



CATALOG 2021–2022



Western Covenant University



CATALOG

2021 - 2022



Western Covenant University

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Message from the President

Dear students who want to pursue truth and excellence:

There are many universities and colleges around the globe. However, Western Covenant University (WCU) was established to be a beacon of truth for this dark world.

So many religions and their leaders have come and gone like flood. The extreme selfishness and lost morality overflow the empty bowl of reality. And yet, here is the educational goal for the Western Covenant.

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

You the beloved prospective Western Covenant student:

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

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

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



David Oh
President

GENERAL INFORMATION

Mission Statement

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

Institutional Objectives (Goals):

As a faith community, WCU has the following objectives:

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

Faith Statement

1. Bible to be the inspired and only infallible and authoritative Word of God
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, future return to his earth in power and glory to rule over nations.
4. The man was created in the image of God, good and upright, but fell from his state of

innocence by voluntary disobedience of God.

5. We believe that there is a personal devil that is a father of liars, seeks to tempt and separate people from God.
6. The only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus.
7. Regeneration by the Holy Spirit is essential for personal salvation.
8. The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
9. The Church is the body of Christ, of which He is the Head, and that it is composed of all true believers.
10. In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
11. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Philosophy of Education

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

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

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

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

History of the Institution

WCU received an approval to operate from BPPE (Bureau for Private Postsecondary Education, California) in 2004. Dr. Frank F. Turner became the first president of WCU and served until 2006. In early 2005, under the leadership of Dr. Turner, the institution established its branch campus in San Diego. Later, the main campus moved to Summit Valley. However, due to the upheaval of circumstances, the institution was inactive for almost 10 years.

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

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

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

Name of the Institution

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

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

Ethical Values and Standards

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

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

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

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

Non-Discrimination Policy

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

- Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq. (pertaining to handicap/disability);
- Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq. (pertaining to race, color

and national origin);

- Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq. (pertaining to discrimination in employment based on race, color, religion, sex, and national origin);
- Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (pertaining to sex);
- The Age Discrimination in Employment Act of 1975; and
- The Americans with Disabilities Act of 1990.

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

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

Approval/Accreditation

1. BUREAU OF PRIVATE POSTSECONDARY EDUCATION(BPPE)

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

For more information, please refer to the Bureau for Private Postsecondary Education (BPPE). More information about BPPE can be obtained at <http://www.bppe.ca.gov> or at:

Physical Address: 1747 N. Market Blvd. Ste 22 Sacramento, CA 95834	Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone Number: (916) 431-6959 Fax Number: (916) 263-1897
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2. **TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS**

Western Covenant University was awarded accredited status as a Category III institution by the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org], on May 21, 2020. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Transnational Association of Christian Colleges and Schools

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

About The Catalog and Disclosure

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

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.” When students are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

WCU does not offer distance education.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education;

Address:

1747 N. Market Blvd, Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818

Website: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

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

“Notice Concerning Transferability of Credits and Credentials Earned at Our Institution:

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

Location and Contact Information

Main Campus

Western Covenant University

680 Wilshire Place, # 310, Los Angeles, CA 90005

Website: www.wcuniversity.edu

Email: info@wcuniversity.edu

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

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

Branch Campus

The Silicon Valley Branch campus is located at 425 Tasman Drive, Sunnyvale CA 94089

Tel: 323-306-5445

E-mail: info@wcuniversity.edu or sv@wcuniversity.edu

Teaching Site

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

Tel. 82-07-7569-1392 / 82-064-772-1999

Email: info@wcuniversity.edu

Notice to Prospective Degree Program Students

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

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one-degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

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

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.”

Institutional Representative Initials: _____

Student Initials: _____

Date: _____

INSTITUTIONAL POLICY

ACADEMIC POLICIES

Admission Process

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

All applicants must submit official academic transcripts, or records of all previous education at higher educational institution(s) attended. Failure to comply may result in denial of admission, delay of enrollment, or the loss of academic credit.

WCU recruits and admits domestic and international students who have demonstrated the potential to complete its academic programs successfully. Motivation and interest to succeed are considered in addition to the applicant's academic qualifications.

Application Deadlines

WCU has the quarter system. An academic year on the quarter system normally runs from mid-October through early June. All applications are due two weeks prior to the start of each quarter. Any prospective students who failed to submit applications in time may be admitted with the approval from the Admissions Director as time and space permit.

Undergraduate Program

WCU offers the following undergraduate program:

- Bachelor of Arts in Business Administration (BABA)
- Bachelor of Science in Computer Science (BACS)

Undergraduate Admission Requirements

Admission requirements for prospective students applying for the undergraduate program are as the followings:

1. Completed and Signed Online Admission Application Form on the website (<https://wcuniversity.edu>)
2. \$200.00 of Application Fee (Non-refundable).
3. Two (2) Passport sized color photos
4. Original High School Diploma, or equivalent, or Self-Attestation.
5. Copy of Driver's license, Birth Certificate, Social Security Card (Optional), and Permanent Resident Card or Copy of U.S. Passport (For Resident only).

Additional Requirements for International Students

1. Copy of Passport
2. Original Bank Statement (Self and Sponsor, if applicable)
3. Affidavit of Support
4. I-94 form
5. I-20 Student Visa
6. I-20 Application Fee
7. English Language Proficiency Evidence, such as TOEFL, to enroll in English language courses

The documents may be submitted in person, or mailed to:

Western Covenant University

680 Wilshire Place, # 310, Los Angeles, CA 90005

Website: www.wcuniversity.edu

Email: info@wcuniversity.edu

Tel. 213-293-1771; Fax. 213-896-7265

After Admissions

- Admitted students will be required to sign or receive the following acceptance package after admissions:
 - Acceptance Letter
 - Enrollment Agreement
 - WCU Catalog
 - Student Handbook
 - Transfer Credit Form (if applicable)
 - Other admissions forms to be signed by Student, such as acknowledgement forms
- Registration for courses in the admitted quarter required.

Attend the New Student Orientation.

An applicant should show maturity and have an understanding of the roles and responsibilities. All applications and supporting documents submitted and received shall become the property of WCU.

English Language Requirements

Foreign applicants who are from non-English speaking countries, but willing to enroll in English language courses, are required to provide evidence of the Test of English as a Foreign Language

- A minimum score of 5.0-5.5 for IELTS Academic
- A minimum score of 65 for TOEFL iBT
- A minimum score of 45 for PTE

For applicants who successfully completed at least Two (2) Academic Years (60-semester/90-quarter credit units) at baccalaureate level education in an institution accredited by an agency recognized by the U.S. Department of Education or an equivalent educational institution in other countries that teaches in the English language, the English proficiency requirement may be waived.

Graduate Degree Programs

WCU offers the following Theological graduate degree programs:

- Master of Arts in Religion (M.A.R.)

Eligibility

For the admission to WCU' graduate degree programs, an applicant must meet the following eligibility:

1. An applicant must have completed an undergraduate degree from an institute of higher education accredited by an agency recognized by the U.S. Department of Education.
2. An applicant must have a minimum Cumulative GPA of 2.0 on a 4.0 scale.
3. Each prospective foreign applicant must demonstrate English language proficiency.
4. An applicant should show maturity and have an understanding of the roles and responsibilities.

Admissions Requirements

An applicant to the M.A.R. program must observe the following requirements:

1. Completed and Signed Online Admission Application Form on the website (wcuniversity.edu)
2. \$200.00 of Application Fee (Non-refundable).
3. Submit official transcripts from all colleges or universities attended to the Admissions Office at WCU
4. Two (2) Passport sized color photos.
5. Submit official transcripts from all colleges or universities attended to the Admissions Office at WCU
6. Submit proof of English language proficiency, if applicable
7. Copy of Driver's license, Birth Certificate, Social Security Card (Optional), and Permanent Resident Card or Copy of U.S. Passport (For Resident only).

Additional Requirements for International Students

1. Copy of Passport
2. Original Bank Statement (Self and Sponsor, if applicable)
3. Affidavit of Support

4. I-94 form
5. I-20 Student Visa
6. I-20 Application Fee
7. English Language Proficiency Evidence, such as TOEFL, to enroll in English language courses

The documents may be submitted in person, or mailed to:

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After Admissions

- Admitted students will be required to sign or receive the following acceptance package after admissions:
 - Acceptance Letter
 - Enrollment Agreement
 - WCU Catalog
 - Student Handbook
 - Transfer Credit Form (if applicable)
 - Other admissions forms to be signed by Student, such as acknowledgement forms
- Registration for courses in the admitted semester required.
- Attend the New Student Orientation.

All applications and supporting documents submitted and received shall become the property of WCU.

English Language Requirements

Foreign applicants who are from non-English speaking countries, but willing to enroll in English language courses, are required to provide evidence of the Test of English as a Foreign Language.

- A minimum score of 6.0-6.5 for IELTS Academic
- A minimum score of 70 for TOEFL iBT
- A minimum score of 50 for PTE

For applicants who successfully completed at least Two (2) Academic Years (60-semester/90-quarter credit units) at baccalaureate level education in an institution accredited by an agency recognized by the U.S. Department of Education or an equivalent educational institution in other countries that teaches in the English language, the English proficiency requirement may be waived.

Conditional Acceptance

At the discretion of WCU, a prospective applicant may be admitted with “Conditional Acceptance” status when the applicant has declared in writing and demonstrated that the applicant is admissible, even though all of the necessary documentation has not been provided. Applicants who fail to satisfy the requirements for full admissions are judged to have potential for success in a degree program or have potential for success to provide all requirements documents by the Admissions Department, may be granted conditional admissions. Determination will be made on a case-by-case basis. Students accepted on conditional status will remain on conditional status until successfully completing specified number of credit hours outlined in the Acceptance letter and the prospective applicant will have two (2) semesters to submit all requirement documents outlined on the Acceptance Letter.

Bachelor of Arts Program Graduation Requirements

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

1. Complete all required course units for the degree and course work with a minimum cumulative grade point average of 2.0.
2. Complete the required general education, Bible, theology, ministry, Christian service, and major requirements.
3. Demonstrate the development of Christian character as evidenced by the Christian Service and Student Life departments.

4. Complete the last 90 hours of coursework at WCU.
5. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.
6. Settled all financial obligation to the WCU.

MAR Program Graduation Requirements

A candidate for the MAR Degree shall have:

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

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

Off-campus employment

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

Enrollment

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

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

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

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

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

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

Leave of Absence

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

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

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

- Academic difficulties
- Illness/medical condition
- Initial difficulty with English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level

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

The program of study leading to the completion of MAR is designated to be completed in 3 years

of full-time study respectively. The maximum period granted for the student to complete their MAR is 4.5 years.

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

- WCU will not assist students and their spouses who want to study and need to change their status to F-1. Students and spouses must utilize the services of an attorney to change their status. Students must recognize that the application of a change of status does not guarantee approval of the change of status. WCU is not responsible for SEVIS’s final decision.
- WCU will accept transfer students from another college who are “terminated” F-1 status on an individual basis after careful review of the situation by the SEVIS officer. A reinstatement will be required by the “terminated” status student and the time duration for this process can be 6-12 months. Those interested in a reinstatement must utilize the services of an attorney. The student will be allowed to enroll and take classes while the reinstatement request is processed. If the reinstatement is denied, the student will no longer be able to continue their studying at WCU. Only one reinstatement petition is permitted per student.
- WCU offers Optional Practical Training (OPT) for eligible students. OPT is defined as "temporary employment for practical training directly related to the student's major area of study." Once the OPT application has been approved by USCIS, students may work in the United States for up to 12 months after program completion. The earliest a student may apply for OPT is 90 days before the student’s program end date. The latest students may apply for OPT is 60 days after the program end date. Students who wish to apply for OPT must petition for graduation first and meet the graduation requirements. Students who are approved for OPT are required to mail their application to USCIS or apply online (www.uscis.gov). USCIS estimates that the application will take between three to five months to process.
Please see WCU’s Principal Designated School Official (PDSO) with any questions about this deadline. Because of the long processing time, WCU recommends that students speak with a PDSO at the beginning of the quarter that the student expects to graduate from WCU. WCU PDSO will determine if a student is eligible to apply for OPT.
- Foreign Education Credential Review and Evaluation In considering the acceptance of education and training obtained from an educational institution outside the United States, the University requires that all international education transcripts/documents must be submitted to a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), Inc. (at the applicant’s expense) to verify authenticity and to assist in the approximation of credit received to comparable levels of educational achievement in the U.S. International students may also submit a Foreign Education Review Application (FERA) directly to the American Association of Collegiate Registrars and Admission Officers (AACRAO), along with all

educational documents, in order to receive an evaluation of their foreign credentials. AACRAO applications may be downloaded from their website. AACRAO typically completes its credential review within eight weeks after receipt of the student's application, official transcript(s) and diploma(s).

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

Registration on Procedures

During the Quarter, all students currently enrolled at Western Covenant University will be informed by mail, phone, or via Email of the details of registration dates and procedures. The annual Academic Calendar is published in the official Catalog and on the Western Covenant University website at <https://wcuniversity.edu/>

To register for courses, students complete and submit the course registration form during the registration period. Students who register after this period will have a late registration fee charged to their accounts.

Detailed registration information is provided by the Registrar's Office and is available on the official website. Students may change course registration (add or drop) during the first 14 days of each academic quarter. A Course Change (Add/Drop) form must be submitted in Portal System. Course Adds are accepted through the 14th day of the Quarter.

Reapplication after Failure to Enroll

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

Academic Policies, Rules and Regulations

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

Academic Freedom

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

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

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

Conflict of Interest

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

Academic Integrity

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

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

- For faculty: Plagiarism and Falsifying University Documents Plagiarism is a faculty member intentionally or knowingly presenting words, ideas or the work of others as one's own work.
- Falsifying any university document — includes falsifying signatures on university forms, documents or papers; forging another person's signature or the modification of university documents which are presented as originals.
- Breaches of academic integrity are handled by the program director, department

chairperson, school dean or the vice president. It is the responsibility of all faculty and staff to be informed as to what constitutes academic dishonesty and to follow the policy.

- For Students: Plagiarism is intentionally or knowingly presenting words, ideas or the work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit and borrowing or using ideas without giving credit.
- Cheating during exams — includes unauthorized crib sheets, copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, using unapproved or compromising computer technology to share exam information or an exam given by or on computers and having an exam re-graded after making changes. Exam cheating includes exams given during classes, final exams and standardized tests. Use of unauthorized study aids — includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work and using any material prohibited by the instructor.
- Falsifying any university document — includes falsifying signatures on university forms, such as add/drop and withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

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

Attendance Requirements

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

Attendance Policy

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

Tardiness — Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.

Cutting Classes— Cutting of classes will be considered as unexcused absences.

Make-Up Work — Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

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

Definition of Credit Hour

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

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

Student Responsibility for Drop/Withdrawal

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

Prerequisites and Requisites

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

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

Course Information/Syllabi

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

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

Scheduling and Cancellation of Classes

WCU operates on the quarter system. The university's academic year is divided into four 10-week quarters, which include 9 weeks of instruction and one week of final examinations. The University publishes a schedule of classes prior to the beginning of each quarter. A schedule is given to students when they register or file an application for admission in the Office of Admissions and Records. The University reserves the right to cancel classes if student enrollment is insufficient or for other compelling and justifiable reasons. However, every effort will be made to cancel any such classes well in advance of their start date. Students in canceled classes receive refunds in accordance with the university's refund policy and the California Education Code.

Adding Courses

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

Dropping Courses — Withdrawal

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

Administrative Drop

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

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

Academic Credit — Unit of Credit

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

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

Grading System

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

Academic Records and Symbols

WCU's grading system is as follows:

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

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

Letter Grade Description

- A** Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B** Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C** Sufficient grasp of facts and a general competence of subject.
- D** Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.

- F** Failure to achieve minimal quality or production of work.
- W** Withdrawal from a class until the 8th week of the semester.
- UW** Unofficial Withdrawal 0.00.
- IC** Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an “F.”
- P** Pass
- NP** Non-Pass
- IP** In Progress
- AU** Audit
- CR** Credit
- NC** No Credit
- RD** Report Delayed

Plus/Minus Grading

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

Limitations on Student Election of Credit/No Credit Evaluations

1. Certain courses, at the discretion of the instructor and/or the program, department or school, may not be taken on a CR/NC basis. These courses are designated in the quarterly schedule of classes.
2. No more than 16 units of a student's coursework for certificate programs may be taken on a CR/NC basis. The limit for the master's degree in Religion is 20 units.
3. The maximum number of units that may be taken CR/NC in certificate programs is determined by the department chairperson or the program director.

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

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

Incomplete Grade

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

Withdrawal

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

1. For regular classes, no record of the class will be entered on the student's permanent record if the official withdrawal is made on or before the last day to drop a class without it being recorded — the date given in the university's Academic Calendar and Schedule of Classes.
2. If the withdrawal is made after the deadline for withdrawing without a W and prior to the deadline for a withdrawal without the automatic assignment of an academic grade as listed in the academic calendar for that session, a W will be recorded on the student's permanent record.
3. A student attending a session after the deadline for withdrawal will not be eligible to receive a W. The instructor must then assign an academic grade or an administrative symbol. Exceptions to this policy will be made only upon verification of extreme circumstances beyond the control of the student. Petitions requesting exceptions must be filed in the Admissions and Records Office.
4. Withdrawal, W, symbols will be used in the calculation of lack of progress probation and disqualification status.

Report Delayed (RD) Non-evaluative Symbol

The RD symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances beyond the control of the instructor. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages. Non-Evaluative Symbols are: Symbol Meaning I Incomplete W Withdrawal RD Report Delayed

Grade Point Average (GPA)

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

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

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

Transfer of Credit Policies

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

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

Credits earned at institutions recognized by USDE and accredited by CHEA approved accrediting agencies such as ABHE, TRACS, ATS, and regional accrediting agencies are transferred through official transcripts. The university reserves the right to deny credit for specific courses.

MAXIMUM CREDITS AWARDED

Undergraduate Level. A maximum of 75% of the credits required may be awarded for a combination of transfer credit and standardized exam credit.

Master Level. No more than 20% of graduate quarter units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree.

Doctorate Level. A maximum of 30 units of graduate quarter units or the equivalent in other units awarded by another institution may be transferred for credit toward a Doctoral degree.

1. Credits earned at unaccredited institutions may be transferred on a conditional basis through official transcripts subject to the following:

Only a percentage of credits will be considered, not to exceed 40 percent of completed hours

2. Credits to be validated and transferred must meet the following criteria
 - The student must complete 12 academic hours in residency at WCU with a 2.0 grade point average.
 - The qualifications of each professor must be verified through the office of the Chief Academic Officer.
 - A course must fit the appropriate major or be applied as a general elective.
 - A full course description from the college catalog must be provided.

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

1. A maximum of 45 hours of credit by CLEP may be recorded. Scores must be submitted for evaluation.
2. Credits accepted in transfer must be at the grade level of 'C' or higher.
3. Only credit hours are accepted in transfer. Grades for transferred hours are not transferable. This means transfer hours will not be computed in the student's grade point average.
4. Courses acceptable for transfer need not be identical with a course offered at WCU, but they must be, even as a general elective, in line with the requirements of each program. For example, a student who pursued a curriculum in a field in which courses are not offered at WCU may not expect to receive full transfer for his/her previous work.

Transfer of Credit Procedures

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

WCU will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on WCU transcripts until 9 hours are satisfactorily completed.

It is University policy to accept credits earned at institutions fully accredited by their regional/national accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student's degree program at WCU. However, the Office of Admissions reserves the right to accept or reject credits earned at other institutions of higher education. The University has not entered into an articulation or transfer agreement with any other college or university.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

Concurrent Course Scheduling

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

Substandard Work and Course Repetition Policy

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

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

counted toward graduation.

Waiver or Substitution of a Course

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

Auditors

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

Standards of Academic Progress

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

Academic Probation

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

1. A student on probation is required to meet with his/her academic advisor to review their academic progress.
2. A student on probation may be assigned a restricted program of studies.
3. Any certificate program student who is on academic probation whose grade point average for coursework undertaken in the quarter just completed is 2.0 or better, but whose overall or cumulative grade point average for all coursework attempted is still less than 2.0 shall remain on academic probation. Any graduate student whose GPA is 2.5 or better for coursework just completed but whose cumulative GPA, CGPA, is still less than 2.5 shall remain on probation.

Removal from Probation

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

Academic Disqualification and Reinstatement

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

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

Reinstatement any student who believes he/she has been unjustifiably disqualified may file a petition with the Office of Admissions and Records requesting that such disqualification be reconsidered.

Final Examination

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

Grade Assignment

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

Grade Change Policy

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

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

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

Leave of Absence

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

A student granted a leave of absence has a commitment from the University to be reinstated in

good standing. The reason(s) for requesting a leave must be stated clearly and completely. Reasons students may petition for Leave of Absence are, but are not limited to, the following:

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

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

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

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

Leave of Absence, F-1 Students

If F-1 students have a personal emergency and need to leave their studies at WCU to return home, they should be aware of the relevant Department of Homeland Security rules and regulations to maintain their student status.

F-1 students who withdraw from school or take a leave of absence, are allowed a 15-day period for departure from the U.S. and their Student and Exchange Visitor Information System (SEVIS) record will reflect Terminated status for authorized early withdrawal. This departure period only applies to an F-1 student who talks to a PDSO about leaving WCU.

If F-1 students do not report to their PDSO, they will not qualify for an additional 15-day period for departure.

Also, the DSO will terminate the SEVIS record for "unauthorized early withdrawal". This may impede the ability to re-enter into the U.S. Leave of Absence Return. It is the F-1 student's responsibility to email the Office of Student Support at least 60 days prior to their return to the U.S. in order to continue their studies. All students returning from a Leave of Absence must validate their return to WCU by reporting to the Office of Student Support within 30 days of the start of the new quarter as listed on their Form I-20. Students must email the following documents prior to the appointment:

1. Stamped Form I-20
2. Form I-94 Arrival/Departure record
3. F-1 visa in passport

Leave of Absence Not Exceeding Five Months. F-1 students who leave the U.S. for less than five months for a Leave of Absence may use the same Form I-20 issued prior to departure. F-1 students must contact the Office of Student Support at least 60 days prior to their return in order to reactivate their Form I-20. In order to do this, students must submit a proof of return ticket which is dated within 30 days of the start of the new quarter as well as other supporting documents at the discretion of an academic advisor.

Leave of Absence Exceeding Five Months. F-1 students who will be outside the U.S. for longer than five months for a Leave of Absence must obtain a new Form I-20 from WCU with a new SEVIS ID number in order to re-enter the U.S. and continue their program. The current Form I-20 will be invalid after being outside of the U.S. for more than five months.

It is important to note that students may need to submit new bank statements, an updated passport, pay the Form I-20 processing fee, and pay a SEVIS I-901 Fee to activate their new Form I-20 and renew their F-1 Visa to match the new SEVIS ID number issued with their new Form I-20 despite possessing an unexpired visa associated with their previous Form I-20.

FULL-TIME Enrollment

Full-time students are required to enroll full-time per year for each mandatory three quarter. Full-time enrollment is defined as:

- Undergraduate: 12 units per mandatory quarter.
- Graduate: 9 units per mandatory quarter.

PART-TIME Enrollment

Part-time enrollment is defined as:

- Undergraduate: 6 units per quarter.
- Graduate: 3 units per quarter.

Consecutive Enrollment, F-1 Students

Upon official enrollment, all F-1 students are required to register, enroll, and complete three consecutive sessions. F-1 students who do not register, enroll, and complete three consecutive sessions shall have their SEVIS record terminated.

F-1 students must maintain F-1 status at WCU by pursuing a full course of study until the transfer release date. Failure to enroll in a full course of study will result in SEVIS termination.

Furthermore, F-1 students cannot decide to transfer in the middle of a term and immediately stop attending classes. Such an action would be a violation of status and the student's SEVIS record will be terminated.

Concurrent Study Enrollment, F-1 Students

F-1 students attending WCU may study another school but they must maintain full-time enrollment with WCU. However, if F-1 students' SEVIS record belongs to another school, then

they may study WCU concurrently. Students must provide a letter from their school that states that they allow them to study WCU.

Online Classes, F-1 Students

F-1 students are permitted by USCIS law to enroll in one online or 3 quarter units per quarter to meet full-time enrollment. However, once a student has met full-time enrollment, any additional courses they enroll in may be taken in any mode of instruction they choose.

Annual Vacation, F-1 Students

An annual vacation is a quarter spent during a student's program of study that does not require registering for a full time course of study. F-1 students may also choose to travel outside the U.S. during annual vacation quarter. F-1 students must seek approval from PDSO prior to travel outside of the United States and must obtain endorsement Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

Pursuant to 8 C. F.R §214.2(f), WCU permits eligible F-1 students to have an annual vacation only once per year, and the student must intend to enroll for the quarter following annual vacation.

A PDSO shall determine annual vacation eligibility prior to authorizing annual vacation. F-1 students must have completed at least three quarter of full-time enrollment or authorized reduced course time. F-1 students may not register for the following quarter due to "financial hold". As such, those students are ineligible for annual vacation. F-1 students with a pending petition for reinstatement have no annual vacation benefit. If USCIS approves the petition for reinstatement, affirming that there was no violation of F-1 student status, the student may use the time while the petition was pending toward establishing eligibility for annual vacation. A school break (e.g., Winter or Fall break) when school is not in session does not constitute annual vacation. F-1 students shall be deemed in violation of their nonimmigrant status by taking annual vacation inconsistent with 8 CFR 214.2(f)(5)(iii) and its interpretation.

Retroactive Withdrawal

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

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

Change of Major

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

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

Curriculum Deviation

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

Election Requirements

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

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

Name Change

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

Transcript Requests

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

Each student who has an academic record on file at WCU is entitled to one transcript of record without charge. Additional copies may be obtained at thirty five dollars (\$35.00) per copy, payable in advance

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

Debts Owed to the Institution

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

Withdrawal from the University

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

Dismissal from Class and/or the University

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

Academic Calendar

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

Summer Quarter, 2021

June 28: New student orientation and registration for students who have not yet registered

July 6: Beginning of quarter, First day of class

July 20: Last day to add or drop classes

July 27: Last day to drop classes without courses being recorded

Aug. 16: Withdrawal after this date

Sept. 7: Labor Day (No Class)

Sept. 14-18: Final Exam Period

Fall Quarter, 2021

Sep. 13- 26 : Course Registration with tuition payment.

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

Sep 27 - Oct 3: Late registration. Late registration fee (\$100) will be charged.

Oct. 5: Beginning of quarter, First day of class

Oct. 19: Last day to add or drop classes

Oct. 26: Last day to drop classes without courses being recorded

Nov. 16: Withdrawal after this date

Nov. 23-27: Thanksgiving Break (No Class)

Dec. 7-11: Final Exam Period

Winter Quarter, 2022

Jan. 2: New student orientation and registration for students who have not yet registered

Jan. 4: Beginning of quarter, First day of class

Jan. 18: Last day to add or drop classes

Jan. 18: Martin Luther King Day (No Class)

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

Feb. 15: Withdrawal after this date

Feb. 15: President Day (No Class)

March 8-12: Final Exam Period

Spring Quarter, 2022

March 29: New student orientation and registration for students who have not yet registered

April 5: Beginning of quarter, First day of class

April 19: Last day to add or drop classes

April 26: Last day to drop classes without courses being recorded

May 17: Withdrawal after this date

June 7-11: Final Exam Period

Academic Advisors

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

Registration

During the Quarter, all students currently enrolled at Western Covenant University will be informed by mail, phone, or via Email of the details of registration dates and procedures. The annual Academic Calendar is published in the official Catalog and on the Western Covenant University website at <https://wcuniversity.edu/>

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

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

Graduate Course Numbering System

See catalog section on Course Numbering System for specific details.

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

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

Student Academic Load

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

Student Grades

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

cumulative GPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

Incomplete Work

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

Change of Class Schedule

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

Withdrawal from the Program

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

Readmission Policy

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

Exit Options

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

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

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

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

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

Time Limits on Completion of Programs

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

If students find it necessary to petition for an extension of time in order to complete the degree requirements, they must secure the approval of the Office of the School Dean, the petition will

then be submitted to the Graduate Studies Program Committee for final action. Extensions will be granted for a period of one year. Under certain extenuating circumstances two extensions may be granted allowing a maximum of eight (8) years to complete all course work for the M.A. degree.

Course Work Completion Benefit:

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

Academic Policy: Teaching Site

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

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

FINANCIAL INFORMATION

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

Academic Term: WCU operates on a quarter system. A quarter system consists of four 10-week sessions in the fall, winter, spring, and summer. The average full-time student takes 3-4 courses per term, or 9-12 credits.

An academic year on the quarter system normally runs from mid-September through early June. The summer quarter is optional and allows students to take more classes and possibly graduate early.

Tuition and Fee Information

1. **BABA:** Expected Total Tuition and Fee per year (based on full-time enrollment of 12 credit hours per quarter): Tuition \$4,860.00/year (Fall, Winter, and Spring Quarter). \$ 1620 per quarter
2. **BACS :** Expected Total Tuition and Fee per year (Fulltime enrollment taking 9 credit hours per quarter), Tuition \$6,660.00/year. (Fall, Winter, and Spring Quarter). \$ 2220 per quarter
3. **MARS:** Expected Total Tuition and Fee per year (Fulltime enrollment taking 9 credit hours per quarter) Tuition \$4,860.00/year. (Fall, Winter, and Spring Quarter). \$ 1620 per quarter

FEE INFORMATION

Application Fee	\$200.00	BABA Undergraduate Program (per credit)	\$135.00
MAR Program (Per credit)	\$180.00	BSCS Undergraduate Program (per credit)	\$150.00
Registration Fee (per academic term)	\$20.00	Technology Fee (per quarter)	\$N/A

Facility Fee (per quarter)	\$N/A	Student Activity Fee (per quarter)	\$N/A
Textbook Charges	Varies	Late fee	\$100

TUITION SCHEDULE

Course Registration and Payment

- Step 1: To register the course, you need to fill out the online course registration form.

Please login WCU portal system and go to Form. To complete your submission, you need to pay the course registration fee (\$20) and tuition.

- Step 2: Wait for your submission to be reviewed. If everything was completed correctly, you will receive a decision letter from the university. You can see your enrollment in Student Portal system.

Just note that you should stop by our financial office for your payment if you wish to pay with cash, check, or money order.

Tuition Payment Plans

The 3 installment Payment plan will be available in each quarter. Students should complete the tuition payment plan before the end of the quarter.

A down payment of one third of the total amount (\$540) due along with the course registration will be required when you enroll. Please be aware that if your down payment fails, your payment plan may be cancelled immediately, you may be assessed a late fee (\$100), and your classes could be dropped.

Student Loans and Deferred Payment Plans

Tuition and fees payments are due and payable by the first day of the quarter. WCU does not currently participate in federal and/or state financial aid programs, nor does the University provide loans to students to pay for the cost of an educational program. Loans obtained from outside sources are not under the purview of the university's responsibility and/or authority. However, if a student obtains a loan from a private source, e.g., bank, credit union, loan company, the student has the personal responsibility to repay the full amount of the loan plus any interest that has accrued, less the amount of any refund.

Holding of Records

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

Cancellation, Withdrawal, and Refund Policies

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

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

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

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

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

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

STUDENT TUITION RECOVERY FUND (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

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

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

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

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

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

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

STUDENT'S RIGHT TO CANCEL

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

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

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

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

Student Refunds in Case of University Closure

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

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

You are not a California resident, or are not enrolled in a residency program, or

Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

Freedom of Information for Students

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

The University Catalog and the Schedule of Classes shall be the principal means by which information concerning academic programs and policies shall be transmitted to students. While the University has the responsibility of providing students with clear, accurate and timely information on matters that affect their rights, it is the student's responsibility to act appropriately on such information. Lack of knowledge of information which has been made accessible to students shall not relieve a student of this responsibility.

Student-University Relationship

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

Student Rights

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

1. Students shall have the right to an impartial and objective evaluation of their academic performance and to receive in writing at the beginning of course information outlining the method of evaluating student progress toward and achievement of course goals and objectives, including the method by which the final grade is determined.
2. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or

physical aggression.

3. Students shall be free from the imposition of disciplinary sanctions without proper regard for due process.
4. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.
5. Students shall be encouraged to participate in the formation of policies affecting them.
6. Students shall have the right to petition to organize interest groups pursuant to university policies.
7. Students shall have the right to join student associations approved pursuant to university policy.
8. Students shall have the right to invite and hear speakers in accordance with current university policy.
9. Students shall have the right to develop student publications in accordance with standards established by current university policies and procedures.
10. Students shall have the right to exercise freedom of expression and inquiry consistent with university policies and in conformity with federal, state and local laws.

Student Responsibilities and Code of Conduct

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

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

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

4. Alteration or misuse of university documents, including acts of forgery and furnishing false information.
5. Acts of threat or damage to, or theft of, property belonging to or located on/in university- controlled property or facilities.
6. Violation of university policies concerning the registration of student organization and the use of campus/university facilities.
7. Disorderly, lewd, indecent or obscene conduct; or the expression or habitual use of profanity or vulgarity. Any such expression either verbal or in written form which is obscene, libelous or slanderous according to current legal standards; or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the University.
8. Assault, and/or battery upon a student, upon university premises or while under the authority of university personnel; or abuse of university personnel, assault or battery upon university personnel; or any threat of force or violence directed toward university personnel, at any time or place, provided such conduct is related to university activity or university attendance.
9. Participation in hazing constitutes a misdemeanor pursuant to the California Education Code which imposes additional penalties as well upon any participating person, corporation or association.
10. Possession of or assault with weapons, explosives, dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
11. Participating in activities which are in violation of state or federal laws, the city of Los Angeles, ordinances while on university premises or at university supervised activities.
12. Failure to comply with directions of staff members of the University who are acting within the scope of their employment; continued and willful disobedience or open and persistent defiance of the authority of university personnel, providing such conduct is related to university activities or university attendance.
13. Smoking on university premises including, but not limited to, university facilities used as classrooms, libraries, elevators, meeting rooms, restrooms, or service lines; plus, designated posted nonsmoking areas as well as university vehicles used for transporting students, except as permitted by applicable ordinances, laws, and university policies.
14. Use, possession, or distribution of narcotics, hallucinogenic drugs or any controlled substances, except as provided by Law, constitutes a violation of California Health and Safety Code section 11350 or Business and Professions Code Section 4230. Controlled substances include, but are not limited to, marijuana, cocaine, heroin, peyote, opiates, opium and opium derivatives, mescaline, hallucinogenic substances, stimulants and depressants.

Student Grievance and Due Process

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

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

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

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions which interfere with or exert a harmful affect upon the functions of the University. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body and the interest of the University. Any action taken by a student under a due process procedure shall preclude any further action.

Student Grievance Procedure:

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

If the informal efforts of resolution are not successful, the student should set forth in writing the substance of the alleged offense, the grounds on which the student is basing the complaint and the

efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should be submitted to the Director of Admission, Chief of Academic Director, Dean, or other school administrator in a timely fashion, i.e., normally within thirty days of the end of the academic term in which the alleged offense occurred or should have reasonably been discovered.

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

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

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

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

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

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

Physical Address:

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

Mailing Address:

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

Transnational Association of Christian Colleges and Schools(TRACS)

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

Student Support Services

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

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

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

1. contain information directly related to a student, and
2. are maintained by the University or by a person acting for the University.

The university's Office of Admissions and Records is the university's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures students' right to privacy and confidentiality and is instituted to protect each student. If a student

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

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

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

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

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

Facilities

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

Teaching Site

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

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

Classrooms

Classrooms are spacious and air-conditioned. The general classroom equipment including desks, chairs, board, and projectors and other learning resources being used for instructional purposes comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

Student Lounge

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

Library/Learning Resources

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

students with their laptop computers. The SLS provides WCU students with library services like large on-campus libraries.

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

Library Learning Resources Instruction

[Library Catalog](#)

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

[Library World](#)

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

Username: blixablue77

Password: Jester53

[Learning Resources \(LIRN\)](#)

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

LIRN: <http://www.lirn.net>

Name of Institution: Western Covenant University

Input Username: 31902

Password: badyear62

Financial Aid

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

Scholarships

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

Health Care Services

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

Bookstore

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

Housing

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

Housing: Teaching site in JeJu

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

Parking

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

Job Placement Services/Other Student Services

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

GENERAL POLICIES

Catalog Accuracy Statement

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

Responsibility for Meeting Requirements

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

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

Statement of University Rights

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

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

While every effort has been made to ensure the accuracy and timeliness of information in this catalog, changes in laws, rules and policies that occur from time-to-time may alter information

contained in this publication. Further, the General Catalog is a generic publication; it is not intended or possible to be inclusive of all the information which pertains to the student and the University.

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

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

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

Policy on Sexual Harassment

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

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

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse of a sexual nature, sexually-oriented humor, graphic-verbal comments about an individual's body or clothing, sexually-degrading words to describe an individual, the display in the workplace or learning environment of sexually-degrading objects or pictures and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women; however, men are also victims of sexual harassment by women, and same sex harassment occurs.

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

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

duties, shifts or any other condition of employment or career development.

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

Policy on Sexual Assault

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

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

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

Policy on Prosecution for Theft and Bad Checks

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

EDUCATIONAL PROGRAMS

BACHELOR'S PROGRAMS

The Bachelor of Arts (B.A.) programs are a four-year degree which is a broad program designed to give the student in-depth academic training in the liberal arts. Since the B.A. programs provide a broad education with a focus on a special area of interest, the student graduating with a B.A. degree should have a general knowledge or acquaintance with the basic disciplines of learning. This forms the foundation upon which the student begins to build competence in the special field of professional education they have chosen. The curriculum is designed to encourage social adaptation and integration of the student into western culture through course offerings reflecting the historical and theological foundations of the Christian faith. The student is taught the basics of Christian spirituality and practice through classroom experiences and chapel services. Through the integration of general and biblical studies, the contribution of other disciplines is incorporated.

Bachelor's degree Outcomes:

Upon completion of a bachelor's degree, students will:

1. Manifest a life-style based on Christian principles.
2. Demonstrate necessary communication skills relevant for Christian ministry in a contemporary society.
3. Minister effectively in a contemporary society and to the worldwide Christian community.

WCU offers a Bachelor of Arts with majors in Business Administration. Faculty members direct the academic programs in their respective fields.

Basic Course Requirements:

The B.A. in Business Administration requires either 180 hours of course work, comprised of 56 hours of general education and 124 hours of professional studies.

General Education Outcomes:

Upon completion of the general education courses a student will:

1. Understand key concepts in a variety of general education disciplines in relation to a Christian worldview.
2. Be familiar with major historical world movements and their impact on humanity.
3. Understand the world through the knowledge of major concepts of geology, astronomy, meteorology, and biology.
4. Be functional in the use of a computer in personal and professional settings.

Bachelor of Arts in Business Administration

This degree is designed to provide students with business courses so that students learn basic business concepts and principles, taking the challenges, concerns, and responsibilities that they will experience in the business world. WCU's institutional objectives include educational programs and curriculums that are biblically based, academically strong, and practical for real-world career opportunities. This includes the study of biblical foundation, business management, accounting, marketing, sports management, and legal administration. The principles, concepts, and skills necessary for successful administration and management in organizational business are provided. It will enable the student to acquire the management knowledge and skills, communication knowledge, and practical skills essential for a global operation today. Students will have opportunities finding employment in the world of business, commerce, government, and technology at the entry, intermediate levels, or even positions of greater responsibility.

Learning Outcomes for the Business Administration

Upon completing this degree, students will:

1. Demonstrate a biblical and ethical knowledge of business administration.
2. Be able to effectively communicate in a team environment.
3. Be able to articulate administration and management strategies.
4. Demonstrate the knowledge of accounting and finance.
5. Demonstrate the knowledge and skills to do e-commerce.
6. Articulate the knowledge of how to manage a business organization.

Learning Objectives for the Business Administration

At the end of the courses, students will

1. effectively communicate ideas in writing and public speaking
2. ensure research capabilities are sharpened for business needs
3. plan successful business strategies to advance organizational goals
4. demonstrate business administration theories and concepts
5. application of research for real-world decision making
6. incorporation of theoretical frameworks into strategic plans

General Education: 56 Credit Hours

Required: 48 Credit Hours

Communication

GC 140 Research and Writing (4 units)

Social Sciences

GS 150 Introduction to Leadership (4 units)

GS 172 Introduction to US Law and Government (4 units)

GS 260 Introduction to Business (4 units)

GS 499 Senior Integrative Seminar (4 units)

Arts and Humanities

GS 110 Introduction to Psychology (4 units)

GH 250 Christian Ethics (4 units)

GH 260 World History (4 units)

Natural Sciences/ Computer

GN 120 Earth Science (4 units)

GM 170 Introduction to Computers (4 units)

Theology

BS 200 Introduction to Bible (4 units)

TH 101 Introduction to Christianity (4 units)

Electives: 8 Credit Hours

Professional Studies: 124 Credit Hours

Required: 72 Credit Hours

BA 100 Introduction to e- Commerce (4 units)

BA 120 Introduction to Business Administration (4 units)

BA 130 Financial Accounting I (4 units)

BA 131 Financial Accounting II (4 units)

BA 220 Managerial Accounting (4 units)

BA 240 Principles of Microeconomics (4 units)

BA 250 Principles of Macroeconomics (4 units)

BA 310 Financial Management (4 units)

BA 350 E-Commerce Marketing (4 units)

BA 351 Principles of Marketing (4 units)

BA 251 Business Law I (4 units)

BA 371 Business Law II (4 units)

BA 330 Organizational Management (4 units)

- BA 340 Personal Management (4 units)
- BA 380 Intermediate Accounting I (4 units)
- BA 430 Money and Banking (4 units)
- BA 431 Auditing I (4 units)
- BA 440 Income Tax Accounting I (4 units)

Electives: 52 Credit Hours (select eighteen from below lists)

- BA 381 Intermediate Accounting II (4 units)
- BA 390 Advanced Accounting (4 units)
- BA 432 Auditing II (4 units)
- BA 441 Income Tax Accounting II (4 units)
- BA 450 Government and Nonprofit Accounting (4 units)
- BA 352 Consumer Behavior (4 units)
- BA 360 Strategic Management (4 units)
- BA 370 Production & Operations Management (4 units)
- BA 352 Labor Relations (4 units)
- BA 341 Human Resources Management (4 units)
- BA 401 Advertising and Professional Selling (4 units)
- BA 451 Corporate Governance (4 units)
- BA 460 Information Technology in Business (4 units)
- BA 461 Government Regulations in Business (4 units)
- BA 470 International Business Management (4 units)
- BA 471 International Trade and Commerce (4 units)

TOTAL UNITS..... 180

Course Description

GC 140 Research and Writing (4 units)

A presentation of the necessary elements of conducting research and writing for a college education.

Social Sciences

GS 150 Introduction to Leadership (4 units)

Investigation into leadership theory and practice leading to the development of a biblical philosophy of leadership. Studies of leadership have produced theories involving traits, situational interaction, function, behavior, power, vision, and values, charisma, and intelligence.

GS 172 Introduction to US Law and Government (4 units)

The course provides an overview of various areas of US law, of the U.S. legal profession, and of the U.S. judicial process. It is a basic introduction to the common and statutory law of the U.S. federal and state systems and provides an understanding of how the law works. The course also provides an overview of the US Constitution and the system of US government including structure, institutions and functions.

GS 260 Introduction to Business (4 units)

The course focuses on today's business climate. It presents a thorough survey of the entire field of business and management in the free enterprise system and explores areas of specialization in the business world. Concepts of business and management functions, organizational considerations, and decision-making processes are introduced. Topics also include such areas of business as marketing, management, finance, small business, personnel and labor-management relations, globalization, business ethics, social responsibility, motivation, and many more.

GS 499 Senior Integrative Seminar (4 units)

A study of job-hunting skills, motivated abilities and career choices, an evaluation of the student's educational experiences, and a survey and biblical analysis of worldview and perspectives common to various fields of study.

Arts and Humanities

GS 110 Introduction to Psychology (4 units)

An introduction and integration of psychology and Christianity will be the main focus for the course. Basic knowledge and skills in counseling will be taught in the course as well.

GH 250 Christian Ethics (4 units)

An examination of moral and social conduct and decision making in light of biblical and theological teaching with application to Christian life and ministry. Contemporary ethical issues are addressed. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.

GH 260 World History (4 units)

This course is a survey course for the broad spectrum of world history and world civilization with an emphasis on Western development. It covers from the ancient civilizations to contemporary world developments.

Natural Sciences/ Computer

GN 120 Earth Science (4 units)

An exploration of major concepts of geology, astronomy, and meteorology including the explanation of earth and space phenomena.

GM 170 Introduction to Computers (4 units)

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Theology

BS 200 Introduction to Bible (4 units)

This course introduces the origin, transmission, and translation of the Bible, including its inspiration, canonization, preservation, and textual reconstruction. This course also addresses the major historical-critical questions that relate to the Bible's authority, and provides the student with an apologetic for the inspiration and inerrancy of Scripture

TH 101 Introduction to Christianity (4 units)

This course is designed to provide the student with introductory knowledge of the Christian faith. Attention will be given to the understanding of the nature of God, the life of Christ, the work of the Holy Spirit, and the mission of the church.

Professional Studies: 124 Credit Hours

BA 100 Introduction to e- Commerce (4 units)

Introduction to e- Business explores the nature and scope of e-business. This course looks at how e-business has impacted on the world of business while exploring the future directions of e-business. Students will explore the basic principles, methods, and current trends and issues in e-business.

BA 120 Introduction to Business Administration (4 units)

The course focuses on today's business climate. It presents a thorough survey of the entire field of business and management in the free enterprise system and explores areas of specialization in the business world. Concepts of business and management functions, organizational considerations, and decision-making processes are introduced. Topics also include such areas of business as marketing, management, finance, small business, personnel and labor-management relations, globalization, business ethics, social responsibility, motivation, and many more.

BA 130/131 Financial Accounting I/II (4 units)

The study of accounting as an information system using double-entry accounting method. It includes the study of financial statements, accounting systems, inventories, payroll, financial statement disclosures, corporations and investment in stock.

BA 220 Managerial Accounting (4 units)

The study of financial statement analysis and managerial accounting concepts and principles as well as manufacturing and non-manufacturing costs, materials, and labor.

BA 240 Principles of Microeconomics (4 units)

This course on Principle of Microeconomics examines human economic behavior in micro point of view such as personal preference, firm behavior, market equilibrium, and government policies.

BA 250 Principles of Macroeconomics (4 units)

This course is an introduction to macroeconomic principles. This course will be focused on some of the key aggregate economic indicators, such as gross domestic product, the inflation rate, the unemployment rate, and long-term interest rates.

BA 310 Financial Management (4 units)

This course describes fundamentals of business organization, financial planning, and the problems of small business. Designed to give the student a practical understanding of economic and financial markets affecting everyday life and business decision making.

BA 351 Principles of Marketing (4 units)

This course covers the main principles of marketing system as it functions within the economy.

BA 251 Business Law I (4 units)

Presents an integrated approach to the legal environment of business with a fresh up to date introduction to the American system of jurisprudence, constitutional law, the dual court system, administrative agencies, consumer protection, environmental law, Uniform Commercial Code, torts and crimes and a thorough understanding of the Law of Contracts

BA 371 Business Law II (4 units)

This course is a continuation of Business Law I, developing a basic understanding and application of the Uniform Commercial Code consisting of sales, commercial paper, Law of Agency, banking, Letter of Credit, bulk transfer, documents of title, investments and secured transactions, and a general understanding of business organizations, bankruptcy, and estates and trusts.

BA 430 Money and Banking (4 units)

This course will discuss the importance of money and banking to economic activity on the

national and international level. The student will learn the definition of money and about the different financial institutions that help circulate money through the system. The course also covers deposit expansion, the evolution of commercial banking, deposit creation, a brief history of the banking system in the United States prior to the creation of the Federal Reserve system and a detailed study of the Federal Reserve Banking system. The course also includes the relationship between money and banking and Macroeconomic theory and concludes with the importance of money and banking in international trade and finance.

BA 431 Auditing I (4 units)

The course is designed to provide students with a thorough understanding of auditing concepts, principles and practice. The main focus is on professional ethics, legal liability, audit objectives, procedures and documentation, and auditors' reports. Training covers planning an audit, gathering evidence testing internal controls and account balances, audit sampling, creating audit work papers and audit reports. Topics on current developments in auditing will also be incorporated into the study.

BA 440 Income Tax Accounting I (4 units)

The course examines various types of taxes and tax payers, conceptual basis of the U.S. Federal Income tax system, a tax planning framework, and tax research methodology. While topics concern both individuals and businesses, the emphasis is on the taxation of business entities. Income, deductions, losses, and property transactions, income inclusions and exclusions, capital gains and losses, business and personal deductions and accounting methods will be studied in detail.

BA 441 Income Tax Accounting II (4 units)

This course continues the study of the federal tax laws that govern the transactions during a corporation's life cycle. The tax effects of organizing, operating, making distributions, reorganizing, and liquidating regular and S corporations are analyzed. Issues concerning real and personal property will and trusts, SEC regulations and unfair trade activities will also be addressed..

BA 450 Government and Nonprofit Accounting (4 units)

This course provides students to explore the foundations of governmental and non-profit accounting theory. Students will analyze and apply generally accepted accounting principles established for governmental and nonprofit organizations. The student will prepare "real world" governmental accounting transactions by creating a new government. These include recording journal entries and preparing financial statements for various governmental funds using a modular approach

BA 351 Consumer Behavior (4 units)

This course examines the underlying dynamics of customer behavior. Drawing from the behavioral sciences, it analyzes the role of individual (e.g., perception, motivation, attitudes) and environmental (e.g., culture, social groups, the family) factors in the buying decision process. Applications of risk, adoption, diffusion, loyalty, symbolism, subliminal stimulation, and fear appeals theories are reviewed. The focus of the course is on practical implications of this knowledge for the marketer.

BA 360 Strategic Management (4 units)

A capstone course which integrates the various business disciplines. Using a "big picture" perspective, the student addresses strategy formulation and implementation in a volatile business environment. The case method of instruction is actively used.

BA 370 Production & Operations Management (4 units)

Operations Management (OM) is concerned with the management of resources and activities that produce and deliver goods and services for customers. The course focuses on the basic concepts, issues, and techniques for efficient and effective operations. Special emphasis is placed on process improvement and supply chain management. Topics include operations strategy, product and service design, process design and analysis, capacity planning, lean production systems, materials and inventory management, quality management and six sigma, project management, and supply chain management.

BA 352 Labor Relations (4 units)

Learn the fundamentals of collective bargaining and the rights and responsibilities of employees, management, and unions in the federal labor relations process.

BA 341 Human Resources Management (4 units)

This course offers a descriptive statistics and probability theory that relates to the fields of business and economics. This course provides a basic knowledge of the key aspects of managing human resources in domestic and multinational organizations, including a consideration of labor relations and diversity management issues. Topics include, but are not limited to, job analysis, planning, recruiting, selection, orientation, training and development, performance appraisal, compensation and benefits, dispute resolution, and legal frameworks for both the non-union and union environments. Students will develop critical skills required to manage human resources in a

multitude of workplace environments.

BA 451 Corporate Governance (4 units)

This course is designed to increase individual skills and knowledge of good governance practices such that graduates would be seriously considered for appointment to the Board of Directors of a small not for profit organization. The course aims to increase understanding of the legal, economic, managerial and psychological issues directors confront as well as provide a better appreciation for their normal duties. Using this knowledge, students will be asked also to consider how directors should deal with a range of complex crises: the gradual decline of a company, hostile takeovers, proxy battles, changes in corporate strategy, or the faltering performance of a CEO.

BA 470 International Business Management (4 units)

Overview of the unique problems faced by firms engaging in international activities; the importance of understanding the foreign economic, social, political, cultural, and legal environment; the mechanics of importing and exporting; joint venture, franchising, and subsidiaries, international dimensions of management, marketing and accounting, international financial management; the special problems of multi-national corporations; recent problems of the international economic system; country-risk analysis; the increasing use of counter trade.

BA 471 International Trade and Commerce (4 units)

This course provides an overview of the planning and steps necessary for the startup of an international business, including an introduction to the practices, procedures, and services used in the U.S. to export and import merchandise. Topics include market research; identifying buyers and suppliers; tariff classification systems; responsibilities of US Customs; trading regulations; sales channels; financial payment methods; pricing; global logistics/transportation; cargo insurance; export and import controls; contracts; and trade resources.

Bachelor of Science in Computer Science

This degree is designed to provide students with BSCS courses so that students learn basic CS concepts and principles. This degree is combine's theory and practice. Hands-on experience will be coupled with basic CS coursework. WCU's institutional objectives include educational programs and curriculums that are biblically based, academically strong, and practical for real-world career opportunities. This includes the study of computer programming, data mining, artificial intelligence, and operating systems. The principles, concepts, and skills necessary for a successful informational technology career are provided. It will enable the student to acquire the skills essential for a global operation today. Students will have opportunities finding employment

in the world of business, commerce, government, and technology at the entry, intermediate levels, or even positions of greater responsibility.

Learning Outcomes for Computer Science

Upon completing this degree, students will:

- 1. Obtain the necessary knowledge required to immediately impact professional opportunities related to computing.**
- 2. Acquire the analytical and computational skillsets required for the industry.**
- 3. Understand all aspects of the computer industry demonstrate a comprehension of the ethical responsibilities associated with the industry.**

Learning Objectives for the Computer Science

At the end of the courses, students will have

1. Demonstrated computer programming, support, and analytical specializations.
2. Understood the computer science field.
3. Obtained database management systems skills, Java, and object-oriented programming, and visual programming.
4. Capable to be system managers or administrators.

General Education: 56 Credit Hours

Required: 48 Credit Hours

Communication

GC 140 Research and Writing (4 units)

Social Sciences

GS 150 Introduction to Leadership (4 units)

GS 172 Introduction to US Law and Government (4 units)

GS 260 Introduction to Business (4 units)

GS 499 Senior Integrative Seminar (4 units)

Arts and Humanities

GS 110 Introduction to Psychology (4 units)

GH 250 Christian Ethics (4 units)

GH 260 World History (4 units)

Natural Sciences/ Computer

GN 120 Earth Science (4 units)

GM 170 Introduction to Computers (4 units)

Theology

BS 200 Introduction to Bible (4 units)

TH 101 Introduction to Christianity (4 units)

Electives: 8 Credit Hours

Prerequisite

- **MAC1140** Pre-Calculus
- **STA2023** Statistics for Business and Economics

Professional Studies: 124 Credit Hours

Required: 72 Credit Hours

- **CDA 103** Fundamentals of Computer Systems (4 units)

- **CDA 201** Structured Computer Organization (4 units)
- **CEN 301** Software Engineering 1 (4 units)
- **CEN 403** Introduction to Cloud Computing (4 units)
- **CGS 192** Introduction to Computing (4 units)
- **CGS 209** Technology in the Global Arena (4 units)
- **CNT 313** Net-centric Computing (4 units)
- **COP 100** Intro to Programming OR **IDC1000** Computer Science for Everyone (4 units)
- **COP 221** Computer Programming 1 (4 units)
- **COP 333** Computer Programming 2 (4 units)
- **COP 338** Computer Programming 3 (4 units)
- **COP 353** Data Structures (4 units)
- **COP 455** Principles of Programming Languages (4 units)
- **COP 461** Operating Systems Principles (4 units)
- **COP 471** Database Management (4 units)
- **ENC 324** Professional and Technical Writing for CS (4 units)
- **COT 310** Discrete Structures OR **MAD2104** Discrete Mathematics (4 units)
- **MAD 351** Introduction to Theory of Algorithms (4 units)

Elective: 52 Credit Hours

Choose three elective courses from the following list or as approved by advisor.

- **CAP 330** Artificial Intelligence (4 units)
- **CAP 341** Natural Language Processing (4 units)
- **CAP 370** Data Mining (4 units)
- **CEN 402** Software Engineering 2 (4 units)
- **CEN 407** Software Testing (4 units)
- **COP 400** Windows Programming (4 units)

- **COP 422** Advanced Windows Programming (4 units)
- **COP 452** Introduction to Parallel Computing (4 units)
- **COP 453** Algorithm Techniques (4 units)
- **COP 460** Advanced UNIX Programming (4 units)
- **COP 472** Survey of Database Systems (4 units)
- **COT 354** Logic for Computer Science (4 units)
- **COT 452** Computational Geometry (4 units)
- **CTS 440** Database Administration (4 units)
- **MAD 330** Graph Theory (4 units)

TOTAL UNITS..... 180

Course Description

CDA 103 Fundamentals of Computer Systems

This course will provide students with an understanding of computers and how they operate as well as a basic understanding of how to manage and maintain computers and computer systems. These skills will provide students with the ability to configure computers and solve computer problems.

CDA 201 Structured Computer Organization

This course is the study of how the various components of Computer Systems fit together and interact. This course will focus in particular on the interaction of computer architecture (high-level hardware design) with compilers and operating systems.

CEN 301 Software Engineering 1

The course is designed to present software engineering concepts and principles in parallel with

the software development life cycle. ... You will also learn about project management for the purpose of delivering high-quality software that satisfies customer needs and is within budget.

CEN 403 Introduction to Cloud Computing

This course provides a hands-on comprehensive study of Cloud concepts and capabilities across the various Cloud service models including Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Business Process as a Service (BPaaS).

CGS 192 Introduction to Computing

This course, using both lecture and laboratory practice, introduces students to basic computer concepts in hardware, software, networking, computer security, programming, database, e-commerce, decision support systems, and other emerging technologies such as blogs, wiki, RSS, etc.

CGS 209 Technology in the Global Arena

This course aims to introduce students to the legal, social, and ethical issues that are brought about by the globally-connected Internet and continuing increases in computing power.

CNT 313 Net-centric Computing

This course deals with the structure, design and implementation of applications enabled by networking technology. This course will examine the fundamentals of network programming and the client-server architecture as well as exploring the role of protocols, authentication, distributed objects and security.

COP 100 Introduction to Programming

This course teaches fundamental concepts and terminology of computer programming. Students will develop skills in designing and writing simple computer programs. ... Able to design and implement basic programming solutions including statements, control structures, and methods. • Able to develop simple GUI programs.

COP 221 Computer Programming 1

This course teaches fundamental concepts and terminology of computer programming. Students will develop skills in designing and writing simple computer programs. The course requires no programming background. ... Able to design and implement basic programming solutions including statements, control structures, and methods.

COP 333 Computer Programming 2

Students explore more advanced concepts in computer science through Python. Students learn modular design, analyze data from files, explore object-oriented programming, interface with a hardware device, and implement graphical user interfaces.

COP 338 Computer Programming 3

The course covers the principles and use of object-oriented programming as exemplified in Java. Students will study searching, sorting, and the relative efficiencies algorithms implementing these tasks. Students will study recursively implemented algorithms, lists, stacks, queues, and trees together with further study of abstract data types. Students will complete a large programming project.

COP 353 Data Structures (4 units)

Topics include elementary data structures, (including arrays, stacks, queues, and lists), advanced data structures (including trees and graphs), the algorithms used to manipulate these structures, and their application to solving practical engineering problems.

COP 455 Principles of Programming Languages

To convey the central principles in specifying, designing, and implementing programming languages. ... This course focuses on the principles of programming languages. Topics covered include programming paradigms, concepts of programming languages, formal syntax and semantics, and language implementation issues.

COP 461 Operating Systems Principles

This course teaches the basic operating system abstractions, mechanisms, and their implementations. The core of the course contains concurrent programming (threads and synchronization), inter process communication, and an introduction to distributed operating systems.

COP 471 Database Management

The course, Database Management Systems, introduces the management of database systems. The course emphasizes the understanding of the fundamentals of relational systems including data models, database architectures, and database manipulations.

ENC 324 Professional and Technical Writing for CS

This course introduces students to the expectations of written and verbal communication in the computer science profession, and explores the ways in which technology and media help shape professional communication.

COT 310 Discrete Structures OR **MAD2104** Discrete Mathematics

The purpose of this course is to understand and use (abstract) discrete structures that are backbones of computer science. In particular, this class is meant to introduce logic, proofs, sets, relations, functions, counting, and probability, with an emphasis on applications in computer science.

MAD 351 Introduction to Theory of Algorithms

This course is a traditional introduction to the theory of algorithms for computer science students. It covers methods to construct algorithms and to analyze algorithms mathematically for correctness and efficiency (e.g., running time and space used).

CAP 330 Artificial Intelligence

This course is a research field that studies how to realize the intelligent human behaviors on a computer. ... The main research topics in AI include problem solving, reasoning, planning, natural language understanding, computer vision, automatic programming, machine learning, and so on.

CAP 341 Natural Language Processing

This course is to present an introduction to Natural Language Processing (NLP, a.k.a. computational linguistics), the study of computing systems that can process, understand, or communicate in human language.

CAP 370 Data Mining

The course provides you the opportunity to learn concepts, principles, and skills to practice and engage in scalable pattern discovery methods on massive data; discuss pattern evaluation measures; study methods for mining diverse kinds of frequent patterns, sequential patterns, and sub-graph patterns; and study.

CEN 402 Software Engineering 2

This course is a discipline that allows us to apply engineering and computer science concepts in the development and maintenance of reliable, usable, and dependable software. ... The course is designed to present software engineering concepts and principles in parallel with the software development life cycle.

COP 400 Windows Programming

This course emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, files and databases.

COP 452 Introduction to Parallel Computing

With every smartphone and computer now boasting multiple processors, the use of functional ideas to facilitate parallel programming is becoming increasingly widespread. In this course, you'll learn the fundamentals of parallel programming, from task parallelism to data parallelism.

COP 453 Algorithm Techniques

Students study techniques for designing algorithms and for analyzing the time and space efficiency of algorithms. The algorithm design techniques include divide-and-conquer, greedy algorithms, dynamic programming, randomized algorithms and parallel algorithms.

COP 460 Advanced UNIX Programming

This class covers some of the more advanced topics in UNIX™ programming such as working with file and directory functions, system I/O, understanding signals, working with and synchronizing Pthreads, and TCP client and server design.

COP 472 Survey of Database Systems

This course in database covers basic concepts and techniques in the implementation of a DBMS, notably data storage and index structures, query processing, concurrency control and transaction management. The course also introduces students to advanced research topics.

COT 354 Logic for Computer Science

This course introduces mathematical logic from the perspective of computer science, emphasizing decidable fragments of logic and decision procedures. Course Objectives. The goal of the course is to prepare students for using logic as a formal tool in computer science.

COT 452 Computational Geometry

This course introduces students to the essentials of Computational Geometry and presents an in-depth study of the fundamental geometric structures and techniques used in this field.

CTS 440 Database Administration

As each student is required to have a working knowledge of the Relational Database Model as well as SQL and PL/SQL programming skills, this course focuses on the administration of a DBMS including creation, management, maintenance, and operation of a database management system.

MAD 330 Graph Theory (4 units)

This course is a study of graphs, trees and networks. ... Course Objectives: The successful student will know the definitions of relevant vocabulary from graph theory and combinatorics, and know the statements and proofs of many of the important theorems in the subject, and be able to perform related calculations.

Master of Arts in Religion (MAR)

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

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

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

M.A. Committee

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

Faculty Qualifications

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

Minimum qualifications are those required to teach in the discipline, as well as additional qualifications determined by the Search/Selection Committee (SSC). Additional minimum qualifications should be those considered to be essential to success in the position and include: (1) subject area knowledge and competency; (2) teaching and communication skills; (3) commitment to professional growth and service; and, (4) a potential for overall instructional effectiveness. These qualifications should ensure that faculty are sensitive to student diversity in the University, are themselves representative of that diversity, and are well prepared by training and temperament to respond effectively to the educational needs of all the special populations served by the University.

Desirable qualifications may include the following:

1. Academic qualifications beyond the minimum set by law and regulation, if they would provide the basis for better teaching or other service without adversely affecting staff diversity/gender equity goals.

2. Pedagogical skill as demonstrated by relevant experience, education, training, and effectiveness as an instructor, clinician, counselor, or librarian.

PROGRAM DESCRIPTION

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

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

PROGRAM LEARNING OUTCOMES

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

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

CAREER OPPORTUNITIES

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

- 21-2000 Religious Workers

- 21-2020 Directors, Religious Activities and Education (the United States Department of Labor's Standard Occupational Classification Codes):

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

CURRICULUM

TOTAL: 96 UNITS

Core Curriculum Courses: 46 units (Required Courses)

BST 540 Introduction to Old Testament (4)

BST 560 Introduction to New Testament (4)

BST 563 Life and Teachings of Jesus Christ (4)

CE 600 Christian Ethics (4)

HS 580 Church History I (4)

RE 650 Introduction to Christian Counseling (4)

RE 660 Introduction to Christian Leadership (4)

RE 710 Graduation Integration Seminar (4)

TP 580 Systematic Theology I (4)

TP 581 Systematic Theology II (4)

Chapel I, II, III, IV, V, VI

Restricted Electives: 76 units

Biblical Theology (24)

BST 542 Israel History (4)

BST 543 Pentateuch (4)

BST 545 Old Testament Theology (4)

BST 562 Gospels (4)

BST 564 Paul's Writings (4)

BST 565 New Testament Theology (4)

II. Historical Theology (16)

HS 581 Church History II (4)

HS 610 History of Protestant Reformation (4)

HS 640 American Church History (4)

HS 647 Korean Church History (4)

III. Systematic Theology and Philosophy Electives (8)

TP 530 Modern and Contemporary Christian Thought (4)

TP 643 Pneumatology (4)

IV. Practical Theology (40)

RE 560 Church Administration (4)

RE 610 Introduction to Christian Education (4)

RE 620 Introduction to Mission

RE 621 Missional English

RE 622 Missional Computer

RE 623 World Religions

RE 624 Intercultural Ministry

RE 632 Speech and Communication

RE 640 Spiritual Formation (4)

RE 705 Marriage, Family and Christianity

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

One (1) Course, 4 units from

RM 710, Research and Writing

MAR PROGRAMS COURSE DESCRIPTIONS

BIBLICAL STUDIES, OLD TESTAMENT, NEW TESTAMENT

BST 540 Introduction to OLD TESTAMENT (4)

An introductory course selecting aspects of the Old Testament; overview of the paradigmatic events of the Old Testament history and the integrated framework of its theology.

BST 542 Israel History

An understanding of the history and religion of Israel

BST 543 Pentateuch

An in-depth study of the first five books of the Old Testament; a study of Israel's traditions about its emergence as a people under God's initiative; the pre-history, the patriarchs, exodus from Egypt; the wilderness, Sinai, and the Law

BST 560 Introduction to NEW TESTAMENT

A survey of the origins, organization, and contents of the New Testament developed out of the context of the church community

BST 562 Gospels

A study of the inter-testimonial period and the first four books of the New Testament with attention given to their formation, relationship to the first century Christian Church, critical issues, and theology

BST 563 Life and Teachings of Jesus Christ

A study of the life and teachings of Jesus Christ, focusing on the meaning of His living, perception, words, and actions with an examination of the socio-historical setting of His time and place

BST 564 Paul's Writings

An examination of Paul's theological and missiological messages with special emphasis on Christology, salvation, ethics, discipleship, evangelism, eschatology and leading exegetical issues.

BST 565 New Testament Theology

This course deals with approaches or methods scholars have used to do New Testament theology, theological emphases in the twenty-seven books of the NT, and the relevance of the teachings of the NT to Christian life for establishing biblical foundations, identity of faith, and theological stance.

CHRISTIAN ETHICS

CE 600 CHRISTIAN ETHICS (4)

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

HISTORICAL STUDIES

HS 580 Church History I (4)

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

HS 581 Church History II (4)

Prerequisite: Approval of Instructor

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

HS 610 HISTORY OF Protestant REFORMATION (4)

Prerequisite: Approval of Instructor

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

HS 640 AMERICAN CHURCH HISTORY AND THEOLOGY (4)

Prerequisite: Approval of Instructor

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

HS 647 KOREAN CHURCH HISTORY (4)

Prerequisite: Approval of Instructor

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

RELIGIOUS EDUCATION

RE 560 Church Administration

An examination of church administration management skills, planning skills, and organization strategies for effective pastoral ministry

RE 610 Introduction to Christian Education (4)

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

RE 620 Introduction to Mission

An introductory study of mission in its theological, cross-cultural, and strategic aspects. Special emphasis is given to developing a mission's awareness in local churches and individual Christians.

RE 623 World Religions

A survey of the religious systems present in the world and an analysis of evangelistic outreach among their members.

RE 632 Speech and Communication

A basis course in speech designed to provide students with both theory and practice in the principles of effective oral communication and presentation

RE 640 Spiritual Formation

Addresses a variety of topics in spiritual formation in order to optimize personal resources such as life inventory , discovery, and establishing identity.

RE 650 Introduction to Christian Counseling

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

RE 660 Introduction to Christian Leadership (4)

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

RE 705 Marriage, Family and Christianity

This course is designed to provide an overview of theoretical concepts of family and marriage from a Christian perspective, Family life cycle will be examined based on family therapy models. Theories of marital interaction and the leading approach to clinical treatment with couples will be addressed.

RE 624 Intercultural Ministry

This course provides a survey of intercultural ministry, including the history, its theory and praxis. It will prepare its participants to start or continue their ministry in intercultural settings with tools and attitudes for leading and facilitating their organizations, churches and communities.

RESEARCH METHODOLOGY

RM 710 RESEARCH and Writing (4)

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

THEOLOGY AND PHILOSOPHY

TP 530 MODERN AND CONTEMPORARY CHRISTIAN THOUGHT (4)

A study of thought from Enlightenment trends to contemporary theological and philosophical developments. The latter subject includes nineteenth century liberalism, twentieth century new-orthodoxy, existentialism, and post-existential trends such as secular, liberation, and hope theologies. Attention is also given to recent philosophical movements such as logical positivism, linguistic analysis and process thought. The course stresses the history of major ideas, the system of formative scholars, and the conservative alternative.

TP 580 SYSTEMATIC THEOLOGY I(4)

A systematic study of biblical teachings concerning the person and work of god & Christ, the authority of the Bible, and humanity's relationship to God.

TP 581 Systematic Theology II (4)

A systematic study of biblical teachings concerning the person and the work of the Holy Spirit and salvation, the church and last things.

TP 643 Pneumatology

A study of God the Holy Spirit as a part of the Trinity, the empowerment of the Holy Spirit, the work of the Holy Spirit in an individual and in the Christian community in relation to the Pentecostal Heritage and issues of spiritual warfare.

CERTIFICATE IN PATTERN MAKING

PROGRAM DESCRIPTION

This program is designed to have students demonstrate certain fundamental skills including pattern development, pattern making, and specific pattern pieces and clothing. This program provides comprehensive training in pattern development and specific clothing parts that lead to the final clothing piece. This program is specific to details and organization. This program requires the total 1,056 clock hours.

PROGRAM LEARNING OUTOMES

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

1. Interpret a design and create a pattern for that design using a variety of methodologies.
2. Create patterns that employ standard industry pattern terminology and symbols for garment production.
3. Construct a visual merchandising display with specified criteria.
4. Apply the principles of pattern grading to develop a full size range for patterns.
5. Identify, analyze, and apply trends in the textile industry

CAREER OPPORTUNITIES

This program prepares students for entry-level jobs in apparel production companies, apparel manufacturing plants, designer workrooms, and custom sewing workrooms. Examples of careers in Fashion Design include: Assistant Designer, Customer Services, Designer, Design Room Assistant, Fashion Illustrator, Fashion Stylist, First Pattern Maker, Manufacturer's Sales Representative, Piece Goods Buyer, Product Specialist, Quality Controller, Sample Maker, Sewing Room Supervisor, Tailor, Textile Colorist, Textile Croquis Painter, Textile Designer, and Trim Buyer.

27-1022 Fashion Designers (the United States Department of Labor's Standard Occupational Classification Codes): Design clothing and accessories. Create original designs or adapt fashion trends. Dress designer.

CURRICULUM

Total 1,056 clock hours

PMS101 Basic Pattern Development (60 hrs)

PMS111 Children's Wear (100 hrs)

PMS112 Pattern Making Principles (60 hrs)

PMS124 Collars/Skirts/Sleeves/Bodies (180 hrs)

PMS135 Pattern Making Details (40 hrs)

PMS147 Dresses/Tops/Pants/Action Wear (328 hrs)

CGM101 Computer Grading & Marking (24 hrs)

CGM111 Pattern Grading & Sizing (48 hrs)

CGM201 Advanced Grading (96 hrs)

CGM221 Basic Marking (48 hrs)

CGM222 Advanced Marking (72 hrs)

ORGANIZATION AND ADMINISTRATION

Administration

President:	David oh
Chief Academic Officer:	Petya Nikolova
Chief Financial Officer:	Jae Kwon Kim
Chair of Business Administration:	Ted Dalton
Chair of Computer Science:	Chung Lee
Chair of MAR:	Grace Choi-Kim
Librarian:	Pan Jun
Admission Manager:	Michelle Yi