



January 1, 2020
to
December 31, 2020

2020

UNION UNIVERSITY OF CALIFORNIA

OFFICIAL CATALOG

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A MESSAGE FROM THE OFFICE OF THE PRESIDENT

Welcome to Union University of California!

Union University of California believes that we are called by God to empower the whole church to share the whole gospel in the whole world. We are independent of denominational affiliation, and welcome all segments of the Christian Church to study with us, experiencing “the unity of the Spirit through the bond of peace.” (Ephesians 4:3)



We believe deeply in offering theological education and professional church leadership training of a high quality. We offer our programs online so that they are available at reasonable cost whatever the student’s current circumstance or geographical location.

The intention of UUC is to remove the barriers that make it difficult for many pastors and church leaders to study and to acquire theological and leadership degrees. These barriers include high costs of education, requirements to study on site, and need for second language proficiency.

We currently offer online theological degree programs in English and Vietnamese. We intend to add programs in other languages as our capacity grows, so that good theological education and church leadership development is available to an expanding group of students in many languages and nations. We want to support all who are called by God to serve their churches and homelands with the transforming love of Jesus for both individuals and societies.

The prophet Isaiah heard the voice of the Lord say “Whom shall I send, and who will go for us?” Isaiah answered “Here I am. Send me.” (Isaiah 6:8)

At Union University of California, we believe we have heard the voice of the Lord calling us and sending us to students all over the world who want to study and train for leadership in their churches and communities.

If you have heard the voice of the Lord calling you to study and prepare for leadership, UUC will help you overcome whatever barriers you face that would prevent you from getting your theological training.

We invite you to join your calling with our calling, and to partner with us on this journey of learning, love and service. Together, as students and faculty, may we fulfill God’s calling to every person to live by faith in the Son of God who loved us and gave himself for us.

Welcome to Union University of California.

Reverend Linh Doan, PhD

President

UNIVERSITY MISSION

UUC is a Christian educational institution committed to overcoming language, immobility and financial barriers through an online distance learning methodology designed to prepare students to serve God effectively in their locations and vocations.

GOALS

- Provide students with biblically-based education
- Offer students a comprehensive, high quality, and academically rigorous education
- Connect students with excellent academic resources
- Assist students with limited financial resources
- Enable students to effectively communicate the Gospel in their cultural contexts
- Assist students in fostering their spiritual and vocational competencies
- Increase students' capacity to apply biblical, intellectual and analytical abilities in ways that motivate their commitment to lifelong learning

INSTITUTIONAL VALUES

- Academic Rigor: To utilize benchmarks of progress and the measuring mechanism to monitor and maintain the quality of student learning outcomes
- Affordability: To secure financial support including donations, grants, endowments and charitable remainder trusts to assist students with limited financial resource
- Academic Resources: To provide students with academic resources through e-libraries and in different languages

EDUCATIONAL OBJECTIVES

- Bible Mastery: To equip students with the ability to use and interpret Scripture by offering both introductory and advanced level courses of Bible survey and Bible interpretation
- Ministerial Leadership: To provide tools and opportunities for the students to cultivate their personal and professional developments through self-evaluation, field education, and mentoring relationships with faculty members
- Lifelong Learning: To encourage lifelong learning by promoting the use of research skills, critical thinking skills, and integration of learning skills in order for them to become effective leaders in different contexts and settings
- Contextual Commitment: To enable students to work effectively in the multiple and global contexts by raising awareness of different cultures and backgrounds, and encouraging interaction

with and respect for others who hold different assumptions and worldviews

- **Effective Communication:** To develop effective communicators who can convey the Gospel in different settings with clarity, conviction, and creativity

DEGREE OPTIONS

The Doctor of Ministry (DMin) improves leaders’ ability and skills to a level of professional competency. The program is constructed to help graduates develop their critical reflection on ministry, interpersonal skills, the capacity for theological interpretation, and special skills for service in particular contexts.

UCC also offers two masters’ level programs in two languages, English and Vietnamese. Each program has its own uniqueness, yet each focuses on the same overall educational objectives for the institution: Bible Mastery, Ministerial Leadership, Lifelong Learning, Contextual Commitment, Effective Communication.

The Master of Arts in Ministry (MAM) prepares students for leadership in local churches, para-church organizations, Bible schools or other non-profit agencies. The MAM is 36 credit hours.

The Masters of Divinity (MDiv) prepares students for a higher degree of theological leadership and expertise that leads to church planting. The MDiv is 84 credit hours.

Graduate Certificates. UUC also serves the broader global community of Christian leaders by offering Graduate Certificates that are earned by taking six master’s level courses, four required for the specialty and two electives. The Certificate Programs at UUC are designed to offer graduate level classes to educate and train these Christian leaders who may not be seeking a degree, but wish to focus on specific learning at a graduate level.

Admission requirements for the UUC Graduate Studies Certificate programs are the same of those of the two Master’s level graduate degree programs. After completion of a certificate program, students may opt to continue at a Masters’ level program.

The table below shows the uniqueness of each program in the fulfillment of the educational objectives of the institution and also discriminates the differences between the projected learning levels of the shorter program verses the longer program. The educational objectives for the institution are specified in column 1, aligned beside the program outcomes for the competencies targeted for the students by the end of each program.

Educational Objectives	M.A. in Ministry Program Learning Outcomes (global competencies)	MDiv Program Learning Outcomes (global competencies)
I. Bible Mastery	Competently interpret biblical texts and apply them in their ministry contexts	Articulate effectively a sound biblical and historical theology
II. Ministerial Leadership	Articulate a ministry vision and competently implement it	Mobilize the church for social transformation, conflict, reconciliation and global

		mission
III. Lifelong Learning	Develop practices of personal and spiritual maturity	Develop practices of personal and spiritual maturity
IV. Contextual Commitment	Identify one's ministry contexts and cultures and link it with biblical settings	Have capacity to do church planting and church renewal
V. Effective Communication	Lead competently, organize and manage skillfully, mentoring laity for their ministries in families and in local churches	Lead competently, organize and manage skillfully, mentoring laity for their ministries in families, churches, and the public sector

In order to more intentionally and accurately ensure student achievement, the program learning outcomes (global competencies) are broken down to more specific competencies that are more measurable. These are selected for each course syllabus. There are eighteen of these specific program outcomes listed below linked to the five educational objectives of the institution:

Bible Mastery: To equip students with the ability to

1. Describe the form, content and purposes of the Bible
2. Interpret the meaning of passages in light of their genres and backgrounds,
3. Exegete biblical texts with accuracy as to their historical and theological underpinnings,
4. Apply biblical texts to different people and settings.

Ministerial Leadership: To provide tools and opportunities for students to be able to

5. Manage time, relationships and self as a leader
6. Consistently engage in personal spiritual disciplines
7. Evaluate oneself and social settings, including family
8. Work with a mentor and in a team.

Lifelong Learning: To facilitate lifelong learning by leading students to be able to

9. Think, read and listen critically and creatively
10. Conduct accurate and ethical research
11. Engage followers and lead in bold, contextually appropriate actions

Contextual Commitment: To enable students to work effectively in varying contexts through their ability to

12. Identify and explain the multiple and global contexts in which they may serve
13. Dialogue sensitively with those having different assumptions and/or worldviews
14. Articulate their own faith with relevance to local cultures,
15. Lead others in the Church in becoming the redemptive influence in the world.

Effective Communication: To develop effective communicators in their ability to

16. Articulate ideas through writing, reading, speaking, and listening
17. Apply articulation skills in their classes to discriminate between ideas with clarity, accuracy and conviction
18. Achieve their own communication goals by adapting, using relevant knowledge and creativity, to different settings and audiences.

Furthermore, in order to more intentionally and accurately ensure student learning towards the program outcomes, learning outcomes (LOs) are articulated specifically for each course. The LOs target different domains of student learning: cognition, skills, attitudes, behaviors and perspectives; they are measureable and are linked with the learning activities, educational resources and requirements of the course.

STATEMENT OF FAITH

We subscribe to the Apostle's Creed. Our understanding of the Gospel and our mission is guided by the 1974 Lausanne Covenant and its subsequent development.

UNIVERSITY HISTORY

Prior to becoming an online international university, UUC was the Vietnamese Theological College ("VTC") for 25 years. VTC offered onsite theological programs in the Vietnamese language. In 1999, the college began offering courses in Sydney and Melbourne, Australia. In the following years, VTC's course offerings expanded to Vietnam, Cambodia, Korea, and Thailand. Recognizing the demand for our programs around the globe, VTC began an online program in 2005, making our courses easily accessible while greatly increasing the cost effectiveness of our programs. Thousands of Vietnamese-speaking pastors and church leaders in Vietnam and around the world have been educated and trained by VTC.

The Vietnamese Theological College became Union University of California in 2009. UUC opened the English School of Theology in 2010. We are committed to making theological education in multiple languages available for church leaders around the globe.

COURSE FORMATS

Courses are offered online and in directed study formats. Online courses are offered as 10-week term. UUC has 4 terms in one academic year, including Fall, Winter, Spring, and Summer. There is a 2-week period between the terms so that students can complete the course requirements (final papers, final exams...). Directed study courses, in which learners work one-to-one with a faculty tutor, are also offered as terms.

Students enter online classes through their profile via the secure login on the homepage www.uuc.edu.

METHOD OF INSTRUCTION

The method of instruction of UUC is online asynchronous classes. Online classes have the same subject content as traditional classes. Students will be required to read materials, participate in threaded

discussions, upload assignments, take exams and quizzes online, and complete a final project.

Synchronous class is a course delivery method, in which teachers and students have to participate in the class at the same time. Students and teachers in an asynchronous classroom participate in the class anytime and not necessarily at the same time during the assigned period. The asynchronous method has been proven effective and convenient to students and teachers living in different parts of the world, who work and rest at different times but still can participate in the same classroom.

In addition to online classes, UUC also offers tutorial courses with titles as “Independent Study” or “Directed Study”. In an independent study course a student designs a learning project which is approved and supervised by a professor. Each directed study course is crafted by UUC faculty to provide a clear, linear approach to help students successfully learn the subject matter. Students are allowed to complete an independent or directed study course within a semester schedule.

UUC offers periodic onsite seminars at various sites in the United States and other countries in order to give students opportunities to meet with professors and fellow students face-to-face. Students will need to attend seminars as scheduled. Students have to register online for onsite seminars.

FACILITIES

The administrative office of Union University of California is located at 14200 Goldenwest Street, Westminster, California. As an online institution, UUC does not have a physical address where instruction is provided. UUC uses the Moodle learning platform to deliver our courses via the internet. The materials used for instruction are in the form of the digital libraries ProQuest and Ebrary.

HOUR OF OPERATION

Administrative Office Hours	
Monday – Friday	9:00 AM – 05:00 PM
Saturday – Sunday	Closed

Faculty Office Hours		
Full Time Faculty Members	Monday – Friday	9:00 AM – 05:00 PM
	Saturday – Sunday	Closed
Part Time Faculty Members	Posted on the Course Syllabus	

HOLIDAY SCHEDULE

UUC Administrative Office will be closed on the following days:

2020 Holiday Schedule		
New Year's Day	Wednesday	January 1, 2020
Martin Luther King's Day	Monday	January 20, 2020
Lunar New Year	Thursday	January 23, 2020
Good Friday	Friday	April 10, 2020
Memorial Day	Monday	May 25, 2020
Independence Day	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Columbus Day	Monday	October 12, 2020
Veterans Day	Wednesday	November 11, 2020
Thanksgiving	Thursday	November 26, 2020
Christmas	Thursday-Friday	December 24-25, 2020
New Year's Eve	Thursday	December 31, 2020

LANGUAGES OF INSTRUCTION

Depending on programs, courses at UUC are taught either in English, and/or Vietnamese. Students must be fluent in the language that is used to convey the course content of their programs. See Admissions for more details.

ACADEMIC FREEDOM

UUC's academic freedom is based on the premise that citizens and residents in a free society must cherish and protect the traditions of academic freedom. UUC, therefore, has an obligation to its administrators, faculty, staff and students that their academic freedom should not be interfered with or subject to censorship by particular views or interests of the Board of Trustees, the President, administrators, pressure groups or public opinion.

Furthermore, the Board members and key administrators believe that its well-qualified faculty possesses the expertise in their fields of specialty. They are, therefore, assured of full academic freedom in exercising their judgment over the content, organization and instructional methodology of the

assigned course(s), provided that they are within the purview of the course descriptions in the catalog and adherence to the Statement of Faith presented above.

STUDENT SERVICES

For day-to-day needs, UUC's students support services are available online through the Student Page and via email.

STUDENT PAGE

The Student Page allows students to access UUC's services in one convenient place. Students can register for courses, add or drop courses, apply for financial aid, pay for their tuition, view an unofficial transcript, view study plans, update personal information, contact University offices, go to classes that the students have registered for, and access a variety of other convenient resources, including the Handbook and University Catalog. Students will be directed to the Student Page when they login into the school website.

ADVISORS

Academic advisors help students make a successful transition into their program and serve as an ongoing source of support throughout their education. Advisors communicate with students on an ongoing basis, providing academic and personal strategies and support, clarifying university procedures, tracking and discussing academic progress, and providing information about any changes that may affect students.

ACADEMIC RECORDS

The Registrar's Office maintains confidential, accurate academic records of students as they progress through their program. Students may request official transcripts and view and print their unofficial transcripts any time on the Student Page.

BOOKSTORE

Textbooks may be purchased at www.amazon.com through the University Bookstore, which is accessible on the University website. To order textbooks in Vietnamese, students need to email to the UUC Bookstore at bookstore@uuc.edu.

ENROLLMENT SERVICES

UUC's Enrollment Services team assists prospective students from the point of initial inquiry through the application, admission, and enrollment phases.

FACULTY AND MENTORS

Students work with faculty and mentors who assist them during important phases of their program. Faculty and mentor biographies by school can be found on the University website.

FINANCIAL AID

UUC provides a number of tuition discounts, easy payment plans and scholarships for students with special financial needs. Students are urged to inquire about the availability of such an aid with the Office of Financial Aid. Current students have to submit applications for scholarship for the renewal of aid by the end of May each year. Students who qualify for any form of financial aid from UUC must maintain at least 3.0 GPA to continue receiving aid. Students may contact the Office of Financial Aid via email fao@uuc.edu for more information.

STUDENT ACCOUNTS

The Student Accounts team is responsible for ensuring accurate, timely billing of student accounts for tuition and fees, and financial aid disbursements.

LIBRARY

UUC provides a full range of academic library resources and services in an online environment. UUC is subscribing to LIRN Library Collection that includes multiple academic and popular collections. The LIRN collections provide archives of sources such as newspapers, periodicals, dissertations, and aggregated databases of many types. Its content is estimated at 125 billion digital pages. Content is accessed most commonly through library internet gateways, with navigation through such multiple search platforms.

UUC is also subscribed to Ebrary for Academic Complete service. Ebrary is an online database of full texts of over 75,000 scholarly books. Most of the books were published in 2004 or later. The library provides a set of online database collections that combine scholarly books from over 700 academic, trade, and professional publishers.

The student is given access to the above mentioned online libraries immediately upon logging onto the UUC online system. Links for the above resources can be found on the student's main page (Student Page). After logging on to their Student Page, UUC's students can browse, view, search, copy, and print documents from their computers anywhere in the world.

Besides UUC's LIRN Collections, ProQuest and Ebrary, students can make use of many other free online libraries and resources in English and/or other languages such as:

www.anglicanhistory.org

www.anglicanlibrary.org

www.atla.com

www.globethics.net/gtl

<http://www.internationalbulletin.org>

<http://www.journalofworldchristianity.org>

<http://www.mcmaster.ca/mjtm>

<http://www.ptsem.edu/library/collections/digital>

<http://www.religion-online.org>

For assistance with or to request additional information regarding the online libraries and learning resources, please email librarian@uuc.edu.

ONLINE WRITING CENTER

To help students improve their written communication skills, UUC offers a variety of writing resources, including writing courses, online tutoring, writing self-assessment tools, and writing guidelines and references.

HOUSING POLICY

UUC does not have dormitory facilities. UUC is an online, distance learning educational institution. Our students have no need to find housing located near our facility as UUC does not require on campus study

in order to complete our programs. Therefore, UUC does not assist students in finding housing and does not provide the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing.

NOTICE OF NON-DISCRIMINATORY POLICY

Union University of California is committed to an inclusive and non-discriminatory environment for its administration, faculty, staff and students. Pursuant of the goal of providing equal opportunity in education and employment, the University does not discriminate against individuals on the basis of age, color, race, ancestry, gender, marital status, physical/mental disability, citizenship status, national origin, religion, religious affiliation, veteran status, or any other protected status under applicable law that are in compliance with applicable federal statutes that prohibit such discrimination as long as said individual meets the admissions requirements of Union University of California.

DISCLOSURE OF CALIFORNIA APPROVAL

Union University of California is a private institution operating as a non-profit corporation approved by the California Bureau for Private Postsecondary Education (BPPE, www.bppe.ca.gov) to operate as a degree-granting institution, whereby “approved” means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR).

CATALOG UPDATE

This catalog includes Union University of California’s academic school year beginning January 1, 2020 through December 31, 2020. Since this catalog must be prepared well ahead of the academic year, it incorporates changes in some programs and rules which may occur. The Board of Trustees of Union University of California reserves the right to modify any policies or procedures when such actions are warranted by any changes in the California Education Code and/or California Code of Regulations. In view of new policies or procedures implemented by the Bureau for Private Postsecondary Education (BPPE) prior to the issuance of the annually updated catalog, UUC’s Board of Directors appoints the Vice President for Academic Affairs responsible to monitor new policies and procedures.

REVIEW DOCUMENTS PRIOR TO SIGNING

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.

FINANCIAL DISCLOSURE

Union University of California does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against us within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

ACCREDITATION DISCLOSURE

All of the programs offered by Union University of California are accredited by DEAC, The Distance Education Accrediting Commission. DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation. To contact DEAC:

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808, Washington, DC 20036

Tel: 202-234-5100; Fax: 202-332-1386

Website: www.deac.org

Email: info@deac.org

QUESTIONS AND COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 (toll-free number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov>.

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



Union University of California

Academic Calendars 2020/21, 2021/22, and 2022/23

	2020/21	2021/22	2022/23
FALL TERM	Fall 2020	Fall 2021	Fall 2022
Fall registration begins for returning students	August 10	August 9	August 8
Fall registration begins for new students	August 17	August 16	August 15
Classes Begin	September 14 (Monday)	September 13 (Monday)	September 12 (Monday)
Classes End	November 20	November 19	November 18
Final Exams	November 23 - 27	November 22 - 26	November 21 - 25
Thanksgiving Recess	November 26 - 27	November 25 - 26	November 24 - 25
Grades Due	December 4	December 3	December 2
WINTER TERM	Winter 2020	Winter 2021	Winter 2022
Winter registration begins for returning students	November 2	November 1	October 31
Winter registration begins for new students	November 9	November 8	November 7
Classes Begin	December 7 (Monday)	December 6 (Monday)	December 5 (Monday)
Christmas and New Year Holidays	December 21 - January 3	December 20 - January 2	December 19 - January 1
Tết Holiday	February 8 - 19, 2021	Jan. 24 - Feb. 4, 2022	January 16 - 27, 2023
Classes End	March 12, 2021	March 11, 2022	March 10, 2023
Final Exams	March 15 - 19	March 14 - 18	March 13 - 17
Grades Due	March 26	March 25	March 24
SPRING TERM	Spring 2021	Spring 2022	Spring 2023
Spring registration begins for returning students	February 22	February 21	February 20
Spring registration begins for new students	March 1	February 28	February 27
Classes Begin	March 29 (Monday)	March 28 (Monday)	March 27 (Monday)
Classes End	June 4	June 3	June 2
Final Exams	June 7 - 11	June 6 - 10	June 5 - 9
Grades Due	June 18	June 17	June 16
SUMMER TERM	Summer 2021	Summer 2022	Summer 2023
Summer registration begins for returning students	May 17	May 16	May 15
Spring registration begins for new students	May 24	May 23	May 22
Classes Begin	June 21 (Monday)	June 20 (Monday)	June 19 (Monday)
Classes End	August 27	August 26	August 25
Final Exams	August 30 - September 3	August 29 - September 2	August 28 - September 1
Grades Due	September 10	September 9	September 8

Updated May 12, 2020

ADMINISTRATIVE CALENDAR 2020

January

1	New Year's Day
6	Spring 1-2020 begins
20	Deadline for dropping class of Spring 1-2020: students get full refund, no W grade

February

3	Deadline for dropping class of Spring 1-2020: receive W grade and get a refund of 70% tuition
17	Deadline for dropping class of Spring 1-2020: receive W grade and get a refund of 50% tuition. (After this day, any student who withdraws will receive WF grade and get no refund.)

March

2	Registration opens for Spring 2-2020
13	Spring 1-2020 finishes
30	Spring 2-2020 begins

April

13	Deadline for dropping class of Spring 2-2020: students have full refund, no W grade
27	Deadline for dropping class of Spring 2-2020: receive W grade and get a refund of 70% tuition.

May

11	Deadline for dropping class of Spring 2-2020: receive W grade and get a refund of 50% tuition. (After this day, any student who withdraws will receive WF grade and get no refund.)
30	Deadline for Tuition Discount Review

June

5	Spring 2-2020 finishes
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15	Registration opens for Summer 2020
July	
13	Summer 2020 begins
20	Deadline for dropping class of Summer 2020: students get a refund of 80% tuition, no W grade
27	Deadline for dropping class of Summer 2020: receive W grade and get a refund of 60% tuition
August	
3	Deadline for dropping class of Summer 2020: receive W grade and get a refund of 40% tuition.
10	Fall 2020 registration begins for returning students Deadline for dropping class of Summer 2020: receive W grade and get a refund of 20% tuition.
17	Fall 2020 registration begins for new students Deadline for dropping class of Summer 2020: receive W grade and get a refund of 0% tuition. (After this day, any student who withdraws will receive WF grade and get no refund.)
September	
14	Fall 2020 classes begin
21	Summer 2020 classes end Deadline for dropping class of Fall 2020: students get a refund of 80% tuition, no W grade
28	Deadline for dropping class of Fall 2020: receive W grade and get a refund of 60% tuition
October	
5	Deadline for dropping class of Fall 2020: receive W grade and get a refund of 40% tuition.
12	Deadline for dropping class of Fall 2020: receive W grade and get a refund of 20% tuition.

19	Deadline for dropping class of Fall 2020: receive W grade and get a refund of 0% tuition. (After this day, any student who withdraws will receive WF grade and get no refund.)
November	
2	Winter 2020 registration begins for returning students
9	Winter 2020 registration begins for new students
20	Fall 2020 classes end
26	Thanksgiving Day
December	
7	Winter 2020 classes begin
14	Deadline for dropping class of Winter 2020: students get a refund of 80% tuition, no W grade
21	Deadline for dropping class of Winter 2020: receive W grade and get a refund of 60% tuition
25	Christmas Day
28	Deadline for dropping class of Winter 2020: receive W grade and get a refund of 40% tuition.

UNIVERSITY POLICIES

Union University of California (UUC) policies apply to all UUC students. Since some policies may be updated after publication of this catalog, modified policies and procedures will be put online on the University website. Students, faculty, and staff are responsible for understanding and following the most current version of all UUC policies.

GENERAL POLICIES

COURSE NUMBERING

Each UUC course will be identified by a unique number consisting of three sections: a subject area up to three digits in length, a designator code if applicable, and a three-digit catalog number. These numbers are established and maintained by the Registrar's Office and reflect the general subject area of the course, a specific designator code, if applicable, and a catalog number reflecting the level of the course. The catalog number reflects the following information:

- Course numbers 500-699 represent master's-level graduate courses
- Course numbers 700-799 represent doctoral level graduate courses

STUDENT IDENTITY VERIFICATION IN ONLINE LEARNING

All courses and programs offered through online learning must verify that the student who register for an online course or program is the same student that participates and completes the course to receive academic credit. Each student at Union University of California is provided an Moodle account, student ID, username and an initial password for secure access to University systems, including Moodle's learning management system. New students are provided their personal account after admission through the UUC Admission Office.

Students are responsible for providing their complete and true identity information in any identification verification process. It is against University policy for a user to give someone his or her password or to allow others to use his or her account.

All users of UUC's online system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited.

Access credentials may not be shared or given to anyone other than the user to whom they were assigned to for any reason. Users are responsible for any and all uses of their account. Users are responsible for all activity on their accounts. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent University Catalog. Failure to read university guidelines, requirements and regulations will not exempt users from responsibility.

ADMISSIONS

ADMISSIONS

Union University of California was founded with a commitment to provide high-quality higher education and is dedicated to the success of its learners. As a part of the admission process, the University seeks to assess an applicant's potential to succeed in its online environment. Applicants must meet the program-specific admission requirements outlined in the accompanying table to be offered admission to UUC. Although particular emphasis is placed on the applicant's academic history, non-academic factors may also be considered when evaluating an application for admission. Therefore, additional information and/or application materials may be requested and considered on an individual basis.

LANGUAGE REQUIREMENTS

Depending on programs, courses at UUC are taught either in English or Vietnamese. Students must be fluent in the language that is used to convey the course content.

Students who enroll in English programs must provide evidence of English language proficiency. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principle language of instruction must demonstrate college-level proficiency in English through one of the following:

- **Master's degree:** A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 71 on internet-based Test (iBT), 6.5 on the International English Language Testing System (IELTS) or 50 on the PTE Academic Score Reports
- A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam
- A transcript indicating completion of at least 30 semester credit hours with an average grade of "B" or higher at an appropriately accredited college or university where the language of instruction was English.

The University offers no English language services such as English as Second Language (ESL) program.

Students who enroll in Vietnamese programs must be fluent in the language that is used to convey the course content. Applicants must demonstrate college-level proficiency in Vietnamese by:

- Providing a college degree from an appropriately accredited/recognized college (where the language of instruction is Vietnamese)
- Interviewing with a UUC official AND submitting a written personal statement in the Vietnamese language

Academic performance at UUC may reveal the necessity for further language study by a student. The University reserves the right to make the final determination of a student's proficiency level in all cases.

TRANSCRIPTS FROM FOREIGN INSTITUTIONS

Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated and evaluated by an organization such as one that is a member of National Association of Credential Evaluation Services (NACES) (www.naces.org) or a UUC approved

organization or individual. It is recommended that the applicant work with the Admissions Office to ensure that the company performing the evaluation is acceptable.

TECHNOLOGY REQUIREMENTS

The student is responsible for all incurred technical and Internet related expenses required for the educational program. To enroll in classes online, you must have access to a desktop computer or laptop (PC or Mac) with the following, in addition to Internet connection:

Hardware Requirements

- At least 10.0 GB of free hard-drive space (additional space may be needed for course-related files)
- A monitor capable of displaying 1024x768 or greater resolution
- Sound card with speakers and microphone (for selected courses)
- High speed internet connection with a connection speed of 1.5 MB/s or better

Software Requirements

- Operating System
 - Microsoft 7 SP1 8.1 or 10
 - Apple OS X OS X
- Web Browser
 - Google Chrome: latest version
 - Mozilla Firefox: latest version
 - Microsoft Internet Explorer: 10 11 Microsoft Edge
 - Apple Safari: latest version
- Microsoft Office: 2010, 2016 or 365
- Adobe® Reader: latest version
- Skype: latest version

ADMISSION REQUIREMENTS

Admission Requirements for Master Programs	
Two passport-sized photos	✓
Copy of government-issued photo identification	✓
Bachelor of Arts or Sciences degree or international equivalent from an approved college or university	✓
Official transcripts from previous institution	✓
Minimum cumulative Grade Point Average (on 4.0 scale)	2.5
Two letters of recommendation	✓
Languages offered	English, Vietnamese
Evidence of English proficiency	See Language Requirement in previous session.
Additional requirements	A personal statement of at least 500 words describing the applicant's motivations for future

INSTRUCTIONS FOR APPLYING ONLINE

1. Open UUC's online application form by selecting Apply Now under Admission tab at <http://www.uuc.edu>.
2. Create a login name and password and click "Register" button to create a new application. To update your application or to view the application status, enter your login name and password and click "Sign In" button.
3. Fill out all details in the online application form.
4. Click the "Save" button, the details are saved and can be revised before final submission.
5. Click the "Submit" button to submit the application form.
6. Click on the "Submit Other Documents" to submit digital copy of passport photo, digital copy of government-issued photo identification, personal statement, application for financial Aid. Applicants can also submit scanned copies of transcripts for the Admission Office to review. However, official transcripts need to be sent to the Admission Office.
7. Click "View Application Requirements" and you will see a list of admission requirements for your program. Send these requirements to the Admission Office.
8. Take the ADM-500 Online Learning Orientation course: an Admission Representative will contact you and will assist you in making arrangements to take the Orientation course. The ADM-500 is one part of the admission process.

An Admission Representative will send Admission Documents for the applicant's signatures. Within 15 days of completion of the file, applicants will be notified of the admission decision. If there are specific clarifying questions about an applicant's file, the applicant will be given the opportunity to respond before a decision is made.

ORIENTATION

Applicants, in the process of admission at UUC, will be required to take ADM-500 Online Learning Orientation course. Applicants must successfully complete and pass this course before they will be considered for full acceptance into UUC. This course provides UUC with the ability to assess the applicant's computer, internet learning, time management, research, reading, and especially writing skills. This assessment helps ensure that the applicant is a good match with the UUC online learning methodology and possesses the skills necessary to be successful in the degree program.

The objectives of the ADM-500 are:

1. To familiarize students with online procedures of study, research and communications with UUC
2. To familiarize students with the degree requirements of their program
3. To familiarize students with methods of teaching used by instructors
4. To clarify course participation methods and requirements
5. To provide guidance on how to use advisors most effectively
6. To familiarize students with procedures for using online libraries
7. Assess the student's ability to succeed in UUC's online degree programs
8. Assess the student's need for individualized support or tutoring

An Admissions Representative will assist the applicant in making arrangements to take the Online Learning Orientation course. Applicants who graduated from an online program at UUC are not required to take the ADM- 500.

EVALUATION PROCESS

The review of all application material produces one of the following recommendations:

1. The grade point average (GPA) criteria and all other admissions requirements are met and, if applicable, the courses meet established transfer equivalency requirements developed by the appropriate school for admission into the desired program. The application is referred to the Registrar's Office for admission.
2. The applicant does not meet the admissions criteria and admission is denied.

READMISSION

Students who do not enroll in **courses for two consecutive terms**, without an approved Leave of Absence, must apply for readmission and be readmitted prior to re-enrolling. Readmitted students must meet the program requirements effective in the current catalog at the time of readmission.

TRANSFER OF CREDIT

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

In order to transfer credits to programs of study, students must submit official transcripts from the previous institution to the UUC Registrar's Office for evaluation. Official transcripts are reviewed on a case-by-case basis.

MAXIMUM TRANSFER CREDITS

UUC considers student requests to transfer previously earned transcribed course credits into a degree program using these guidelines:

- Transfer requests will be evaluated on the basis of similarity of course descriptions, not titles. Course descriptions will need to be similar to UUC course descriptions. UUC may require additional materials about the course students are asking to be transferred, such as a course syllabus and catalog, in such cases where these materials cannot be accessed from the website of the institution from which students have taken the courses which they are requesting to transfer.
- All transfer credit requests will be seriously considered. Generally courses from an accredited institution that is accredited by one of the formal accrediting agencies will be considered for transfer credit. For master level, only courses with a grade of "B" or better will be considered for transfer credit.
- A student may only transfer credits into a UUC program that have been transcribed at the same level. The university does not allow a student to transfer credit into a program that has previously been transcribed on a different level degree program.
- Courses completed for a degree program from which you have graduated may not be transferred.
- Students considering enrolling in a course from another institution with the intent of transferring the credits from that course into their UUC academic program should ask for a course review first before enrolling in the course.

Students are allowed to transfer up to the following credits:

- Master of Arts in Ministry – 6 credits
- Master of Divinity – 12 credits
- Doctor of Ministry – A maximum of 4 semester units beyond the master's degree may be transferred for the MDiv-based track or 8 units for the MT-based track.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

EXPERIENTIAL LEARNING POLICY

UUC does not yet award credit for prior experiential learning.

CHALLENGE EXAMS POLICY

Challenge exams cannot be used to fulfill UUC requirements.

VISA SERVICES

UUC does not participate in any student visa/I-20 program because it offers online, non-residential instruction.

REGISTRATION

To help students study successfully, UUC provides a 2-week period between the two 10-week terms. Under instructors' permission, students can use this period to complete course requirements (final papers, final project, etc...).

Students are required to register for courses by the scheduled registration period for each academic term. The deadlines are disclosed in the upcoming schedule of classes posted on the University's website, and in the Academic Calendar in this catalog. The registration period begins 30 days before the new term begins, and is closed by the end of the first week of that term.

Students are allowed to register for two courses per term. Students can register for more than two courses per term, if they are in good academic status. In this case, students need to contact the Registrar's Office to appeal for the right to register for the third class in a single term. Students cannot do online registration for a course with prerequisite requirement unless the prerequisite requirement is satisfied.

Students can follow the directions in the Student Page to do registration for each term.

Students are allowed to be in recess, or not register for courses, for two consecutive terms without penalty. These students must apply for a leave of absence as described below in the section titled "Leave of Absence." A student who does not register for three consecutive terms must apply for re-admission before continuing with the program, and is subject to all academic and administrative policies and procedures, including degree requirements, in effect at the time of re-admission.

FINANCIAL INFORMATION

TUITION SCHEDULE

Program/Degree	Tuition per credit	Total Credit Requirement	Estimated Total Charge
Master of Arts in Ministry	\$150	42	\$6,300
Master of Divinity	\$150	84	\$12,600
Certificate	\$150	18	\$2,700
Doctor of Ministry	\$225	36	\$8,100

Program/Degree	Tuition per credit	Estimated Credit Taken per Term	Estimated Charge per Term
Master of Arts in Ministry	\$150	6	\$900
Master of Divinity	\$150	6	\$900
Certificate	\$150	6	\$900
Doctor of Ministry	\$225	6	\$1,350

FEES

Fees and Non-Tuition charges listed below are non-refundable. All students are required to pay the following fees when applicable:

Fees	
Application Fee	\$50
International Transcripts Evaluation	\$15
Master thesis fee	\$300
Graduation (Master's level)	\$100

Additional Transcript	\$10
Change of Program	\$50
Leave of Absence	\$50

In addition, students may incur costs beyond those listed above such as phone calls, postage costs, and research costs during their course of study. Students are responsible for these costs and none of these costs are refundable.

TUITION COLLECTION POLICY

To do online registration students must sign an electronic enrollment form to confirm the financial aid and charge for each course according to the provisions that students have signed in their enrollment agreement.

Seven days after the start date of a new terms, the tuition charge for the courses will appear in student accounts and the business office will send emails to remind students to make payment. Students will not be able to do online registration for the next term unless their account balance is zero.

PAYMENT OPTIONS

1. Paid in full on or before the first day of class
2. Divided into three monthly payments (First payment: first day of class; Second payment: last day of the 5th week; Final payment: last day of the 10th week)

METHOD OF PAYMENT

1. Check made payable to UUC
2. PayPal
3. Wire transfer
4. Cash (must deliver in person at 14200 Goldenwest Street, Westminster, CA 92683)

FINANCIAL AID

UUC provides a number of tuition discounts and easy payment plans for students with special financial needs. Students are urged to inquire about the availability of such an aid with the Office of Financial Aid. Current students have to submit applications for financial aid for the renewal of aid by the end of May each year. Students who qualify for any form of financial aid from UUC must maintain at least 3.0 GPA to continue receiving aid. Students can contact the Office of Financial Aid via email: fao@uuc.edu.

UUC does not participate in any federal or state financial aid programs.

LOANS

UUC does not provide student loans. If a student obtains a loan to pay for an educational program, the

student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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

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

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

CANCELLATION AND REFUND POLICIES

To cancel an Enrollment Agreement (drop a course or end their studies at UUC), the student must notify UUC in any manner. The effective date of the cancellation will be the date the student first notified UUC by using the Drop Class function in the Student Page, sending a notification via email, telephone, fax, post office, or using any other means of communication available to the student. The Registrar will be notified immediately by the staff or faculty member the student contacted concerning their notification to cancel an Enrollment Agreement. The Registrar will contact the student to ensure the student does indeed want to cancel an Enrollment Agreement, unless the student notifies UUC in written form. If the student confirms their intention to cancel an Enrollment Agreement or end studies at UUC, then the Registrar contacts the Bursar and the refund is processed immediately. The refund will be provided within 30 days of the effective date of the cancellation. The amount of the refund is calculated as a percentage of the tuition payment less any scholarships granted to the student by UUC, and in accordance with the Pro-Rata Refund Chart below.

REFUND POLICY (BASED ON A 10-WEEK TERM):

1. After 1st week: students can drop class without having W (Withdraw) grade and will get 80% tuition.
2. After 2nd week: students who drop class will receive W grade and get a refund of 60% tuition.
3. After 3rd week: students who drop class will receive W grade and get a refund of 40% tuition.
4. After 4th week: students who drop class will receive W grade and get a refund of 20% tuition.
4. After 5th week: students who drop class will receive WF grade and get a refund of 0% tuition.

The above Pro-Rata Refund Chart applies whether or not the student attends the first or any class session, and UUC does not automatically drop students for non-attendance.

For instructions on how to drop courses, see **Adding/Dropping Courses**.

1. UUC will grant access to the first lesson and syllabus to any student within seven days after the student signs the enrollment agreement. The student will have the right to cancel the agreement in any manner and receive a full refund before the first lesson and syllabus are received. UUC will

make the refund within 30 days from the date the student cancels the agreement. UUC will grant access to all of the lessons and other materials to the student if the student:

- a. has fully paid for the educational program or course; and
 - b. after having received the first lesson and initial materials, request in writing that all of the materials be sent.
2. If UUC transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

STUDENT TUITION RECOVERY FUND

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

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

The current STRF assessment fee is zero dollars (\$0) per one thousand dollars (\$1,000).

SERVICES NOT PROVIDED BY UUC

- UUC does not provide or charge fees for student housing, transportation, supplies and materials, equipment costs, shop or studio fees, or any other costs not described in UUC's schedule of fees and charges.
- UUC does not participate in federal or state financial aid program.
- UUC does not provide placement services. All the programs offered by UUC, however, prepare graduates for employment as religious workers (code 21-2000 of the United States Department of Labor's 2018 Standard Occupational Classification System - https://www.bls.gov/soc/2018/major_groups.htm#21-2000).
- UUC does not provide student loans.
- In addition, UUC neither provides, pays for, nor reimburses students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to online database services, or database consultant fees and/or services.

ACADEMIC INFORMATION

COURSE CREDIT HOUR STANDARDS

A credit hour is a unit by which an institution measures its course work. The number of credit hours assigned to a course quantitatively reflects the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of outside preparatory work expected for the class.

UUC is using semester credit hours for its academic programs. A semester credit hour shall be equivalent to the commonly accepted and traditionally defined units of academic measurement. UUC academic degree online learning courses are normally measured by the learning outcomes and normally achieved through 45 hours of student study (DEAC Accreditation Handbook 2020, p. 77-8). This formula is used by the American Council on Education in its Credit Recommendation Evaluative Criteria, which states, “normally, academic credit is assigned on the basis of one semester credit hour for each 15 classroom contact hours plus 30 hours of outside preparation or equivalent” (DEAC Accreditation Handbook – 2011, E. 14, p. 3). Semester credit hour is the standard Carnegie Unit 50 minute hour.

STUDY STANDARDS FOR CREDIT COURSES

At UUC, each course is worth 3 semester credits or 135 hours of student work and divided into a 10-week term. This means each week student is expected to spend 13.5 hours per course (4.5 hours of academic engagement and 9 hours of preparation).

ACADEMIC STANDARDS

UUC expects students to make progress towards their academic goals and maintain a high quality of achievement in order to continue their enrollment. Students must maintain the following Grade Point Average (GPA):

1. Master’s students must maintain a minimum cumulative GPA of 2.7 on a 4.0 scale through the first four courses of their program and subsequently, or they will be placed on academic probation.

If students do not meet the above requirements but feel that they have special mitigating circumstances they may contact the Registrar for permission to continue their enrollment.

Any student who does not meet the above requirements and does not have special mitigating circumstances will be placed on Academic Probation, as defined in the section titled “Academic Probation and Dismissal” below.

MAXIMUM TIME TO DEGREE COMPLETION

Students entering UUC degree programs must complete the graduation requirements within the following time limitations:

Master of Arts degrees:	3 years	Master of Divinity degree:	6 years
Certificate programs:	1.5 years	Doctor of Ministry degree:	4 or 6 years

SATISFACTORY ACADEMIC PROGRESS POLICY

UUC requires students to make satisfactory academic progress towards a degree to remain in good standing. Satisfactory academic progress means the student is registering for and successfully completing at least one course each term.

ADDING/DROPPING COURSES

Students may add a course in the first week of the class if that class is still open for registration.

Students may drop classes at any time by filling out the Drop Class form in Student Page. However, dropping a course will affect the course grade on the following basis (based on a ten-week term):

- Dropping after the 1st week: no grade;
- Dropping after the 2nd, the 3rd, and the 4th week: W (Withdrawal);
- Dropping after the 5th week: WF (Withdrawal Fail).
- Students who have registered for a class but do not attend and/or do class assignments for three consecutive weeks will receive an F grade for the class.

Students receiving financial aid are cautioned that a change in their enrollment status caused by dropping courses may alter their eligibility for such aid.

AUDITING COURSES

Students may choose to audit a class for a variety of reasons including to review a subject they have not studied recently, to build their confidence in a new subject area, to enrich their course of study without risking underperformance and damaging grades, or simply to enjoy learning without the pressure of strenuous assessment. The student and the instructor must agree on the terms of audit including the student's responsibilities in the class and the instructor's evaluation of the student's work. Students registered to audit a class will not earn a letter grade for the course. An audited course will appear on the student's transcript with an 'AU' grade and will not be averaged into the student's cumulative GPA.

Once registered as an auditor, a student may not change to a credit status unless such a change is requested prior to the Add/Drop deadline as specified in the academic and administrative calendar. A student who is enrolled in a course for credit may not change to audit status after the Add/Drop deadline.

INCOMPLETE COURSE WORK

Students must complete all course requirements by the end of course deadline. Students will earn a zero for all work not completed by the deadline. These grades will be computed along with the other grades earned in the class in calculating the student's final grade for the course.

Instructors may grant students an extension to complete coursework after the deadline if the student has extenuating circumstances. The extension period will last no longer than four weeks after the last day of the term in which the course is offered.

During the extension period the student's record will show an 'I' or Incomplete grade. After the

extension period the 'I' will be changed to the grade that the student earned in the class, including assignments completed during the extension period. All assignments not completed by the end of the extension period will be recorded as zeros.

The instructor may petition the Dean of Academic Affairs on behalf of the student for any exceptions to this policy if there is good cause.

REPETITION OF COURSES TO IMPROVE GPA

Students may repeat courses in an attempt to improve their grades. Students may only retake courses in which they earned a grade of C or below. Students who repeat a course more than once must obtain the prior approval of the Dean of Academic Affairs.

Students repeating a course to earn a higher grade will pay the normal course fees as listed under 'Tuition and Fees.'

When a course is repeated for credit the highest grade earned for the course as a whole will be the student's official grade in that course. The higher grade will be used for computing the student's grade point average. The lower grade will be expunged from the student's permanent record.

OUTCOME ASSESSMENTS

Each course in a program provides for a variety of both formative and summative assessments to evaluate student learning. The majority of courses require written assignments in the form of essays and responses to discussion questions that cognitively engage the learner in achievement of the performance objectives specified for each course. Summative evaluations take the form of either written essays or final exams. Courses may also include case studies analyses.

Each course is designed to run ten weeks in length and consists of five or ten terms. Each term has at least two assessments. Each of the assessments includes discussion board questions with required interaction among students and between students and faculty. Other assessments may include longer essays, mid-term and final exams, and mid-term and final papers.

Students are required to complete a course survey at the end of the course. The responses provide feedback on the students' learning experience for that course. Responses cover the range of questions about the objectives of the course, the instructor and the instructor's feedbacks, reading assignments, course activities, and the students' general experience of the course.

The students' assessment grades, course grades and course survey responses provide a continuous feedback loop into course development and instruction that allows for continual improvement.

GRADING

At Union University of California, grading is accomplished by the faculty members or qualified graders using a combination of objective multiple choice questions and subjective evaluation of essays, term papers and other assessments for student homework and examinations. Instructors rate student achievement on content, accuracy, organization, presentation, analysis, promptness of submissions and overall quality.

GRADING RUBRICS

A grading rubric is a tool utilized by faculty to identify standards and criteria when grading assignments. To ensure consistency in grading, faculty are asked to utilize the rubric below when evaluating student assignments and discussion question forums. Rubrics give students a way to see what components are needed to successfully obtain the optimal grade on the assignment or class discussion participation. It also standardizes the criteria needed to complete the assignment so that instructors can actually show students what they hit and/or missed in their submitted work. However, a copy of the rubrics will be included in each course syllabus since the guidelines may be modified by the course developer to meet the needs of each specific class and degree level program.

WRITTEN COMMUNICATION SKILLS ASSESSMENT RUBRIC

	Excellent	Good	Fair	Poor	Total
Introduction 8 points	<ul style="list-style-type: none"> • Is inviting, states the main topic and previews the structure of the paper. 	<ul style="list-style-type: none"> • Clearly states the main topic and previews the structure of the paper, but is not particularly inviting to the reader. 	<ul style="list-style-type: none"> • States the main topic, but does not preview the structure of the paper nor is it particularly inviting to the reader. 	<ul style="list-style-type: none"> • No clear introduction of the main topic or structure of the paper. 	<hr/> Out of 8 points
	<i>8 points</i>	<i>7 points</i>	<i>5-6 points</i>	<i>0-4 points</i>	
Thesis 8 points	<ul style="list-style-type: none"> • Complex and easily identifiable. 	<ul style="list-style-type: none"> • Clear and assertive. 	<ul style="list-style-type: none"> • Clear, appropriate, and makes a claim. 	<ul style="list-style-type: none"> • Is vague and ignores rules outlined in class, or lack of thesis or sense of purpose. 	<hr/> Out of 8 points
	<i>8 points</i>	<i>7 points</i>	<i>5-6 points</i>	<i>0-4 points</i>	

Organization 8 points	<ul style="list-style-type: none"> • Complex and easily identifiable. 	<ul style="list-style-type: none"> • Clear and assertive. 	<ul style="list-style-type: none"> • Clear, appropriate, and makes a claim. 	<ul style="list-style-type: none"> • Is vague and ignores rules outlined in class, or lack of thesis or sense of purpose. 	<hr/> Out of 8 points
	<i>8 points</i>	<i>7 points</i>	<i>5-6 points</i>	<i>0-4 points</i>	
Development/Content 40 points	<ul style="list-style-type: none"> • Outstanding evidence and explanation in support of each claim. • Analysis is thought-provoking and original. • Shows inferential. 	<ul style="list-style-type: none"> • A thorough analysis that goes beyond the obvious. • Convincing evidence and explanation in support of each claim. • Shows inferential thinking. 	<ul style="list-style-type: none"> • Clear attempts to explain the thinking that links the evidence to each claim. • Appropriate evidence in support of claims in each body paragraph. 	<ul style="list-style-type: none"> • Confusing or inadequate evidence or lack of evidence. • Lack of explanation or confusing explanations that link evidence to claims. 	<hr/> Out of 40 points
	<i>36-40 points</i>	<i>31-35 points</i>	<i>21-30 points</i>	<i>0-20 points</i>	
Research-Quality 20 points	<ul style="list-style-type: none"> • Outstanding evidence and explanation in support of each claim. • Analysis is thought-provoking and original. • Shows inferential 	<ul style="list-style-type: none"> • A thorough analysis that goes beyond the obvious. • Convincing evidence and explanation in support of each claim. • Shows inferential thinking. 	<ul style="list-style-type: none"> • Clear attempts to explain the thinking that links the evidence to each claim. • Appropriate evidence in support of claims in each body paragraph. 	<ul style="list-style-type: none"> • Confusing or inadequate evidence or lack of evidence. • Lack of explanation or confusing explanations that link evidence to claims. 	<hr/> Out of 20 points
	<i>18-20 points</i>	<i>16-17 points</i>	<i>11-15 points</i>	<i>0-10 points</i>	

Language 8 points	<ul style="list-style-type: none"> • Precise and clear use of language. Smooth, fluid, readable, style. Careful choice of tone. 	<ul style="list-style-type: none"> • Specific and clear use of language. • Readable and confident style. • Appropriate tone. 	<ul style="list-style-type: none"> • Correct and clear use of language. • Style is clear but inconsistent and sometimes vague. • Tone is acceptable. 	<ul style="list-style-type: none"> • Unclear, incoherent use of language. • Style seems inappropriate for audience. • Inappropriate tone. 	<hr/> Out of 8 points
	<i>8 points</i>	<i>7 points</i>	<i>5-6 points</i>	<i>0-4 points</i>	
Grammar/Format 8 points	<ul style="list-style-type: none"> • No grammar or punctuation errors exist. Sentences are varied and strong • Perfect format according to Turabian requirement. 	<ul style="list-style-type: none"> • No distracting patterns of error Sentences clear, correct, and varied • Essay conforms to required format with 1 or 2 errors. 	<ul style="list-style-type: none"> • Few distracting patterns of error. • Essay conforms to required format with minor errors. 	<ul style="list-style-type: none"> • Grammar is sloppy with numerous surface errors. • Does not conform to required format. 	<hr/> Out of 8 points
	<i>8 points</i>	<i>7 points</i>	<i>5-6 points</i>	<i>0-4 points</i>	
Comments:					<hr/> Out of 100 points

DISCUSSION RUBRIC

Participation is measured by quantity and quality of posting in discussion forums. A minimum of three postings is required: one new thread and two reflective responses to other students' postings. Students will be graded in a 0 to 100 scale as follows:

A-Level postings (90-100 points):

- Quantity criterion (3 posting) is met or exceeded
- New thread is at least half-page (200 words) and sources are cited (it may be Internet sources)
- Answers are timely within the specified duration of the term
- Answers respond adequately to the content or question asked in the forum
- Make connections to the course content and/or other experiences
- Are written correctly in English, observing paragraph construction and punctuation rules.

B-Level postings (80- 89 points):

- Quantity criterion (3 posting) is met
- New thread is shorter than half-page (200 words) and sources are cited (it may be Internet sources)
- Answers are timely within the specified duration of the term
- Answers respond to the content or question asked in the forum but some detail is missing
- Connections to the course content and/or other experiences are not well elaborated
- Answers are mostly in correct English, but there are some flaws in paragraph construction or punctuation.

C-Level postings (70-79 points):

- Quantity is 2 posting at least
- New thread is shorter than half-page (200 words) and sources not cited
- Answers are usually, but not always, made in a timely fashion
- Answers are generally accurate, but the information delivered is limited
- Make vague or incomplete connections between class content and posting by other students
- Answers are mostly in correct English, but there are some flaws in paragraph construction or punctuation.

D-Level postings (60-69):

- Participated only once
- New thread is missing or much shorter than half-page (200 words) and sources not cited
- Response was not timely
- Answer was superficial, repetitive of question enunciation or what others said
- No effort was made to connect answer with course content
- Answer has more than two flaws concerning spelling, grammar, paragraph construction or punctuation.

F-Discussion (0 points).

- No participation in discussion forum, or
- Participant was rude to other participants, or
- Response was copied from other participant or somewhere else, or
- Participant failed to meet the basic criteria for the “D-level”.

GRADING SCALE

UUC awards letter grades with corresponding grade points. Note that I, W, and AU grades do not earn any grade points, nor are they averaged into a student’s cumulative GPA. Passing grades are A, B, or C unless otherwise specified in the course descriptions or program requirements.

The following table is UUC’s grading scale:

Grade	Description	Scale	Grade points
A+	Excellent	98-100	4.0
A	”	94-97	4.0
A-	”	90-93	3.7
B+	Very Good	87-89	3.3
B	Good	84-86	3.0
B-	”	80-83	2.7
C+	Above Average	77-79	2.3
C	Average	74-76	2.0
C-	”	70-73	1.7
F	Failure	Below 70	0.0
I	Incomplete		NCR
W	Withdrawal		NCR
WF	Withdrawal Failing		0.0
AU	Audit (No Credit)		NCR

Students are advised to check their academic records online periodically and immediately inform the

Registrar of any discrepancies. Students may secure a copy of official transcript from the Registrar's office.

EVALUATION RESPONSE TIME

Assignments that are required to be submitted will be graded and returned to the student according to the following schedule:

- Immediately for multiple choice quizzes.
- Five (5) days for writing or other assignments not requiring substantial feedback.
- Ten (10) days for essays and other assessments requiring substantial analysis and feedback.
- Fourteen (14) days for term papers and similar assessments requiring extensive review and feedback.

EXAMINATION AND PROCTOR POLICY

This policy applies to all final class and program comprehensive examinations. These types of examinations are to be administered to you by a UUC approved proctor on a date that is mutually convenient for the student and the proctor. The student is responsible for nominating a qualified proctor that is approved by UUC. The university reserves the right to directly contact the proctor in order to verify information. UUC also reserves the right to require the student to request a different proctor.

The following individuals or organizations may serve as proctors:

- Pastor, associate pastor, preacher, deacon or Sunday School teacher of a church
 - Manager or Supervisor (Must be of higher position or rank than student.)
 - Office of UUC Representative.
 - School Principal or Vice Principal, Full-time Librarian, Teacher, or School Counselor
- The following individuals are not acceptable as proctors:
- Relatives, neighbors, and friends
 - Co-workers, employees or UUC students
 - Anyone with a perceived or real conflict of interest.

NOTE: Providing false proctor information or not following the UUC proctor testing procedures will result in failure of the examination and will be grounds for dismissal from the university degree program.

Proctor Approval and Examination Procedure

- It is the student's responsibility to initiate the proctor nomination process. It is recommended that each student identify more than one proctor in to eliminate scheduling conflicts that can arise when a proctor is not available during the allotted class timeframe. Students may have three approved proctors identified at any one time. The approved proctor's information will remain on file for the student and the student may use the proctor until one of the following actions occur:
 - The student or proctor cancels the proctor agreement.
 - UUC disapproves or cancels the proctor agreement.

- Students must provide the potential proctor(s) with the Examination & Proctor Policy along with the Proctor Nomination Form. The Proctor will complete and submit the agreement to UUC.
- The student and proctor may assume the proctor is approved unless otherwise notified by UUC.

NOTE: If a proctor is already approved to proctor for another UUC student; then a second Proctor Nomination Form is not required. However, the student must send an email to exam@uuc.edu stating the name of the proctor and include the proctor as a recipient on the email.

- Students must allow time for the proctor to return the agreement to UUC and for processing before submitting the “Proctored Examination Request” if needed.
- Upon receipt of a completed “Proctored Examination Request” which contains the pre-approved proctor’s name, UUC will process the request and send the online final examination instructions to the identified pre- approved proctor.

Proctor Responsibilities

The primary function of the proctor is to verify that the correct student takes the exam and to monitor the students taking the exam to ensure they do not receive help with the exam. In order to accomplish this, the proctor must do the following:

- All UUC examinations are taken and submitted via the UUC Online classroom; therefore, the proctor must provide the student with a private area that is appropriate for taking an exam. The area must have internet access for the student to sign into the UUC classroom.
 - Download and print the email from UUC Academic Assistant that contains the student(s) roster and any special instructions
 - Ensure that the internet is working.
 - Once the students leave, you will send an email to Academic Assistant if there were any issues that arose before, during, or after the exam took place.
- Check student photo ID to ensure the individual is actually the person scheduled to test.
- The student is allowed to use the textbook for the class and a calculator when taking a final exam; however, NO textbooks are allowed during a comprehensive exam. Also, you are to ensure that the student does not have access to notes or other information including surfing the internet.
 - Tell the students to enter the UUC online classroom by using their UUC username and password.
 - Provide the students with the pass-code you were given in the email from Academic Assistant for the students to enter their exam (NOTE: this pass-code is different from the password the students use to sign into the UUC Online Campus).
 - Secure and protect the exam pass-code.
 - Ensure no one makes or emails a copy of the exam.
- Two hours is allowed for final exams and four hours is allowed for program comprehensive exams unless otherwise stated in the exam instructions you receive from Academic Assistant. Exams will be timed automatically. When the time is over the exam page will be closed.
- If an exam cannot be administered due to power outages, sickness, etc., please notify exam@uuc.edu as soon as possible. The exam will be rescheduled at a later date.

If a fee is charged for proctoring the exam, the proctor should request payment from the student at the time of testing. UUC will not pay proctor fees.

ATTENDANCE AND PARTICIPATION POLICY

Students are required to participate in their programs and complete assignments as outlined in each course syllabus. Participation includes, but is not limited to, participating in class discussion, taking quizzes, completing assignments and taking examinations.

See Course Credit Hours and Study Standards for Credit Hour Courses for more information.

LEAVE OF ABSENCE

Students who need to take a leave of absence for more than two consecutive terms must complete and submit a leave of absence request form. With the recommendation of the Director of Student Services, the Dean of Academic Affairs may grant a leave of absence for up to two terms, renewable for two additional terms, subject to the following conditions:

1. Serious illness, temporary disability, or any other reasons necessitating temporary interruption of the student's academic program,
2. The student is in good standing academically, and
3. The student has submitted the Leave of Absence form with the Registrar.

If a leave of absence is granted for medical reasons, the term of the leave may be granted beyond one year depending on the condition(s). Medical disability or military service leave extends the time limit for completion of degree requirements by the period for which the leave was granted.

A student who fails to return from leave as specified in the approved petition and fails to register prior to the expiration of the approved duration of the leave of absence will be considered to have withdrawn from UUC and must reapply if they wish to continue their studies with UUC. Students who fail to return from leave as specified will be subject to readmission policies in effect at the time of re-enrollment.

HUMAN RESEARCH PROTECTIONS

All students conducting research under the program requirements at Union University of California and all employees or agents performing research pursuant to institutionally designated authority or responsibility of UUC, are required to obtain Institutional Review Board (IRB) approval prior to beginning research-related interactions with human participants/subjects and/or their records. Research conducted outside the purview of UUC as described above is not governed by the UUC IRB.

UUC's IRB is responsible for assessing all research proposals involving human participants/subjects and/or their records and protecting them from the risk of physical, psychological, social, economic, or legal harm. In the review and conduct of research involving human participants/subjects, UUC's IRB is guided by the ethical principles set forth in the Belmont Report (i.e., respect for persons, beneficence, and justice). In addition, Union University of California requires that all research conducted under its auspices be performed in accordance with Title 45 Code of Federal Regulations, Part 46 (45 CFR46).

CONFLICT OF INTEREST IN RESEARCH

All students conducting research under the program requirements at Union University of California and all employees or agents performing research pursuant to institutionally designated authority or responsibility of UUC, are required to ensure that academic, financial, or other personal interests do not compromise the objectivity with which their research is designed, conducted, and reported. Institutional Review Board (IRB) committee members will not participate in the review of research protocols with which they have a conflict of interest in accordance with Title 45 Code of Federal Regulations, Part 46 (45 CFR46), with the exception of providing information requested by the IRB.

UUC's IRB has established procedures to ensure that researchers' or IRB committee members' conflicts of interest do not impede the rights and welfare of human research participants/subjects.

STUDENT CODE OF CONDUCT

While matriculating as full-time or part-time students, UUC students are required to observe the student code of conduct. The following behaviors are unacceptable and violate the student code of conduct:

- Use, possession or sale of illegal drugs on campus
- Academic Dishonesty, including but not limited to cheating and plagiarism, detailed below under 'Academic Dishonesty and Plagiarism'
- Sexual harassment or assault on any member of the UUC community, described below under 'Sexual Harassment and Assault Policy'
- Willful obstruction of the activities of the institution in carrying out its stated mission, purpose and objectives
- Calumny of others in discussion either in class or online, raising political debates in discussion either in class or online, or humiliating religious or social individuals or institutions in discussion, either in class or online.

Note: as a Christian school, UUC reserves the right to discipline students who violate moral and legal boundaries of Christianity and/or their state or nation.

Students who violate the Student Code of Conduct will be subject to disciplinary action commensurate with the type and severity of the violation. When students violate the Student Code of Conduct the case is referred to the Disciplinary Committee of the University. This is an ad hoc committee convened whenever deemed necessary and composed of the following: Dean of the School, Vice-President, Director of Student Services, the Chair of the Department, and a student representative (normally, president of the student government or his or her designee).

After careful deliberation of all relevant and material facts, the committee will make a decision on a disciplinary action against the student in violation of the student code of conduct. The following disciplinary action may be taken against the offending student:

- Written reprimand and probation
- Loss of credit in course(s) where academic dishonesty was involved and verified
- Temporary suspension of specific duration (one or two academic terms, with permission to re-apply)
- Indefinite suspension with time and terms of re-admission not given
- Immediate dismissal.

The disciplined student may request a review by appealing to the Board of Trustees.

ACADEMIC DISHONESTY AND PLAGIARISM

Academic dishonesty in any form will not be tolerated. Academic dishonesty is any form of cheating including but not limited to:

- Plagiarism, or presenting another person's work as your own
- Self-Plagiarism, or submitting your own work more than once without permission
- Cheating, or giving or obtaining academic help without proper acknowledgement
- Deception, falsifying information regarding an academic task, i.e. lying to a professor about

reasons for absences

- Fabrication, or making up citations, information or data
- Sabotage, or intentionally obstructing another person's academic progress.

One or more of the following disciplinary actions are available to the instructor who suspects that a student has been cheating or plagiarizing:

- Oral or written reprimand
- Requiring that the work in question be repeated
- Assignment of "F" grade for the specific work in question
- Assignment of "F" for the course
- Referral to the Faculty Committee for appropriate action.

If the involved student has already graduated, the University will consider nullifying his or her granted degree.

ACADEMIC PROBATION AND DISMISSAL

Any student whose grade point average falls below the stipulated minimums for their degree program will be placed on academic probation (See "Academic Standards" listed above). The student will not be able to do online registration herself/himself. No record of this status will be recorded on the student's transcript. Probation begins with the term following notification. A student on academic probation may not be allowed to take a full load. His or her academic progress will be closely monitored by the Dean of Student Affairs who will evaluate the following factors very carefully and recommend remedial measures:

- Written reprimand and probation
- Temporary suspension of specific duration (one or two academic terms, with permission to re-apply)
- Indefinite suspension with time and terms of re-admission not given
- Immediate dismissal.

Students will be removed from academic probation and restored to good standing when the cumulative GPA has improved to meet the Academic Standards.

SEXUAL ASSAULT AND HARASSMENT POLICIES

The Board of Trustees of Union University of California is committed to providing an academic learning and working environment that is free from sexual assault and harassment, and shall take preventive measures to ensure that faculty, staff, students and visitors are appropriately protected from such actions. This safe environment includes all campus locations and all off-campus, university-related activities and sites.

Commission of a sexual assault is a violation of the university policy and of state criminal law. Sexual assault is broadly defined as being any unwanted attempted or actual sexual activity, including forcible and non-forcible sexual offenses. A forcible sexual offense is any sexual act directed against another person, including unwanted touching, that is against that person's will or which involves the use of force

or violence or the threat of force or violence, or a sexual act against a person incapable of giving consent. Forcible sexual offenses include rape, sodomy, sexual assault with an object, and all forms of non-consensual touching, such as fondling. Non-forcible sexual offenses are acts of unlawful sexual activity against persons incapable of giving consent, such as statutory rape. Acts which are commonly expressive of familiar or friendly affection and accepted medical purposes are not included.

Sexual harassment is a form of sexual discrimination that is prohibited by federal and state law. It is defined as unwelcome sexual advances, requests for sexual favors or other physical or verbal conduct of a sexual nature, including, but not limited to, the following circumstances:

1. When submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or a part of the educational process; or
2. When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or
3. When such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Examples of conduct which violate this policy include, but are not limited to, intentional physical conduct which is sexual in nature; unwanted sexual advances, propositions, or other sexual comments; preferential treatment, or the promise of such, for submitting to sexual conduct; displaying pictures, objects, or materials which are sexually offensive; physical assault of a sexual nature or attempts to commit such an assault; and retaliation for making a sexual harassment complaint or participating in a sexual harassment investigation.

Persons found guilty of sexual assault or sexual harassment will be disciplined in accordance with the university's disciplinary policies, which include expulsion from the college or termination of employment. These sanctions will be in addition to criminal or civil penalties imposed by federal or state courts. Any person found guilty of filing a false accusation of sexual harassment will be subject to appropriate disciplinary action as well.

STUDENT'S RIGHTS

While matriculating as a full-time or part-time student at UUC, students have the following rights:

- To cancel the enrollment agreement and receive a full refund of the tuition and fees paid (less non-refundable application fee) if notice of cancellation is given prior to the deadline stated in the school catalog;
- To withdraw at any time and receive a prorated refund for the part of the course not taken according to then-applicable state laws and regulations governing tuition and fees refund;
- To receive quality instruction provided by the faculty and meeting the educational and experiential requirements mandated by the state regulatory agency;
- To obtain factual information concerning UUC's educational programs;
- To receive a fair and impartial hearing in accordance with the established grievance resolution procedure if the disciplinary action taken against a student is not satisfactory to the student;
- To examine his or her own educational records during the normal business hours and if errors are detected, request correction thereof; and
- To call or write to the state, federal, or any other regulatory agencies to register complaints and seek redress.

GRIEVANCE RESOLUTION POLICY AND PROCEDURES

GENERAL POLICY

Union University of California views complaints as providing an opportunity to review and improve our policies and practices. Students, faculty, administrators, or any party, may make a complaint about any matter which relates to UUC's policies and/or practices. Student complaints typically are defined as complaints regarding items such as administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, library services, or misrepresentation of career or placement services for institutions that offer such services. When a student has any of these issues, the student can contact to the Office of Student Services by any means (telephone, email, in person...) to seek an informal resolution. For matters where a resolution is not feasible, the student can submit a Formal Complaint Form. Union University of California is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administration.

FORMAL COMPLAINT FORM

Formal Complaint Forms can be downloaded at www.uuc.edu. Complaints must be submitted within thirty (30) days of the incident. A student can expect a resolution of the complaint within thirty (30) days.

PROCEDURES

Students who believe their rights have been denied may seek resolution in the following manner:

- Step 1: Login to the Student Page and complete/submit a Formal Complaint Form. All supporting documentation must be attached before completing the submission process.

- Step 2: A staff in the Office of Student Services will send an e-mail to the student to acknowledge receipt, and forward the complaint to the appropriate administrator within seven (7) days of receipt of the complaint.
- Step 3: Upon receipt of the complaint, the appropriate administrator will review the complaint and determine what additional information is necessary to resolve the problem.
- Step 4: After considering the complaint and related information, the administrator makes a decision as to the merits of the student's complaint and notifies the student by e-mail as to the resolution within thirty (30) days of the filing of the complaint.

FIRST APPEAL

Students who feel another review is necessary must respond by e-mail to the administrator's e-mail within seven (7) days, requesting the complaint be forwarded to a higher level administrator. The complaint and supporting documentation will be forwarded to an appropriate higher level administrator within seven (7) days. A higher level administrator will review the complaint and inform the student of a decision by e-mail within seven (7) days.

SECOND APPEAL

If not satisfied with the decision made by the higher level administrative, students have the right to appeal to UUC's Board of Directors. Students will, within seven (7) days, request the higher level administrative forward their complaint to the Board of Directors. The complaint and supporting documentation will be forwarded to the President within seven (7) days.

- Within ten (10) days of receipt of the complaint, the President/CEO or the Board of Directors will notify the complainant of the receipt of the complaint.
- A hearing will be set up within 30 days of the Board's receipt of the appeal.
- Within seven (7) days after the hearing, Board of Directors will give a written decision to the complainant.

The decision by the Board of Directors shall be final and there shall be no further appeals. If not satisfied, students have the right to contact:

Bureau for Private Postsecondary Education

Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

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

Website: <http://www.bppe.ca.gov>, Phone number: (916) 431-6959

Toll free: (888) 370-7589, Fax number: (916) 263-1897

OR

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808, Washington, DC 20036

Tel: 202-234-5100, Fax: 202-332-1386, Website: www.deac.org, Email: info@deac.org

ACADEMIC/STUDENT RECORDS

In accordance with the California Education Act Title Title 5 section 71930(b), Union University of California maintains student records (including financial and academic records) in hard copies for five (5) years and in electronic format permanently. Student records shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations. Hard copies of records of a student who is enrolled in an educational program at UUC shall be kept in fire-retardant filing cabinets in Westminster, CA to protect from damage. Three locked doors must be opened before reaching the file cabinets, and each file cabinet is locked as well, to protect against vandalism, theft, damage, and fire.

All student records are also kept in electronic format and backed up daily onto our server and then weekly into two separate physical locations: at UUC's main office in California and at UUC's IT headquarters in Washington. The only paper records that are not being scanned into electronic format are less significant records such as paper invoices from our Internet provider or receipts from mailing costs at the post office. This will insure that, should one copy be destroyed, a backup copy exists. Only the authorized staff will have access to the student records.

For each student granted a degree by UUC, UUC maintains permanent records in digital format of the following:

1. The degree granted and the date on which that degree was granted.
2. The courses and units on which the degree was based.
3. The grades earned by the student in each of those courses.

Students may request official transcripts and view and print their unofficial transcripts any time by accessing their Student Page online.

PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS

The disclosure of information from student records is regulated by the federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) and the California Education Code Section 67100ff. Union University of California is committed to observing these statutes and regulations in order to protect the students' rights of access to their own education records and to ensure the non-release of educational records without the written consent of students.

At the request of the student, access to the student's own educational records is granted during normal business hours. Students also have the right to challenge the accuracy of the records and seek correction thereof. Access to student's records is also permitted to UUC faculty and administrative staff under the following conditions:

- Performance of student counseling duties and/or other relevant reasons for evaluating and assisting students
- Financial aid awards evaluation
- Compliance with a judicial order or subpoena
- Authorization by federal or state officials who are conducting official business, such as evaluating educational programs.

MASTER OF ARTS IN MINISTRY PROGRAM

Languages offered: English, Vietnamese

DESCRIPTION

The Master of Arts in Ministry is an integrated program for leadership in local churches, Bible schools, para-church organizations or other non-profit agencies. Students will examine a variety of subjects related directly to biblical study, theological reflection, ministry and leadership.

LEARNING OUTCOMES

After successfully completing the Master of Arts in Ministry program, graduates will be able to:

1. Competently interpret biblical texts and apply them in their ministry contexts
2. Articulate a ministry vision and competently implement it
3. Identify one's ministry contexts and cultures and link it with biblical settings
4. Develop practices of personal and spiritual maturity
5. Lead competently, organize and manage skillfully, mentoring laity for their ministries in families and in local churches

ADMISSIONS REQUIREMENTS

An applicant must, after completing the online admission application, submit the following materials to the Director of Admissions to be considered for admission:

1. Two passport-sized photos
2. Copy of government-issued photo identification
3. Bachelor of Arts or Sciences Degree or international equivalent from an accredited/recognized college or university
4. Official transcripts from all previous colleges or universities attended
5. Two reference letters; one of the two must be from a pastor or known religious leader; one from an academic supervisor, if possible.
6. A personal statement of at least 500 words describing the student's motivations for study at UUC
7. Language requirement:

Students who apply for English programs must provide evidence of English language proficiency. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principle language of instruction must demonstrate college-level proficiency in English through one of the following:

- A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 71 on internet-based Test (iBT), 6.5 on the International English Language Testing System (IELTS) or 50 on the PTE Academic Score Reports
- A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language

Placement Test

- A minimum grade of Pre-1 on the Eiken English Proficiency Exam
- A transcript indicating completion of at least 30 semester credit hours with an average grade of “B” or higher at an appropriately accredited college or university where the language of instruction was English.

Students who apply for Vietnamese programs must be fluent in the language that is used to convey the course content. Applicants must demonstrate college-level proficiency in Vietnamese through one of the following:

- Providing a college degree from an appropriately accredited/recognized college (where the language of instruction is Vietnamese)
- Interviewing with a UUC official AND submitting a written personal statement in the Vietnamese language

GRADUATION REQUIREMENTS

To qualify for graduation with the Master of Arts in Ministry degree the student must successfully fulfill the following requirements:

1. Complete all the Master of the Arts in Ministry course requirements (36 credits)
2. Maintain a cumulative grade point average of 3.0 or higher on a 4.0 scale
3. Complete one of the two following options:
 - successfully submit and defend a thesis
 - complete two additional elective courses above the 36 credits
4. Pay all tuition and fees.

COMPLETION TIME

The Master of Arts in Ministry program has been specifically designed for persons engaging in ministries. Average completion time of the program is 3 years. Students can finish in a shorter time. Courses are offered in four terms a year. Each term lasts for 10 weeks with a two week break between terms.

LEVEL AND TYPE OF RESEARCH REQUIRED: MASTER LEVEL

Mastery and application of literature review and qualitative research methodologies involving case studies, thesis project and research assignments throughout the completion of the curriculum of the Master of Arts in Ministry program. Students in the MAM program must register for the RES-501 Research and Writing for Theological Education course in their first year. This course is a prerequisite for all research-intensive courses.

COURSE REQUIREMENTS

Required Courses: 24 Credits

BBL-501	Introduction to the Old Testament
BBL-502	Introduction to the New Testament
BBL-503	Biblical Hermeneutics
ETH-501	Ministerial Ethics
RES-501	Research and Writing for Theological Education
SFM-501	Spiritual Life Practices: Developing A Life of Devotion
THL-501	Systematic Theology I
THL-502	Systematic Theology II

Elective Courses: 12 Credits

Choose any four of the following courses:

CED-501	Christian Education
EDU-502	Philosophy of Education
EDU-503	Teaching and Learning: Foundational Issues in Education
EVG-501	Evangelism in Context
LDR-501	Organizational Leadership
LDR-502	Servant Leadership
LDR-503	Foundations of Personal Leadership
LDR-505	Servant Leader as a Transformational Agent
LDR-506	Emotional Intelligence in Leadership
LDR-507	Christian Character in Leadership
MIN-501	Doing Ministry in Context
MIN-504	Church Renewal
MIN-505	Building Healthy Churches
MIN-506	Cause Collaboration
MIN-507	Vocation in a Changing World
MIN-511	Church Planting
MIN-512	The Arts and Science of Mentoring
PRC-501	Homiletics
THL-513	Perspectives on World Christian Mission
THL-514	Theology of Work
THL-515	Fundamentals for Doing Theology

Thesis or two more elective courses: 6 Credits

Students have to complete one of the two following options:

1. Successfully submit and defend a thesis
2. Complete two more elective courses

DEGREE MAP

YEAR I		
Code #	Course Name	Credits
BBL-501	Introduction to the Old Testament	3
BBL-502	Introduction to the New Testament	3
RES-501	Research and Writing for Theological Education	3
SFM-501	Spiritual Life Practices: Developing A Life of Devotion	3

YEAR II		
Code #	Course Name	Credits
BBL-503	Biblical Hermeneutics**	3
THL-501	Systematic Theology I	3
	Elective 1	3
	Elective 2	3

YEAR III		
Code #	Course Name	Credits
THL-502	Systematic Theology II**	3
ETH-501	Ministerial Ethics	3
	Elective 3	3
	Elective 4	3
	Thesis or Two more elective courses	

****Course has prerequisite requirement**

Total credits 42

MASTER OF DIVINITY PROGRAM

Languages offered: English, Vietnamese

DESCRIPTION

The Master of Divinity (MDiv) program is designed to empower and equip students to serve as transformational Christian leaders within today's multicultural contexts. UUC offers the traditional ministerial skills of biblical and theological competence, effective communication, spiritual sensitivity and maturity, passion for evangelism and pastoral care. In addition, our program offers courses in global interconnection of the contemporary world, the importance of understanding urbanization, principles of effective leadership, organizational development skills, and social transformation. Graduates of the program will be competently equipped to serve effectively and at a professional level as ordained pastors and leaders within the contexts of churches or other Christian organizations and/or ministries.

LEARNING OUTCOMES

After successfully completing the Master of Divinity program, graduates will be able to:

1. Articulate effectively a sound biblical and historical theology
2. Develop practices of personal and spiritual maturity
3. Have capacity to do church planting and church renewal
4. Mobilize the church for social transformation, conflict, reconciliation, and global mission
5. Lead competently and organize and manage skillfully and to mentor laity for their ministries in families, churches, and the public sector

ADMISSIONS REQUIREMENTS

An applicant must complete an online admission application and submit the following materials to the Director of Admissions to be considered for admission:

1. Two passport-sized photos
2. Copy of government-issued photo identification
3. Bachelor of Arts or Sciences Degree or international equivalent from an accredited/ recognized college or university
4. Official transcripts from all previous colleges or universities attended
5. Two reference letters; one of which must be from a pastor or known religious leader; the second from an academic supervisor, if possible
6. A personal statement of at least 500 words describing the student's motivations for study at UUC
7. Language requirement:

Students who apply for English program must provide evidence of English language proficiency. Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principle language of instruction, must

demonstrate college-level proficiency in English through one of the following:

- A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 71 on internet-based Test (iBT), 6.5 on the International English Language Testing System (IELTS) or 50 on the PTE Academic Score Reports
- A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam
- A transcript indicating completion of at least 30 semester credit hours with an average grade of "B" or higher at an appropriately accredited college or university where the language of instruction was English.

Students who enroll in Vietnamese programs must be fluent in the language that is used to convey the course content. Applicants must demonstrate college-level proficiency in Vietnamese through one of the following:

- Providing a college degree from an appropriately accredited/recognized college (where the language of instruction is Vietnamese)
- Interviewing with a UUC official AND submitting a written personal statement in the Vietnamese language

COMPLETION TIME

At UUC, the Master of Divinity program has been specifically designed for persons in engaging in ministries. Average completion time of the program is 6 years. Students can finish in a shorter time. Courses are offered in four terms a year. Each term lasts for 10 weeks with a two week break between terms.

LEVEL AND TYPE OF RESEARCH REQUIRED: MASTER LEVEL

Mastery and application of literature review and qualitative research methodologies involving case studies and research assignments throughout the completion of the curriculum of the Master of Divinity program. Students in the MDiv program must register for the RES-501 Research and Writing for Theological Education course in their first year. This course is a prerequisite for all research-intensive courses.

GRADUATION REQUIREMENTS

To qualify for graduation with the Master of Divinity degree the student must successfully fulfill the following requirements:

1. Complete all the Master of Divinity course requirements (84 credits)
2. Maintain a cumulative grade point average of 3.0 or higher on a 4.0 scale
3. Pay all tuition and fees

COURSE REQUIREMENTS

Required Courses: 54 Credits

BBL-501	Introduction to the Old Testament
BBL-502	Introduction to the New Testament
BBL-503	Biblical Hermeneutics
CED-501	Christian Education
CHH-501	History of Christianity I
CHH-502	History of Christianity II
ETH-501	Ministerial Ethics
EVG-501	Evangelism in Context
LDR-501	Organizational Leadership
MIN-503	Pastoral Ministry
MIN-505	Building Healthy Churches
MIN-511	Church Planting
PRC-501	Homiletics
RES-501	Research and Writing for Theological Education
SFM-501	Spiritual Life Practices: Developing A Life of Devotion
THL-501	Systematic Theology I
THL-502	Systematic Theology II

Elective Courses: 30 Credits (10 courses)

Choose any nine of the following courses:

EDU-502	Philosophy of Education
EDU-503	Teaching and Learning: Foundational Issues in Education
LDR-502	Servant Leadership
LDR-503	Foundations of Personal Leadership
LDR-505	Servant Leader as a Transformational Agent
LDR-506	Emotional Intelligence in Leadership
LDR-507	Christian Character in Leadership
MIN-501	Doing Ministry in Context
MIN-504	Church Renewal
MIN-506	Cause Collaboration
MIN-507	Vocation in a Changing World
MIN-512	The Arts and Science of Mentoring
THL-513	Perspectives on World Christian Mission

- THL-514 Theology of Work
 THL-515 Fundamentals for Doing Theology
 INT-599 Internship

DEGREE MAP

YEAR I		
Code #	Course Name	Credits
BBL-501	Introduction to the Old Testament	3
BBL-502	Introduction to the New Testament	3
RES-501	Research and Writing for Theological Education	3
SFM-501	Spiritual Life Practices: Developing A Life of Devotion	3
THL-501	Systematic Theology I	3

YEAR II		
Code #	Course Name	Credits
BBL-503	Biblical Hermeneutics**	3
CHH-501	History of Christianity I	3
ETH-510	Ministerial Ethics**	3
THL-502	Systematic Theology II**	3
	Elective 1	3

YEAR III		
Code #	Course Name	Credits
CHH-502	History of Christianity II**	3
CED-501	Christian Education	3
LDR-501	Organizational Leadership	3
	Elective 2	3
	Elective 3	3

YEAR IV		
Code #	Course Name	Credits
MIN-503	Pastoral Ministry**	3
PRC-501	Homiletics**	3
	Elective 4	3
	Elective 5	3
	Elective 6	3

YEAR V		
Code #	Course Name	Credits
EVG-501	Evangelism in Context	3
	Elective 7	3
	Elective 8	3

YEAR VI		
Code #	Course Name	Credits
MIN-505	Building Healthy Churches	
MIN-511	Church Planting	3
	Elective 9	3
	Elective 10	3

****Course has prerequisite requirement**

Total credits 84

GRADUATE CERTIFICATES

UUC offers six Graduate Certificates: 1) Biblical and Theological Studies, 2) Leadership, 3) Christian Education, 4) Mission, 5) Ministry, and 6) Spirituality. Each of the programs that lead requires students to complete 18 masters' level credits of 3-credit courses, i.e. 4 prescribed courses and 2 electives. A student may complete multiple certificate programs.

Graduate credits completed with UUC for a Graduate Certificate program may be applied to other graduate degree programs with UUC (subject to compatibility with the requirements for the specific degree program).

1. Certificate in Biblical and Theological Studies

BBL-501 Introduction to the Old Testament

BBL-502 Introduction to the New Testament

THL-501 Systematic Theology 1

THL-502 Systematic Theology 2

Elective: Choose any two (2) courses in 500 level courses

2. Certificate in Leadership

ETH-501 Ministerial Ethics

LDR-501 Organizational Leadership

LDR-502 Servant Leadership

LDR-503 Foundations of Personal Leadership Development

Elective: Choose any two (2) courses in 500 level courses

3. Certificate in Christian Education

CED-501 Christian Education

EDU-501 Philosophy of Education

EDU-503 Teaching & Learning: Foundational Issues in Adult Education

SFM-501 Spiritual Life Practices: Developing A Life of Devotion

Elective: Choose any two (2) courses in 500 level courses

4. Certificate in Mission

EVG-501 Evangelism in Context

LDR-505 Servant Leader as a Transformational Agent

MIN-511 Church Planting

THL-513 Perspectives on World Christian Mission

Elective: Choose any two (2) courses in 500 level courses

5. Certificate in Ministry

CED-501 Christian Education

MIN-501 Doing Ministry in Context

MIN-503 Pastoral Ministry

MIN-511 Church Planting

Elective: Choose any two (2) courses in 500 level courses

6. Certificate in Spirituality

ETH-501 Ministerial Ethics

LDR-503 Foundations of Personal Leadership

MIN-507 Understanding Vocation in a Changing World

SFM-501 Spiritual Life Practices: Developing A Life of Devotion

Elective: Choose any two (2) courses in 500 level courses

MASTER LEVEL COURSE DESCRIPTIONS

The following is a listing of courses and abridged descriptions of all Union University of California master level courses available at the time of publication. Please note that the academic programs are under continuous review and evaluation. To ensure students a progressive and challenging curriculum, Union University of California reserves the right to make changes at any time, with or without notice and in its sole and absolute discretion, to course structure and lecture delivery format, and to revise or delete courses as deemed necessary.

BBL-501 Introduction to the Old Testament (3 credits)

The purpose for this course is to help students to be aware of the major issues raised in the careful study of the Old Testament in the modern world. In order to better understand the material in the Old Testament, it is important to know the historical background, context, time period being addressed, authorship, and issues that are considered. For many of these questions, there are different points of view suggested by different scholars. It is important to know why scholars differ and to be able to explain this for our lessons or Bible studies

BBL-502 Introduction to the New Testament (3 credits)

In this course students examine the texts of the New Testament Bible in their final canonical forms with particular attention to the literary structure, theological message, and historical contribution of each individual book. The students learn to investigate the literary contents and theological messages of individual books of the New Testament against the backdrop of the historical, social, and cultural setting of the first centuries of the Christian communities. This course guides students to articulate Christological and ecclesial theologies found in the New Testament in dialogue with their cultural and ministry context(s).

BBL-503 Biblical Hermeneutics (3 credits)

Through a survey of the history of biblical interpretation, the principles of biblical hermeneutics will be defined and illustrated. The aim is to assist the student in gaining an appreciation for exegetical method, to develop an awareness of interpretive principles, and to see how these principles and skills may be used in teaching and preaching.

CED-501 Christian Education (3 credits)

This course is designed to help students (1) identify the needs and challenges of education in the Church, (2) understand the importance of theological and biblical foundation of Christian education, (3) survey main topics of Christian Education as: definition, goals, materials, human resource, place, time, and methods,...(4) discuss theories, methodologies, and new approaches in Christian Education.

CHH-501 History of Christianity I (3 credits)

An introduction to the development of Christianity from the Apostolic period to the Reformation. Emphasis is placed on central figures, movements and theological issues with special attention given to their importance for Christianity today. The students will gain insight from the lives of Christian leaders throughout history, who have been instrumental in transformative change.

CHH-502 History of Christianity II (3 credits)

This course is a continuation of CHH501, from the Reformation to present time.

Prerequisites: CHH 501

EDU-502 Philosophy of Education (3 credits)

This course introduces major philosophical thoughts in human history and its implications in education. Both traditional and contemporary philosophies will be presented to show how current educational theory and practice have been shaped throughout history. Its emphasis on a Christian point of view will help Christian educators to think more deeply, systematically and Christianly in their teaching ministry of congregations.

EDU-503 Teaching and Learning: Foundational Issues in Education (3 credits)

This course is designed to provide students with foundational knowledge and skills in the subject of teaching and learning, especially focusing on helping them identify and develop their own learning and teaching styles.

ETH-501 Ministerial Ethics (3 credits)

This course provides opportunities for students to look at their calling, personality, character, and their relations to the church, other believers, other ministers, and believers of other denominations. The course will help students to have a clear understanding of ministry and its responsibilities. It will also help students cope with contemporary ethical issues on biblical and theological foundations.

Prerequisites: BBL 501; BBL 502

EVG-501 Evangelism in Context (3 credits)

This course is designed to help students develop a special sensitivity to the religious/spiritual background and cultural context of the people being evangelized. The course also aims to develop students for effective leadership in evangelism that is informed by critical engagement with the nature of the gospel, Christian life and thought, and the cultures of the contemporary world.

IND-501 Independent Study (3 credits)

A course in which the student designs a learning project which is approved and supervised by a professor. The study in an approved topic in Biblical studies, theology, or practical ministry consists of large assignments of supervised reading, regular consultation with the supervisory professor, and written analysis of reading, as assigned by the professor. Offered upon request.

Prerequisites: Dependent upon the nature of the independent study approved.

INT-599 Internship

Internship is based on the action/reflection model of education. Under the guidance of a skilled supervisor, the student proposes to grow in self-understanding while acquiring professional skills in a practical setting. The student should be involved in a variety of experiences that enable him or her to be directly active in ministry. In tandem with a certified supervisor, the student will learn to reflect theologically on the meaning of those experiences within the context of a Christian community. Through the internship experience, the student should improve relational skills, gain awareness of the nature of the role of supervision in any form of ministry, and learn to integrate education and experiential events into a holistic and comprehensive understanding of Christian faith. Internship will be divided into three parts. Students will complete each part in one term.

LDR-501 Organizational Leadership (3 credits)

This course is about being a leader. The course is designed to focus on learning about personal leadership skills within the context of an organization. It assumes a personal interest in the subject. The purpose in learning about leaders and leadership is to enable each student to become a better leader. The objective of Organizational Leadership is to provide a forum for the development of strategies, skills,

and techniques that promote successful leadership within organizations.

LDR-502 Servant Leadership (3 credits)

This Servant Leadership course will focus on the acquisition and execution of the most critical competencies of leading by serving first, advanced empathy, persuasion, foresight, humility, collaboration, and the ethical use of power, among other skills.

LDR-503 Foundations of Personal Leadership (3 credits)

This course explores intellectual, spiritual, emotional, social, physical and professional elements necessary to develop into a Christian leader of transformational influence. Learners in this course will examine their well-being practices in this holistic model. They will be introduced to essential leadership practices. They will learn to self-correct discovered areas of needed personal and leadership development. They will develop a personal leadership development plan based on the mission statement they create for their lives.

LDR-505 Servant Leader as a Transformational Agent (3 credits)

This course focuses on the person of the leader and explores the paradoxical concept of servant-leadership, modeled by Jesus, within the broader context of the abundance of leadership theories. It is based on the practices of servant-leadership from a transformational perspective. Servant-Leadership does not mean working harder; rather it means the empowerment of others, especially in the area of personal and organizational transformational change. This is an intensely practical leadership course, and the skills taught are trans-cultural, appropriate for any generation, culture or useful project that empowers people to serve in an area of genuine need, especially to the least privileged in society.

LDR-506 Emotional Intelligence in Leadership (3 credits)

In this course you will learn how to become more self-aware. In doing so, you will become more aware of the people you lead and how to motivate them for a stronger commitment to service. You will learn how to identify your emotions, manage them so that you will have a positive impact on those you lead. You will discover how to achieve balance amid the sacrifices of ministry. Finally, you will learn how to face and deal with conflict effectively.

LDR-507 Christian Character in Leadership (3 credits)

In this course the student will learn basic character qualities to develop in order to be a Christian leader who can bring the healing, compassion, justice and hope of Jesus Christ into the ministries in which they serve Him. A simple definition of character is the identifying marks of a person's life. Developing noble character is an inside job, the result of what we have become in the depths of our being. This course will empower students to shape the choices and behaviors required to put on the character of Christ in the realms of values, ethics, humanity, courage, and transcendence.

MIN-501 Doing Ministry in Context (3 credits)

The course is to help students do ministry effectively in their contexts. Psychological, social, cultural, political, historical aspects that affect the ministry to the people will be considered.

MIN-503 Pastoral Ministry (3 credits)

The course is to help students understanding the essentials of what a pastor is to be and to do. God's calling, prayer, worship, preaching, outreach, discipleship, and other aspects of shepherding God's flock are examined.

Prerequisites: BBL 501; BBL 502

MIN-504 Church Renewal (3 credits)

In this course the student will learn how to identify the signs of a dying church. Students will explore the theory behind the church renewal. The student will create an incarnational project that involves either building an online presence or a small group and managing its progress into spiritual vitality. The student will lead the small group through the assigned projects. The class outline covers The Five Pillars of Renewal. Many of the issues that will be studied will be applicable to the small group. The student will discover what works and what does not work. The student will then assess their experience in the small group and report them to the entire class.

MIN-505 Building Healthy Churches (3 credits)

In this course the student will learn what constitutes a healthy church and discover how to build personal skills and a community ethos that will support a healthy community of faith. Students will study devotion, hospitality, discipleship, productive conflict, ethics and leadership. Based on these subjects they will develop their own personal ethical statement in regards to community life and their own best practices for leadership in church life.

MIN-506 Cause Collaboration (3 credits)

This is an innovative and inter-disciplinary course designed in cooperation with leading experts in collaborative partnerships for Christian mission. Students will discover the theological basis and necessity of collaborating with other Christians to fulfill God's mission on earth. Students will learn how to apply the principles and processes of collaborative partnerships to address complex community, organizational, and social issues, accomplish challenging goals, and bring big missional dreams to reality. By the end of this course students will have created a plan to collaborate in an area of need within their community or ministry.

MIN-507 Understanding Vocation in A Changing World (3 credits)

This course will focus on understanding one's true overarching primary vocation in life, as it connects to the purposes of God in this world, in order to steward God's earth and His peoples. One's vocation influences what one does with one's life. The concepts of career are continually changing, but work/life planning continues to be important personally and professionally. Students will have the opportunity to use various self-assessment tools to evaluate their own working history, strengths, preferences, interests, skills, values and career anchors. Students will also apply this work by designing a career-related program for an organizational setting.

MIN-511 Church Planting (3 credits)

This course provides an introduction and systematic overview of the process of church planting and consequent congregational development and nurture. Included are biblical and theological rationales for church planting as an evangelistic strategy from a missiological and contextually sensitive perspective, as well as an introduction to specific tools, methods, and resources needed for the effective development of new congregations.

MIN-512 The Arts and Science of Mentoring (3 credits)

This course assists students in developing a biblical and theological framework for personal development in a mentored relationship. The student learns how to grow in the context of community as well as develop a strategy for mentoring others. The focus will be on the process and practice of leadership development both for individuals and groups of people within organizations and communities for future sustainability. Models, systems, and programs will be created. Mentoring and empowerment concepts will lead to real life applications of these skills.

PRC-501 Homiletics (3 credits)

This course examines the application of the principles of Rhetoric to the practice of public preaching. Students will learn to analyze, classify, prepare, compose, and deliver sermons and other religious messages. Topics include the historical development of preaching, various theories regarding preaching, and well known or respected preachers in Christianity throughout history.

Prerequisites: BBL 501; BBL 502

RES-501 Research and Writing for Theological Education (3 credits)

The course presents the student with an overview of the general approaches to research methodology. The student learns to investigate the quantitative, qualitative, and mixed methodology approaches to rigorous scholarly inquiry in their field. Emphasis is placed on reliability, validity, dependability and ethical considerations for developing relevant, appropriate, and professional research methodologies.

SFM-501 Spiritual Life Practices (3 credits)

This course is designed to introduce students to spiritual growth resources and spiritually reflective processes. The emphasis will be on developing a deeper inner life through increased understanding of the theological, biblical, and historical basis of spiritual formation practices. This class will major on the avenues of study, small group discussions, field trips, art projects, and hands on exercises.

THL-501 Systematic Theology I (3 credits)

In this course students will be introduced to theology from a Biblical perspective while attending to the manner in which historical events and culture shape theological understandings over time and distance. Students will review the doctrines of God, humanity, and sin within the contexts of their historical development with attention to current global understandings. The aim of this course will be to help students articulate their own theology of ministry understanding how it is formed and growing within their own particular faith background, cultural ministry context, and current practices. It will also enable students to speak clearly to the definitive Christian doctrines of God, humanity, and sin while engaging in constructive inter-faith dialogue within their particular ministry context.

THL-502 Systematic Theology II (3 credits)

This is the second part of two sequence courses. In this course, attention is given to the doctrines of salvation in Christ, the Holy Spirit, the church, sacraments and eschatology. The purpose of the course is to explore the biblical foundations of these doctrines, to understand them in the context of their historical development, and to understand their implications for the life of the Christian believer as well as for the contemporary problems of church and society.

Prerequisites: THL 501

THL-513 Perspectives on World Christian Mission (3 credits)

This course provides an integrated survey of the crucial issues involved in the world Christian mission from the perspectives of biblical foundation, historical development, cultural anthropology, strategic approach, and current idea and practice of mission. Emphasis will be placed on the biblical foundation and nature of mission of the church with particular reference to the Kingdom of God and culture.

THL-514 Theology of Work (3 credits)

A study of the role of “work” as seen from Biblical perspectives, as God-given form of worship in creating, redeeming and sustaining all things under the “Creation Mandate” and in partnership with God himself..

THL-515 Fundamentals for Doing Theology (3 credits)

This course re-examines foundations and methods of doing Christian theology. It will also provide the

student with opportunities to learn how to build or re-build a Christian perspective that is relevant for his/her contexts.

Prerequisites: THL 501; THL 502

DOCTOR OF MINISTRY PROGRAM

1.0 UUC MISSION STATEMENT

Union University of California is an online Christian educational institution committed to overcoming language, immobility and financial barriers and to effectively prepare students who serve God in their locations and vocations.

2.0 PURPOSE AND OUTCOMES OF THE DOCTOR OF MINISTRY PROGRAM

The purpose of the UUC's DMin Program is to improve the leaders' ability and skills in their ministries. The program is constructed to help graduates develop their professional competencies, including critical reflection on ministry, interpersonal skills, the capacity for theological interpretation, and special skills for service in particular contexts.

The Program Outcomes of the DMin program aim at developing leaders who are able to:

- Demonstrate a fluency in critical thinking, as observed by independent thinking and the ability to be flexible with diverse populations.
- Apply the biblical guiding principles that form the values and outcomes of any ministry.
- Diagnose the needs of a community and implement a biblically based response to meet those needs.
- Integrate research, verbal and written communication, and leadership skills to provide a solution to a pressing missional opportunity.

3.0 THE ORGANIZATIONAL STRUCTURE

The DMin program provides for varied kinds of learning, including

- peer learning and evaluation as well as self-directed learning experiences;
- significant integrative and interdisciplinary activities involving the various theological disciplines and careful use of the student's experience and ministerial context as a learning environment;
- various opportunities for learning and using the disciplines and skills necessary for the DMin project, including sustained opportunities for study and research; and
- opportunities for personal and spiritual growth.

3.1 GLOBAL CONTEXT

The DMin Program at UUC is rigorously attentive and responsive to global awareness, engagement and application in local settings around the world. The educational design and delivery system include intentional strategies to form an on-line community of learners that represent varying world contexts.

3.2 POLICIES OF STUDENT ADMISSION AND ASSESSMENT

The purpose of student assessment is threefold:

1. to identify the levels of competency, in terms of knowledge, skills, and abilities, at given points of the student's learning in the DMin program;
2. to provide formative self-feedback and third-person feedback aiming at the self/professional development of the student; and
3. to quantify the student's learning outcomes achievement vis-à-vis the program's intended learning outcomes.

The DMin program student assessment is implemented during the four basic phases of the program: 1) upon matriculating to the program, 2) coursework, 3) qualifying exams, and 4) final project.

I. Matriculation Phase

D Min Initial Self-Assessment.

Upon matriculating into the DMin program, students will score themselves using the Self-Scoring Development Chart, a chart that details skills, knowledge, and abilities that are viewed as desirable and intended outcomes of the program. Self-scoring helps students become more aware of their own progress in learning (metacognition) and identifies areas that invite attention and effort as students move through the program. Students will score themselves again at the end of their first year in the program, as part of their first-year evaluation, and at the end of their coursework phase before they will proceed to the Final Project phase as a second and third reflection on their journey through the coursework phase of the program.

The DMin Application Essay

The DMin Application Essay is designed to be a baseline or starting point toward the goal of truly profession level thinking and writing as projected in the four program outcomes. The instructions for this composition are the following:

- a. Be organized in four sections, each one relating to one of the program outcomes, describing what you know how and why want to learn more.
- b. Have a total word count of 3,000-5,000 words.
- c. Cite in each part, two books or articles or two authors or Christian ministers who have helped increase your knowledge to date in this section.
- d. Be original to you – in wording (except for citations), in thought progression.
- e. Be evaluated by the rubric below the sections.

II. Coursework Phase

Individual Course Assessment

Assessment includes course grade and written feedback a student may receive from a course instructor, regarding the various assignments the student is asked to complete the course. Individual course assessment is confidential, but course instructors of the student's first year in the program will provide inputs to the student's first-year evaluation.

First-year evaluation

Each student will be carefully evaluated during and at the end of this qualifying period (usually the first year of the program), although this may be extended to when three courses have been completed if necessary, to determine if continuation in the program is recommended. A student must maintain a GPA of at least 3.00 through the end of the qualifying period to remain in good

standing. The DMin program manager will coordinate the evaluation, which involves the student's faculty advisor and the course instructors of the student's first year.

III. Qualifying Exam Phase

Qualifying Exams

Upon completion of all coursework, students who achieve at least a 3.00 GPA will be allowed to apply to take their qualifying examination preparation by writing to the DMin program manager one month in advance. After a thorough review of their academic performance, students who are approved will be permitted to take the examinations before engaging in formal work on the Final Project. The qualifying examinations are designed to evaluate the student's attainment of program learning outcomes.

The examinations include both written and oral components. Exams can also be taken off campus by a satisfactory proctor. Examination protocol and grading rubric will be provided to the student and all involved faculty members shortly after the student is approved to take the exams. Students who do not pass one of their written qualifying examinations may be given an opportunity to retake that exam. Students who do not pass their written or oral qualifying examinations will not be permitted to advance to the Final Project phase.

Theology of Ministry Paper

The Theology of Ministry Paper provides an opportunity for students to reflect on their ministry vocation, practices, and development intellectually and theologically. The Theology of Ministry paper should demonstrate a satisfactory level of critical thinking, biblical/theological fluency, and ministerial leadership expressed in a competency in community need analysis and effective communication. A rubric will be given on how the student's faculty advisor will evaluate the Theology of Ministry paper. The paper will be graded as Satisfactory/Unsatisfactory.

IV. Final Project phase

Final Project Proposal

Upon admission to the Final Project phase, the student will work with his or her advisor to prepare the Final Project proposal using the DMin Project Proposal and Final Project Guidelines. A DMin Examining Committee of at least three members will review the Final Project proposal using the Project Proposal Evaluation Rubric. A project proposal can be approved, approved with revisions, or disapproved.

Final Project

The final project is a self-directed research, under the direction of a faculty advisor. Faculty advisor is usually the same individual who advises the student during the coursework and/or qualifying examination phases of the program, although students should not assume that to be the case and it is always appropriate for students to formally confirm with the faculty member at some point before the dissertation phase that he or she is agreeable about the students' topic and will advise their final project work. The Final Project is a professional project aiming at the strengthening and deepening of selected ministry practices, and will be evaluated using the Final Project Evaluation Rubric. The Final Project shall be defended, in the presence of the DMin Examining Committee. (The means of this defense may be a multi-point meeting arranged through video conferencing.)

3.3 ADVISING

When a student accepts admission to the UUC's Doctor of Ministry Program, he/she is assigned an advisor. This faculty person is responsible for acquainting the student with the program and for advising him/her on policies and procedures related to the DMin program. Students are required to have regular contact with their advisor at least once during each term.

3.4 CHANGING ADVISORS

If a student finds that the appointed faculty person, for one reason or another does not provide the help needed, he/she may request a change of advisor. To request a change of advisor, the student should first speak with the faculty member with whom he/she would like to serve as the new advisor and obtain his/ her agreement. The student should also inform the former advisor of the intended change. If the proposed advisor is not a member of the faculty of UUC, the student must provide the proposed advisor's Curriculum Vita, including a statement verifying the new advisor's willingness to serve, and send them to the Doctor of Ministry Committee for approval. Students will receive written confirmation of the change from the Academic Assistant with copies sent to the DMin Director, former advisor, and new advisor.

3.5 THE DMIN EXAMINING COMMITTEE

The DMin Examining Committee must include at least three members and two of whom earned their doctoral degrees from approved accredited institutions other than UUC. All committee members must be qualified in the subject area of the student's dissertation or project. At least one member of the DMin Examining Committee must be a member of UUC's faculty. All members of the DMin Examining Committee must be approved by the DMin Director before the research may be approved.

3.6 ASSESSMENTS

The design of the DMin program incorporates frequent points of assessment with the purpose of monitoring and assuring the progress of each student toward the program outcomes. The student assessments include admission requirements as a baseline, grading rubrics for each class, end-of-course evaluations, the Qualifying Examination, the Theology of Ministry Paper and the Dissertation.

Integration of Student Assessment and Program Assessment

The participation of DMin as students and as alumni in the End-of-course Surveys, the Graduate Survey, and the Alumni Survey, in addition to their employers' participation in the Employer Survey and the faculty's work on the UUC Scales Survey and End-of-course Faculty Report will provide multiple sources of quantifiable data to measure the institution's achievement in fulfilling the core learning objectives of the program. These instruments will also provide continual assessment of student satisfaction and inform administrators about institutional and curricular improvement.

4.0 ADMISSION, REGISTRATION AND ENROLLMENT STATUS

4.1 ADMISSION

Applicants must meet the following minimum requirements to be considered for admission to the

Doctor of Ministry degree program:

1. A Master of Divinity degree or its equivalent (MDiv-based), or a Master of a theological and/or ministry nature (MT-based) from an approved institution.
 - a. More coursework will be required for completion of the DMin for those who do not enter with an MDiv.
 - b. An “approved institution” is one recognized by official accrediting bodies such as the Council for Higher Education Accreditation, Distance Education Accrediting Council, the US Department of Education, the ACBHE (Accrediting Commission for Biblical Higher Education), ATS (American Association of Theological Schools), ICETE (International Council for Evangelical Theological Education).
2. A cumulative grade point average on the degree above of 3.0 on a 4.0 scale.
3. A ministerial leadership position. Applicants must have at least three years of service in parishes or other forms of ministry. All applicants must be actively serving parishes or engaging in other forms of ministry at the time of admission to the degree program.
4. The ability to write effectively and to produce a written doctoral project. Applicants must submit an original, academic essay of about 2000 words, reflecting on the outcomes of the DMin program.
5. A college-level proficiency in English: Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principle language of instruction must demonstrate English proficiency through one of the following:
 - A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 80 on internet-based Test (iBT), or
 - A minimum score of 6.5 on the International English Language Testing System (IELTS), or
 - A minimum score of 58 on the PTE Academic Score Reports.

4.2 ORIENTATION

Applicants, in the process of admission at UUC, will be required to take ADM-500 Online Learning Orientation course. Applicants must successfully complete and pass this course before they will be considered for full acceptance into UUC. This course provides UUC with the ability to assess the capability of the applicant’s computer skills, along with one’s skills in time management, internet learning, research, reading, and especially writing abilities. This assessment helps ensure that the applicant is a good match with the UUC online learning methodology and possesses the skills necessary to be successful in the degree program.

The objectives of the ADM-500 are:

1. To familiarize students with online procedures of study, research and communications with UUC
2. To familiarize students with the degree requirements of their program
3. To familiarize students with methods of teaching used by instructors
4. To clarify course participation methods and requirements
5. To provide guidance on how to use advisors most effectively
6. To familiarize students with procedures for using online libraries

7. To assess the student's ability to succeed in UUC's online degree programs
8. To assess the student's need for individualized support or tutoring

An Admissions Representative will assist the applicant in making arrangements to take the Online Learning Orientation course. Applicants who have graduated from an online program at UUC are not required to take the ADM-500.

4.3 REGISTRATION

Upon the admission to the Doctor of Ministry Program, students will register for courses using the Student's Page on the school website. There will be step by step directions for course registration, including important information regarding deadlines and requirements for signatures. Students can also consult the Student's Page for information about their registration status. Students can make changes using the Add/Drop form on the Student's Page.

4.4 GRADUATION REQUIREMENTS

To qualify for graduation with the Doctor of Ministry degree the student must successfully fulfill all of the following requirements:

1. fulfill all DMin course requirements (36 units for MDiv-based track; 66 units for MT-based track);
2. maintain a cumulative grade point average of 3.0 or higher on a 4.0 scale;
3. successfully complete the DMin Ministry Thesis; and
4. pay all tuition and fees.

4.5 MAXIMUM TIME TO DEGREE COMPLETION

At UUC, the Doctor of Ministry program has been specifically designed for full-time ministers and leaders of Christian ministries. Average completion time of the program is four years for the MDiv-based track and six years for the MT-based track. Students can finish in a shorter time but not less than two years for the MDiv-based track and three years for the MT-based track. Courses are offered in four 10-week terms a year.

4.6 TUITION, CONTINUING FEES, AND OTHER PAYMENTS

Union University of California commits to provide quality education with affordable cost for leaders of the Church. Tuition for the DMin Program will be \$225 per unit. After completion of the coursework, students have one year to submit his/her Final Project. If a student needs more than one year, a \$500 continuation fee will be charged for the second year. All students must complete the Final Project within two years. A \$300 fee for diploma and graduation is due before graduation.

Payment responsibility. Students shall pay for the courses on registration for them. Registration for subsequent course is dependent on debt payment.

4.7 GRADES

The following table is UUC's grading scale:

Grade	Numerical	Competency-based criteria
A+	98-100	A = Superior knowledge regarding details, assumptions, implications, history; superior thinking with information relevant to application, critique, and relationship to other information.
A	94-97	
A-	90-93	
B+	87-89	B = More than adequate knowledge regarding technical terms, distinctions, and possesses an ability to use information.
B	84-86	
B-	80-83	
C+	77-79	C = Basic knowledge needed to function and carry on learning regarding major principles, central terms, major figures, also possesses an awareness of field or discipline.
C	74-76	
C-	70-73	
F	Below 70	

Note: The grade range is A+, A, A-, B+, B, B-, C+, C, C-. The lowest grade DMin students can receive to pass a course is a B-. Any grade below B- is failing. One grade of lower than a B- will result in academic probation. Two grades of lower than a B- will result in dismissal from the program.

4.8 DISCUSSION RUBRIC

Participation is measured by quantity and quality of posting in discussion forums. A minimum of three postings is required: one new thread and two reflective responses to other students' postings. Students will be graded on a 0 to 100 scale as follows:

A-level postings (90-100 points):
<ul style="list-style-type: none"> • Quantity criterion (3 postings) is met or exceeded • New thread has at least 200 words and sources are cited (may be Internet sources) • Answers are timely and within the specified duration of the term • Answers respond adequately to the content or question asked in the forum • Connections to the course content and/or other experiences are made • Posts are written correctly in English, observing paragraph construction and punctuation rules

B-level postings (80-89 points):

- Quantity criterion (3 postings) is met
- New thread has less than 200 words and sources are cited (may be Internet sources)
- Answers are timely and within the specified duration of the term
- Answers respond to the content or question asked in the forum but some detail is missing
- Connections to the course content and/or other experiences are not complete
- Answers are mostly in correct English, but there are some flaws in paragraph construction or punctuation

C-level postings (70-79 points):

- At least two postings are made
- New thread has less than 200 words and sources are not cited
- Answers are usually, but not always, given in a timely manner
- Answers are generally accurate, but the information delivered is limited
- Vague or incomplete connections between class content and postings by other students are made
- Answers are mostly in correct English, but there are some flaws in paragraph construction or punctuation

D-level postings (60-69):

- Only one posting is made.
- New thread is missing or has much less than 200 words and sources are not cited
- Response is not made in a timely manner
- Answer does not answer the question, repeats the question or repeats what others have already stated
- No effort is made to connect the answer with the course content
- Answer has more than two flaws concerning spelling, grammar, paragraph construction or punctuation

F-Discussion (0 points).

- No participation in discussion forum, or
- Participant was rude to other participants, or
- Response was copied from other participant or somewhere else, or
- Participant failed to meet the basic criteria for "D-level".

4.9 TRANSFER OF CREDIT

Transfer of credit may be awarded on the following basis.

1. A maximum of 4 semester units beyond the master's degree may be transferred for the MDiv-based track or 8 units for the MT-based track. All such coursework must have been earned in addition to the master's degree required coursework.
2. The request to accept credit to be transferred must be approved by the Chief Academic Officer.
3. Credit that has not been used to complete a second master's degree may be considered for transfer.
4. Credits must have been earned within seven years prior to the request for transfer. Waivers of this requirement may be considered by program faculty on a case by case basis. All waivers must be approved by the Chief Academic Officer.
5. Coursework being considered for transfer must be equivalent to UUC coursework for which it is being applied. Students are required to submit transcripts, Catalog course descriptions and other documentation.
6. All coursework must be completed successfully for credit at B levels or higher.
7. Transfer students must also complete the ADM-500 orientation course for on-line learning except for those who have previously completed an on-line degree.

4.10 LEAVE OF ABSENCE POLICY

Students unable to continue academic work for personal, medical, or financial reasons may take a temporary leave from the program by submitting in writing, including specific reasons for the leave, to the DMin Program Director using the Leave of Absence Request for Doctoral Student's Form. Students may send the request via email. They should consult the form to make sure to include all necessary information. The Academic Assistant will communicate the decision on approved or denied via email with copies sent to the student's advisor and UUC Business, Financial Aid, and Registrar's Offices.

Students will be granted no more than two terms of leave during the entire program. A leave request will not be approved if the student has outstanding debt with the UUC Business Office.

4.11 POLICY FOR WITHDRAWAL/TERMINATION FROM PROGRAM

There are two ways in which a student is withdrawn from the DMin program: (1) a student-initiated withdrawal and (2) an administrative withdrawal. Withdrawal severs the relationship between the student and the UUC. It is intended to be an irreversible decision.

If a student withdraws:

- the student loses the formal relationship with the faculty advisor;
- faculty committees are dissolved;
- the faculty advisor and committee members are notified;
- the student's files are kept for five (5) years, after which they are destroyed.

4.12 UUC SCHOLARSHIP: GENERAL POLICIES

UUC provides a number of tuition discounts, easy payment plans and scholarships for local church pastors, candidates for ministry, and students with special financial needs. Students are urged to

inquire about the availability of such aid with the Office of Financial Aid. Applications for scholarship assistance or for the renewal of aid should be submitted on the Student's Page.

5.0 DOCTOR OF MINISTRY PROGRAM REQUIREMENTS

5.1 LENGTH OF PROGRAM

The Doctor of Ministry Program offers two modalities of completion, depending on the previous study programs of the student as he/she enters.

- For students who enter with a MDiv or 66 credit masters-level hours, the DMin consists of 36 credit hours;
- Students who enter with the MT-based studies are required to take 30 credit hours (10 three-credit courses) in the MDiv program that are offered online by UUC. When the student successfully completes these 30 credit hours he or she may enroll in the following 36 credit hours of the DMin program.

Foundational Courses: 10 Credits

Required course (2 credits)

COL-701 Doctor of Ministry Colloquium

Track 1 (8 credits): students have to complete an academic research course in graduate level

RES-701 Qualitative Research Method

RES-702 Quantitative Research Method

Track 2 (8 credits): students have to complete an academic research course in graduate level

RES-703 Exploring Participatory Action Research

RES-704 Conducting Participatory Action Research

DMin Courses: 16 Credits

Required courses (8 credits)

LDR-701 Spiritual Leaders in A Secular World

THL-701 Revisiting Church, Mission and Ministries

Leadership and Management concentration (Choose any two of the following courses)

LDR-702 Leading and Managing Change

LDR-703 Christian Leadership and Church Administration

LDR-704 Leaders as Transformative Agents

Education concentration: (Choose any two of the following courses)

CED-701 Theological Education in the 21st Century

CED-702 Educational Ministries in Context

THL-702 Contextual Missional Ecclesiologies in the 21st Century

General: (Choose any two of the above courses in all concentrations)

Final Project: 10 Credits

THS-901 Developing the Doctor of Ministry Final Project Proposal (2 credits)

THS-941 Doctor of Ministry Final Project (8 credits)

5.2 CONTINUAL ASSESSMENT

5.2.1 Progress Toward the Program Outcomes

From Academic Reflection for Admission until completion of the Final Project, students and faculty are walking together toward equipping students to be able to:

1. Demonstrate a fluency in critical thinking, as observed by independent thinking and the ability to be flexible with diverse populations.
2. Apply the biblical guiding principles that form the values and outcomes of any ministry.
3. Diagnose the needs of a community and implement a biblically based response to meet those needs.
4. Integrate research, verbal and written communication, and leadership skills to provide a solution to a pressing missional opportunity.

Each course of the DMin program is designed to take students toward these outcomes, so successful completion of each course is incremental progress. There are two examinations that provide assessment of progress. These are the Qualifying Examination and the Theology of Ministry Paper.

5.2.2 Qualifying Examination

Near the end of the equivalent of one year of full-time enrollment in the program, students will take the qualifying examination. Students should apply in writing to the DMin Director at least one month before taking this exam.

One purpose of the exam is to assess the student's progress toward the program outcomes, therefore it consists of four sections of questions corresponding to the program outcomes. The exam also serves as a diagnostic tool to identify weaknesses in a student's preparation for successful completion of the DMin program.

Students must achieve a composite score (the sum of the four sections) of 80% to continue in the program. For students who do not achieve this score, the faculty will recommend a personal study plan for improvement in the weak area and determine strategies for overcoming the lower scores.

5.2.3 Theology of Ministry Paper

Upon completion of all coursework, the student must complete a comprehensive 30-page Theology of Ministry Paper. The student will collaborate with his/her advisor to determine the bibliography and direction of the paper.

The Theology of Ministry Paper is a major integrative research paper of up to 12,000 words in length. Theology of Ministry refers to the theological beliefs and practices that inform the student's ministerial vocation and practice. The purpose of the paper is to indicate the ability of the student to conduct substantive research and to integrate their research into the theory and practice of ministry at a doctoral level. It should demonstrate that students have a critical understanding of the theoretical base which informs their current practice of ministry, and which is foundational to their research interest.

When the student determines that the paper is ready for examination, s/he will contact the DMin Director who will convene a committee of academics for an Oral Review (examination) of the paper. The comprehensive paper will be examined via teleconferencing in situations where the student or committee members are unable to come to campus in person. Successful completion of

the comprehensive paper will determine the student's ability to go to the final stages of the program, which includes the Final Project Proposal and the Final Project.

UUC acknowledges the developmental and incremental nature of learning acquired in these requirements and expects connection, continuation and expansion of knowledge between the Theology of Ministry Paper and the Final Project.

The grading rubric for the Theology of Ministry Paper also reflects the outcomes of the DMin program.

5.3 THE FINAL PROJECT

Once the student has successfully completed the program's coursework requirements and Theology of Ministry Paper, he/she can precede to phase of the Final Project the Doctor of Ministry Program. The student may choose from two types of research: track one is Classical Research and track two is Participatory Action Research. Both tracks are developed for the same purposes:

- To develop skills necessary for identifying and expressing a problem and for taking the necessary steps to address it;
- To raise the student's level of motivation and initiative, thus enhancing the student's capacity to carry out significant inquiry;
- To cultivate clear, coherent, objective modes of thought and research which competent ministry demands;
- To cultivate a high level of mastery in one focused area of ministry;
- To provide the Church, it's ministers and the larger Community with important, relevant and useful information, reflection, and skills.

The student then works with his/her advisor for the Final Project Proposal, then submits it to the DMin Examining Committee for review and revision.

Once the proposal is approved by the DMin Examining Committee, the student is accepted for degree candidacy. The student has one year to complete the Final Project. By paying a continuation fee, students may be granted a second year to complete the project. A final third year may be petitioned for and will need to pay the continuation fee.

5.3.1 Steps on the Final Project Path

In keeping with standards of the Association of Theological Schools, the process of developing the Final Project includes duly-qualified PhDs and examiners external to UUC personnel. On successful completion of the review and examination process, the Final Project will be housed in Electronic Library of UUC.

The DMin Examining Committee shall include at least three members of whom two earned their doctoral degrees from approved accredited institutions other than UUC. All committee members must be qualified in the subject area of the student's project. At least one member of the DMin Examining Committee must be a member of UUC's faculty and will chair the committee. All members of the DMin Examining Committee must be approved by the CAO.

The DMin Examining Committee also serves as the Ethics Committee ensuring that any human subjects involved in the research have participated voluntarily, have received appropriate informed consent and are not placed at undue risk.

UUC highly recommends that students start planning their Final Project from the beginning of

their doctoral program throughout the coursework and after the completion of coursework arrives at The Final Project Path. With his/her advisor, the student shall follow these procedures.

The Proposal Draft

Students will need to follow the Proposal Guidelines provided in THS-901 Final Project Proposal.

Proposal Submission

After the Proposal Draft has been reviewed by the DMin Examining Committee and feedback has been given to the student, the student's advisor will submit the formal proposal to the DMin Office. If the proposal submission is considered complete and is formatted correctly, the student will receive a receipt confirmation email within 72 hours of the arrival of the proposal to the DMin Office.

The student will receive notification of the DMin Committee's decision regarding the formal proposal within 3-4 weeks after the receipt confirmation email. Notification will consist of one of three decisions by the DMin Examining Committee. Based on the decision received, the student will follow the specific course of action.

1. **Approved.** If approved, the student will incorporate any comments from the DMin Committee and submit the Proposal (Final Version) to the DMin Office.
2. **Resubmit the Proposal** to the Director of the DMin Program. Although a good proposal, some refinement needs to be made. The student will work with his/her advisor to revise the proposal according to the DMin Committee's comments. Once the changes have been made to a student's proposal that were requested by the DMin Committee, the student will resubmit a final version of the proposal to the DMin Office.
3. **Disapproved.** The student may submit a new formal proposal for consideration.

First Draft of the Final Project

When the DMin Examining Committee approves the student's research questions, s/he is ready to expand the project. During this period, it is the responsibility of the student to work closely with his/her advisor for frequent review and consultations.

When the student's advisor approves this draft, the student shall email it to the Director of the DMin Program. After the receipt of the First Draft submission, the Director gets forwards it to two content readers, external to the institution. These readers make editorial and substantive notes in the margins, to improve the document. At this stage the First Draft needs not be letter-perfect. However, the draft should be reasonably neat, with proper form, spelling, and punctuation following the Turabian Style format. Also the student must be sure that financial accounts are clear, or the manuscript will not be sent to the content readers.

The First Draft must include the following, in this order:

1. Title Page
2. Blank Page
3. Abstract
4. Table of Contents
5. List of Figures (if applicable)
6. List of Abbreviations (if applicable)

7. Methodology
8. Main Text
9. Appendices (if applicable)
10. Bibliography
11. Vita

The DMin Examining Committee will select the two content readers on the basis of their competence to judge each particular thesis. The content readers will prepare critiques of the student's manuscript. Their evaluation is made independently, i.e. without consulting with the student's advisor or with each other. The critiques of the content readers will be guided by the UUC rubric for the evaluation of the Final Project, and will include comments on the strengths and weaknesses of the document, its significance as a contribution to ministry, the adequacy of its logic, insight, scholarship, style and format, and its theological coherence. Each reader's evaluation will consist of a one-to-two-page written review of the student's work and may include specific recommendations for improvements. The student will then incorporate these comments into the project and produce a revised First Draft or a preliminary Final Draft.

Acting on the basis of the readers' and advisor's critiques, the DMin Examining Committee will determine the status of the research. The status codes are the following:

1. Approved with distinction, no revisions necessary
2. Approved with minor revisions necessary
3. Approved with major revisions necessary (the DMin Committee will check the revisions, but no second reading is required and no additional fee)
4. Not approved with major revisions necessary (second reading is required, additional fee is applied)
5. Not approved with terminal fail.

The decision of the Committee is made by the majority of the members. The DMin Program Director will communicate the Committee's decision and will send the three critiques to the student and his/her advisor. With status #3 or #4, the student will revise the draft under the continued supervision of the advisor. After revision, the draft will be sent back to the DMin Examining Committee by the Program Director.

Final Draft and Final Version

Once the readers' and advisor's critiques, along with the DMin Examining Committee's decision have been received, the student will make the any necessary revisions in preparation of the Final Draft. The student is advised to use Microsoft Word's Comment Function for any revisions. The student then sends the revised draft to the DMin Office.

The DMin Program Director will communicate the acceptance or need for improvements of the Final Draft to the student's advisor. The student will complete the revision process and submit the Final Version.

The Signature Page of the Final Version will be signed by the student's advisor and the members of the DMin Examining Committee. The Final Version must be letter-perfect, following the requirements of the latest Turabian Manual and UUC's requirements for publication.

Unless there are any outstanding assignments to be completed, the Final Version becomes the Final Project and represents the completion of the DMin program. The Final Project will be housed

in Electronic Library of UUC.

6.0 GRADUATION APPLICATION & COMMENCEMENT

All students must submit a graduation application to the DMin Office in order to graduate. Once the First Draft of a thesis is approved, students may apply for graduation. They should allow adequate time to meet the following deadlines. If a student wants to participate in any kind of Commencement events or graduation activities, they must submit a graduation application three months before graduation of the year in which they will graduate. Students are only allowed to go through Commencement once for a degree. If a student completes the program but does not attend graduation the year of completion, s/he may participate in a future Commencement, regardless of the number of years that elapse.

UUC's Commencement ceremony is held once a year, usually the second weekend in June. Any student who wishes to participate in Commencement must submit a graduation application three months prior and submit the Final Draft of their thesis two months prior. Students who qualify will receive information regarding Commencement from the Registrar's Office in late April. Students should direct any questions concerning the Commencement activities to the Registrar's Office.

7.0 DOCTOR OF MINISTRY COURSE DESCRIPTIONS

The following is a listing of courses and abridged descriptions of all Union University of California Doctor of Ministry courses available at the time of publication. Please note that the academic programs are under continuous review and evaluation. To ensure students a progressive and challenging curriculum, Union University of California reserves the right to make changes at any time, with or without notice and in its sole and absolute discretion, to course structure and lecture delivery format, and to revise or delete courses as deemed necessary.

CED-701 Theological Education in the Twenty First Century (4 credits)

This course introduces major models of theological education including Kelsey's "Athens" and "Berlin" approaches, Farley's *Theologia*, and Banks' missional model. Special emphasis is given to ministry formation, critical reflection, and other forms of ministry training around the world. Based on these foundational issues, lessons on theological training in the twenty-first century will be drawn for a non-Western context.

CED-702 Educational Ministries in Context (4 credits)

This course weaves together three strands of multi-faceted learning: 1) identity formation, 2) cultures as framed by worldviews and 3) the practice of cultural intelligence as a universally applicable tool for accurate exegesis of community contexts. Learning from this course equips students to interface with proficiency in multiple levels of society as church leaders with keen and useful understanding of diversity.

COL-701 Doctor of Ministry Colloquium (2 credits)

This is the introductory seminar to the Doctor of Ministry program. In this seminar students will be explained the components of the DMin program at UUC and will be assigned to support groups. Students will also be directed to begin to think about and do the first work for their final project. Students will be advised on research methods courses that they will take that are relevant to their final project research.

LDR-701 Spiritual Leader in A Secular World (4 credits)

This course will discuss about how Christian leaders can bring the healing, compassion, justice and hope of Jesus Christ into the ministries in which they serve Him. This course will empower students to shape the choices and behaviours required to put on the character of Christ in the realms of values, ethics, humanity, courage, and transcendence.

LDR-702 Christian Leadership and Church Administration (4 credits)

The purpose of this course is to introduce the doctoral students to the life and character of those called by God. The intended outcome of the course is a thoroughly biblical understanding of the concept of Christian Leadership as related to Church Administration.

LDR-703 Leading and Managing Change (4 credits)

In this course students will apply their leadership and management competencies to real-world situations. Students identify and demonstrate the inquiry, analysis, communication, decision-making, and leadership skills needed to address and solve problems; plan, implement, and evaluate change; improve processes; and demonstrate cultural competence.

LDR-704 Leader as Transformative Agent (4 credits)

This course focuses on the person of the leader and explores the paradoxical concept of servant-leadership, modelled by Jesus, within the broader context of the abundance of leadership theories. It is based on the practices of leadership from a transformational perspective. This is an intensely practical leadership course, and the skills taught empowers people to serve in an area of genuine need, especially to the least privileged in society.

RES-701 Qualitative Research Method (4 credits)

The purpose of this course is to introduce graduate students to the procedures for qualitative data collection and analysis. It is intended as a follow-up to research design, with additional specific emphasis on gathering, compiling and analyzing data in words (qualitative research) to address a business curiosity of focus.

RES-702 Quantitative Research Method (4 credits)

This course will introduce to students the procedures in quantitative research in preparation for conducting independent research. The course will enable students to critically understand quantitative research methodology and apply it appropriately to various issues.

RES-703 Exploring Participatory Action Research (4 credits)

This course introduces and explores applications, values and methodologies of Participatory Action Research as both a scholarly and emancipatory philosophy and practice. Participants will examine major stages of research design, data collection, analysis, and writing/presentation. Through reading, reflection, discussion and critique, participants will compare approaches to be able to critique a range of applied educational research. The course will emphasize participatory and action-oriented approaches in the context of Christian ministry.

RES-704 Conducting Participatory Action Research (4 credits)

This course is a continuation of the RES-703.

THL-701 Revisiting the Mission and Ministries of the Church (4 credits)

This course is designed to help students develop a global vision of the Church's mission and ministries, with special emphasis on shaping future leaders to meet this task. The course provides students an opportunity to assimilate and combine the knowledge to which they have been exposed in the

foundational disciplines of Christian thought into a coherent and harmonized body of belief and practice. Students are expected to discover and share personal ministry reflections from a context of a local community.

THL-702 Contextual Missional Ecclesiologies in the 21st Century (4 credits)

This course will reflect on the implications of the unique challenges the global Church is facing such as the serious diminishing of the Christian Faith in the West, the massive demographic shift of Christianity from the North to the South and the East, the rise of immigration of Southern Christians to the North, the apparent distinction between conservative, charismatic, and apocalyptic Southern Christianity and Northern liberal Christianity, etc., for local congregations and their leaders, and consider challenges of becoming missional churches which respond meaningfully to both their multi-cultural contexts and to the globalization of missions.

THS-901 Doctor of Ministry Final Project Proposal Development (2 credits)

This course is designed to prepare students for the creation of the DMin Final Project Proposal. It will establish criteria for identifying a suitable topic and examine the primary components of the final project, providing project examples and specific research tools for each of these major divisions. The course will also examine the required components of the proposal, from thesis statement to bibliography, identifying both the characteristics of a strong proposal and the common problems in developing a proposal.

THS-941 Doctor of Ministry Final Project (8 credits)

The Final Project is a professional project aiming at the strengthening and deepening of selected ministry practices, and will be evaluated using the Final Project Evaluation Rubric. The Final Project shall be defended, in the presence of the DMin Examining Committee. (The means of this defense may be a multi-point meeting arranged through video conferencing.)

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MLS in Library Science, Rutgers—the State University of NJ

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Doctor of Ministry (1995), Fuller Theological Seminary, CA
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Master of Divinity (1986), Biola University, CA
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Doctor of Ministry (1994), School of Theology at Claremont
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Completed course work for MA in Philosophy (1975), University of Saigon, Vietnam
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Doctor of Education (2010), Alliant International University, CA
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Master of Arts in Ministry (2000), Union University of California, CA
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Nguyen, Huu Cuong (Ethics, Practical Theology)

Doctor of Ministry (1995), San Francisco Theological Seminary, CA
Master of Theology with Ethics focus (1971), Princeton Theological Seminary, NJ
Master of Divinity (1970), Trinity Evangelical Divinity School, IL
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PhD in Intercultural Studies (2017), Fuller Theological Seminary
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MA in Intercultural Education (2004), Bethany School of Mission, Singapore

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Doctor of Business Administration (2012), Apollos University, Huntington Beach, CA
Doctor of Ministry (1985), School of Theology, Claremont, CA
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MS in Organizational Management (2006), Capella University, MN
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PhD in Systematic Theology (2004), Graduate Theological Union, CA
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Doctor of Philosophy in Religious and Theological Studies, The University of Denver and Iliff School of Theology, Denver, Colorado (2000)

Master of Divinity, *Cum Laude*, Nazarene Theological Seminary, Kansas City, Missouri (2000)

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