to GMU must complete the application form, submit it with the admission fee and required documents to the Admissions Office. Official transcripts from all postsecondary schools attended must be sent from each school attended directly to the Registrar.

Language & English Proficiency Policy (TOEFL Score or English Skills)

Foreign students who cannot speak English can apply for admission to GMU. TOEFL and English Proficiency are not required for the students since the GMU offers ELSP programs. Students who do not have enough TOEFL (500 for BA & 550 for MDiv on PBT) score can start regular classes after passing ELSP program successfully.

Foreign students who do not have enough TOEFL score must complete 9 units of ELSP program and pass the exit exam. The tuition of the ELSP program is same as the regular class. The units taken from ELSP program are not counted to total graduate units.

Students who can speak Korean other than English can take courses at GMU because the institution offers Korean speaking lectures as well as English speaking lectures. The student's Korean language skills should be fluent to understand the lectures or get at least 80% of TOPIK (Test of Proficiency in Korean).

Foreign Students and Visas

GMU is authorized by the U.S. Government to issue the I-20 form for Visas from foreign countries. Once the foreign applicant is accepted, GMU will send various documents including the I-20 form.

Foreign students must enroll as full time students, which means a graduate student must take 9 or more semester units per semester and an undergraduate student must take at least 12 semester units.

For foreign students, \$ 200.00 of I-20 initial processing fee will be charged and \$ 100.00 of I-20 transfer processing fee will be charged if a foreign student transfers in GMU from another institution. Please direct other questions relating to foreign students to the Dean of Students.

Transfer of Credit Policy (Acceptance of Units)

Students from accredited institutions may be admitted to GMU, providing that they meet the admissions requirement of the institution. The institution does not have an articulation or transfer agreement with any other college or university. The Institution does not accept prior experiential learning as units. Academically earned units may be given for courses in which a grade of "C" or above for undergraduate courses ("B" or above for graduate courses) has been earned and which correlates with the courses required for the completion of the program to which the student was admitted as follows:

1) For undergraduate program, a maximum of 75 percent of the units or units that may be applied toward the award of a bachelor's degree may be derived from a combination of any or both of the following:

Units earned at institutions 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; Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for general academic disciplines.

2) No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for units toward a Master's degree. GMU accepts transfer units only from institutions 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.

3) No more than 10 semester units or its equivalent awarded by another institution may be transferred toward the doctoral degree. GMU accepts transfer units only from institutions 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.

4) Credits awarded by examination, on the basis of certificates, or by assessment of prior learning will not be accepted in GMU programs.

It is the student's responsibility to request that each institution attended send official transcripts directly to Grace Mission University Office of Admissions for evaluation. Coursework that fits into our curriculum and was earned from an accredited school is normally transferred into our program on an equal unit for units basis. The procedure for determining whether transfer units from unaccredited institutions is as follows:

1. The academic dean or registrar will research the institution in question (e.g., do internet or telephone research to determine faculty credentials, hours of coursework per units, library resources, names of accredited schools accepting coursework from this institution...).
2. The student is expected to demonstrate the equivalence between the courses in question, e.g., by showing the syllabus of the course previously taken.
3. The Dean of Academic Affairs, in consultation with the GMU instructor who teaches the equivalent course, determines the transferability of the units by reviewing the material presented by the student.
4. The grade for the course for which the units transfer is sought must be at least "C" for undergraduate courses and "B" for graduate courses.

A faculty and academic staff committee will award units for unaccredited coursework as follows:

- 1) No more than 30% of a units may be granted for each units earned at an unaccredited American school that has achieved state approval (the class must fit our curriculum) for undergraduate program
- 2) No more than 20% of graduate semester units may be granted for units earned at an unaccredited American school toward a Master's degree.
- 3) No more than 10 graduate semester units may be granted for each units earned at an unaccredited American school toward a doctoral degree.

Students wishing to transfer units into GMU should include a note in their application packet indicating which transcripts should be assessed for transferable units. When receiving an acceptance letter into a GMU program, the letter should include the list of accepted transfer classes. If the list is not included, please contact the office of the academic dean.

In some cases, students take transferable courses while attending GMU (or did not ask for transfer units when applying to GMU). It is important that students request transfer units as soon as possible. In some cases, a student may take a GMU class that could have been transferred from a previous transcript. Since we cannot give units for taking the same class twice, the student has wasted time and money. In other cases, a student may assume that a class would be transferred. By the time the student learns that the course was not accepted for transfer (or not accepted for full units), he or she may have missed the chance to enroll in a class needed for graduation.

Notice Concerning Transferability of Units & Credentials Earned at This Institution

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

REGISTRATION

Student's Records

Grace Mission University recognizes the need to maintain the confidentiality of student records. Thus, GMU observes the Family Educational Rights and Privacy Act of 1974. No one except administrative personnel and faculty are given access to student records.

Grace Mission University does not release educational records to non-school employees without the prior written consent of the student. With few exceptions, such as external references which students may have waived their right to see, students may review their educational records upon request. Access is granted upon submission of written request to the Registrar.

Students are entitled to copies of all records to which they have access. Students have the right, under established procedures, to challenge the factual accuracy of their records if they should believe there are discrepancies. Such challenges should be presented to the Academic Dean in writing.

Student's transcripts will keep forever in the institution. When the school close, the records will be kept in BPPE or the denomination office of the Presbyterian Church International General Assembly. Other documents and records will keep for seven years in the institution. After the period, the records and documents will be destroyed.

Enrollment Agreement

The enrollment agreement shall be signed by the student and by an authorized employee of the institution. Students get a copy of school's policy relative to providing the enrollment agreement, disclosures and statements to students.

Registration

Students are to register in person or through online registration website during the scheduled registration days specified on the Academic Calendar. Students will receive units only for those courses for which they are formally registered. No registration is complete until tuition and fees have been paid or a satisfactory arrangement has been made with the registrar's office.

Registration opens two weeks before a new semester. Within the preceding two months, current students receive class schedules and registration information by mail. They are to compare the new class schedules with their Student Progress Worksheets (see below).

After deciding the courses in which to enroll, and during the two-week registration period, a student is to meet with the Academic Dean (or the Dean of Administration) for academic counseling.

Class Attendance

Class attendance is required for residence students and international students. If a student has an excessive number of unexcused absences in a class, the instructor may lower their grade accordingly. A student who misses more than thirty percent of class sessions for any reason may be dropped from a course without units and a grade of "F" recorded.

Add/Drops

After the first day of class, a \$40 late registration fee will be charged. Registered students may drop or add classes during the first and second week of the semester. During the weeks, a \$20 fee will be charged for dropping or adding each course. Thus, dropping or adding two classes would incur a charge of \$40.

However, replacing a class (i.e. dropping one and adding one) will only incur a fee of \$20. After two weeks, no new classes can be added.

Cancellation

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.

For cancellation, a student must notice cancellation in written form. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Withdrawal

To withdraw officially from the institution, a student is required to complete the following procedure:

1. Procure a Withdrawal Form from the Registrar's Office
2. Complete the form, furnishing the required signatures
3. Return the completed form to the Registrar's Office

Upon complying with this procedure, the student may be entitled to a refund based upon the institutional refund policy. The official date of withdrawal is the date the Registrar receives the completed form.

Unofficially withdrawn students will not receive a refund of any portion of tuition or fees.

Leave of Absence

All leaves of absence which must not exceed 180 days in any 12-month period must be approved by the Academic Dean. Time during an approved leave of absence will not be included in the calculation of the maximum program length. A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Leave of Absence form.

The leave of absence is effective only when the Academic Dean has granted permission for this leave. A student who has taken a leave of absence without the Academic Dean's permission will not be considered a continuing student and may be considered as withdrawn. Non-compliance with Federal regulations regarding leave of absence can jeopardize a student's eligibility for future financial aid and loan payment deferment.

In accordance with University Regulations and Federal Title IV Student Financial Aid requirements, a student may request a leave of absence and maintain enrollment status under the following conditions:

1. Submit a leave of absence form signed and dated by the student unless unforeseen circumstances occur.
2. Receive approval for the leave of absence request by the Academic Dean, and either by the Financial Aid Officer (if receiving Title IV Financial Aid) or by the International Student Advisor (if on F-1 Visa)
3. Generally, one leave of absence may be granted in a 12-month period. However, more than one leave of absence may be granted for well-documented and unforeseen circumstances provided that the total number of days for all leaves of absence does not exceed 180 days in any given 12-month period. The 12-month period would begin on the first day of the quarter the student requests the leave of

absence.

4. Students receiving Financial Aid Title IV loans who fail to return to the University from an approved leave of absence will be considered as withdrawn and will be reported to the lending institution by the University. Consequently, loan deferment and repayment schedule may be affected.
5. The student's withdrawal date and the beginning of the student's grace period for loan repayment is the last date of academic attendance as determined by the University from attendance records.
6. The University may be required to refund unearned funds to the Title IV Programs when a student withdraws from the University.

Readmission

Students who have withdrawn from the school for over two years may be required to follow the readmission procedures. To be readmitted officially to the institution, a student is required to complete the following procedure:

1. Procure a Request for Readmission Form from the Admissions Office
2. Complete the form, furnishing the required documents
3. Return the completed form to the Admissions Office
4. The Admission Committee decides the readmission.

Interruption for unsatisfactory attendance/ unexcused absence

Three times of interruption for unsatisfactory attendance or unexcused absence will cause F grade or reported to the Student Financial Aid Department. The students who received financial aid will have to return the remaining amount of financial aid.

Tardiness

Students are expected to attend a class on time. If a student is late for a class, the three times of tardiness will be counted for one missing of class.

Class Cuts

Cutting a single class without teacher's permission is unacceptable, and even one or two cuts can impact a student's grade. The teacher should determine whether it is emergency or not to allow class cuts for a student.

Make-up Work

Students who received F or D grade may take again the course again as a Make-up work. In that case, the make-up units will not be counted as the total units of graduate requirement. Also tuition of the make-up course will not be included in financial aid.

DISTANCE EDUCATION

Students who cannot attend the university physically can get distance education from

GMU without attending the physical campus. GMU offers three programs in distance education: BA, MACEMACE, and MDiv Students can earn the degrees by taking whole courses via distance learning.

Definition of Distance Education

GMU's distance education is regulated by the definition of California Education Code in section 94834 of the Code. GMU's distance education program is appropriate for delivery methods, quality of education, and management. GMU's distance education programs and the materials are current, well organized, designed by faculty competent in distance education techniques, and delivered using readily available, reliable technology. The admission requirements are same as the on-campus student's.

A student who applies to distance education program must have consultation for her/ his ability to take distance education, because the student needs appropriate technical knowledge and skills to receive educational materials and to interact with the professor. A student can get help from the technological department of GMU to learn the appropriate technical knowledge and skills for taking distance education.

Grace Mission University is demanding distant education students the same quality of study with general students who are regularly attending at school in order to provide a high quality of distant education. GMU hopes that distant education students observe well following school regulations for distant education. A student can get detailed information about distance education from the Distance Education Manual.

Goals of Distance Education

The mission of Grace Mission University's distance education program is to provide quality instruction through electronic technologies to enable students to attain their educational goals. The university seeks to offer its students technological support that is continually evaluated and changed in order to offer its students a means to a better education.

1. To provide students around the world an opportunity for proper theological training which could not be attained otherwise.
2. To provide the best technological means to enhance student learning by providing distance students with such opportunities as developing faculty/student relationships, getting feedback on work completed, and opportunities to associate with fellow students.
3. To develop and maintain up-to-date technological resources to further enhance student learning. Regular evaluation of technological resources will be conducted to review current resources, and administration will seek to make necessary changes as they see fit.

4. To provide students with relevant and useful online resources that can be accessed via the internet and the university's website.

Resources and Procedures

Currently, the primary means of educational delivery is via audio-video recordings on Moodle website (<http://moodle.gm.edu>). Lectures are recorded, and either lecture audio-video recording can be accessed through online e-lecture webpage. Students can login each course and download the syllabus, lecture notes, and relevant materials by PDF format files. The audio-video recordings are available to students in three days after the lectures are given at campus.

Distance education students are currently required to take weekly lectures and write a one-page report on the content of the lecture and email it to the professor with questions and discussion topics (or upload on Moodle assignment folder). Students are also required to take same exams with the on-campus students. Exams are sent to the proctor directly and proctored by whom GMU office accept as a proctor before the exam at the beginning of the semester. GMU uses a proctor report form to ensure the quality and appropriate procedure of exams.

Students submit all works for the course on time, usually within a week of the course schedule maximum delay will be allowed for two weeks with the permission of each professor. Afterwards, the faculty members grade the student's work, and feedback is given for the work completed in the course. Students and professors are encouraged to frequently exchange their opinions as much as they need.

GMU offers distance education, the approximate 14 days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

Moodle course management systems

Moodle course management systems will be implemented to assist in the facilitation of course objectives and assignments. Moodle will be utilized to provide lecture notes and recordings, assignment submission and feedback, and forums for class discussions and instruction. Audio-video recordings will be uploaded per course in their respective course sites. Students will be able to access these recordings at their convenience with course password. Assignments will also be submitted via Moodle per course sites. Students will upload assignments and instructors will provide feedback through the same means.

Moodle will also be used to promote student social interaction as well as student/faculty relationships through discussion sessions and course faculty office hours. Discussion sessions may be conducted per instructor's request. Students can then log on and join discussion chat sessions to ask questions and comment on work.

Instructors and students will need to be trained and assisted to use Moodle course management systems by the technology person. Moodle system provide as following functions

- 1) Class Management by each instructor
- 2) Include the assignment and class materials etc.
- 3) Prepare the instructor and Operator manuals
- 4) Scheduling the Instructor workshop

ALTERNATIVE ACADEMIC PATTERNS

Teaching Site in LA

GMU offers extension teaching site in the City of Los Angeles, California. Students can attend classes at the teaching site as much as classes offered. However, all students must take credits more than 50% of graduate equipment total units at the main campus. Learning resources at the teaching site is limited.

At the teaching site in LA, GMU offers classes less than 50% of required units for graduate for each program. Therefore, students must plan and take remaining units at the main campus in Fullerton California. Also student must receive all major needed services from main campus.

IV. ACADEMIC POLICIES & REGULATIONS

ACADEMIC SYSTEM

Semester Units System

Grace Mission University operates on the semester system (15 weeks of class work plus a week for examinations). Units for work completed are expressed in semester hours. One unit hour requires 15 class contact hours per semester.

Academic Load

For undergraduate students, a normal academic load is 12 to 18 unit hours per semester. Students taking less than 12 unit hours in a semester are considered part-time. Students employed for more than three hours of work daily will find 12 unit hours a sufficient load. It is assumed that the student will spend one-two hour in course preparation per week for each hour in class.

For graduate students, a normal academic load is 9 to 16 unit hours per semester. Students taking less than 9 unit hours in a semester are considered part-time. Students employed for more than three hours of work daily will find 9 unit hours a sufficient load. It is assumed that the student will spend one-two hour in course preparation per week for each hour in class.

Grading

GMU uses a 4.0 grade point system (GPA). Grades are normally available within three weeks following the conclusion of each semester.

Grade Point System

<u>Grade</u>	<u>Scores</u>	<u>Grade Point</u>
A	96+	4.00
A-	90-95	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	63-66	1.00
D-	60-62	.70
F	59 or less	0.00

P	Passing
W/F	Withdrawal/Fail
W/P	Withdrawal/Passing
I	Incomplete

A grade of “I” may be given temporarily when all the course requirements have not been completed and arrangements have been made to complete the work. This grade may not be given by an instructor to avoid giving an “F”. A student who receives an “I” will have until the end of the next grading period to complete the outstanding course work. If the work is not completed by this time, the “I” will automatically be converted to an “F” grade.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Grace Mission University has developed standards of satisfactory academic progress policy to monitor student’s academic progress. The Satisfactory Academic Progress Policy is comprised of two Standards: (1) Qualitative Standard; and (2) Quantitative Standard. The Quantitative Standard has two components (a) acceptable passing rate and (b) Unit and a time limit for student’s to complete an educational program.

Satisfactory Academic Progress Standards:

1. Qualitative Standard

Students must be in good academic standing, as defined by the current University Catalog. Undergraduate students must maintain a C (2.0) average in all courses attempted at Grace Mission University and a C (2.0) cumulative. Graduate students must maintain a B (3.0) average in all courses attempted at Grace Mission University and a B (3.0) cumulative.

2. Quantitative Standards

- a. **Acceptable Passing Rate:** To monitor the Acceptable Passing Rate an overall ratio of Grace Mission University units earned to Grace Mission University Units attempted is calculated. Students must complete 70% of units attempted. Transfer units are not included in this calculation. Grades of: F, I, IN, Cr, NC, W, WU count as units attempted with Zero units earned.
- b. **Unit and Time Limit:** Attempt no more than 150% of the number of units required to complete an educational program. For determining satisfactory academic progress, ALL attempted units at Grace Mission University are counted whether or not financial aid was received. For Transfer students only those attempted transferred units that apply to their degree program are counted.

Students who change their majors may receive aid until they attempt 150% of the additional number of units required for the new degree.

Students pursuing a double major may attempt 150% of the number of units required to complete ONLY one degree.

Satisfactory Academic Progress Standards: Baccalaureate Students

1. Qualitative Standard

Students must be in good academic standing, as defined by the current University Catalog. Undergraduate students must maintain a C (2.0) average in all courses attempted at Grace Mission University and a C (2.0) cumulative.

2. Quantitative Standards

- a. **Acceptable Passing Rate:** To monitor the Acceptable Passing Rate an overall ratio of Grace Mission University units earned to Grace Mission University Units attempted is calculated. Students must complete 70% of units attempted. Transfer units are not included in this calculation. Grades of: F, I, IN, Cr, NC, U, W, WU count as units attempted with Zero units earned.
- b. **Unit and Time Limit:** Attempt no more than 150% of the number of units required to complete an educational program. For determining satisfactory academic progress, ALL attempted units at Grace Mission University are counted whether or not financial aid was received. For transfer students only those attempted transferred units that apply to their degree program are counted.

Earned units include: A, A-, B, B+, B-, C, C+, C-, D, D+, D-, CR, P, and all transfer units.
 Attempted units include: A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, IN, CR, NC, RD, W, WU, repeat, and all transfer units.

Satisfactory Academic Progress Standards: Graduate Students

Students pursuing a graduate degree may receive financial aid until they complete their academic program, or their total number of units attempted (including a reasonable number of prerequisites) reaches or exceeds 150% of the number of units required for the program, whichever comes first.

1. Qualitative Standard

Students must be in good academic standing, as defined by the current University Catalog. Graduate students must maintain a B (3.0) average in all courses attempted at Grace Mission University and a B (3.0) cumulative.

2. Quantitative Standards

- a. **Acceptable Passing Rate:** To monitor the Acceptable Passing Rate an overall ratio of Grace Mission University units earned to Grace Mission University Units attempted is calculated. Students must complete 70% of units attempted. Transfer units are not included in this calculation. Grades of: F, IC, IN, Cr, NC, W, WU count as units attempted with Zero units earned.
- b. **Unit and Time Limit:** Attempt no more than 150% of the number of units required to complete an educational program. For determining satisfactory academic progress, ALL attempted units at Grace Mission University are counted whether or not financial aid was received. For transfer students only those attempted transferred units that apply to their degree program are counted.

Earned units include: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, CR, RP*, and all transfer units required for the completion of degree.

Attempted units include: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, IC, IN, CR, NC, RD, W, WU, repeat, and all transfer units required for the completion of degree.

Quantitative standard examples

Four -year program: Students in a bachelor's degree program at GMU are required to complete 128 units and to enroll in 16 units each semester. The maximum time frame is six years (150% of the published length of four years), and GMU reviews a student's academic progress after increments of one year. Students must successfully complete at least 21 units each year. There is a one-year probationary period.

Lydia fails all her courses in her first semester at GMU. Though she successfully completes all her courses in the second semester, she isn't making satisfactory progress by the end of the first increment because she completed only 15 units, not 21. She is put on probation for her second year and successfully completes all but one of her courses (27 out of 30 units), so she is then meeting the SAP standard of 43 units completed by the end of the second year.

One-year program: GMU will have a 24-semester hour program that a full-time student can complete in one year. Because many students attend part time, GMU bases the maximum time frame on the number of semester hours attempted. Its policy is that students must complete the program by the time they have attempted 36 (150% of 24) hours. Increments are 12 semester hours, so to successfully complete the program on time, students must complete eight semester hours by the end of each increment.

Allen enrolls in this program one class at a time, and each class is four semester hours. After he has enrolled in three classes (12 hours),

GMU checks to see if he has completed enough work in that increment to be making satisfactory progress. Allen completed the first and third course but failed the second. Because he completed eight hours (2 courses) in this increment, he's making satisfactory progress.

Percentage completion: GMU requires students to complete 80% of the work attempted by the end of each increment ($4 \div 5 = 0.8$ or 80%).

Andrew and Marie enroll in the B.A. program, in 15 units per semester for the first year. After one semester Andrew has earned 13 units and Marie 15 units. At the end of the second semester, Andrew has a total of 21 units and Marie a total of 30 units. To be making satisfactory progress, they must have completed 80% of the units attempted by the end of each increment. This is 13 units ($80\% \times 15$) per semester, so both students

made satisfactory progress in the first semester. By the end of the second semester, they must have completed 24 units (80% x 30). Marie is still meeting SAP, but because Andrew only completed 21 units, he is not.

In the second year Marie again enrolls for 30 units, but Andrew only enrolls for 15. He successfully completes all of them, so he has earned 36 units of 45 attempted. Marie has earned 51 units of 60 attempted. By the end of the second year, Andrew must have completed 36 units (80% x 45); he is again making satisfactory progress. Marie must have completed 48 unit hours (80% x 60); she is still making satisfactory progress.

Change of major and transfer units

Generally all periods of the student's enrollment count when judging SAP, even periods in which the student did not receive FSA funds. However, your policy may permit that for students who change majors, units attempted and grades earned that do not count toward the new major will not be included in the SAP determination. You may limit how many times a student can change majors and "reset" SAP.

Similarly, you must at least count those transfer units that apply toward the current program, though you may count all units from the previous school.

You must also establish rules for students who seek to earn additional degrees.

Repetitions, withdrawals, incompletes, remedial and ESL courses

Failed or under C- graded courses can be retaken only once. In the case only the highest or most recent grade can be counted for graduate units. While GMU can exclude grades for prior attempts (repeat/delete) when calculating a student's GPA, GMU must include the units from all attempts when assessing if the student meets the quantitative SAP standard.

All incomplete grades, withdrawals, and remedial and ESL (not part of an ESL program) courses will effect on satisfactory progress. GMU does not exclude from the SAP review courses in which a student remained past the drop/add period and earned a grade of "W" (or its equivalent), nor can it routinely exclude certain hours attempted, such as those taken during a summer session.

Probation and appeals

GMU permits appeals and probation, all students who are in the process of their SAP check on probation can register immediate semester. During that time students may continue to receive Title IV aid, but at the end of the period the students must again be meeting SAP standard. Such students cannot, however, be allowed two such periods consecutively.

Re-establishing academic progress

A student who loses FSA eligibility because she/ he is not meeting GMU's satisfactory academic progress standards will regain eligibility when GMU determine that she/ he is again meeting the standards or when GMU grant her/ him an appeal.

Other than when an appeal is granted for special circumstances, a student can regain eligibility only by taking action that brings her/ him into compliance with the qualitative and quantitative components of GMU's academic progress standard.

A student can complete a number of units or enroll for a number of academic periods without receiving federal student aid, or that she/ he interrupt her/ his attendance for one or more academic periods. However, neither paying for one's classes nor sitting out a semester affects a student's SAP standing, so neither is sufficient to re-establish FSA eligibility.

SAP Probation

The first time that a student does not complete 70% of units attempted during an academic year, or after any semester when his or her GPA falls below requirements for satisfactory academic progress (i.e., at least 2.0 for bachelor's and 3.0 for master's programs) he or she may be placed on a "One-year SAP probation. To be placed on probation, a student must complete at least 50% of attempted units during an academic year. A "One-year Sap probation" is granted only once. During a probation period, student will continue to receive financial aid.

Once students have been placed on probation, they must complete at least 70% of attempted units annually during their probation year, and any remaining time in pursuit of their degree, or they will be disqualified from receiving financial aid.

Students on probation have an initial appointment with either the student dean or academic dean to assess the cause. In some cases, further meetings will not be required (e.g., an illness or car accident could have caused a temporary inability to maintain quality work). In other cases, regular appointments with a dean or faculty member will be arranged.

Disqualification

Students who do not meet the standards of satisfactory progress are disqualified and become ineligible for financial aid.

Reestablishing Eligibility:

1. Students may regain eligibility when there is a determination that the student is again meeting the qualitative and quantitative standards.
2. Students who feel they were disqualified due to extraordinary circumstances may submit an appeal in writing to the Center for Financial Aid.

Examples of extraordinary circumstances:

Personal illness or injury

Death of a family member

Other unusual hardships causing the student lack of success.

Probations (Academic Suspension)

A student is subject to academic suspension from the University after one semester on academic probation, unless in the judgment of the Academic Dean significant academic improvement is made during the probationary semester. Academic suspension precludes further enrollment in the University.

Dismissal

The institution reserves the right to dismiss any student failing to make satisfactory academic progress towards his/her program, who violates academic honesty standards or the school's lifestyle policy, and /or fails to meet his/her financial obligations.

Time Limits for Programs (Minimum & Maximum Units)

Time limits may be extended under special circumstances. Undergraduate students can take minimum 6 units and maximum 19 units in a semester. Graduate students can take minimum 6 units and maximum 19 units in a semester. However, the time limit for completion of a two-year degree program is three years, 4 and 1/2 years for three year degree program, and six years for four year degree programs. The time limits include any leaves of absences taken by a student.

Regular Student in an Eligible Program

A person must be enrolled as a regular student in an eligible program in order to receive **FSA** funds (exceptions are discussed later in this chapter). A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school. The definition of an eligible program is discussed in detail in GMU Eligibility in this catalog.

▼ Conditional acceptance. GMU admits students under a conditional or provisional acceptance. For example, a student might be conditionally accepted until he provides further documentation, such as academic transcripts or test scores, or demonstrates an ability to succeed in the program (by receiving acceptable grades in program coursework). GMU limit the student's enrollment no more than 20 units, until the student meets the necessary conditions.

Students admitted as conditional are regular students only if GMU officially accepts them into the eligible degree or certificate program. The Department does not define official acceptance or admission. If the student is merely allowed to take some courses before being officially admitted to the program, she is not considered a regular student and is not eligible until she is officially admitted.

▼ Continuing education. Regular students may receive aid for classes they take in a

school's continuing education department as long as the classes apply to their degree or certificate program.

Remedial coursework

Remedial coursework prepares a student for study at the postsecondary level (compare with preparatory coursework, which prepares a student for a given program), and a student enrolled solely in a remedial program is not considered to be in an eligible program. If acceptance into an eligible program is contingent on completing remedial work, a student cannot be considered enrolled in that program until she completes the remedial work.

However, if the student is admitted into an eligible program and takes remedial coursework within that program, he can be considered a regular student, even if he is taking all remedial courses before taking any regular courses. GMU may count up to one academic year's worth of these courses in the students' enrollment status for federal aid. For the purpose of this limit, that is 30 semester units.

A remedial course cannot be below the educational level needed for a student to successfully pursue her program after one year in that course. Also, remedial courses must be at least at the high school level, as determined by the state legal authority, GMU's accrediting agency, or the state agency recognized for approving public postsecondary vocational education. If that agency determines that a remedial class is at the elementary level, the class cannot be included for Title IV aid. Nor can Title IV aid be used for a remedial course that uses direct assessment of student learning instead of units or clock hours.

GMU do not use non-unit remedial hours to determine a student's enrollment status if the course is part of a program that leads to a high school diploma or its recognized equivalent. A student is never permitted to receive funds for GED training or for coursework prior to the completion of high school, even if the GED or high school training is offered at postsecondary schools or is required for the postsecondary program.

Similar to other remedial coursework, a student may receive FSA funds for ESL courses that are part of a larger eligible program. There are differences though: ESL courses don't count against the one-year limitation on remedial coursework mentioned above, and they need not be at the secondary school level.

Preparatory coursework

A student not enrolled in a degree or certificate program is eligible for Stafford and PLUS loans for up to one year if she is taking coursework necessary for enrollment in an eligible program.

Students with intellectual disabilities

The HEOA permitted students with an intellectual disability to receive funds from the Pell Grant, FSEOG, and FWS programs. They must be enrolled or accepted for

enrollment in a comprehensive transition and postsecondary program for students with intellectual disabilities and must maintain satisfactory academic progress as determined by GMU for this program. They must meet the eligibility criteria in Section 484(a)(3–6) of the HEA. Except the statutes governing need analysis, the Secretary has the authority to waive any Pell, FSEOG, FWS, or institutional eligibility provisions necessary to ensure that programs enrolling these students are eligible for Title IV funds and that eligible students receive those funds.

Elementary or Secondary Enrollment

A student enrolled in elementary or secondary school is not eligible for aid from the FSA programs, even if she is simultaneously enrolled in an eligible college program. A student is considered to be enrolled in secondary school if she is pursuing a high school diploma or if she has completed the requirements for a diploma, has not yet received it, and either she is taking college coursework for which her high school gives units or her high school still considers her to be enrolled there.

An adult pursuing a GED (not a high school diploma) is not considered to be enrolled in secondary school. However, as stated earlier, a student can't get aid for GED training, though he can receive aid for other college courses if he meets ability-to-benefit, homeschool, or high school equivalent requirements. An adult can take a course offered by a high school, such as a driver's education course, without being considered enrolled there.

Academic qualifications

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if she:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent* of a high school diploma, such as a general education development or GED certificate;
- has completed homeschooling at the secondary level;
- has passed a Department-approved ability-to-benefit test*; or
- has satisfactorily completed six units of college work that are applicable to a degree or certificate offered by the school.

A student may self-certify on the FAFSA that he has received a high school diploma or GED or that he has completed secondary school through homeschooling as defined by state law. If a student indicates that he has a diploma or GED, your school isn't required to ask for a copy**, but if your school requires one for admission, then you must rely on that copy of the diploma or GED and not on the student's certification alone.

Equivalents to a high school diploma

The Department recognizes several equivalents to a high school diploma:

- A GED;
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full units toward a bachelor's degree; or
- For a student who enrolls before completing high school, a high school transcript indicating the student has excelled in high school. The student must no longer be enrolled in high school, must satisfy GMU's written policy for admitting such students, and must be starting a program that leads at least to an associate's degree or its equivalent.

Homeschooling

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, she must obtain this credential in order to be eligible for FSA funds. She can include in her homeschooling self-certification (see above) that she received this state credential.

Some students finish homeschooling at an age younger than the age of compulsory school attendance for their state or your school's state. Another part of the federal law defines an eligible institution as one that admits as regular students only persons who have a high school diploma or equivalent or are beyond the compulsory attendance age for the school's state. The Department considers a homeschooled student to be beyond the age of compulsory attendance if your school's state would not require the student to further attend secondary school or continue to be homeschooled.

Enrollment Status

A student must be enrolled at least half time to receive aid from the Stafford and PLUS loan programs and the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent (SMART) grant programs. The Pell, TEACH Grant, and Campus-based programs don't require half-time enrollment,* but the student's enrollment status does affect the amount of Pell a student receives (Volume 3 explains how enrollment status affects a Pell award.).

To be enrolled half time, a student must be taking at least half of the course load of a full-time student. The definitions of a full-time workload are different between undergraduate and graduate program.

Undergraduate Minimum standards for full-time enrollment.

GMU's definition of workload includes any combination of courses, work, research, or special studies in GMU. For undergraduates, full-time status must be at least:

- 12 semester hours in a semester;
- 24 semester hours per academic year;

If a student is enrolled in courses that do not count toward degree, they cannot be used to determine enrollment status unless they are non-units or remedial courses. This means you cannot award the student aid for classes that do not count toward degree or certificate.

Graduate Minimum standards for full-time enrollment.

GMU's definition of workload includes any combination of courses, work, research, or special studies in GMU. For graduates, full-time status must be at least:

- 9 semester hours in a semester;
- 18 semester hours per academic year;

If a student is enrolled in courses that do not count toward degree, they cannot be used to determine enrollment status unless they are non-units or remedial courses. This means you cannot award the student aid for classes that do not count toward degree or certificate.

Students convicted of possession or Sale of Drugs

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that the student is eligible; GMU is not required to confirm this unless GMU have conflicting information.

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period

The HEOA established the requirement for schools to provide each student who becomes ineligible for Title IV aid due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.

When a student regains eligibility during the award year, you may award Pell, ACG, National SMART, TEACH, and Campus-based aid for the current payment period and Direct and FFEL loans for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

If you are counseling a student who will need to enter such a program, be sure to advise the student of these requirements. If a student certifies that he has successfully completed a drug rehabilitation program, but you have reason to believe that the program does not meet the requirements, you must find out if it does before paying the student any FSA funds.

Incarcerated students

A student is considered to be incarcerated if she is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she is in a half-way house or home detention or is sentenced to serve only weekends.

Incarcerated students are not eligible for FSA loans but are eligible for FSEOGs and FWS. They are also eligible for Pell grants if not incarcerated in a federal or state penal institution. See Chapter 7 for more information on this and on sex offenders who were incarcerated but are now subject to an involuntary civil commitment.

You may accept the student's written self-certification that he is no longer incarcerated.

Conflicting Information

In addition to reviewing data provided by the Department's application system and NSLDS (as discussed in the rest of this volume), GMU has an internal system to share information relevant to the student's eligibility, such as student's academic standing. The FSA program regulations require a school to develop an adequate system to ensure the consistency of any data related to a student's application or eligibility for federal student aid regardless of the source of that data. GMU is responsible for reconciling all inconsistencies that it receives with one exception: if the student dies during the award year, you aren't required to resolve conflicting information.

Change in Status

The student's eligibility status can change during the award year, which almost always affects whether the student can be paid. The special rules for changes in satisfactory academic progress status were discussed earlier in the SAP section.

PETITION FOR POLICY EXCEPTION

GMU has policy exception regulations. To request approval for a deviation from established school policies, students and staffs must hand in policy exception request form which is available in Policies and Procedures. Only one policy exception may be requested per petition. Incomplete petitions will not be processed.

1. Complete form in its entirety. Petition must be typed or printed clearly with ballpoint pen.)
2. You must provide a clear, complete statement and justification for the request as well as supportive documentation. Without this information and documentation, petition will be denied.
3. Return Petition to the Registrar with the \$35 processing fee.
4. The date of the petition is recorded as the date the Registrar receives the petition.
5. Normal processing time for a Petition is two weeks.

V. FINANCIAL POLICIES & INFORMATION

PAYMENT OF TUITIONS AND FEES

Educational Expenses and Fees

Application fee (Non-refundable)	\$ 80.00
Tuition per unit (Undergraduate)	\$ 240.00
Tuition per unit (Masters)	\$ 200.00
Tuition per unit (D.Miss)	\$ 380.00
Tuition per unit (Ph.DI)	\$ 480.00
Student Tuition Recovery Fund (STRF) ¹	0.0% of institutional charges (Non-refundable)
Semester Registration fee (Non-refundable)	\$ 90.00
Semester Registration fee (Doctoral)	\$ 180.00
Extension Registration fee (Doctoral)	\$ 100.00
Registration change (drop/add per course)	\$ 20.00
On-line Course fee (per course)	\$ 20.00
Independent Study fee (per course)	\$ 50.00
Student Assc. fee	\$ 70.00
I-20 Initial Processing fee	\$ 250.00
I-20 Transfer Processing fee	\$ 200.00
Returned check/Denied units card	\$ 25.00
Late registration fee (Non-refundable)	\$ 40.00
Library guest card, Student ID card fee	\$ 25.00
Transcript fee	\$ 10.00
Petition for policy exception	\$ 50.00
Graduation fee (Under & Master)	\$ 400.00
Graduation fee (Doctoral \$500)	\$ 500.00
USPS 1st.class mail / Certified mailing fee	\$ 10.00
Wiring fee	\$30.00
Textbooks/Other learning materials	\$_____
Other Fees: Please specify	\$_____

These fees will be changed at any time by the decision of administration committee.

¹ 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.”

Students can request transcript for transferring units earned in GMU. They can visit and get counseling for transferring. The transcript will be issued to the student or the institution the students desired to transfer in. There is a fee for issuing transcripts as described above. The fee must accompany the transcript request. The fee is charged for the research of student records and is not refundable when a transcript is withheld. A transcript will not be issued to, or on behalf of any individual who has a past due financial obligation to the institution until such obligation has been cleared. Other fees are not refundable once the request or the work has been done.

Schedule of Total Charges

The combination of tuition, fees, Student Tuition Recovery Fund (STRF)², and associated expenses at Grace Mission University is considerable amount that it is necessary for students to carefully calculate their financial resources and costs. The following estimated student budget reflects the average cost to fulltime students for the 2019-2020 academic year (nine months):

Undergraduate (Based on 12 units per semester per year)

Tuition	\$ 5,760.00	(\$240/unit * 12 units*2 semesters)
Fees	\$ 320.00	Registration & Student Government Fee (160X2)
Room & Board	\$ 9,000.00	
Books & Supplies	\$ 1,200.00	
Personal / Misc.	\$ 3,000.00	
Transportation	\$ 1,000.00	
TOTAL	\$ 20,280.00	
+ STRF	0.00%	of tuition and fees

Masters(MACE, MAICS, MACC, MDiv)

(Based on 9 units per semester per year)

Tuition	\$ 3,600.00	(\$200/unit * 9 units*2 semesters)
Fees	\$ 320.00	
Room & Board	\$ 9,000.00	
Books & Supplies	\$ 1,500.00	
Personal / Misc.	\$ 3,000.00	
Transportation	\$ 1,000.00	

² Amount of STRF Assessment; the institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

Doctorate(D.Miss)

Tuition	\$ 6,840.00	(\$380/unit * 9 units*2 semesters)
Fees	\$ 260.00	130 X 2 Semester
Room & Board	\$ 9,000.00	
Books & Supplies	\$ 1,500.00	
Personal / Misc.	\$ 3,000.00	
Transportation	\$ 1,000.00	
Total	\$ 21,600.00	
+ STRF	0.0%	of total intituitional charges until graduate

Doctorate(Ph.D)

Tuition	\$ 8,640.00	(\$480/unit * 9 units*2 semesters)
Fees	\$ 260.00	130 X 2 Semester
Room & Board	\$ 9,000.00	
Books & Supplies	\$ 1,500.00	
Personal / Misc.	\$ 3,000.00	
Transportation	\$ 1,000.00	
Total	\$ 23,400.00	
+ STRF	0.0%	of total intituitional charges until graduate

Payment Procedures

For the general fulltime undergraduate students, the total tuition per year for 12 units is \$5,580 and for the general fulltime graduate students, the total tuition per year for 9 units is \$4,280. Other students who are in special status will pay different amount of payment. Students are expected to make full payment of tuition and fees at the time of registration. The chief financial officer must approve any payment arrangements. When a student becomes delinquent in his/her financial obligations he or she will not be allowed to continue enrollment.

Personal Checks

All personal checks submitted for any payment to the University for any charge or payment will have your student ID number written on them. If you prefer not to have your ID number written on your check, please submit your payment by cashier's check, money order or when appropriate (other than "mail-in" payments) in cash. University staff will write student ID numbers on checks where a student has not already done so.

Outstanding Balances

All institutional charges must be paid in full before graduation. If student has remaining tuition balance school will continued to collect without interest. All transcripts and

diplomas shall be withheld until the outstanding amount is paid in full. An account is considered paid in full when all checks clear the bank.

Collection of Tuition

Students who enroll in short-term programs designed to be completed in one week, one term, or four months, whichever is less, should pay all tuition and fees on the first day of instruction.

GMU in this section will not apply to any funds received by an institution through federal and state student financial aid grants and loan programs, or through any other federal or state programs.

For those programs designed to be four months or longer, GMU will not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, GMU may require full payment.

If GMU provides private institutional loan funding to a student, the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.

At the student's option, GMU will accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled, and the date of the first class session is disclosed on the enrollment agreement.

REFUND POLICY

Refunds for Overpayment

Payments to student accounts which result in a units balance will be refunded upon request, or in accordance with cash management regulations as required by federal regulations for students having federal aid. Requests for adjustments to charges must be made within four months from the date of the student's statement on which the charge first appears.

Refund for Cancellation

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

Application, Registration Fee, and STRF fees are non refundable item. Books, supplies and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and other fees. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

Determination of Withdrawal from School

The withdrawal date shall be the last date of recorded attendance.

The student would be determined to have withdrawn from school on the earliest of:	The date you notify the Registrar of your intent to withdraw. Only the Registrar would be authorized to accept a notification of your intent to withdraw.
	The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
	Unofficial withdrawals encompass all other withdrawals where official notification is not provided to GMU. When a recipient of Title IV grant or loan assistance unofficially withdraws from an institution, after having begun class attendance during a payment period or period of enrollment, the institution must determine the amount of Title IV grant or loan assistance that the student earned up to the date of withdrawal. For these unofficial withdrawals, the withdrawal date is the midpoint of the payment period or the last date of an academically related activity in which the student participated. If a student who began attendance, does not officially withdraw, and subsequently fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes that the student has unofficially withdrawn, unless the institution can document that the student completed the enrollment period. If a student receives Title IV grant or loan assistance and does not begin attendance in a payment period or period of enrollment, the student is considered to be ineligible for any Title IV aid. Unofficially withdrawing from classes may affect your future eligibility for financial aid such as satisfactory academic progress.
	In the event that you failed to return from the approved leave of absence, the effective withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies GMU that he or she will not be returning, the

	date of withdrawal determination is the earlier of the scheduled date of return from LOA or the date the student notifies GMU that the student will not return.
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Return of Title IV

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given semester, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the semester earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs.

A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Refunds

Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from Direct Loan, 2) Subsidized Loans from Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) Direct Loan, 5) PLUS (Parent) Direct Loan, 6) Pell Grant, This order would apply in accordance to the aid programs available at the institution.

Post Withdrawal Disbursement

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this

calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

STUDENT TUITION RECOVERY FUND

Tuition refunds are made for withdrawal from a course when notification of withdrawal is submitted in a written form.

Student Tuition Recovery Fund (STRF) is state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment.

Assessment for the 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.”

In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

Eligibility for the STRF

To be eligible for STRF, you must be a California resident or 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 noncollection 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.”

*Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

VI. FINANCIAL AID INFORMATION

INSTITUTIONAL SCHOLARSHIPS INFORMATION

Students cannot be awarded more than one scholarship per semester except in the case of Work – Study Scholarship. Scholarships are awarded at the beginning of each semester and recipients will receive the units for the amount of the scholarship toward their tuition. The total scholarship cannot exceed the tuition that the student should pay. There are several types of scholarships which are available for students.

Types of Institutional Scholarships

Academic Achievement Scholarship

One fulltime BA student and one fulltime MDiv student with the highest grade point average (GPA) for the study in a program at the graduation. This scholarship is normally between \$200 and \$500 each. Students who will receive this scholarship will be notified by the academic dean before graduation.

Active Pastor and Missionary Scholarship

The active assistant pastors, senior pastors, and missionaries abroad may receive this scholarship benefits. The assistant pastors and senior pastors of local church must submit a verification of the ministry and its position from their respective church authority. The missionaries must submit verification from their sponsoring organization or church. After reviewing the application and the verification, the applicant may receive around 20% of their current tuition, except the missionaries abroad who may receive up to 40%. To receive this scholarship, the application must be received within the first two weeks of the semester (within Add/Drop period). Any application submitted after this period will take effect during the following semester. The GMU's Scholarship Committee will make the scholarship awards decision and the amount based on the availability of the existing scholarship fund.

Family Scholarship

A couple or family members enrolled at GMU concurrently may submit an application for scholarship. After reviewing the application, the students who carry less units points may receive up to 50% of the tuition reduction. The GMU's Scholarship Committee will make the scholarship awards decision and the amount based on the availability of the existing scholarship fund.

Financial Need Scholarship

Students who have financial needs are invited to obtain an application from the school office. They are to complete the application and submit it to the student dean. Each May the Scholarship Committee will consider applications for the following academic year. By the end of May, Student Dean will post the names of students to receive this scholarship. (If a student does not want his or her name posted as a winner of a financial need scholarship, he or she should include a stamped, self-addressed envelope along with

the application. He or she should tell the Student Dean not to post his or her name. He or she should also note this at the bottom of the application.)

Work – Study Scholarship

At the beginning of each semester, on-campus job descriptions will be posted on the bulletin board. Interested students should contact the school office. Money earned will be applied to any outstanding balance (e.g. tuition and fees). A student who does not owe any money to the school will receive cash.

Sponsor Matching Scholarship - Designated Scholarship

A church or organization may choose a student to support, or may provide a scholarship for a particular type of student (e.g. a pastor's son, a student who wants to become a missionary). The later type of scholarship is announced when available. Students should see the student dean to apply for a designated scholarship.

Scholarship Applications

All applicants for scholarships must attain a 2.5 GPA or higher in the previous semester. Students desiring to receive financial assistance must submit a scholarship application at the time of registration each semester. The application is supplied at registration or can be obtained at the administrative office.

Scholarship Committee

The Scholarship Committee has the task of screening the awarding of scholarships, fundraising, and managing scholarship funds. It is organized as follows: President (Chair), Chief Academic Officer, Dean of Students, CFO and Financial Aid Office.

All matters that are not stipulated clearly shall be discussed and decided by the Scholarship Committee of the school which ordinarily meets once each semester.

FEDERAL STUDENT AID

The cost of higher education has increased significantly and paying for higher education is a challenge for many students. Many students are forced to rely on some outside help to pay for the rising costs of postsecondary education. Some students work while attending school, others seek educational loans. Federal Student Aid (FSA) is available for GMU students. GMU is committed to helping students apply and receive FSA based on their eligibility.

The financial aid office at GMU will do its best to assist students in the application process for FSA, answer questions, and process all FSA in a professional and timely manner.

Requirements for Eligibility

Requirements for Eligibility are the following:

- The student must be a citizen or eligible non-citizen.
- Have a high school diploma or GED.
- Must be enrolling in an eligible educational program.
- Working toward a degree or certificate.
- Making satisfactory academic progress.
- Must not be in default of a previous federal educational loan or Pell grant.
- If a student already has a Bachelor's degree he/she is not eligible to receive Pell grants but educational loans are available.
- Register with the Selective Service (if a male between the age of 18-25)

General Financial Aid Information

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at GMU financial aid department may be found in student guide "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at <http://studentaid.ed.gov>.

Compliance Statement

The federal Privacy ACT of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of school's attendance. Financial aid includes grants and loans. Grants do not have to be prepaid.

Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

Title IV Student Financial Aid Programs

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT (FREE) AID (This aid does not have to be repaid)

Federal PELL Grant Program (FPELL) \$5,645 maximum annual limit (**Does not require repayment**)

For more specific information on each program please refer to the student guides available at Student Guide web site

http://studentaid.ed.gov/students/publications/student_guide/index.html

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

Direct Federal Stafford LOANS: If student obtain a loan, the student will have to repay full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

**Subsidized loans (Interest earned while in school and during grace period is covered by the USDE).

**Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).

**Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made) Perkins loan program (Interest earned while in school and during grace period is covered by the USDE).

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO UNITS HISTORY AND FUTURE BORROWING POWER.

Annual loan limits and based on educational levels within the course of enrollment. Loan levels are specifically designated to the course of study at this institution. For example, If the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3rd.loan level.

For more specific information on each program please refer to the student guides available at Student Guide

http://studentaid.ed.gov/students/publications/student_guide/index.html

[Direct Loan Basics for Students](http://www.direct.ed.gov/student.html) - <http://www.direct.ed.gov/student.html>

[Direct Loan Basics for Parents](http://www.direct.ed.gov/parent.html) - <http://www.direct.ed.gov/parent.html>

Application For Aid, Procedures And Forms

Financial aid application for this institution is Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2013-14, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

Disbursement: They are made based on per payment period via a check payable to the student or via a direct units to the student's tuition account.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for

both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)

Federal Direct Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make “Unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Maximum Annual Award:

Dependent student: **with Parent** loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)

Dependent student **without Parent** loan or **independent** students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)

Disbursement: Checks are issued to the school and deposited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

Determining Need

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. **Grace Mission University** utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

Cost Of Attendance

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Definitions related to financial aid:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR: 24 Semester unit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 12 semester unit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 24/30 weeks, regardless of the number of Semester unit hours. Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

UNITS BALANCE: A units balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Units balances are paid within 14 business days from the day the units balance was generated. Students must be responsible for budget their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT: She/he is an individual who does not meet the independent student criteria. This student is required to submit his/her application and student and parents' income and assets data.

DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card). Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:

- Refugee
- Asylum Granted
- Parole for a minimum of one year that has not expired
- T-Visa holder (T-1, T-2, T-3etc)
- Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of “Victim of Human Trafficking

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. (45) Were you born before January 1, 1990?
2. (46) As of today, are you married? (Separated but not divorced)
3. (47) As of July 1, 2021 will you be graduate or professional student?
4. (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (49) Are you a veteran of the U.S. Armed Forces?
6. (50) Do have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?
7. (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2021?
8. (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (53) As determined by a court in your state are you or were you an emancipated minor?
10. (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (55) At any time on or after July 1, 2021, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. (56) At any time on or after July 1, 2021, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. (57) At any time on or after July 1, 2021, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an

unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S): For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD: 12 semester unit hours and 12 weeks or more. It is the mid-point of the program for courses of less than 12 semester unit hours and 24 weeks.

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of two consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Recoveries

Recoveries resulting from unearned Title IV funds are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

Transfer Student

A student, who attended a Post-secondary institution before the enrollment at Grace Mission University, is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by Grace Mission University.

Verification Process:

Federal regulations 34 C.F.R Part 668, subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require school to develop written policies and procedures for verification. The school is requiring making these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions process. To follow the regulation and achieve consistency governing this process, the following

verification policies apply to all applicants for Title IV programs. Under the regulations, the school may not disburse PEL grant until completion of verification.

Who must be verified: Grace Mission University shall verify 100% of those students selected by the CPS system for verification.

Verification Exclusions: Applicants excluded from verification include:

- Death – Applicant dies during the award year or before the deadline for completing the verification.
- Not an aid recipient-The student being ineligible for aid and withdrawing without receiving it.
- Applicant is eligible to receive only unsubsidized student financial assistance
- Post enrollment-The students was selected for verification after ceasing to be enrolled at school and all (including late) disbursement were made.
- Certain spouse/parent status – Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contact by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Complete verifications – If the student completed the verification at another institution prior to transferring to this school, all the following documents are provided from that school: 1/ letter stating that the verification process was completed. 2/ copy of the application data that was verified, and if the student was awarded PELL grant, a copy of the signed SAR/ISIR. 3/ a completed Financial Aid transcript.

Required Verification Documents: Examine the data items listed in 34 C.F.R 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary education institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AFGI) for the base year (2019).
- U.S. income tax paid for the base year (2019)
- IRA Deductions
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social security benefits.
 - Child support.
 - Untaxed payments to IRA or Keogh or Foreign income
 - Tax Exempt interest
 - Untaxed portion of Pensions

Grace Mission University shall resolve inconsistent application information for all applicants, in agreement with requirement of 34. C.F.R. part 688.16 (f)

Documentation Required: Tax filer student, spouse and/or parents (as applicable) IRS Tax Return Transcript and Copy of tax return. Non tax filer student, spouse and/or parents (as applicable) form W-2, form 4868, Signed statement, or agency documentation for SNAP (food stamps) benefits. Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid office may require/provide other appropriate forms.

Time Period for Providing Documentation: Applicants must provide the required documentation within 14 days from the request of FAO. Grace Mission University may not disburse FSA funds until the student has completed required verification.

Applicant Responsibilities: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time-period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions
- Change in dependency status
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application.
- This process does not apply if the change occurs due to marriage
- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

Consequences of Failure to provide documenting within the specified time period(S): If the student cannot provide all required documentation, the school cannot complete the verification process within 14 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following option

- The student may continue training on a cash payment basis
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of units earned when the student provides all proof, and verification is

complete. The applicant must repay any over award or any award for which he/she was no eligible, discovered during verification.

Interim Disbursements: The school may make interim disbursement for one disbursement if FAO have no reason to question the accuracy of the information on the FAFSA.

Tolerance: If there are non-dollar errors and if the error in the dollar items total is less than \$25.00 there is no requirement to recalculate the students EFC.

Referral Procedure: The school shall forward to the Secretary of Education, referral of fraud cases.

Student Defaults on the Loan

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

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

The detailed default prevention plan procedures are described in Policies and Procedures.

Consumer Information

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Grace Mission University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Grace Mission University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Grace Mission University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GMU to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202**

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the

FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within the Grace Mission University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only

include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Campus Security Act Disclosure Statement – Clery Act

Grace Mission University

1645 West Valencia Drive - Fullerton, CA 92833

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2011 and 12/31/2013=2. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NOT POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

:

Report Distribution Date: October 1, 2018

Occurrences REPORTED within the 2015, 2016 and 2017 Calendar Years

Crimes Reported	2015	2016	2017	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	NA	0
(B) Negligent manslaughter	0	0	0	NA	0
(ii) Sex Offenses:					
(A) Rape	0	0	0	NA	0
(B) Fondling	0	0	0	NA	0

(C) Incest	0	0	0	NA	0
(D) Statutory Rape	0	0	0	NA	0
(iii) Robbery	0	0	0	NA	0
(iv) Aggravated assault	0	0	0	NA	0
(v) Burglary	1	1	0	NA	0
(vi) Motor Vehicle Theft	0	0	0	NA	0
(vii) Arson	0	0	0	NA	0
(viii) Liquor law violations	0	0	0	NA	0
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	NA	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	NA	0
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	NA	0
(B) Simple Assault	0	0	0	NA	0
(C) Intimidation	0	0	0	NA	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	NA	0
New reporting as of 10/01/2018					
Incidents of sexual assault	0	0		NA	0
Domestic Violence	0	0		NA	0
Dating Violence	0	0		NA	0
Stalking	0	0		NA	0

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.
(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's Daily Incident Log, and then records those statistics.
(iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies

to the **appropriate agency by calling (911)**.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.

- b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (*Institutions are*

advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).

11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
 - (i) The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
 - (ii) A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - (iii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).
 - (iv) The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care servicer.
 - (v) The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
 - (vi) The institutional disciplinary actions in reference to an alleged sex offence are as follows:
 - (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings: and
 - (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense.
 - (vii) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.

12. The institution provides the following website to obtain information concerning the registration of sex offenders' arrest.
<http://www.city-data.com/>
13. Revised **Crime Classification: Burglary vs. Larceny**: An incident must meet three conditions to be classified as a Burglary.
- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.

The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

14. **Definition of On-Campus Student Housing Facility**: For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.
- 15 **Campus Law Enforcement Policies**: All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:
- A description of the law enforcement authority of the campus security personnel.
 - A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.

A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.

Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911). The institution does not maintain any special relationship with State and local

police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies. This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore the following disclosures do not apply to this institution:

- Fire safety (668.49)
- Missing students (668.46(h))
- Emergency notifications 668.46(g))
- Hate crimes 668.46(c))

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Institutional Official	Mr. James Koo
Title	Financial Aid Director
School Name	Grace Mission University 0443-01
Street address	1645 West Valencia Drive
City, State Zip	Fullerton CA 92833
Phone No.	714-525-0088

Notice of Student Rights

1. 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 (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

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

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract and school catalog

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.

4. 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

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

6. 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:

**Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833**

**Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818**

**Phone: (916) 431-6959
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov**

Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug, related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Fullerton Addiction Treatment Center
1105 E Commonwealth Ave., Suite J

Fullerton CA, 92831

Toll Free 877-345-3281 or web site at <http://rehab-international.org/california-rehab/fullerton>

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

Constitution and Citizenship Day

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. Grace Mission University presents programs pertaining to the United States Constitution on September 17 of each year

Voter Registration

You may register to vote by completing the online voter registration form at www.sos.ca.gov/nvrc/fedform/ and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: www.sos.ca.gov/elections/elections_vr.htm.

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. The STUDENTS do not tolerate unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate. Engaging in the unauthorized use or distribution of copyrighted material may result in probation, suspension, or termination/expulsion.

VII. UNDERGRADUATE PROGRAM

GENERAL INFORMATION

The undergraduate program offers a Bachelor of Theology degree. This degree program allows a student to select an area of concentration such as biblical, theological, or ministerial studies. When students finish 2 years of study, they can choose their minor emphases.

The undergraduate program is designed to finish in four years. However students can extend the length of study, but students should complete undergraduate degree within 6 years. Therefore, students will take minimum 9 units and maximum 19 units in a semester.

BACHELOR OF THEOLOGY PROGRAM

The Bachelor of Theology degree is a four year degree program providing students with vocational training for ministry on a college level. The program offers a solid grounding in Bible, doctrine, and the practices of ministry within a strong Evangelical Reform environment. With a broad educational component, the curriculum enables students to develop a biblical worldview for life. Theology degree program allows the student to focus upon an area of emphasis. The theology major with specialized emphases provides the student with the foundational training necessary for vocational ministry or for entrance into a professional graduate program.

BA Program Learning Objectives Outcomes Goals

BA Program Learning Objectives

- PLO1. That students be equipped to serve as Bible teachers (e.g., Sunday school, youth groups, cell group leaders)
- PLO2. That alumni become lay leaders in their churches (or ministers)
- PLO3. That graduates be equipped for graduate studies

BA Program Learning Outcomes Goals

- As demonstrated by 75% of students gaining experience teaching while in school.
- As demonstrated by 30% of 5-year alumni teaching some type of Bible class (e.g., Sunday school, youth groups, cell groups)
- As demonstrated by 50% of 5-year alumni serving as lay leaders (e.g., deacons, elders, cell leader, Bible teacher, JDSN)
- As demonstrated by alumni at accredited graduate schools having an average GPA of at least 2.7.

Admission Requirement of BA Program

The applicant seeking admission must demonstrate a call to serve the Church, gifts for ministry, Christian experience, and spiritual maturity. Christian men and women who manifest faith, moral character, Christian experience, and academic preparation are invited to apply for admissions.

An applicant is eligible to apply for admission to the undergraduate program after they have graduated high school or passed the GED. Before a student is allowed to register for courses, admission must be granted. A student desiring consideration for admission to GMU must provide the followings:

- A completed application form
- Application fee of \$80.00
- Two recent 2" x 2 ½" photographs
- An official high school transcript and official transcripts from all postsecondary institution attended.
- Two references (one from their pastor, one from a teacher)
- An essay of two or three pages detailing the applicant's call to ministry including a self-evaluation of his/her strengths and weakness

Applicants should pass followings to be accepted to the program.

- ABHE Bible knowledge test
- Oral interview of admission committee

SPECIAL STUDENTS: Those individuals who desire theological training but who do not wish to work toward a degree may be classified as Special Students. Such students are allowed to attend classes, but are not allowed to seek a degree.

Hours of Instruction for Bachelor of Arts Program

One semester is 16-week long including one week reading week which is non-instruction week. Most courses are three semester hour units except indicated courses. Therefore, three-unit course consists of three hours of instruction per week. The instruction hour for one unit is one hour per week including 10 minute break. The actual instruction for one credit is 50 minutes a week. The total instruction hour for one semester is 15 clock hours. For three-credit course, the total instruction hours for one semester are 45 clock hours. Full-time student is required to take at least 12 units per semester.

Graduation Requirements

Students who plan to graduate from Grace Mission University must fulfill the following graduation requirements for the undergraduate program:

- Satisfactorily completion of 128 semester units
- Completion of all courses prescribed in the Bachelor of Theology curriculum

- Pass the comprehensive examination
- Maintain a minimum grade point average of 2.0
- At least 25% units must be earned at GMU by transferred students from accredited institution in USA.
- Exit interview with faculty

Students planning to graduate must notify the registrar no later than the beginning of the spring semester of the year in which they plan to graduate.

All candidates for graduation must be approved by the faculty and the Board of Trustees. To receive this endorsement, students must have acted responsibly in manifesting Christian character and adhering to the standards of the school. In addition, students must clear their financial accounts of any remaining balances before graduation.

Degree Requirements

Bachelor of Arts in Theology degree is a 128 semester unit hour program. The requirements for completing this program consist of General Studies (45 units), Bible & Theology (30 Units), Professional / Practical Studies (36 Units), and Electives or Concentration (17 units).

General Studies: 45 units (order by level numbers)

Course #	Course Title	Sem. Cr.
CH103	History of Christianity	3
GE123	Research & Writing or (GI133 Information Literacy & Technology)	3
GA133	Cultural Anthropology	3
GH143	World Civilization	3
GM153	Introduction to Music	3
GE163	Introduction to Philosophy	3
GS163	Intro to Physical Science	3
GE173	Introduction to Education	3
CO213	Intro to Psychology	3
GE233	English Literature	3
SO273	Sociology & Intercultural Community	3
BL313	Greek I	3
BL353	Biblical Hebrew I	3
GE343	Communication & Public Speaking	3
PT443	Christian Ethics	3

BIBLE & THEOLOGY: 30 Units (by level numbers)

Course #	Course Title	Sem. Cr.
BT123	Introduction to the Bible	3

ST122	Bible Doctrine I	3
ST123	Bible Doctrine II	3
NT203	The Gospels (or NT 483 Life & Ministry of Christ)	3
OT203	The Pentateuch	3
OT213	Historical & Poetic Books	3
BT313	Hermeneutics	3
OT363	The Prophets	3
NT413	Acts & Pauline Epistles	3
NT468	General Epistles & Revelation	3

Professional / Practical Studies: 36 Units (by level numbers)

Course #	Course Title	Sem. Cr.
CE153	Christian Education (or EC108 Child Education or CE383 Lifespan Develop. In Ministry)	3
CO253	Introduction to Counseling	3
MT273	History of Missions	3
LT303	Foundations of Leadership	3
ST333	Christian Apologetics	3
PT333	Sermon Preparation	3
PT401-6	Ministry Formation (0.5 unit, 6 Semesters)	3
MT411-3	Missions Practicum	3
PM413	Pastoral Theology	3
LT423	Discipleship & Cell Groups	3
PT493	Senior Integrative Seminar	3
SF429	Cross-cultural Spirituality (or SF323 Readings in Spirituality)	3

Electives or Concentration: 17 units

(At least 15 units should be taken for Concentration area)

Course sequencing of BA:

BA students are recommended to take General Studies (45 units) first and then Bible & Theology (30 Units), Professional / Practical Studies (36 Units), and Electives or Concentration (17 units). Courses in the general studies category are the basic and methodology courses to ensure an appropriate level of analytical research and communication skills. Also the suggested sequence helps the students to commensurate with the goals of the program for learning outcomes and development of leadership capability. Therefore 100 level course numbers indicate basic level and the 400 level mean integrated or professional level.

If the student did not study introductory **Greek** and **Hebrew**, they should be required to take **Greek 1** and **Hebrew 1** as electives before taking **Greek 2** and **Hebrew 2**. Greek 1

is offered in Summer session, therefore all new student must take Greek 1 first in one year of admission and take Hebrew 1 next year. And then they can take biblical study and theological courses. The following classes must followed by sequencing order.

- **Greek 1** and **Hebrew 1** are pre-requisites for **Hermeneutics**
- **Hermeneutics** is pre-requisite for **Sermon Preparation**

Bachelor of Theology Curriculum Plan (BA Four-Year Plan 128 Units)

Fall Semester			Spring Semester		
Code No.	Courses	Units	Code No.	Courses	Units
First Year			First Year		
BT123	Bible Survey	3	BL313	Greek I	3
CH103	History of Christianity I	3	GE163	Intro. to Philosophy	3
GH143	World Civilization	3	GM153	Introduction to Music	3
GI133	Info. Literacy & Technology (or GE223)	3	GA133	Cultural Anthropology	3
GE173	Intro. to Education	3	GS163	Intro to Physical Science	3
	Elective	3		Elective	3
		18			18
Second Year			Second Year		
GE233	English Literature	3	GE223	Research & Writing (or GI133)	3
ST122	Bible Doctrine I	3	OT203	The Pentateuch	3
CO213	Intro. to Psychology	3	ST123	Bible Doctrine II	3
CE153	Christian Education (or EC108 Child Education)	3	CO253	Intro. to Counseling	3
MT273	History of Missions	3	SO283	Sociology & Intercultural Community	3
	Elective	3		Elective	3
PT401	Ministry Formation	0.5	PT402	Ministry Formation	0.5
		18.5			18.5
Third Year			Third Year		
BL353	Biblical Hebrew I	3	OT303	Historical & Poetic Books	3
ST333	Christian Apologetics	3	NT203	The Gospels (or NT483 Life & Ministry of Christ)	3
SF323	Readings in Spirituality (or SF428)	3	GS233	Intelligent Design (Elective)	3
LT303	Foundations of Leadership	3	GE343	Communication & Public Speaking	3
BL318	Greek II (elective)	3	BT313	Hermeneutics	3
PT403	Ministry Formation	0.5	PT404	Ministry Formation	0.5
	Elective	3		Elective	3
		18.5			18.5
Fourth Year			Fourth Year		
NT413	Acts & Pauline Epistles	3	OT363	The Prophets	3
LT423	Discipleship & Cell Leading	3	NT468	General Epistles & Revelation	3
PT333	Sermon Preparation	3	PT493	Senior Integrative Seminar	3
PT463	Church Planting & Growth	3	PM413	Pastoral Theology (or PT483)	3

	(Elective)				
PT443	Christian Ethics	3		Elective	3
	Elective	3	PT406	Ministry Formation	0.5
PT405	Ministry Formation	0.5			
		18.5			15.5

BACHELOR OF CHRISTIAN COUNSELING PROGRAM

The Bachelor of Christian Counseling is a four year degree program providing students with vocational training for Christian Counseling ministry on a college level. The program offers a solid grounding in Bible, doctrine, and the practices of Christian Counseling ministry within a strong Evangelical Reform environment. With a broad educational component, the curriculum enables students to develop a biblical worldview for life. Christian Counseling program allows the student to focus upon an area of emphasis. The counseling major with specialized emphases provides the student with the foundational training necessary for Christian Counseling ministry or for entrance into a professional graduate program.

BA Program Learning Objectives Outcomes Goals

BA in Christian Counseling Program Learning Objectives

- PLO 1. Learn and develop empathic listening skills and have a commitment to apply and share these skills in life and ministry.
- PLO 2. Be aware of their personal issues and able to develop a personal network for growth.
- PLO 3. Know the basic counseling principles and knowledge in human development, families, abnormal behavior and Christian counseling with wholistic perspective and approaches as they relate to individuals, families, and organizations.
- PLO 4. Integrate basic Psychological theories with theology actively with their learning as well as in ministries.
- PLO 5. Be equipped for advanced study in effective counseling ministries and graduate studies in the related field.

BA Christian Counseling Program Learning Outcomes Goals

- As demonstrated by 75% of students gaining experience in counseling while in school.
- As demonstrated by 30% of 5-year alumni teaching some type of Christian counseling (e.g., Sunday school, youth groups, cell groups)
- As demonstrated by 50% of 5-year alumni serving in Christian counseling ministry areas.
- As demonstrated by alumni at accredited graduate schools having an average GPA of at least 2.7.

Admission Requirement of BA in Christian Counseling Program

The applicant seeking admission must demonstrate a call to serve the Church, gifts for ministry, Christian experience, and spiritual maturity. Christian men and women who manifest faith, moral character, Christian experience, and academic preparation are invited to apply for admissions.

An applicant is eligible to apply for admission to the undergraduate program after they have graduated high school or passed the GED. Before a student is allowed to register for courses, admission must be granted. A student desiring consideration for admission to GMU must provide the followings:

- A completed application form
- Application fee of \$80.00
- Two recent 2" x 2 ½" photographs
- An official high school transcript and official transcripts from all postsecondary institution attended.
- Two references (one from their pastor, one from a teacher)
- An essay of two or three pages detailing the applicant's call to ministry including a self-evaluation of his/her strengths and weakness

Applicants should pass followings to be accepted to the program.

- ABHE Bible knowledge test
- Oral interview of admission committee

SPECIAL STUDENTS: Those individuals who desire theological training but who do not wish to work toward a degree may be classified as Special Students. Such students are allowed to attend classes, but are not allowed to seek a degree.

Hours of Instruction for Bachelor of Arts Program

One semester is 16-week long including one week reading week which is non-instruction week. Most courses are three semester hour units except indicated courses. Therefore, three-unit course consists of three hours of instruction per week. The instruction hour for one unit is one hour per week including 10 minute break. The actual instruction for one credit is 50 minutes a week. The total instruction hour for one semester is 15 clock hours. For three-credit course, the total instruction hours for one semester are 45 clock hours. Full-time student is required to take at least 12 units per semester.

Graduation Requirements

Students who plan to graduate from Grace Mission University must fulfill the following graduation requirements for the undergraduate program:

- Satisfactorily completion of 128 semester units
- Completion of all courses prescribed in the Bachelor of Theology curriculum
- Pass the comprehensive examination
- Maintain a minimum grade point average of 2.0
- At least 25% units must be earned at GMU by transferred students from accredited institution in USA.
- Exit interview with faculty

Students planning to graduate must notify the registrar no later than the beginning of the spring semester of the year in which they plan to graduate.

All candidates for graduation must be approved by the faculty and the Board of Trustees. To receive this endorsement, students must have acted responsibly in manifesting Christian character and adhering to the standards of the school. In addition, students must clear their financial accounts of any remaining balances before graduation.

Degree Requirements

Bachelor of Arts in Christian Counseling is a 128 semester unit hour program. The requirements for completing this program consist of General Studies (42 units), Bible & Theology (39 Units), Christian Counseling (33 Units), and Electives or Concentration (11 units).

Bachelor of Arts in Christian Counseling Degree Completion Plan (128 units)

Name		Student ID	
Semester		Date	

<p>General Studies-42 units</p> <p>___ CH103 Church History I (History of Christianity)</p> <p>___ GA133 Anthropological Studies (Cultural Anthropology)</p> <p>___ GE173 Intro. to Education</p> <p>___ GH143 World Civilization</p> <p>___ GM153 Intro. to Music</p> <p>___ GE163 Intro. to Philosophy</p> <p>___ GS163 Intro. to Physical Science</p> <p>___ GE223 Research & Writing (or GI133 Info. Literacy & Technology)</p> <p>___ GE233 English Literature</p> <p>___ SO273 Sociology & Intercultural Community</p> <p>___ GE343 Communication & Public Speaking</p> <p>___ LT303 Foundations of Leadership (or or LT493 Cross-cultural Leadership)</p> <p>___ BL313 Greek I</p> <p>___ BL353 Biblical Hebrew I</p>	<p>* All classes are 3 units if there is no indication.</p> <p>Christian Counseling Studies-33 units</p> <p>___ CO213 Intro. to Psychology</p> <p>___ CO223 Personal Foundation from Whole Person Perspective</p> <p>___ CO303 Lifespan Development & Counseling</p> <p>___ CO350 Intro to Psychopathology & Counseling</p> <p>___ CO424 Counseling Theories</p> <p>___ CO450 Intro to Family Counseling</p> <p>___ CO451 Integration of Psychology & Theology</p> <p>___ CO460 Interpersonal & Cross-Cultural Issues & Counseling</p> <p>___ CO493 Pre-Internship in Christian Counseling Ministries</p> <p>___ CO494 Internship in Christian Counseling Ministries</p> <p>___ PT493 Senior Integrative Seminar</p>
<p>Biblical / Theological Studies-39 units</p> <p>___ BT123 Introduction to the Bible</p> <p>___ ST122 Bible Doctrine I</p> <p>___ ST123 Bible Doctrine II</p> <p>___ OT203 Study of Old Testament I (The Pentateuch)</p> <p>___ OT213 Study of Old Testament II (Historical & Poetic Books)</p> <p>___ OT363 Study of Old Testament III (The Prophets)</p> <p>___ BT313 Introduction to Hermeneutics</p> <p>___ NT203 Study of New Testament I (The Gospels or NT483 Life & Min. of Christ)</p> <p>___ NT413 Study of New Testament II (Acts & Pauline Epistles)</p> <p>___ NT468 Study of New Testament III (General Epistles & Revelation)</p> <p>___ MT 411-3 Missions Practicum</p> <p>___ CE153 Christian Education (or EC108 Child Education, or CE383</p>	<p>Electives & Concentration-11 units</p> <p>___ SF453 Spiritual Formation</p> <p>___ CO453 Addiction Counseling</p> <p>___</p> <p>_____ (___ units)</p> <p>___</p> <p>_____ (___ units)</p> <p>___</p> <p>_____ (___ units)</p> <p>Spiritual Enrichment Activities</p> <p>___</p> <p>_____ (___</p> <p>units)</p> <p>___</p>

Lifespan Development) _____ ____SF324 Spiritual Formation (or SF429 Cross-cultural Spirituality) _____ PT401-6 Ministry Formation (0.5 unit, 6 Semesters) _____ _____ 0.5 unit, _____ 0.5 unit _____ _____ 0.5 unit, _____ 0.5 unit _____ _____ 0.5 unit, _____ 0.5 unit _____	_____ (____ units) _____ _____ (____ units) <i>ESL (Only International Students with I-20)</i> _____ _____ (____ units) _____ _____ (____ units) _____ _____ (____ units) <i>Bible Knowledge Tests</i> 1 st _____ (____), Exit _____ (____)
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Starts: Dean's Signature: _____ Date _____ Transfer units: _____

Finish: Dean's Signature: _____ Date _____ Total units completed: _____

Prior to graduation, students must consult with academic dean and obtain a signature in order to complete the degree program.

Bachelor of Christian Counseling Curriculum Plan (BACC Four-Year Plan 128 Units)

Name			Student ID		
Semester			Date		
Fall Semester			Spring Semester		
Co. No.	Courses	Units	Co. No.	Courses	Units
First Year			First Year		
BL313	Greek I	3	BT123	Bible Survey	3

GE16 3	Intro. to Philosophy	3	CH10 3	History of Christianity	3
GM15 3	Introduction to Music	3	GH14 3	World Civilization	3
GA13 3	Cultural Anthropology	3	GI133	Info. Literacy & Technology (or GE223)	3
GS16 3	Intro to Physical Science	3	GE17 3	Intro. to Education	3
	Elective	3		Elective	3
		18			18
Second Year			Second Year		
GE22 3	Research & Writing (or GI133)	3	GE23 3	English Literature	3
OT20 3	The Pentateuch	3	ST12 3	Bible Doctrine II	3
ST12 2	Bible Doctrine I	3	CO21 3	Intro. to Psychology	3
CO22 3	Personal Foundation from Whole Person	3	CE15 3	Christian Education (or EC108)	3
SO2 73	Sociology & Intercultural Community	3	BL35 3	Biblical Hebrew I	3
PT40 2	Ministry Formation	0.5	PT40 1	Ministry Formation	0.5
		15. 5			15. 5
Third Year			Third Year		
OT21 3	Historical & Poetic Books	3	CO42 4	Family System's Theories & Counseling	3
NT20 3	The Gospels (or NT483)	3	CO45 0	Crisis Intervention	3
CO30 3	Lifespan Development & Counseling	3	OT36 3	The Prophets	3
GE34 3	Communication & Public Speaking	3	LT30 3	Foundations of Leadership	3
CO35 0	Intro to Psychopathology & Counseling	3	MT41 3	Missions Practicum	3
PT40 4	Ministry Formation	0.5	PT40 3	Ministry Formation	0.5
		15. 5			15. 5
Fourth Year			Fourth Year		
NT41 3	Acts & Pauline Epistles	3	NT46 8	General Epistles & Revelation	3
CO45 1	Integration of Psychology & Theology 1	3	CO49 4	Internship in Christian Counseling Ministries	3
CO46 0	Interpersonal & Cross-Cultural Issues & Counseling	3	CO45 3	Addiction Counseling	3
CO49 3	Pre-Internship in Christian Counseling Ministries	3	PT49 3	Senior Integrative Seminar	3
SF323	Readings in Spirituality (or SF429)	3		Electives	3

PT40 5	Ministry Formation	0.5	PT40 6	Ministry Formation	0.5
		15. 5			15. 5

- Total of 128 units are required for Bachelor of Theology. Out of 128 total units, 111 units must be from the required classes and 17 units may be from open elective classes.

Many electives are taken during Summer and Winter breaks in languages and specific classes.

Course sequencing of BA:

BA students are recommended to take General Studies (43 units) first and then Bible & Theology (33 Units), Christian counseling (33 Units), and Electives or Concentration (11 units). Courses in the general studies category are the basic and methodology courses to ensure an appropriate level of analytical research and communication skills. Also the suggested sequence helps the students to commensurate with the goals of the program for learning outcomes and development of leadership capability. Therefore 100 level course numbers indicate basic level and the 400 level mean integrated or professional level.

If the student did not study introductory **Greek** and **Hebrew**, they should be required to take **Greek 1** and **Hebrew 1** as electives before taking **Greek 2** and **Hebrew 2**. Greek 1 is offered in Summer session, therefore all new student must take Greek 1 first in one year of admission and take Hebrew 1 next year. And then they can take biblical study and theological courses. The following classes must followed by sequencing order.

- **Greek 1** and **Hebrew 1** are pre-requisites for **Hermeneutics**
- **Hermeneutics** is pre-requisite for **Sermon Preparation**

VIII. MASTER'S PROGRAMS

GENERAL INFORMATION

Admission Requirement of Master's Program

An applicant must clearly demonstrate a personal Christian experience, a call to serve the Church, gifts for ministry, and spiritual maturity. Therefore, the applicant must manifest faith, moral character, and the academic ability to complete a rigorous master's program.

An applicant is eligible to apply for admissions to a graduate program at GMU after they have completed a bachelor's degree from an approved institution. The bachelor's degree must be a four-year system or over 120 units in semester system. The applicant's GPA at college level will be considered for admission. The applicant's GPA at college level must be above 2.5. Applicants who graduated college level in different collage system from American standard will be evaluated in different methods.

Before a student is allowed to register for courses, admission must be granted. A student desiring admission to GMU must present the following:

- A completed application form
- Application fee of \$80.00
- Two recent 2" X 2 1/2 " photographs
- Official transcripts from all postsecondary schools attended
- Two references (one from pastor, one from a teacher)
- A two to three page essay detailing the applicant's call to ministry including a self-evaluation of his/her strengths and weaknesses

The applicant must supply the requisite written admission materials and may be required to have a personal interview with a member of the faculty and/or administration.

Advanced Standing and Special Students

Grace mission University does not accept advanced standing study and special students. Applicant must meet the admission requirements.

Degree Programs

Grace Mission University offers two master's professional degrees:

- Master of Divinity
- Master of Christian Education
- Master of Intercultural Studies (Emphasis on Business As Mission)

In each degree program the student can develop an area of concentration such as biblical, theological or ministerial studies after consulting with his/her advisor.

Ministry Formation

The graduate faculty recognizes that the preparation of men and women for vocational ministry requires both academic and practical learning experiences. Therefore, the Office of Supervised Ministry helps every student to acquire practical experiences through local churches or para-church ministries.

Hours of Instruction for Master's program

One semester is 16-week long including one week reading week which is non-instruction week. Most courses are three semester hour units except indicated courses. Therefore, three-unit course consists of three hours of instruction per week. The instruction hour for one unit is one hour per week including 10 minute break. The actual instruction for one credit is 50 minutes a week. The total instruction hour for one semester is 15 clock hours. For three-credit course, the total instruction hours for one semester are 45 clock hours. Full-time student is required to take at least 9 units per semester.

Graduation Requirements

Students who plan to graduate from Grace Mission University must fulfill all applicable graduation requirements for the program to which they were admitted. Students must notify the registrar of their intention to graduate no later than the beginning of the spring semester in the year which they plan to graduate. The faculty and Board of Trustees reserve the right to deny graduation to any student who does not meet the stated requirements for graduation. Students must clear their financial accounts of any balances before graduation.

Master of Divinity Degree (MDiv)

- Satisfactory completion of 105 semester units.
- Completion of all courses prescribed in the MDiv curriculum.
- Pass a comprehensive examination.
- Maintain a minimum Grade Point Average of 3.0 (B)
- At least 84 units must be earned at GMU by transfer students.
- Exit interview with faculty

Master of Art in Christian Education (MACE)

- Satisfactorily completion of 69 semester units.
- Completion of all courses prescribed in the program.
- Pass a comprehensive examination.
- Grade Point Average of 3.0 (B).
- At least 55 units must be earned at GMU by transfer students.
- Exit interview with faculty
-

Master of Art in Intercultural Studies (MAICS.)

- Satisfactory completion of 49 semester units.
- Completion of all courses prescribed in the program.

- Pass a comprehensive examination.
- Grade Point Average of 3.0 (B).
- At least 40 units must be earned at GMU by transfer students.
- Exit interview with faculty

MASTER OF DIVINITY PROGRAMS (MDiv)

The Master of Divinity is the three-year professional degree for ordained ministry. It is designed with the intentional integration of biblical, theological, historical, and practices of ministry studies with supervised ministry experience. The program is designed to equip candidates for full-time vocational ministry as pastors, and provides the professional training for evangelists, chaplains, missionaries, church associates, and leaders in para-church organizations. The student will earn a minimum of 105 unit hours to complete the degree program.

MDiv Program Learning Objectives (PLO)

Upon completion of the Master of Divinity program, students will be able to:

- PLO1. That students begin developing expertise in a specialized area (e.g., pastoral ministry, missions, education)
- PLO2. That alumni find employment in ministry (full-time or part-time)
- PLO3. That graduates be equipped for doctoral studies

MDiv Learning Outcomes Goals

- As demonstrated by 80% of Bible knowledge test of graduates.
- As demonstrated by 60% of 5-year alumni being ordained
- As demonstrated by 70% of 5-year alumni being employed in ministry
- As demonstrated by GMU alumni in graduate programs maintaining an average GPA of at least 3.0.

Graduation Requirements (MDiv)

Master's students who plan to graduate from Grace Mission University must fulfill the following graduation requirements for the undergraduate program:

- Satisfactorily completion of 105 semester units
- Completion of all courses prescribed in the Master of Divinity curriculum
- Pass the comprehensive examination with 80% or more.
- Maintain a minimum grade point average of 3.0
- At least 80% units (84 Units) must be earned at GMU by transferred students from accredited institution in USA.
- Pass Exit interview with faculty and Financial aid officer.

Students planning to graduate must notify the registrar no later than the beginning of the spring semester of the year in which they plan to graduate.

All candidates for graduation must be approved by the faculty and the Board of Trustees. To receive this endorsement, students must have acted responsibly in manifesting Christian character and adhering to the standards of the school. In addition, students must clear their financial accounts of any remaining balances before graduation.

Degree Requirements

Master of Divinity degree is a 105 semester unit hour program. The requirements for completing this program consist of General Studies (45 units), Bible & Theology (30 Units), Professional / Practical theology (36 Units), and Electives or Special Courses (12 units).

General (Cross-cultural & Leadership) Studies	30Units
Biblical/ Theological Studies	33 Units
Professional & Practical Theology	30 Units
Electives & Special Courses	12 Units
Total	105 Units

General (Cross-cultural & Leadership) Studies: 30 Units

RW513 Research & Writing	CH508 Church History II
GI533 Info. Literacy & Technology	GA534 Cross-cultural Anthropology
BL518 Greek II	CE563 Cross-cultural Teaching & Learning (or CE583 Christian Education)
BL558 Hebrew II	LT543 Leadership & Administration
CE563 Cross-cultural Teaching & Learning (or CE583 Christian Education)	GS513 Integrative Exit Seminar
	GE523 Issues in Social Justice & Ethics

Biblical/ Theological Studies: 33 Units

BT503 Intro. to the Bible	NT573 Acts & Pauline Epistles
OT513 The Pentateuch	NT598 General Epistles & Revelation
OT573 Historical Books & Wisdom Lit.	BT513 Hermeneutics
OT558 The Prophets	ST513 Systematic Theology I
NT518 The Gospels (or NT533 Life & Ministry of Christ).	ST523 Systematic Theology II
	ST533 Systematic Theology III

Professional & Practical Theology: 30 Units

MT513 Intro. to Mission	PT513 Homiletics
MT511-3 Missions Practicum	PT533 Preaching Practicum
SF613 Cross-cultural Spirituality (or SF533 Spiritual Formation, or SF543 Equipping Believers in Spiritual Formation)	CO593 Pastoral Counseling
PT553 Cells & Church Planting	ST583 Christian Apologetics
	PT603 Pastoral Theology & Ministry (or PT683 Cross-cultural Ministry).
	PT501-6 Ministry Formation (0.5 unit, 6 Semesters).

- Total 105 units are required to graduate.
- Total 93 required units and total 12 units of open electives
- Many electives are taken during the Summer and Winter Interims
- BL513 Greek I is offered only in Summer (July-August)

Master of Divinity Course Sequencing

Master's students are recommended to take General Studies (30 units) first and then Bible & Theology (33 Units), Professional / Practical Studies (30 Units), and Electives or Concentration (12 units). Courses in the general studies category are the basic and methodology courses to ensure an appropriate level of analytical research and communication skills. Also the suggested sequence helps the students to commensurate with the goals of the program for learning outcomes and development of leadership capability.

If the student did not study introductory **Greek** and **Hebrew**, they should be required to take **Greek 1** and **Hebrew 1** as electives before taking **Greek 2** and **Hebrew 2**. Greek 1 is offered only in Summer session, therefore all new student must take Greek 1 first in one year of admission and take Hebrew 1 within the following year of admission. And then they can take biblical study and theological courses. The following classes must followed by sequencing order.

- If the student did not study introductory **Greek** and **Hebrew**, they should be required to take **Greek 1** and **Hebrew 1** as electives before taking **Greek 2** and **Hebrew 2**
- **Greek 1** and **Hebrew 1** are pre-requisites for **Greek 2** and **Hebrew 2**, respectively
- **Greek 1** is pre-requisite for “**the Gospel**” respectively
- **Hebrew 1** is pre-requisite for **The Pentateuch**, respectively
- **Greek 2** and **Hebrew 2** are pre-requisites for **Hermeneutics**
- **Hermeneutics** is pre-requisite for **Homiletics**
- **Homiletics** is pre-requisite for **Preaching Practicum**

Master of Divinity Curriculum Plan (Three-Year Plan 105 Units)

Fall Semester	Spring Semester
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Code No.	Courses	Units	Code No.	Courses	Units
First Year			First Year		
BT503	Intro. to the Bible	3	ST523	Systematic Theology II	3
CH503	Church History I. (Early to Reformation)	3	CH508	Church History II. (Modern & American)*	3
ST513	Systematic Theology I	3	OT513	The Pentateuch (Prerequisite Hebrew I)	3
BL518	Greek II* (Greek I은 여름학기에만)	3	NT573	Acts & Pauline Epistles	3
BL553	Biblical Hebrew I (Elective)	3	RW513	Research and Writing (or GI533)	3
GI533	Info. Literacy & Technology (or RW513)*	3	BL558	Biblical Hebrew II*	3
PT501	Ministry Formation	0.5	PT502	Ministry Formation	0.5
		18.5			18.5
Second Year			Second Year		
SF533	Spiritual Formation (or SF628)	3	NT518	The Gospel*(or NT533 Life & Ministry of Christ)	3
PT513	Intro. to Homiletics	3	BT513	Hermeneutics	3
OT643	Historical Books & Wisdom Literature	3	PT533	Preaching Practicum*(Prerequisite Homiletics)	3
CE583	Christian Education (or CE563 Cross-cultural Teaching & Learning)	3	SF543	Equipping Believers in Spirit Formation	3
ST533	Systematic Theology III	3	LT543	Leadership & Administration	3
PT573	Christian Ethics (Elective)	3	PT504	Ministry Formation	0.5
PT503	Ministry Formation	0.5	GA534	Cross-cultural Anthropology	3
		18.5			18.5
Third Year			Third Year		
MT513	Intro. to Missions	3	OT543	Major Prophets	3
OT533	Prophets	3	GS512	Integrative Exit Seminar	3
ST583	Christian Apologetics	3	NT598	General Epistles & Revelation	3
PT603	Pastoral Theology & Ministry (or PT683 Cross-cultural Ministry, PT593 Pastoral Mentoring)	3	PT563	Planning & Leading Worship (Elective, PT582 Practical Theology)	3
CO593	Pastoral Counseling	3	PT503	Cell & Church Planting	3
CE563	Cross-cultural Teaching & Learning (MA elective)	3	PT593	Pastoral Mentoring (or PT603 Pastoral Theology, PT683 Cross-cultural Ministry)	3
PT505	Ministry Formation	0.5	PT506	Ministry Formation	0.5
		18.5			18.5

* To take these courses, students need prerequisites such as Greek I, Hebrew I, Church History I, Intro. to Homiletics, and Research & Writing (or Info. Literacy & Technology). Many students have achieved first levels of proficiency in these areas through their BA studies.

MASTER OF ART in CHRISTIAN EDUCATION (MACE)

The Master of Religious Education is a two-year professional degree designed to equip women and men called to vocational ministry in the local church or other ministry settings as Christian Education specialists such as Christian Education director, children's ministry, youth ministry, adult ministry, family ministry, etc. The degree program provides a strong biblical and theological foundation while providing the specialized skills and preparation for educational ministry. The student will earn a minimum of 69 unit hours to complete the degree program.

MACE Program Learning Objectives (PLO)

The Master of Arts in Christian Education Program is designed for leaders with Christian Education in churches and mission fields:

- PLO1. To demonstrate students in knowledge, understanding, and appreciation of Biblical, theological, philosophical, and psychological foundations of Christian Education
- PLO2. To develop the skills of the operative principles and administrative approaches for the educational ministry of the church in the multi-cultural context.
- PLO3. To strengthen the skills of teaching, evangelism, leadership training, and age group ministry in the context of mobilization.
- PLO4. To equip students with academic in-depth skills in research that integrates knowledge and practices for advanced studies.

MACE Learning Outcomes Goals

- Get 80% or more in comprehensive exam and Thesis of graduates.
- Promote 80% of students (while in studying) to have experience in Christian education at church or cross-cultural ministry.
- As demonstrated by 70% of 5-year alumni being employed in ministry in their specialized areas.
- 30% of graduate involved in advanced study or research.

Degree Requirements

Master of Arts in Christian Education degree is a 69 semester unit hour program. The requirements for completing this program consist of Biblical & Theological Studies (21 units), Practical Theology (15 Units), Christian Education (18 Units), and Electives or Special Courses (15 units).

Biblical & Theological Studies: 21 Units

BT503	Intro. to the Bible Gospels (or NT533 Life & Ministry of Christ). Hermeneutics (or NT518) Greek I (or BL553 Biblical Hebrew I)	ST513	Systematic Theology I
NT518		ST523	Systematic Theology II
BT513		ST533	Systematic Theology III
BL513			
Practical Theology: 15 Units			
SF533	Spiritual Formation (or SF628 Spiritual Theology) Research and Writing (or GI533 Information Literacy & Technology)	LT543	Leadership & Administration
RW513		GS513	Integrative Exit Seminar
		CO59	Pastoral Counseling
		3	
Christian Education: 18 Units			
GE573	Intro. to Educational Theory	CE563	Cross-cultural Teaching & Learning Lifespan Develop. in Ministry Adult Education
CE583	Christian Education	CE683	
PT573	Christian Ethics	CE628	
Ministry Formation: 2 Units			
PT501-4	Ministry Formation (Units 0.5 units, 4 Semesters)		
Electives & Special Courses: 13 units			
Total		69 Hours	

- Total 56 required units should be taken.
- Total 13 units of open electives can be taken during the Summer and Winter Interim in Specific Electives.

Graduation Requirements

- Satisfactorily completion of 69 semester unit hours (3 year program for full-time students).
- Completion of all courses prescribed in the program.
- Pass a comprehensive examination.
- Grade Point Average of 3.0 (B).
- At least 35 units must be earned at GMU by transfer students.

MASTER OF ART in INTERCULTURAL STUDIES PROGRAMS (MAICS)

The Master of Intercultural Studies (Emphasis on Business As Mission) is a two-year professional degree designed to produce professional missionaries. The student will earn a minimum of 49 unit hours to complete the degree program.

MAICS Program Learning Objectives

The Master of Arts in Intercultural Studies Program is designed for leaders with a minimum of two years of mission or cross-cultural experience and it will have the following outcomes:

- PLO1. To equip leaders in the mission field to be competent in cross-cultural ministries through a balanced training in biblical, theological, and ministry applications.
- PLO2. To strengthen the missiological foundations by providing in-depth study that can immediately affect the practice of ministry and Business As Mission.
- PLO3. To activate and maximize the potential of leaders in relevant cross-cultural ministry, organizations, and institutions.

MAICS Learning Outcomes Goals

- Get 80% or more in comprehensive exam and Thesis of graduates (Demonstrate the integration of theory and praxis in areas of cross-cultural ministry and other relevant areas).
- 80% of students have experience in BAM or cross-cultural ministry (Based on their trained Missiological understanding; practice, evaluate and continuously provide alternatives and solutions to the problems in the mission field and related areas).

As demonstrated by 70% of 5-year alumni being employed in cross-cultural mission fields (Show an ability to apply their academic and practical training into their daily ministry. Contribute to the corporate learning process through effective leadership in their present and prospective ministries).

Degree Requirements

Master of Arts in Intercultural Studies degree is a 49 semester unit hour program. The requirements for completing this program consist of Biblical & Theological Studies (18 units), Missiology & Integration (18 Units), Professional Studies (12 Units), and Ministry Formation Courses (1 unit).

Biblical & Theological Studies: 15 Unit hours (6 Courses)

BT503 Theology of the Testaments ST513 Systematic Theology I ST523 Systematic Theology II ST533 Systematic Theology III	One from the following New Testament Courses (NT518 Gospels, NT573 Acts & Pauline Epistles, or NT598 General Epistles & Revelation) One from the following Old Testament Courses (OT513 The Pentateuch, OT573 Historical Books & Wisdom Lit., or OT558 The Prophets)
Practical Theology & Integration: 18 Unit hours (6 Courses)	
MT513 Intro. to Missions GA534 Cross-cultural Anthropology MT581 Theological Foundations of Business as a Mission MT582 Holistic Mission Perspective (or MT578 Mission History from a Business Perspective)	LT543 Leadership & Administration (or LT593 Cross-cultural Leadership) One from Practical theology Courses (PT503 Cells & Church Planting, or PT683 Cross-cultural Ministry)
Business Professional Studies: 15 Unit hours (4 Courses)	
GB511 Principles of Accounting Strategic Business Planning GB513 Effective Marketing & Management Techniques	One of the Entrepreneurship courses (GB515 Basic Foundations of Business, GB516 Foundations of Entrepreneurship, GB517 International Business, 573 Practical Model of Strategic Business as Mission, or GB518 International Law)
Ministry Formation: 1 Unit hours	
PT501-2 Ministry Formation (0.5 units, 2 Semesters)	
Total	49 Hours

Graduation Requirements

- Satisfactorily completion of 49 semester unit hours (2year program for full-time students).
- Completion of all courses prescribed in the program.
- Pass a comprehensive examination with 70% or more.
- Grade Point Average of 3.0 (B).
- At least 39 units (80%) must be earned at GMU by transfer students.

MASTER OF ART in CHRISTIAN COUNSELING PROGRAMS (MACC)

The Master of Christian Counseling (Emphasis on Business As Mission) is a two-year professional degree designed to produce professional missionaries. The student will earn a minimum of 49 unit hours to complete the degree program.

MACC Program Learning Objectives

The Master of Arts in Christian Counseling Program is designed for leaders with a minimum of two years of mission or cross-cultural experience and it will have the following outcomes:

- PLO 1. Demonstrate knowledge of major theories of Christian counseling and be able to apply this knowledge in ministry contexts.
- PLO 2. Integrate theological tenets with psychological knowledge and skills to offer pastoral care and counseling in a variety of pastoral counseling settings
- PLO 3. Be aware of their personal issues and able to develop a personal network for growth.
- PLO 4. Demonstrate critical thinking ability for academic research and advanced studies.
- PLO 5. Develop expertise in MA Christian Counseling through the biblical, theological and spiritual development as a holistic approach.

MACC Learning Outcomes Goals

- Get 80% or more in comprehensive exam and Thesis of graduates (Demonstrate the integration of theory and praxis in areas of Christian Counseling ministry and other relevant areas).
- 80% of students have experience in Christian Counseling ministry.
- As demonstrated by 70% of 5-year alumni being employed in Christian Counseling fields.

Degree Requirements

Master of Arts in Christian Counseling degree is a 49 semester unit hour program. The requirements for completing this program consist of Biblical & Theological Studies (12 units), Practical Theology & Integration (9 Units), Counseling Concentration (27 Units), and Ministry Formation Courses (1 unit).

Graduation Requirements

- Satisfactorily completion of 49 semester unit hours (2year program for full-time students).
- Completion of all courses prescribed in the program.

- Pass a comprehensive examination with 70% or more.
- Grade Point Average of 3.0 (B).
- At least 39 units (80%) must be earned at GMU by transfer students.

Master of Arts in Christian Counseling (MACC)
(Two-Year Plan 49 Units)

Name		Student ID	
Semester		Date	
<i>Biblical/Theological Studies: 12 Units Hours</i>		PT501-2 Ministry Formation (0.5 unit, 2 Semesters)	
___ BT503 Theology of the Testaments		___ 0.5 unit,	___ 0.5
___ Systematic Theology I		unit	
___ Systematic Theology II		<i>Prerequisites</i>	
___ LT593 Cross-cultural Leadership		<i>다음의 과목들을 대학부에서 수강하지 않은 학생은 졸업학점과 관계없이 추가로 더 수강해야 한다.</i>	
<i>Counseling Concentration: 27 Units Hours</i>		___ CO233 Personal Foundation from Whole Person Approach of Christian Counseling (personal awareness and growth as a counselor)	
___ CO514 Psychopathology & Counseling		___ CO213 Intro to Psychology (*pre-requisite)	
___ CO515 Theory and Practice of Counseling & Psychotherapy		___ CO303 Lifespan Development & Counseling	
___ CO523 Biblical Foundation For Psychotherapies		<i>Spiritual Enrichment Activities</i>	
___ CO540 Alcohol and Drug Addiction Treatment Counseling		___ _____	(__ units)
___ CO553 Marriage, Family & Christianity		___ _____	(__ units)
___ CO564 Crisis, Trauma & Grief Counseling		___ _____	(__ units)
___ CO583 Pastoral Care & Counseling		<i>ESL (Only International Students with I-</i>	
___ CO593 Laws & Ethics in Christian Counseling		<i>Formation</i>	
___ SF534 Foundations of Spiritual Formation			

<p>Practical Theology & Integration: 9 Units Hours</p> <p>____ CO571 Christian Counseling Internship I</p> <p>____ CO572 Christian Counseling Internship II</p> <p>____ GS593 Integrative Exit Seminar in Counseling</p>	<p>20)</p> <p>_____ (_ units)</p> <p>_____ (_ units)</p> <p>_____ (_ units)</p> <p>Bible Knowledge Tests</p> <p>1st _____ (), Exit</p> <p>_____ ()</p> <p>* All courses are 3 units if there is no indication.</p>
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Starts: Dean's Signature: _____ Date _____ Transfer units: _____

Finish: Dean's Signature: _____ Date _____ Total units completed: _____

Prior to graduation, students must consult with academic dean and obtain a signature in order to complete the degree program.

Fall Semester			Spring Semester		
Co. No.	Courses	Units	Co. No.	Courses	Units
First Year			First Year		
BT503	Study of Testaments	3	ST523	Systematic Theology II	3
ST513	Systematic Theology I	3	LT593	Cross-cultural Leadership	3
CO514	Psychopathology & Counseling	3	CO523	Crisis Intervention & Grief Counseling	3
CO515	Integration of Psychology & Theology	3	CC540	Alcohol and Drug Addiction Treatment Counseling	3
PT501	Ministry Formation	0.5	PT502	Ministry Formation	0.5
		12.5			12.5
Second Year			Second Year		
SF534	Foundations of Spiritual Formation	3	CO564	Cross Cultural Counseling	3
CO55	Marriage, Family & Christianity	3	CO5	Laws & Ethics in Christian	3

3			93	Counseling	
CO58 3	Pastoral Care & Counseling	3	CC57 2	Christian Counseling Internship II	3
CC57 1	Christian Counseling Internship I	3	GS59 3	Integrative Exit Seminar in Counseling	3
		12			12
<p>Electives : CO534 Inner Healing Personal Assessment & Growth: Master level students are required to take MMPI 2 assessment to check their own mental health conditions and if needed receive counseling to be equipped.</p>					
<p>Pre-requisite: (9 units)</p> <ol style="list-style-type: none"> 1. CO233 Personal Foundation from Whole Person Approach of Christian Counseling (personal awareness and growth as a counselor) 2. CO213 Intro to Psychology (*pre-requisite) 3. CO303 Lifespan Development & Counseling 					

IX. DOCTOR OF MISSIOLOGY (DMiss)

DOCTOR OF MISSIOLOGY PROGRAM

The Doctor of Missiology program at GMU Graduate School is designed to serve experienced Christian leaders who wish to enhance their professional competence, to seek personal renewal and growth, and to develop an advanced understanding of preaching, missions, or church music. The program is a minimum of three years in length and requires the completion of 43 semester hours of course work, including an eight-units dissertation project. It takes normally 3 years to complete the program.

Purposes

The purpose of Grace Mission University Graduate School Doctor of Missiology is to advance theologically competent leadership in a global context by equipping students with advanced knowledge and skill sets that integrate the study of theology, history, social sciences, and missiology with a variety of cognate disciplines that enhance advanced ministerial practice. Furthermore, GMU's DMiss provides the education to complete the doctoral project, thesis, or culminating dissertation research project.

Program Learning Objectives

Doctor of Missiology (DMiss) Program Learning Objectives (PLO)

Upon completion of the Doctor of Missiology program, students will be able to:

- PLO1. To equip leaders in the mission field to be competent in cross-cultural ministries through a balanced training of academic reflections and practical applications.
- PLO2. To improve the students' research methods and skills for the in-depth research that can practically and immediately affect the missional and pastoral ministries.
- PLO3. To activate and maximize the potential of leaders in relevant organizations or institutions with academically and spiritually enhanced skills.

Doctor of Missiology (DMiss) Program Learning Outcomes Goals

Upon completion of the Doctor of Missiology program, students will be able to:

- As demonstrated by 70% of graduates being involved in educational or training areas
- As demonstrated by 100% of graduates writing dissertations
- As demonstrated by 70% of 5-year alumni writing in-depth research articles or books
- As demonstrated by 70% of graduates being employed in ministerial and missional leadership

Admission Requirements of Doctoral Program

Applicants must have completed the Master of Divinity degree or its equivalent with at least a 3.0 GPA from an accredited school. In addition, applicants must have at least three

years of ministry or missional experience and be currently involved in a ministry.

Hours of Instruction for Doctoral program

The instructions of DMiss program are given in intensive forms. All students must take the intensive instructions every semester. The total hours of instruction are 40 hours per course, 8 hours per day, one week instruction (5 days). Students can take 1-3 courses per semester. The regular course weights 4 units and one unit for Dissertation Writing Skills (8 instruction hours). Full-time student must take at least 8 units per semester. Therefore the full-time student must take two regular courses (8 units). The total instruction for a semester takes 80 instruction hours (10 days). Full-time student is required to take at least 8 units per semester during the coursework phase of the program. During the student's dissertation writing phase, students can maintain fulltime status by completing 4 units of dissertation writing each semester. For international students, full time status during dissertation writing can be extended for six semesters while maintaining sufficient progress as determined by the chair of the dissertation committee.

- Total hours of instruction per course: 40 hours (complete a “4 units-course” in a week)
- Total hours of instruction per week: 40 hours
- The total instruction hours per semester: 8-12 unit hours
- The total instruction days per semester: 10-15 days in intensive form
- Total hours to complete DMiss program: 43 unit hours (3 years, 6 semesters)
- Extension of dissertation writing: up to 16 units (4 semesters)

The classes of Spring Semester start on the second Monday in January. After taking the intensive instruction in January, student must complete assignment until April 30.

The classes of Fall Semester start on the second Monday in June. After taking the intensive instruction in June, student must complete assignment until November 30.

Graduation Requirements

The Doctor of Missiology curriculum consists of 3 core seminars (12 units); 5 seminars (20 units) in preaching, missions or church biblical study concentration; dissertation writing skills (3 units) and an acceptable dissertation-project (8 units) within six years. All students must achieve at least a 3.3 GPA. Total requirements: 43 semester hours

Dissertation Project

The final stage of the Doctor of Missiology program consists of the preparation of a dissertation. The subject matter of the dissertation must be examined and approved by the DMiss Committee. The dissertation project is considered an applied research and the topic may be the expansion of one of the course projects.

- The student must establish a clear relationship of the chosen subject with preaching, missions, or church music.
- The student must prepare a dissertation proposal in consultation with the advisor.
- The dissertation proposal must include: the proposed title, a statement of the

importance of the proposed research, a provisional outline and overall plan of the project, a statement of research methodology, and a preliminary bibliography.

- The final dissertation should be 150-200 pages in length.

Course Format

Incorporating the theoretical, practical, and collegial aspects of the learning experience, each doctoral course is structured to include the following three components.

Preliminary Reading

The reading assignment must be completed prior to the classroom experience, fulfilling a requirement of 2,400-2,500 pages for a four-units course. The reading provides the theoretical basis for analysis and integration of the course topic.

Classroom Experience

Classroom experience is in concentrated sessions during one-week residency periods held in January, July, and August. The residency periods involve interaction with a faculty instructor in a peer learning, seminar format. The faculty instructor serves as a facilitator of discussion in a collegial atmosphere, using his or her academic and practical experience to bring in-depth analysis, critical thinking, integration, and application to the topic.

Course Project

An extensive post-classroom project provides an opportunity to synthesize the reading and the classroom discussions and apply them to a practical situation. The results of this reflection are then submitted in a paper with a minimum length of 5,000 words (20 pages).

Prerequisites

All applicants to the DMiss degree program must have a MDiv degree or its equivalent and at least three years of professional ministry experience. However, those who do not have a MDiv degree but have a Master's degree from an accredited school may fulfill the requirement by completing 12 units of master's-level theological work at GMU Graduate School prior to their admission.

Curriculum for Doctor of Missiology

(1) Core Courses (8 courses, 32 units)	Units
Cross-cultural Counseling	
4	
Cross-Cultural Leadership	4
Contemporary Theology of Mission	4
Mission Strategy	4
Mission History	4
Advanced Biblical Interpretation from Cross-cultural perspective	4
Cross-Cultural Preaching and Communication	4

Contextualization & Culture Change	4
(2) Research Courses (2 courses, 2 units)	
Research Design I	1
Research Design II	1
(3) Electives	
Communication and Preaching	4
Theology of Preaching	4
Preaching the Literary Forms of the Bible	4
Issues in Contemporary Preaching	4
Biblical Foundations of Mission	4
Local Congregation as Mission	4
World Mission History	4
Doing Theology in Context	4
Church Growth in the Korean Context	4
(4) Dissertation	
Dissertation Writing I	4
Dissertation Writing II	4
Total Units: 42	

DOCTOR OF PHILOSOPHY IN INTERCULTURAL STUDIES PROGRAM

The Doctor of Philosophy in Intercultural Studies program at GMU Graduate School is designed to serve experienced Christian leaders who wish to enhance their professional competence, to seek personal renewal and growth, and to develop an advanced understanding of preaching, missions, or education. The program is a minimum of three years in length and requires the completion of 58 semester hours of course work, including an eight-units dissertation project. It takes normally 4 years to complete the program.

Purposes

The purpose of Grace Mission University Graduate School Doctor of Philosophy is to advance theologically competent leadership in a global context by equipping students with advanced knowledge and skill sets that integrate the study of theology, history, social sciences, and education with a variety of cognate disciplines that enhance advanced ministerial practice. Furthermore, GMU's PhD in Intercultural Studies provides the education to complete the doctoral project, thesis, or culminating dissertation research project.

Program Learning Objectives

Doctor of Philosophy (PhD in Intercultural Studies) Program Learning Objectives (PLO)

The PhD in ICS Program is designed for leaders with a minimum of three years of mission or cross-cultural experience and it will have the following outcomes:

1. Research – Graduates of this program will be able to evaluate current theory in the social sciences to evaluate the practice of missions and cross-cultural ministry. Solutions to improve and strengthen the missiological foundations of ministry will result from this research. Graduates will also be able to understand the various worldviews of the participants to any cross-cultural ministry. They will be able to complete in depth studies of the cross-cultural phenomenon and see the implications this using a variety of research tools.
2. Theory Development – Graduates will be able to add to the current theory of social science through engaging in the academic world. They will be able to present papers and write articles for journals and engage in dialogue with other professionals.
3. Professional educator – Graduates will be able to understand the various teaching methods that will help them communicate theory to a new generation of students. They will be able to create curriculum and programs that will expand the field of intercultural studies.

Doctor of Philosophy (PhD in Intercultural Studies) Program Learning Outcomes Goals

Upon completion of the Doctor of Philosophy program, students will be able to:

- As demonstrated by 70% of graduates being involved in educational or training areas
- As demonstrated by 100% of graduates writing dissertations
- As demonstrated by 70% of 5-year alumni writing in-depth research articles or books
- As demonstrated by 70% of graduates being employed in educational and missional leadership

Application Requirements of Doctoral Program

Applicants must have completed the Master of Divinity degree or its equivalent with at least a 3.0 GPA from an accredited school. In addition, applicants must have at least three years of ministry or missional experience and be currently involved in a ministry.

Hours of Instruction for Doctoral program

The instructions of PhD in Intercultural Studies program are given in intensive forms. All students must take the intensive instructions every semester. The total hours of instruction are 40 hours per course, 8 hours per day, one week instruction (5 days). Students can take 1-3 courses per semester. The regular course weights 4 units and one unit for Dissertation Writing Skills (8 instruction hours). Full-time student must take at least 8 units per

semester. Therefore the full-time student must take two regular courses (8 units). The total instruction for a semester takes 80 instruction hours (10 days). Full-time student is required to take at least 8 units per semester during the coursework phase of the program. During the student's dissertation writing phase, students can maintain fulltime status by completing 4 units of dissertation writing each semester. For international students, full time status during dissertation writing can be extended for six semesters while maintaining sufficient progress as determined by the chair of the dissertation committee.

- Total hours of instruction per course: 40 hours (complete a "4 units-course" in a week)
- Total hours of instruction per week: 40 hours
- The total instruction hours per semester: 8-12 unit hours
- The total instruction days per semester: 10-15 days in intensive form
- Total hours to complete PhD in Intercultural Studies program: 43 unit hours (3 years, 6 semesters)
- Extension of dissertation writing: up to 16 units (4 semesters)

The classes of Spring Semester start on the second Monday in January. After taking the intensive instruction in January, student must complete assignment until April 30.

The classes of Fall Semester start on the second Monday in June. After taking the intensive instruction in June, student must complete assignment until November 30.

Dissertation Project

The final stage of the Doctor of Philosophy program consists of the preparation of a dissertation. The subject matter of the dissertation must be examined and approved by the PhD in Intercultural Studies Committee. The dissertation project is considered an applied research and the topic may be the expansion of one of the course projects.

- The student must establish a clear relationship of the chosen subject with preaching, missions, or church music.
- The student must prepare a dissertation proposal in consultation with the advisor.
- The dissertation proposal must include: the proposed title, a statement of the importance of the proposed research, a provisional outline and overall plan of the project, a statement of research methodology, and a preliminary bibliography.
- The final dissertation should be 150-200 pages in length.

Course Format

Incorporating the theoretical, practical, and collegial aspects of the learning experience, each doctoral course is structured to include the following three components.

Preliminary Reading

The reading assignment must be completed prior to the classroom experience, fulfilling a requirement of 2,400-2,500 pages for a four-units course. The reading provides the theoretical basis for analysis and integration of the course topic.

Classroom Experience

Classroom experience is in concentrated sessions during one-week residency periods held in January, July, and August. The residency periods involve interaction with a faculty instructor in a peer learning, seminar format. The faculty instructor serves as a facilitator of discussion in a collegial atmosphere, using his or her academic and practical experience to bring in-depth analysis, critical thinking, integration, and application to the topic.

Course Project

An extensive post-classroom project provides an opportunity to synthesize the reading and the classroom discussions and apply them to a practical situation. The results of this reflection are then submitted in a paper with a minimum length of 5,000 words (20 pages).

Prerequisites

All applicants to the PhD in Intercultural Studies degree program must have a MDiv degree or its equivalent and at least three years of professional ministry experience. However, those who do not have a MDiv degree but have a Master's degree from an accredited school may fulfill the requirement by completing 12 units of master's-level theological work at GMU Graduate School prior to their aPhD in Intercultural Studiesion.

Curriculum for Doctor of Philosophy

Name		Student ID	
Semester		Date	
<p><i>Doctoral Core</i></p> <p>_____RW911 Colloquium Seminar</p> <p>_____AT916 Anthropological Theory & The Age of the Fourth Industrial Revolution</p> <p>_____BT942 God's Mission in Old Testament</p> <p>_____BT961 God's Mission in New Testament</p> <p>_____RW964 Research Methodology</p> <p>_____ET931 Advanced Teaching Methodology</p> <p><i>Emphasis</i></p> <p>_____AT921 Christian Apologetics and World Religion</p> <p>_____MH971 Contemporary World Mission Strategy in Mission History</p> <p>_____PM964 Cross-Cultural Missional Church Planting</p> <p>_____TM936 Gospel and Contemporary Culture</p> <p>_____LT944 Inter-Cultural Leadership</p> <p>_____TM996 The Challenges of Contemporary Mission Theology</p> <p>_____ET922 Inter-Cultural Teaching and Learning</p> <p>_____AT917 Social Science Methodology</p> <p>_____CM911 Self-Care in Ministry/Mission</p>	<p><i>Comprehensive Examinations</i></p> <p>_____CE942 Comprehensive Exam</p> <p><i>Dissertation</i></p> <p>_____RW901 Tutorial 1-1: Literature Research</p> <p>_____RW902 Tutorial 1-2: Literature Writing</p> <p>_____RW903 Tutorial 2-1: Field Research</p> <p>_____RW904 Tutorial 2-2: Field Writing</p> <p>_____RW941 Dissertation Writing 1</p> <p>_____RW942 Dissertation Writing 2</p>		

Starts: Director of Doctoral Studies: _____ Date _____ Transfer units:

Finish: Director of Doctoral Studies: _____ Date _____ Total units
completed: _____

Prior to graduation, students must consult with academic dean and obtain a signature in order to complete the degree program.

Doctor of Philosophy in Intercultural Studies (PhD Program) Curriculum Plan

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Name			Student ID		
Semester			Date		
Fall Semester			Spring Semester		
Co. No.	Courses	Units	Co. No.	Courses	Units
First Year			First Year		
RW911	Colloquium Seminar	4	AT916	Anthropological Theory & The Age of the Fourth Industrial Revolution	4
AT921	Christian Apologetics and World Religion	4	MH971	Contemporary World Mission Strategy in Mission History	4
BT942	God's Mission in Old Testament	4	PM964	Cross-Cultural Missional Church Planting	4
Second Year			Second Year		
TM936	Gospel and Contemporary Culture	4	RW964	Research Methodology	4
LT944	Inter-Cultural Leadership	4	ET931	Advanced Teaching Methodology	4
BT961	God's Mission in New Testament	4	TM996	The Challenges of Contemporary Mission Theology	4
CM911	Self-Care in Ministry/Mission	4			
Third Year			Third Year		
ET922	Inter-Cultural Teaching and Learning	4	AT917	Social Science Methodology	4
RW901	Tutorial 1-1: Literature Research	4	RW902	Tutorial 1-2: Literature Writing	4
Fourth Year					
RW903	Tutorial 2-1: Field Research	4	RW904	Tutorial 2-2: Field Writing	4
RW941	Dissertation Writing 1	4	RW942	Dissertation Writing 2	4
			CE942	Comprehensive Exam	2

X. GENERAL INFORMATION

BOARD OF TRUSTEES

Chairperson	Han, Paul Gihong	Fullerton, CA
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ADMINISTRATION

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Director of Development	Suok Rhie, MDiv
Director of Public Relations	Soo Ok Lee, DMiss
Chief Financial Aid Director	James Koo, M.B.A.
Registrar	Min Lee, MDiv
Head Librarian	EunJa Seo, M.L.S.
Admission Director	Mison Lee, MDiv

FACULTY

All faculty members at Grace Mission University are qualified with appropriate degrees from accredited institutions in U.S.A. and other countries.

Graduate Faculty (MDiv, MA, DMiss)

NAME	DEGREES AND DISCIPLINE	COURSES TAUGHT	SPIRITUAL & OTHER QUALIFICATIONS OR EXPERIENCE	EVALUATION
Choi, Kyunam (President)	PhD, University of New Mexico, 1988 ThM (Cand), Fuller Theological Seminary World Mission MDiv, Westminster Theological Seminary, 1995 MS, Louisiana State University, 1984 BS, Sogang University, 1978	12 Credits for two Semester OT513 (G) The Pentateuch (12 Graduate credits in this area) NT518 (G) The Gospels (12 Graduate credits in this area) CH503 (G) Church History (12 Graduate credits in this area)	<ul style="list-style-type: none"> • 14 years of teaching experience in university • 14 Years of Senior Pastor 	Qualified
Kim, Hyunwan (Dean of Academics)	PhD, Intercultural Education, Biola University, (2007) ThM, Bible Exposition Biola University, 2001 MDiv, Chong-Shin University, 1996 BTH, Calvin University, 1993	12 Credits for two Semester BT513 (G) Hermeneutics (18 Graduate credits in this area) PT533 (G) Preaching Practicum (12 Graduate credits in this area) BL513 (G) Greek (12 Graduate credits in this area) ST513 Systematic Theology (18 Graduate credits in this area)	<ul style="list-style-type: none"> • Rich experiences and academic achievement in Education, Biblical Studies, and Theology • 16 years of teaching experience in university • 4 Years of Senior pastor • 23 Years of assistant pastor 	Qualified
Cho, James (Full-time, Student Dean, Director of English Track)	PhD, Biola University MDiv, Biola University (2003) BS, UCLA (1993)	12 Credits for two Semester STE523 Systematic Theology II (12 Graduate credits in this area) BTE123 Intro. to the Bible (18 Graduate credits in this area) SFE429 Spiritual Formation (12 Graduate credits in this area) PTE464 Cells & Church Planting (12 Graduate credits in this area)	<ul style="list-style-type: none"> • English Minister at New Life Church for 9 years • Teaching Experience at Biola University for 3 years • Distance Learning Administrator at Biola University for 9 years 	Qualified
Lee, Byunggoo (Full-time, Director of Missiology)	DMin, Mission, Fuller Theological Seminary (2015) MA, Mission, Fuller Theological Seminary (2010) MDiv, Chongshin Theological Seminary (2001)	12 Credits for two Semester GA133 Cultural Anthropology (18 Graduate credits in this area) ST123 Mission Comparative Religion (15 Graduate credits in this area)	<ul style="list-style-type: none"> • 15 years of missionary in India. • 11 years of teaching • 4 years of Research Librarian at Training Director in GMS Mission organization • 9 years of Academic & Missiological 	Qualified

	BTh, Calvin Theological Seminary (1995)	MT513 Intro. to Missions (15 Graduate credits in this area) GA133 Cultural Anthropology (15 Graduate credits in this area)	Mentor at School of Intercultural Studies KS, Fuller Theological Seminary	
Prell, Jan (Full-time)	PhD, Counseling Psychology, University for Humanistic Studies, Del Mar, CA, 1989 MA, Holistic Psychology, University for Humanistic Studies, Del Mar, CA, 1986 BBMA, Horizon College San Diego (2004) BA, California College of Holistic Health (1994)	9 Credits for two Semester CO593 Pastoral Counseling (15 Graduate credits in this area)	<ul style="list-style-type: none"> Pastor in English ministry at Korean Southern Baptist Smyrna Church for 5 years Internship in Marriage, Family, and Child counseling for 3 years 	Qualified
Seo, KyungMi (Full-time)	PhD, Biola University (2015) MDiv, Talbot School of Theology (2009) BA, Ulsan University (1995)	12 Credits for two Semester GEE344 Intercultural Communication (12 Graduate credits in this area) CE563 Cross-cultural Teaching & Learning (12 Graduate credits in this area) GE573 Introduction to Education (12 Graduate credits in this area) SO273 Sociology & Intercultural Community(12 Graduate credits in this area)	<ul style="list-style-type: none"> Teaching Experience at Western Covenant University, Lordland College, World Mission University, International Education College and Presbyterian Theological Seminary for 6 years Pastor, Education Department for 6 years 	Qualified
Kwon, Ohgueon (Director of MACC, Part-time)	PhD, Fuller Theological Seminary (2000) ThM, Princeton Theological Seminary(1996) MDiv, Asbury Theological Seminary(1994)	6 Credits for two Semester CO593 Pastoral Counseling (15 Graduate credits in this area) CO553 Marriage, Family & Christianity (12 Graduate credits in this area)	<ul style="list-style-type: none"> Adjunct Professor on Pastoral Counseling: Azusa Pacific University Professor: Shepherd University Adjunct Professor for the Korean Doctor of Ministry Program: Fuller Theological Seminary 	Qualified
Kim, Byunghark (Part-time)	DMin, Fuller Theological Seminary, 2006 ThM, International Theological Seminary, 2001 MDiv, Chongshin Theological Seminary,	12 Credits for two Semester PT513 (U) Homiletics (12 Graduate credits in this area) PT603 Pastoral Theology & Ministry	<ul style="list-style-type: none"> 10 years of teaching experience 2 years of Instructor, Fuller Theological Seminary 2006-Present, senior Pastor 	Qualified

	1998 BA, Chongshin University, 1995	(9 Graduate credits in this area) LT423 Discipleship & Cell (12 Graduate credits in this area) PT553 Cell & Church Planting (12 Graduate credits in this area)		
Lee, Sung W. (Part Time)	PhD, Christian Education, Biola University (1999) MA, University of Southern California (1970) BTh, Yonsei University (1965)	GBT535 (G) Research & Writing (15 Graduate credits in this area) GPT580 (G) Christian Education (12 Graduate credits in this area)	<ul style="list-style-type: none"> • 17 years of teaching experience • Dean of Student affairs at GMU • Professor at BIOLA University • Director of English Program at BIOLA 	Qualified.
Kang, Jonathan (Part-time)	PhD Educational Studies, Biola University MA Christian Education, Southwestern Baptist Theological Seminary PsyD Clinical Psychology, Trinity College of Graduate Studies LCP Licensed Clinical Psychologist, PSY BS Biological Science, University of California, Irvine	MT904 Missionary Member Care (15 Graduate credits in this area)	<ul style="list-style-type: none"> • 10 years of Christian Counseling & Education partners • 9 years of Friends of Missionaries • 3 years of Southern California college & Seminary • 8 years of Korea American family services 	Qualified
Kim, Chulwon (Adjunct)	PhD, Old Testament – Fuller Theological Seminary (2006) MA, Old Testament Fuller Theological Seminary (1994) ThM, Chongshin Theological Seminary (1988) MDiv, Chongshin Theological Seminary (1985) BTh, Chongshin Theological Seminary (1981)	OT353 The Prophets (18 Graduate credits in this area) BL353 Biblical Hebrew I (12 Graduate credits in this area)	<ul style="list-style-type: none"> • OT Professor at Reformed Theological Seminary for 19 years • OT Professor at International Theological Seminary for 18 years • OT Professor at California Theological Seminary for 4 years • Preaching Pastor at Nasung Korean Church for 3 years 	Qualified
Joo, Jonghoon (Part-time)	PhD, Fuller Theological Seminary (2011) MA, Fuller Theological Seminary (2004) MDiv, Chongshin Theological Seminary (1998) BA, Chongshin University, (1995)	PT844 Biblical Worship and Contemporary (15 Graduate credits in this area)	<ul style="list-style-type: none"> • 3 years of Research Fellow of Huntington Library • 5 years of Lecturer of Africa International University • 2 years of Head of Department 	Qualified

			(Acting) <ul style="list-style-type: none"> • 6 years of Research Fellow/ Assistant/Teaching • 3 years of Senior Pastor • 9 years of Assistant Pastor 	
Park, Timothy (Part Time)	PhD ICS: Fuller Theological Seminary (1991) ThM, in Missiology: Asian Center for Theological Studies and Mission (1982) MDiv, Presbyterian General Assembly Theological Seminary (1976) MA, Fuller Theological Seminary (1988) BA, Chongshin University, Seoul (1972)	LT411 Leadership & Mission (15 Graduate credits in this area)	<ul style="list-style-type: none"> • 21 years of Director, Institute for Asian Mission and Professor • 37 years of pastors and Missionary • Professional Membership at Asian society of missiology • 47 Years of Pastor 	Qualified
Chung, Ihn chae (Part time)	PhD, Baekseok University ThD, Wycliffe College, University of Toronto MDiv & ThM, Reformed Theological Seminary BA, Chongshin University	BTLA313 Hermeneutics (12 Graduate credits in this area)	<ul style="list-style-type: none"> • Academic Dean at Kernel University • Preaching Pastor of Westchester • Dean of Students at Int'l Reformed University • Senior Pastor of Jackson Korean Church 	Qualified
Lee, Seong il (Part time)	PhD, University of Wales, Doctor of Philosophy (2005) ThM, Wales Evangelical School of Theology (2000) MA, Asian Center for Theological Studies and Mission (1998) MDiv, Hapdong Theological Seminary, (1997) BA, Chonbuk National University (1992)	MT834 Biblical Foundations of Mission (15 Graduate credits in this area)	<ul style="list-style-type: none"> • 12 years of Missionary to the Philippines/ missionary training, administration • 10 years of Director of Overseas Missionary Orientation Center/ training, administration • 10 years of Chairman of Filipino Ministry Bank/ mission mobilization, conducting pastoral • 10 years of Professor of History at Immanuel Theological Seminary • 8 years of Field Dean at William Carey International University/ Doctorate course dissertation supervision • 3 years of Visiting Scholar at Fuller Theological Seminary/ Research on 	Qualified

			Asian Mission Movement	
Park, Esther (Part time)	PhD, University of Wales, Trinity Saint David (Lampeter) MDiv, Fuller Theological Seminary MM, Cal State University BA, Cal State University	GALA133 Cultural Anthropology (15 Graduate credits in this area)	<ul style="list-style-type: none"> Teaching Experience at American Methodist Theological Seminary for 2 years Manila school M.Div. and M.A. Intercultural Studies Program for 5 years 3 years of Director, Research and Development (Glicenter) 15 years of Faithwalk Christian Ministry 	Qualified
Rodolfo Galvan Estrada III (Part time)	PhD in Theological Studies & Biblical Studies, Regent University (MA in Christian Practice, Duke University ThM in Theological Studies, Duke University	Theological Studies & Biblical Studies (21 Graduate credits in this area)	<ul style="list-style-type: none"> Present Research Papers 6 times Wrote many articles 8 years of Teaching in seminary & University Rich experience in Accreditation Liaison Officer 17 years of ministry experience 	Qualified
Lee, Sanghoon (Part time)	PhD, Fuller Theological Seminary (2008) ThM, Fuller Theological Seminary (2002) MDiv, Seoul Theological Seminary (2000) BA, Seoul Theological Seminary (1997)	RW964 Research Methodology & Design	<ul style="list-style-type: none"> 21 Years of pastor 3 Years of School of Intercultural Studies KS, Fuller Theological Seminary Teaching Experience at Fuller Theological Seminary and for 10 years 3 years of Director of DMin Program, SOMA-World Mission University 1 years of Director of PhD Program, Grace Mission University 	Qualified
Lee, Benjamin (Part Time)	PhD, Fuller Theological Seminary, Pasadena, CA, USA, 2006 MTh, Fuller Theological Seminary, Pasadena, CA, USA, 2001 MDiv, Southeastern Baptist Theological Seminary, Wake Forest, NC, USA, 1994	LT543 Leadership & Administration (24 Graduate Units in Leadership)	<ul style="list-style-type: none"> Vice-President of East & South East Asia, Distinguished Professor of Leadership and Management, Wittenberg College and Seminary, Canada (online education), 2013 – present Teaching Experience at universities 	Qualified

	BA, Busan National University, Busan, Korea, 1986		22 years	
22 Graduate Faculty			•	

Undergraduate Faculty (BATH, BACC)

Chun, Lydia (Director of BACC)	PsyD, Biola University, (2003) MA, Biola University, (1997) BA, University of Southern California (1983)	CO473 Gift KAMT (King's Army Medic Training)	<ul style="list-style-type: none"> GIFT Counseling & Wellness Center Director / Educator for 9 years Lydia Chun Psy.D. Private Practice for 8 years Biola Counseling Center for 4 years Inter-Community Alternatives Network for 2 years Artesia, Bellflower, Cerritos School District for 1 years 	Qualified
Baik, Sungyul (CFO)	MA, Talbot School of Theology (2001) ThM, Talbot School of Theology (1999) MDiv, Talbot School of Theology (1996) BA, University of Suwon (1989)	PT443 Christian Ethics (15 Graduate credits in this area) GE163 Intro. to Philosophy (18 Graduate credits in this area) ST583 Christian Apologetics (15 Graduate credits in this area)	<ul style="list-style-type: none"> Adjunct Professor at Harvest University for 11years Adjunct Professor at Bethesda Christian University for 2 years Senior Pastor at Little Shepherds Church for 2 years 	Qualified
Cho, Hyunjoo (Director of Distance Education)	PhD, Fuller Theological Seminary MACA, Biola University, Talbot School of Theology (1995) ThS, Fuller Theological Seminary(2015) MDiv, Seoul Theology Seminary(1991) BA, Seoul Theology College(1988)	GE428 Adult Education GE133 Introduction to Distance Education (15 Graduate credits in this area) CE153 Christian Education (15 Graduate credits in this area)	<ul style="list-style-type: none"> Preaching Pastor for 11 years Teaching Experience at World Mission University and GMU University / Christian Education for 3 years 8 Years of assistant pastor 	Qualified
Kang, Seoki (Adjunct)	DMin, Biola University (2005~) MA, Christian Education – Biola University (2003) MDiv, Chongshin Theological Seminary	CO 563 Human Understanding Difference (15 Graduate credits in this area) PM413 Pastoral Theology (15	<ul style="list-style-type: none"> 5 years of teaching experience 8 Senior Pastor at Hangbokhan Church (2008~ present) Ministry experience for over 10 	Qualified

	(1997) BTh, Chongshin University (1994)	Graduate credits in this area) CE553 Christian Education (15 Graduate credits in this area) SF323 Readings in Spirituality	years	
Koo, Bon Chul (Part Time)	DMin, Ministry, Biola University ThM, New Testament, Biola University (1999) MDiv, General Ministry, Biola University (1997) BA, Sung-Kyun-Kwan University (1981)	GNT558 (G) Acts & Pauline Epistles (12 Graduate credits in this area) GNT595 (G) General Epistles & Revelation (9 Graduate credits in this area) Theology (15 Graduate credits in this area) Bible Studies (25 Graduate credits in this area)	<ul style="list-style-type: none"> • 15 years of teaching experience • Founder & Senior Pastor of Galilee Grace Church • Assistant Pastor at Grace Korean Church 	Qualifie d. He has a Th.M. in New Testame nt.
Kim, Daesup	DMiss, Fuller Theological Seminary (2019) ThM, Fuller Theological Seminary (1999) MDiv, Seoul Theological Seminary (1996) BA, Seoul Theological University (1993)	NT413 Acts & Pauline Epistles (12 Graduate credits in this area) PM413 Pastoral Theology (15 Graduate credits in this area)	<ul style="list-style-type: none"> • Senior Pastor at Miami Evangelical Church for 2 years • Executive Officer & Professor at Shepherd University for 2 years 	Qualifie d
Yune, Joseph	DMA, USC(2008) MM, USC, (1998) BM, CSU: Long Beach (1995)	GM153 Introduction to Music (18 Graduate credits in this area) CM536 Wind Instruments I-II (15 Graduate credits in this area)	<ul style="list-style-type: none"> • K-5 Music Teacher for 15 years • Taught Trumpet for 22 years • Music Director at GMI for 14 years 	Qualifie d
Lee, Changsoo	DMiss, Grace Mission University (2014) MDiv, Grace Mission University (2011) BA, Yonsei University (1972)	PT501-6 Ministry Formation	<ul style="list-style-type: none"> • Vice President, Asiana Airlines the Americas for 4 years • General Manager, Korean Airlines Honolulu, HI 	Qualifie d
Kim, Yohan	DMin, Fuller Theological Seminary (2016) MDiv, Chongshin Theological Seminary (2009) BA, Chongshin University (2007)	UM513 Unification Mission	<ul style="list-style-type: none"> • Professor at North Korea Affairs in Unification Mission College • Missionary for North Korea Department in Cornerstone Ministries 	Qualifie d
Koo, James	MA, Business Administration Dongguk University (1995)	GB525 Principle of Accounting and Tax (15 Graduate credits in	<ul style="list-style-type: none"> • 9 years of teaching experience • Yakstore Shopping Mall (Los 	Qualifie d

	BA, Science in life Science Korea University Business (21 Graduate credits in this area)	this area) GB516 Foundations of Administration & Entrepreneurship (15 Graduate credits in this area) GS573 Practical Model of Strategic Business as Mission (15 Graduate credits in this area)	Angeles CA, USA), Internet Shopping Mall <ul style="list-style-type: none"> • Korea TELCOM, Internet Broadcasting Management System • □ Association of Korean Journalist Online Newspaper, Website Construction & Management • Business Administration Department, Bethesda C. University Sept 2007 – June 2009 	
Shin, Sophia	PhD, Early Childhood Development, William Carey International University, 2013 DMin, Global Ministries, Fuller Theological Seminary, 2009 MDiv, Golden Gate Baptist Theological Seminary, 1997 MACE, Christian Education, Golden Gate Baptist Theological Seminary, 1997 BA, Biblical Literature, Shelton College, 1994	EC533 Early Childhood Education (18 Graduate credits in this area) EC401 Infant/ Toddler Growth and Development (15 Graduate credits in this area) EC563 Preschool Growth and Curriculum Development EC143 Child, Family & Community Relationships (12 Graduate credits in this area)	<ul style="list-style-type: none"> • Global Ministries Alliance for Networking: Broadcasting Ministry for 5 years • Education Counselor & Korean Community Outreach Education Seminar Speaker for 8 years • Mission Globalization Co-Director by MG Mission for 11 years • Foreign Mission Trips for 12 years • Sunday School Teacher's Workshops Trainer Various Church for 13 years 	Qualified
Oh, Sang Kyu	DMiss, Fuller Theological Seminary (2017) ThM, Hebrew University, Israel, 2004 MDiv, Chongshin Theological Seminary (1994) BA, Chongshin University (1988)	BL553 Biblical Hebrew I (15 Graduate credits in this area) BL558 Biblical Hebrew II (15 Graduate credits in this area)	<ul style="list-style-type: none"> • 23 Years of assistant pastor • 2 Years of Pillar Presbyterian Church Theological College • Teaching Experience at GMU for 12 years 	Qualified
Jun, Byongjoo	PhD (cand), Gateway Seminary, Ontario, CA ThM, Biola University, 2008 MTS, in Old Testament & Semitics, Bible College of New Zealand, 2006 MDiv, Chongshin University, Seoul, South Korea, 1998 BA, in German, Hankuk University of	LT303 Foundation of Leadership (12 Graduate credits in this area) OT203 The Pentateuch (15 Graduate credits in this area) OT363 The Prophets (15 Graduate credits in this area)	<ul style="list-style-type: none"> • 21 Years of assistant pastor • Teaching Experience at GMU for 5 years 	Qualified

	Foreign Studies, South Korea, 1995			
Choi, Woosung (Part time)	PhD, University of Southern California (2002) MS, Korea Advanced Institute of Science & Technology (KAIST) BS, Seoul National University	GS163 Intro. to Physical Science (18 Graduate credits in this area)	<ul style="list-style-type: none"> • 14 years of Full Time Speaker (Association for Creation Truth) • 14 years of Adjunct faculty((Korean Christian Universities) • 14 years of Columnist((The Korean Christian Press/ Gospel Broadcasting Co) 	Qualifie d
15 Undergraduat e Faculty			•	

ACADEMIC CALENDAR

Summer - Fall 2020 Academic Schedule

Fall Registration 가을학기 등록시작 (Online)	June 22 (Mon) – Aug 3(Mon) Regular 등록
FSA Counseling for Fall 2019 (4Weeks)	July 20 (Mon) 부터 4 weeks (예약필수)
Greek I 헬라어 I 여름 강의 (헬라어1은 언제나 여름에만 열림)	7/20-8/13 (월화목, 4주간) 6:00-10:00pm (3학점) 아직 수강하지 않은 학생은 반드시 수강할 것 이전에 헬라어1을 수강했고, 가을에 헬라어2를 수강할 학생들은 반드시 청강 필요.
Late Registration (Fee \$50)	After Aug 4 (Tue)
I-20 유학생 세미나 (International Students)	Aug 10(Mon) MC317, 3:00pm
Student Portal & e-lecture Online Seminar 학생 포탈 및 수강신청 장학금 e-교육 온라인신청 세미나	Aug 10(Mon) MC317, 4:30 pm
Faculty Development Day (Fall Meeting)	Aug 17(Mon) (MC317, 4:00 pm)
New Student Orientation 신입생 안내 및 Bible Test	Aug 17(Mon) Library, 6:00 pm
Late Payment Fee \$25	After Aug 17 (Mon)
Fall 2020 Opening Revival Service 개강부흥회	Aug 24, 25, 27 (월,화,목, Chapel Room, 7:00-8:00 pm)
First day of Fall Classes	Aug 24 (Mon)
Last day to register Fall 2020 (\$100 Late Fee)	Aug 24-Sept 7 (Mon) 수업시작 후 Late Fee
Labor Day Break	Aug. 31 (Mon, 월요일만 휴교)
Add / Drop Fall 2020 (각 과목당 \$20 Fee)	Aug. 24 - Sep 7 (Mon)
Last day for Scholarship Application 장학금 신청 마감	Sep 7 (Mon)
Last day of FSA Funding for Fall 2020	Sep 10(Thur)
New Student Welcome Chapel(신입생환영예배)	Sep 22 (Tue) 7 pm MC 1 F Chapel
제4회 2020 남가주 신학대학교 연합 설교 페스티벌	9월 26일(토) 예정
Faculty Development Week 교수회의	Oct 5(Mon), 6(Tue), 8(Thu) 8:00 pm
Prayer Mountain 산상기도회	Oct 9 (Fri)저녁-10(Sat)오전
Fall Break (가을방학)	Oct 12 (Mon) – 16 (Fri)
가을 체육대회	Nov 7 (Sat) (예정)
Thanksgiving 초청 오픈 하우스	LA: Nov. 23 (Mon 월), 플러튼 본교: Nov. 24 (Tue 화)
Thanksgiving Break	Nov. 25-27 (Wed-Fri, 수-금요일만 휴교)
Final Examination (Last Week of Fall Semester)	December 7 (Mon) - 11 (Fri)
Office Closed	Dec. 18 (Fri)-Jan 1 (Fri)

New Year Office Open	Jan. 4 (Mon, 9am)
Spring 2021 교수회의 (Faculty Meeting)	Jan. 28, 2019 (Thur, 4pm)
Spring 2021 개강예배 (New Student Orientation)	Jan. 28, 2019 (Thur, 7pm)
Start Spring 2021 Class	Feb.1, 2019 (Mon)
Spring Break (Reading Week)	Mar. 15-19 (Mon-Fri)
Final Week of Spring Semester	May 17-21 (Mon-Fri)
Commencement 졸업식 (6월 7일) 2021	June 7 (Mon) (Vision Center, 7:00 pm)

Spring 2020 Academic Schedule

Winter Online Registration (Website)Start 겨울학기 등록시작	Dec. 2 (Mon))– Dec 16(Mon) Regular Registration
2020 New Start Day	Jan. 2 (Thur)
Spring Online Registration (Website)Start 봄학기 등록시작	Jan. 2 (Thur))– Jan 20(Mon) Regular Registration
FSA Student Counseling & Plan 정부학비보조상담	Jan. 6(Mon) -23(Thu) 3Weeks (Mon, Tue, Thur, Need to appointment)
Late Registration (Fee \$50)	Jan 21 (Tue)
International Student Seminar(유학생설명회)	Jan 20 (Mon) 4 pm (Room MC317)
Student Portal & Lecture System Seminar(온라인사용 세미나)	Jan 20 (Mon) 5:30 pm (Room MC317)
Faculty Development Day 교수회의	Jan.27 (Mon) (MC 317 4:00 pm)
New Student Orientation & Bible Test (신입생 오리엔테이션 및성경시험)	Jan 27 (Mon) 7 pm (Room MC317)
Late Payment Fee \$25	Jan 28 (Tue)
First day of Spring Classes 봄학기 강의 시작일	Feb 3 (Mon)
Last penalty to register Spring 2019 (Fee \$100)	Feb 3 (Mon) After Class Start
Spring 2019 Opening Chapel 봄학기 개강예배	Feb 4 (Tue) (Chapel Room, 7:00 pm)
Scholarship Final Due (장학금 신청 마감)	Feb. 10(Mon)
Last day to Add / Drop Week (Add \$20, Drop \$20 per Class)	Feb. 10(Mon)- 13(Thur)
New Student Welcome Chapel (신입생활영예배)	Feb. 18 (Tue) 7 pm(예정)
Last day of FSA Funding for Spring 2020	Feb. 22 (Sat)
Bible Land Tour (성지순례 -터키,그리스,로마)	Mar 2(Mon)-14(Sat)
Prayer Mountain 산상기도회	Mar 6(Fri)Night - 7(Sat)Morning 일정취소
Spring Break (Reading Week) 봄방학 기간 변경	Mar16-20 (Mon-Fri) (은혜한인교회) 일정취소
Mizpah Theological Seminary Prayer 미스바 신학교 연합 기도회(GMU 주최)	Mar 20 (Fri) 일정취소

Faculty Development Week 교수중간 모임	Mar 23(Mon), 24(Tue), 26(Thu) 8:00 pm
Last day of Graduation Request(졸업신청마감)	Apr 6(Mon)
Spring Picnic 봄소풍	Apr 11(Sat) GKC or Beach (예정) 일정취소
Last day of OPT Apply (OPT 신청마감)	Apr 27(Mon)
Spring 2019 Closing Chapel (종강 및 졸업생예배)	May 12(Tue) (Chapel Room, 7:00 pm)
Final Week of Spring Semester	May 18-22 (Mon-Fri)
Commencement 졸업식 2020	June 1 (Mon) (Vision Center, 7:00 pm)
Fall Registration Start 가을학기 등록시작	July 6 (Mon)
First day of Fall Classes	Aug 24(Mon)

Summer - Fall 2019 Academic Schedule

Commencement 졸업식 (6월 3일)	June 3 (Mon) (Vision Center, 5:00 pm)
Counseling Open Seminar 상담학 공개강좌 및 오리엔테이션	June 22 (Sat) (9:00am-1:00pm) 도서관 GL2
Fall Registration 가을학기 등록시작 (Online)	June 24 (Mon) – Aug 5(Mon) Regular 등록
FSA Counseling for Fall 2019 (4Weeks)	July 22 (Mon) 부터 4 weeks (예약필수)
Greek I 헬라어 I 여름 강의 (헬라어1은 언제나 여름에만 열림)	7/22-8/15 (월화목, 4주간) 6:00-10:00pm (3학점) 아직 수강하지 않은 학생은 반드시 수강할 것 이전에 헬라어1을 수강했고, 가을에 헬라어2를 수강할 학생들은 반드시 청강 필요.
Late Registration (Fee \$50)	After Aug 6 (Tue)
I-20 유학생 세미나 (International Students)	Aug 12(Mon) MC317, 3:00pm
Student Portal & e-lecture Online Seminar 학생 포탈 및 수강신청 장학금 e-교육 온라인신청 세미나	Aug 12(Mon) MC317, 4:30 pm
Faculty Development Day (Fall Meeting)	Aug 19(Mon) (MC317, 4:00 pm)
New Student Orientation 신입생 안내 및 Bible Test	Aug 19(Mon) Library, 6:00 pm
Late Payment Fee \$25	After Aug 19 (Mon)
Fall 2019 Opening Revival Service 개강부흥회	Aug 26, 27, 29 (월,화,목, Chapel Room, 7:00-8:00 pm)
First day of Fall Classes	Aug 26 (Mon)
Last day to register Fall 2019 (\$100 Late Fee)	Aug 26-Sept 9 (Mon) 수업시작 후 Late Fee
Labor Day Break	Sept. 2 (Mon, 월요일만 휴교)
Add / Drop Fall 2019 (각 과목당 \$20 Fee)	Aug. 26 - Sep 9 (Mon)
Last day for Scholarship Application 장학금 신청 마감	Sep 9 (Mon)
Last day of FSA Funding for Fall 2018	Sep 12(Thur)
Fall Break (가을방학) 국제총회	Sep 16 (Mon) – 19 (Thur)
New Student Welcome Chapel(신입생환영예배)	Sep 24 (Tue) 7 pm

제4회 2019 남가주 신학대학교 연합 설교 페스티벌	9월 28일(토), 오전 9:00-오후 12:30 플러튼 장로교회
Prayer Mountain 산상기도회	Oct 4 (Fri)저녁-5(Sat)오전 (예정)
Faculty Development Week 교수회의	Oct 14(Mon), 15(Tue), 17(Thu) 8:00 pm
남가주 신학대학교 연합 체육대회	Oct 19 (Sat) (예정)
Thanksgiving 초청 오픈 하우스	Nov. 26 (Tue 화)
Thanksgiving Break	Nov. 27-29 (Wed-Fri, 수-금요일만 휴교)
Final Examination (Last Week of Fall Semester)	December 9 (Mon) - 13 (Fri)
Office Closed	Dec. 20 (Fri)-Jan 1 (Wed)+
New Year Office Open	Jan. 2 (Thu, 9am)
Spring 2020 교수회의 (Faculty Meeting)	Jan. 30, 2019 (Thur, 4pm)
Spring 2020 개강예배 (New Student Orientation)	Jan. 30, 2019 (Thur, 7pm)
Start Spring 2020 Class	Feb. 3, 2019 (Mon)
Spring Break (Reading Week)	Mar. 16-20 (Mon-Fri)
Final Week of Spring Semester	May 18-22 (Mon-Fri)
Commencement 졸업식 (6월 2일)	June 2 (Mon) (Vision Center, 7:00 pm)

OFFICE PHONE NUMBER AND LOCATION

Room Directory			
Office	Room #	E-mail	Tel
Main Office	312	gmu@gm.edu	(714) 525-0088 (714) 459-7414 (FAX)
CEO, VP's Office	305B	ceo@gm.edu	(714) 525-0088
Dean of Academics	305C	dean@gm.edu	(714) 525-0088
Dean of Students	313	studentdean@gm.edu	(714) 525-0088
Director of Administration	323	administration@gm.edu	(714) 525-0088
Director of Information Technology	323	it@gm.edu	(714) 525-0088
Student and Exchange Visitor Information System	313	sevis@gm.edu	(714) 525-0088
Director of Distance Education	4F	distance@gm.edu	(714) 525-0088
Chief Financial Aid Officer	326	FinancialAid@gm.edu	(714) 525-0088
Registrar	323	Registrar@gm.edu	(714) 525-0088
Chief Financial Officer	324	cfo@gm.edu	(714) 525-0088
Director of Development	324	business@gm.edu	(714) 525-0088
Conference Room	305		(714) 525-0088
Faculty Lounge	305		(714) 525-0088
Library	GL	library@gm.edu	(714) 515-5431

CAMPUS DIRECTIONS (Map)

1645 W. Valencia Dr., Fullerton, CA 92833

If traveling **I-5 SOUTH**, take exit #114B onto **CA-91 EAST** toward **RIVERSIDE**, take exit **BROOKHURST RD**, make a **LEFT** turn, **CONTINUE** on **BROOKHURST** 0.8mi, turn **RIGHT** on **VALENCIA DRIVE**, GMU on the **LEFT SIDE** of **VALENCIA DRIVE**.

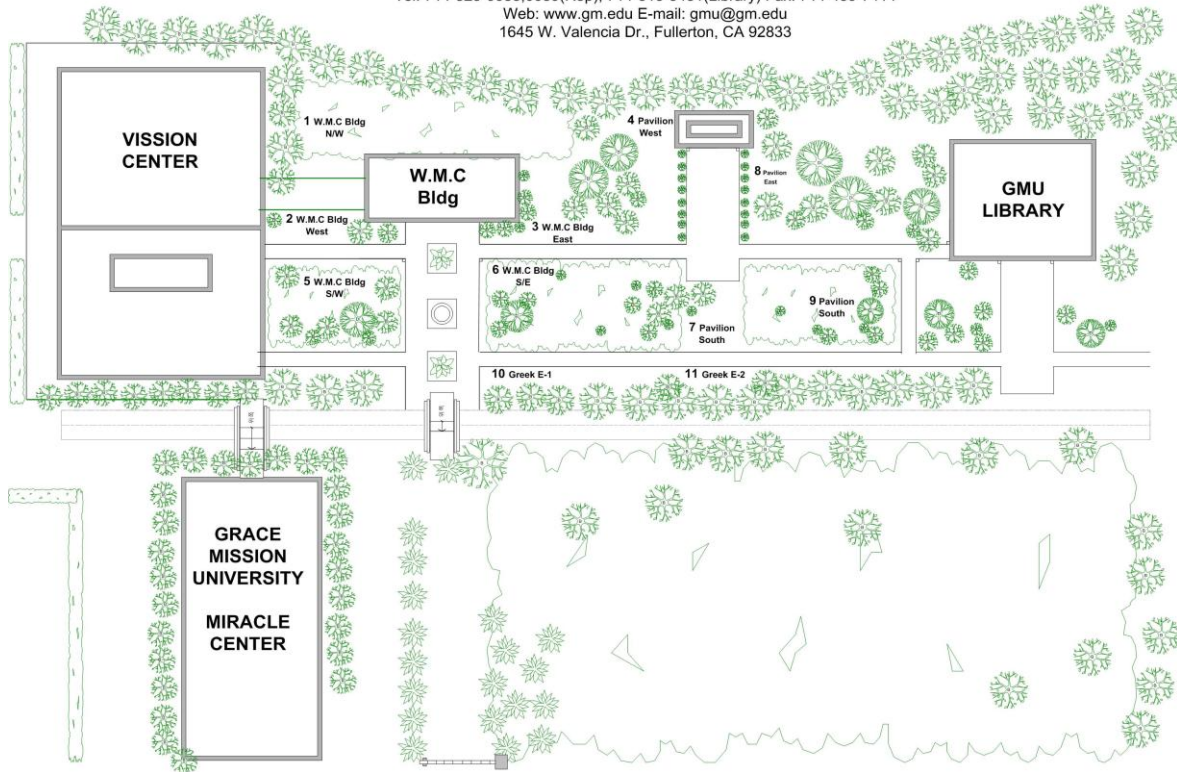
If traveling **I-5 NORTH**, take exit #113A/**BROOKHURST ST.** toward **LA PALMA AVE.** 0.5mi, turn **RIGHT** on **BROOKHURST**. **CONTINUE** on **BROOKHURST** 1.5mi, turn **RIGHT** on **VALENCIA DRIVE**, GMU on the **LEFT SIDE** of **VALENCIA DRIVE**.



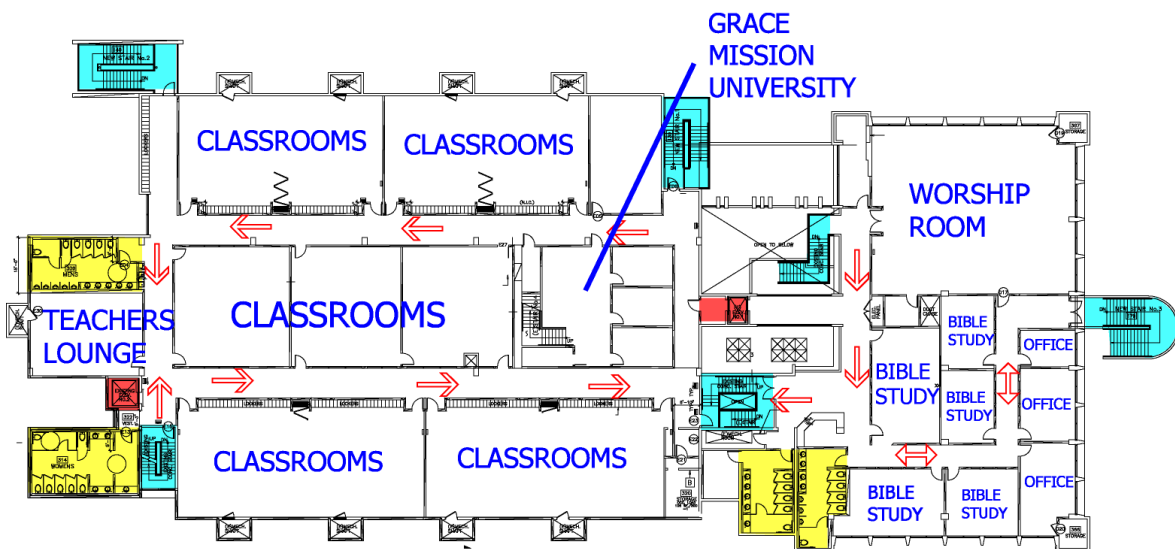
CAMPUS MAP

Grace Mission University Campus Map

Tel: 714-525-0088,0089(Rep), 714-515-5431(Library) Fax: 714-459-7414
Web: www.gm.edu E-mail: gm@gm.edu
1645 W. Valencia Dr., Fullerton, CA 92833



Third Floor of Miracle Center (Valencia 1701)





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