GRACE UNIVERSITY



GU CATALOG

2025-2026

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About Grace University

Message from the President

This is the most exciting time I have experienced in my many years career as a teacher and administrator in higher education. The world is experiencing exponential growth in education and training in all forms and modalities.

Globalization and the increasing importance of technology in the workplace have placed an increasing set of requirements on students and universities to renew knowledge not only in their functional specialties, but in the changing applications of these specialties. This has spurred the growth of programs that enable the working professional to return to the classroom.

This exponential growth is partly fueled by the return to traditional values and respect for education in most countries of the world. Is this “Old Wine in a New Bottle” or “New Wine in an Old Bottle”? As an educator, I care about the answer, because the approach taken in our educational programs will differ depending upon which of the above orientations is chosen.

I personally believe that this is “New Wine” and we must structure our courses and programs accordingly. I believe that business and government leaders are being tested on a daily basis with problems and issues unknown and unanticipated a mere five years ago. These leaders cannot know everything they need to know in order to respond to these challenges. Instead, they must utilize their ability to think creatively, make decisions, and communicate to solve problems. Education that enhances these abilities is required by present and future business and government leaders in order to succeed.

Grace University’s BBA and MM programs always provide multi-disciplinary, multidimensional education to multi-ethnic, multi-national, multicultural students, with the objective of making them multi- talented and valuable contributors to their organizations and society. The complete education of the international, adult, and managerial/executive learner is our focus.

Grace University offers education built upon the pursuit of excellence, integrity, and service. Grace University believes that all education must promote personal and collective responsibility, social justice, respect for all life, and the interdependence of all people.

Grace University is dedicated to the student’s complete education. Our program emphasizes the dissemination of knowledge, the requirement of critical thinking, the necessity of ethical values, and the need for exercise of individual and collective responsibility.

Grace University welcomes you on our mutual quest of personal, academic, and professional excellence.

John Charity President

Grace University (GU) History

Grace University began, in 1994 as Ivy University. Its founder John Charity, felt called to educate future leaders in an environment built on Christ-centered principles and values. These values would prepare and equip students to address the needs of a complex, fast-changing world. Ivy University was located in Norwalk, California and offered degrees in Bachelor of Business Administration and Master of Business Administration. In 1997 , as enrollment grew Ivy University moved to a larger campus in Alhambra California. During 1994-1997, Ivy University served 80 full time students in day classes. During the fall of 2001, 32% of students enrolled in the BBA and 68% in the MBA. Ethnic Chinese students comprised 67% of students taking courses and approximately 48% of those students were female.

In 2017, CAU moved to Irvine, a blue ribbon city known for its high quality of life and topranked schools and colleges. In 2001, Ivy University became California American University (CAU).

Grace University was born out of the desire and calling to declare our mission to provide college education in a Christ-centered community, preparing students for the demands of a changing, challenging world. In the face the COVID Grace University emerged as a declaration of faith and gratitude to God, as well as recognition that his grace and mercy guided and sustained us through a stormy period. Grace University's partnership with Vineyard Community Church, Laguna Niguel, was a boost allowing us to connect and engage with the church's community, and various ministries.

Grace University added a community service component to its BBA program to help students explore their academic interests through a real-world lens. Students engage in their community and develop a richer perspective of the world they live in by volunteering in local organization.

Grace University was granted nonprofit status by the California Secretary of State in 2019.

In April 2021, Grace University was granted candidacy for accreditation as a Category II institution by TRACS. In April 2022, the TRACS Accreditation Commission voted to grant Grace University Accreditation status as a Category II institution. In the same year, TRACS Accreditation Commission’s approved Grace University’s new Master of Management program. With the approval of this new program, Grace University is now recognized as a Category III institution by TRACS. In February 2024, Grace University added Distance Education to enhance courses and program delivery. The addition of Distance Education will offer existing and potential students many additional pathways for their educational journey.

The average age of a Grace University student is 23. The university has over 1020 alumni.

Today, Grace University is located in Pomona, California, a city known for its rich history, bustling arts scene and annual Los Angeles County Fair.Grace University offers Bachelor of Business Administration (BBA) and Master of Management (MM) degrees.

Accreditation

Grace University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org], having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on July 14, 2022. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Mission

Grace University exists to integrate Christian values in all academic experiences thereby creating an educational community where its students learn to think and act as ethical leaders and responsible world citizens.

Institutional Objectives

1. Grace University will be a Christ-centered community that cares.
2. Grace University will adopt a holistic approach, providing students' academic, spiritual, emotional and social needs in a multicultural learning environment.
3. Grace University will embrace growth in student populations and programs through ongoing strategic planning.

Program Objectives

1. Enhance business knowledge: Apply functional and foundational concepts to think critically and solve business problems.
2. Ethical Responsibility: Demonstrate ethical decisions through Christ-centered values.
   3. Offer courses that reflect the latest issues in business and society and apply Christian principles in these environments.

Vision

Grace University supports environmental awareness and preservation, social justice, respect for diversity, personal and corporate integrity, and the recognition of the interdependence of all peoples. GU advocates intellectual honesty, open communication and the free interchange of ideas.

Faith Statement

Grace University is a non-denominational Christian Institution that holds a charismatic-Evangelical theology. Our beliefs are firmly rooted in the theology of the Reformation,

while fully embracing contemporary ministry of the Holy Spirit and all His gifts.

1, The Bible: We believe that the Bible is the Word of God, divinely inspired; that it contains no errors in the original manuscripts and was preserved by God for us.

2, The Trinity: We believe that God exists eternally in three persons: Father, Son and Holy Spirit. These three are one God.

3, God: We believe God created the universe by His Power and Word. We believe that God is all-knowing, all-powerful and ever present.

4, Jesus Christ: We believe Jesus Christ was sent by God the Father into the world to save sinners.

5, The Holy Spirit: We believe the Holy Spirit is a person, is God, and has all the divine characteristics.

6, Creation: We believe in the Biblical six literal day account of the creation of the physical universe and man. This account is a literal, historical account of the direct, immediate creative acts of God without any evolutionary process.

7, Human Beings: We believe human beings were created originally by a direct work of God and not from previously existing forms of life. Man was created perfect and made in the spiritual image of God, to be like Him in character.

8, Redemption: We believe that the saved have been redeemed, in that the price that our sin demanded has been paid. It means that not only did Christ pay the price for our sin but also removed us from the marketplace of sin.

9, Salvation: Salvation is God's free gift to all. We receive this gift through repentance and faith in Jesus Christ alone.

10, Eternal Life: We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal damnation.

11, Historicity: We believe in the full historicity of the Scriptural record of primeval history. We believe the Bible is the Word of God because of its scientific accuracy.

12, Satan: We believe that Satan is a fallen angel, the author of sin, and cause of the fall; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the Lake of Fire.

Integrity Statement

Grace University seeks to fill a niche in Christian education. Christ is the center of every action and decision in all areas of our operations. We treat all individuals with dignity. We act honestly and maintain the highest standards of moral and ethical values in our services and programs, and in our dealings with individuals, public and private organizations, businesses, and government agencies.

Accreditation Agency and Status

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Academic Calendar 2025-2026

Fall Quarter 2025 (9/22/2025 – 11/28/2025)

Open Registration	Mon-Fri	September 1-5, 2025
School Orientation	Wed	September 17
Classes Begin	Mon	September 22
Holiday – Columbus Day	Mon	October 13
Holiday – Veterans Day	Tue	N ovember 11
Holiday - Thanksgiving	Thurs-Fri	November 27-28
Classes End	Fri	November 28

Winter Quarter 2026 (1/12/2026 – 3/20/2026)

Open Registration	Mon-Fri	December 1-5, 2025
School Orientation Wed Classes Begin		January 7, 2026
Mon		January 12, 2026
Holiday - Martin Luther King's day	Mon	January 19
Holiday - Presidents' Day	Mon	February 16
Classes End	Fri	March 20

Spring Quarter 2026 (3/30/2026 – 6/5/2026)

Registration	Mon-Fri	March 9-13, 2026
School Orientation	Wed	March 25
Classes Begin	Mon	March 30
Holiday-Good Friday	Fri-Monday	April 3-April 6
Holiday-Easter Break	Fri-Monday	April 17-April 20
Holiday - Memorial Day	Mon	May 25
Classes End Fri June 5 Commencement	Fri	June 12

Summer Quarter 2026 (6/29/2026 – 9/4/2026)

Open Registration	Mon-Fri	June 8-12, 2026
Holiday - Juneteenth	Fri	June 19
School Orientation	Wed	June 24
Classes Begin	Mon	June 29
Holiday -Independence Day (observed)	Fri	July 3-4
Classes End	Fri	September 4

Fall Quarter 2026 (9/21/2026 – 11/27/2026)

Open Registration	Mon-Fri	August 31- September 4, 2026
Holiday - Labor Day	Mon	September 7, 2026
School Orientation	Wed	September 16
Classes Begin	Mon	September 21
Holiday – Columbus Day	Mon	October 12
Holiday – Veterans Day	Wed	November 11

Admission Requirements and Procedures

Grace University admits all qualified applicants regardless of sex, nationality, creed, disability, or ethnic origin. The university recruits and admits only those students who have the potential to complete the programs successfully. The prospective student's motivation and interest in succeeding in his/her chosen field are important factors for admissions consideration, as well as the student's academic qualification.

Undergraduate Requirements

At least a high school education must be completed in order to apply for the Bachelor of Business Administration (BBA) degree at Grace University. Each student admitted to the undergraduate degree program shall possess a high school diploma or its equivalent.

Application Procedures

Students applying for Undergraduate Program (Bachelor's Degree) must observe the following procedures:

- Complete the application form (available in the Admissions Office) and submit it together with the $100 (non-refundable) application fee to the Admissions Office.
- Submit a copy of high school diploma and its corresponding official high school transcript showing evidence of completion of at least a high school education, or official transcript from a former college/university attended, to the Admissions Office. The official school transcript must be sent directly by the issuing institution to the Admissions Office.
- Admission to Grace University is based on the combination of strength of educational curriculum attempted and cumulative grade point average. Prospective students' applications will be reviewed and decisions made for admission on an individual basis by the Admissions Director. Applicants may be asked to provide additional evidence of academic proficiency.

Once a student is admitted to the program, he or she will be assigned to an Academic Advisor, who will assist the student with academic planning. Orientation for new students will be held during the first week of each quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

English Language Proficiency

All instruction at Grace University is conducted in English. Applicants whose native language is not English must demonstrate English proficiency by providing one of the following: a TOEFL score, successful completion of the Grace University English Placement Exam, or other University-approved evidence.

Applicants who have earned a high school diploma from, or are currently enrolled in, a U.S. institution where English is the primary language of instruction may be exempt from the English proficiency requirement, subject to University review.

Grace University DOES NOT provide English language (ESL) services.

Policy and Procedures for Awarding Credit

Purpose

Grace University determines credit awards for its courses and programs based on the professional judgment of its faculty in applying accepted practices in higher education and in alignment with its mission. The Chief Academic Officer (CAO) is responsible for the implementation of the policy and procedures for awarding credit. The CAO oversees the implementation and determines the effectiveness of the Awarding Credit Policy and procedures as part of the university's planning and institutional effectiveness process.

Grace University does not award credit for a student's prior work experience. The purpose of this document is to define credit, the criteria for determining credit, process for determining credit and external confirmation.

The policy and procedures for awarding credit are approved by Grace University. Compliance with the policy is assured. All course and program credit awards are documented electronically.

Definition of a Credit Hour

A quarter credit is a unit of educational accomplishment by learning outcomes. One (1) quarter unit is direct faculty instruction of a minimum of 1 hour each week for 10 weeks. Courses require an equivalent amount of faculty and student engagement and learning outcomes.

Criteria for Determining Credit for Programs

Faculty and review committees determine the quantity of credits for a program in accordance with commonly accepted discipline-specific best practices for undergraduate degree and policies.

Process for Determining Credit

Faculty develop courses and programs and provide justification for proposed credit amounts. Final acceptance of a proposal by each appropriate review committee denotes the review and acceptance of the proposed number of credits.

Transfer of Credit Information

An applicant who wishes to transfer to GU from another institute of higher education must undertake the same application procedure for each program. Upon admission, the credit earned in another institution will be evaluated and appropriate credit will be granted for equivalent courses at GU.

Following is the transfer credit policy for the program:

Program	Maximum Quarter Units Acceptable for Transfer Credit	Major Units required to be completed in residency at GU
Bachelor's Degree	132	48 (in Major courses)

Graduate Admission Requirements

Admission Requirements

An applicant to the Master of Management (MM) program at Grace University must possess a bachelor's degree with a GPA of 2.0 (on a 4.0 scale) from an accredited institution; or an earned master's degree or higher from an accredited institution; submit a portfolio of evidence that shows adequate preparation for graduate studies. The portfolio will contain writing samples that show graduate level skills in communications and business analysis; a detailed CV showing professional development and achievements; letters of reference from persons who can attest to the applicant's ability to do graduate-level work; and a letter of explanation stating the reasons the student believes he or she is a good candidate for graduate study in organizational management.

Application Procedures

Students applying for the Master's degree must observe the following procedures:

- Complete the application form (available in the Admission Office) and submit it together with the $100 (non-refundable) application fee to the Admissions Office.

- Submit a copy of a bachelor's degree or master's degree and its corresponding official transcript showing evidence of completion of the degree to the Admissions Office.

- Admission to Grace University is based on the combination of strength of the educational curriculum undertaken and cumulative grade point average. Prospective students' applications will be reviewed and decisions made for admission on an individual basis by the Admissions Director. Applicants may be asked to provide additional evidence of academic proficiency.

Once a student is admitted to the program, he or she will be assigned an Academic Advisor, who will assist the student with academic planning. Orientation for new students will be held during the first week of each quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

Transfer of Credit

A maximum of eight (8) quarter credit hours may be transferred into the M.M. degree program. The coursework must be equivalent to required courses in the M.M. program.

English Language Proficiency

All instruction at Grace University is conducted in English. Applicants whose native language is not English must demonstrate English proficiency by providing one of the following: a TOEFL score, successful completion of the Grace University English Placement Exam, or other University-approved evidence.

Applicants who have earned a high school diploma from, or are currently enrolled in, a U.S.

institution where English is the primary language of instruction may be exempt from the English proficiency requirement, subject to University review.

Grace University DOES NOT provide English language (ESL) services.

Distance Education Admissions

Admission Requirements

An applicant to the Distance Education program at Grace University must possess a bachelor's degree with a GPA of 2.0 (on a 4.0 scale) from an accredited institution; or an earned master's degree or higher from an accredited institution; and

Submit a portfolio of evidence that shows adequate preparation for graduate studies. The portfolio will contain writing samples that show graduate level skills in communications and business analysis; a detailed CV showing professional development and achievements; letters of reference from persons who can attest to the applicant's ability to do graduate-level work; and a letter of explanation stating the reasons the student believes he or she is a good candidate for graduate study in organizational management.

Application Procedures

Students applying for the Master's degree must observe the following procedures:

- Complete the application form (available in the Admissions Office) and submit it together with the $100 (non-refundable) application fee to the Admissions Office.

- Submit a copy of a bachelor's degree or master's degree diploma and its corresponding official transcript showing evidence of completion of the degree to the Admissions Office.

- Admission to Grace University is based on the combination of strength of the educational curriculum undertaken and cumulative grade point average. Prospective students' applications will be reviewed and decision made for admission on an individual basis by the Admissions Director. Applicants may be asked to provide additional evidence of academic proficiency.

Once a student is admitted to the program, he or she will be assigned to an Academic Advisor, who will assist the student with academic planning. Orientation for new students will be held during the first week of each quarter. All students will receive information regarding student services, student expectations, student rights and responsibilities, student conduct policies, library services, and learning resource services.

English Language Proficiency

All instruction at Grace University is conducted in English. Applicants whose native language is not English must demonstrate English proficiency by providing one of the following: a TOEFL score, successful completion of the Grace University English Placement Exam, or other University-approved evidence.

Applicants who have earned a high school diploma from, or are currently enrolled in, a U.S. institution where English is the primary language of instruction may be exempt from the English proficiency requirement, subject to University review.

Grace University DOES NOT provide English language (ESL) services.

Transfer of Credit

A maximum of eight (8) quarter credit hours may be transferred into the M.M. degree program. The coursework must be equivalent to required courses in the M.M. program.

Conditional Admission

In exceptional cases where the GPA admission requirement is not met an applicant may be admitted *conditionally*. Students applying for conditional admission must submit a personal statement detailing reasons they were not able to meet GU's GPA admission requirement. Students admitted conditionally will be considered on probation during the first quarter. In order to continue studying at GU:

- Students admitted conditionally for a GPA below 2.0 must earn an overall average of at least a B (3.0) during the first quarter of enrollment. In this case, the student is considered to have achieved regular status.

A student admitted conditionally because of a low cumulative GPA who fails to earn a B (3.0) average in the first quarter will not be permitted to re-enroll.

Maximum Program Length

Program	Required Units for Graduation	Maximum Time Frame (MTF)
Bachelor of Business Administration	180	6 Years
Master of Management	48	3 Years
Distance Education Master of Management	48	3 Years

International Student Admission

GU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (I-20 Form) enabling students to enter the U.S. with a student visa (F-1).

Application Procedures

International students applying for a degree program at GU must submit the following additional application document (see procedures for each program for complete application documents):

For prospective students for Bachelor's degrees:

- Complete the application form (available in the Admissions Office) and submit it together with the $100 (non-refundable) application fee to the Admissions Office.
- Submit a copy of a high school diploma and its corresponding official high school transcript, showing completion of at least a high school education, or official transcript from a former college/university attended, to the Admission Office.
- The official school transcript must be sent directly by the issuing institution to the Admissions Office.
- Financial Statement that shows adequate funds to support tuition and fees for completion of the course.
- Copy of Passport (photo page with date of birth).

Once an application and all supporting documents have been received by the Admissions office, approximately three to four (3-4) weeks should be allowed for processing. To receive the earliest consideration, an applicant requiring an F-1 visa should submit an application and supporting documents according to following academic schedule:

Applying For	Documents should be received by:
Fall	August 1st
Winter	November 1st
Spring	February 1st
Summer	May 1st

The Admissions Office will issue a letter of acceptance with I-20 Form to applicants who have been accepted to GU.

GU will not issue an I-20 Form (Certificate of Eligibility) until the student has been admitted and has been financially certified by the university.

Students who have been issued an I-20 Form must report to the university within seven (7) days after arriving in the U.S. or the I-20 will be voided.

English Language Proficiency

All instruction at Grace University is conducted in English. Applicants whose native language is not English must demonstrate English proficiency by providing one of the following: a TOEFL score, successful completion of the Grace University English Placement Exam, or other University-approved evidence.

Applicants who have earned a high school diploma from, or are currently enrolled in, a U.S. institution where English is the primary language of instruction may be exempt from the English proficiency requirement, subject to University review.

Grace University DOES NOT provide English language (ESL) services.

Transfer Student Admissions

An applicant who wishes to transfer to GU from another institute of higher education must follow the application procedure for the program. Upon admission, the credit earned in another institution will be evaluated and appropriate credit will be granted for equivalent courses at GU. Following is the transfer credit policy for each program:

Program	Maximum Quarter Units Acceptable for Transfer Credit	Major Units required to be completed in residency at GU
Bachelor's Degree	132	48 (in Major courses)
Master's Degree	8	40
Distance Education Master of Management	8	40

Readmission

Students who have been dismissed from the university must wait at least one quarter before applying for re-admission and must submit a petition for re-admission to the Chief Academic Officer (CAO). To be considered, the student must submit a written petition, which describes the changes in behavior or circumstance that will result in improved academic performance. The re-admission petition must be submitted to the CAO at least ten (10) days before the beginning of the quarter in which the student requests re-admission. The Chief Academic Officer will determine if the student has demonstrated the likelihood of future success in the program of study. The Chief Academic Officer will notify the students in writing concerning re-admission. If re-admission is granted, a student may resume course work at GU.

Class Hold Location

All classes will be held at the following address:
981 Corporate Center Dr., Suite 140, Pomona, CA 91768

If further help is needed regarding the campus location, please contact the Admissions office for detailed map or location information. Telephone: 626-949-3322 Email: admin@graceu.edu

Catalog Rights

Grace University publishes a catalog describing its course offerings, as well as the general policies and procedures in effect at the university. The catalog is published and updated once each year. The Chief Academic Officer is responsible for the content of the catalog. Prospective students, current students, and the public can obtain a copy of the catalog by downloading it (free) from the university's website (http://www.graceu.edu) or contact the Admissions Office for a hard copy.

The catalog may be amended, changed or supplemented after the quarter has started. Any modifications will be typed, dated and posted on bulletin boards and other appropriate publications by the Admissions Office.

Prospective students are encouraged to review this catalog prior to signing the enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing the enrollment agreement.

Undergraduate/Graduate / Distance Education Curriculum

The Faculty Council, along with Professors and Instructors, in consultation with the CAO, coordinates and develops policies of the undergraduate curriculum of the university. The Council and the designers will:

1. Approve additions, deletions, and changes to existing undergraduate program curricula and course listings, based on the recommendation of the CAO. All such additions, deletions, and changes will be reported to the faculty for approval at the next general Faculty meeting for recommendation to the university President.
2. Recommend new undergraduate curricular programs, consistent with the university's mission and strategic plan, to the full faculty for approval for recommendation to the university President.
3. Review and recommend policies that affect the undergraduate curricula of the university.

Syllabus/Course Outlines

A syllabus is required for every course section, regardless of quarter, mode of delivery, or regularity of offering.
Syllabus or course outlines must be consistent with approved course proposals and objectives on file in the Administration Office and with course descriptions in the university catalog.

Syllabus/Course outlines should provide information on material to be covered; grading policy; class assignments; exam dates and make-up policy; required or permissible materials or equipment which may be used in testing situations; and required or permissible materials and/or equipment for the course. Syllabus should be made available to students prior to the first day of the quarter.

Each syllabus must, at a minimum, include the following:

1. Instructor's name and contact information, office hours, telephone number(s), and e-mail address
2. Course number and title
3. Quarter of delivery (winter, spring, summer, fall) and meeting schedule
4. Student learning outcomes (course goals, institutional and program objectives)
5. Required materials, including textbooks
6. Schedule of assignments and activities
7. Grading criteria and grading scale sufficiently explicit to allow students or others to reconstruct how course grades were determined
8. Expectations regarding student participation (attendance, participation in course activities, including in-class activities)
9. Plagiarism policy
10. Information about academic accommodation for students with disabilities

Approval of New Programs and Curricular Changes

To ensure the highest quality and consistency in new program development, proposals of new programs and curricular changes must adhere to the following:

1. The process for all additions or changes to programs, policies, or curriculum revisions begins with a formal proposal. Depending on the extent of changes or additions, communication with students and faculty members should be included and sufficient meetings should be conducted to ensure broad input for a proposal.
2. Changes to existing curriculum should be based on student assessment and input.
3. New programs should be initiated based on community needs, opportunities, and other academic considerations. Changes that will have significant budgetary consequences should be discussed with the CFO prior to development and presentation.

Processing Curriculum Changes

1. A proposed curriculum change may originate at any level within the university. All proposals shall be presented in writing to the appropriate university authority, or faculty council. Written proposals shall be sent to the CAO for initial review and discussion. The Faculty Council makes a recommendation for approval. The recommendation is forwarded to the university President with explanation.

2. and approval. The President presents the proposal to the GU Board of Directors for final review

All approved new programs and curricular changes will become a part of the university Catalog and Student Handbook.

Accreditation Agency and Status

Grace University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org], having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on July 14, 2022. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Approval to Operate by Bureau for Private Postsecondary Education

Grace University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval means that the institution complies with the California Private Postsecondary Act of 2009.

Grace University does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has no petition in bankruptcy filed against the school within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.)

Financial Information

Tuition and Fees

Students are required to pay tuition and fees during registration. Cash, money order, and checks are acceptable modes of payment.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Federal and State Financial Aid Information

Title IX of the Education Amendments Act of 1972, a federal law, states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Currently, Grace University does not participate in any federal (Title IV) and state financial aid programs.

Financial Aid Programs and Policies

Currently, Grace University does not provide any kind of financial aid to students.

Total Cost of Attendance

Bachelor of Business Administration - Total 180 Quarter Units
Estimated Schedule of Total Charges for the whole Bachelor of Business Administration Program:

Application Fee (One-Time Non-refundable)	$100
International Student Processing Fee	$400
Tuition (180 units x 250)	$45,000
Registration Fee ($50 x 16 quarters)	$800
Populi Usage Fee ($60 x 16 quarters) non-refundable Campus Activity fee ($40 x 16 quarters) non-refundable	$1,600
Estimated cost of Textbooks	$4,000
STRF (non-refundable)	$0
Estimate 4-Year Program Cost	$51,900

* Tuition rate may be adjusted in accordance with academic policies and regulations approved by the school.

Master of Management- Total 48 Quarter Units
Estimated Schedule of Total Charges for the whole Master of Management Program:

Application Fee (One-Time Non-refundable)	$100
International Student Processing Fee	$400
Tuition (48 units x 300)	$14,400
Registration Fee ($50 x 6 quarters)	$300
Populi Usage Fee ($60 x 6 quarters) Non Refundable Campus Activity fee ($40 x 6 quarters) Non Refundable	$600
Estimated cost of Textbooks	$3,000
STRF (Non-refundable)	$0
Estimate 2-Year Program Cost	$18,800

* Tuition rate may be adjusted in accordance with academic policies and regulations approved by the school.

Refund Policy

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. Cancellation, or Withdrawal request must be made in writing by submitting a Request for Refund (RFR) form to the Office of the Registrar. Cancellation is effective on the date written notice of cancellation is sent. A refund will be issued within 30 days after the effective date of written notice. Student fees (registration, application, materials, STRF and activities) are nonrefundable.

If Grace University has collected money on the student's behalf (from the student) to be paid to a third party and Grace University has not paid the third party at the time the student withdraws from the program, Grace University will refund the money to the student within 30 days of the student's cancellation request.

Grace University will refund any credit balance on a student's account within 30 days of the effective date of cancellation request.

After the cancellation period, refunds will be issued to students who have completed 60% or less of the period of attendance. The student will not get a refund after more than 60% of theinstruction has been presented. For students who have completed 60% or less of the period of attendance, refunds shall be on a pro rata basis. The exact amount of prorated refund will be based on the formula listed below.

The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

For example: if a student withdraws a course after 20 hours out of 40 hours (4 credits x 10 weeks) and its tuition is $1000, the refund will be: $ 1000 - $1000 x 20/40 credit hours = $500.
$1000 – $1000 x 20 hours (Hours of instruction received)

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40 hours (Hours of instruction paid)
= $500 (Amount of refund)

NOTE: Students must follow the withdrawal procedure to be officially withdrawn from a course. Failure to do so could result in the student being charged and receiving a failing grade in the class.

The Student Tuition Recovery Fund (STRF)

Grace University reports all students signing enrollment agreements to the Bureau for Private Postsecondary Education during the reporting period.

STRF Disclosure

"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 North Market Blvd., Suite 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 non-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 Rights

Grace University maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of complaints. In addition, the university endorses the basic principles of the codes of ethics issued by the American Association of Collegiate Registrars and Admissions Officers; student understanding and cooperation are essential to the successful implementation of this legal structure.

Freedom of Access

Grace University is open to all qualified applicants according to its published admissions policies and standards. Upon matriculation, each student has access to all Grace University services and facilities for which he or she is qualified. Access will be denied to persons who are not GU students.

Classroom Rights and Privileges

Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment in matters of informed opinion. Students' views, political associations, and beliefs that are confided to instructors and advisors during the performance of their duties are confidential.

Right to Appeal

The university has created and implemented procedures for appeals by students with the intent of assuring fairness and objectivity.

Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible to comply with the policy or requirement
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Extenuating circumstances must be beyond the student's control and undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration. If an academic policy or requirement is appealed, the appeal will be reviewed by the Chief Academic Officer.

The purpose of appeal procedures is to provide a system that will represent "fairness and the absence of arbitrariness." The university makes every effort to assure that the appeal procedures are clear to students and not burdensome.

Non-Discrimination Policy

Grace University does not discriminate on the basis of race, color, age, gender, creed, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status in the administration of its educational programs, admission policies, or any other university-administered programs and activities.

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

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their official university records in accordance with provisions of the aforementioned act and within the university guidelines. Education institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

"The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level".

FERPA affords students certain rights with respect to their education records:

1) The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit written requests that identify the desired record(s) to the Registrar, dean, chief academic officer, or other appropriate official. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request has been submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to university officials with legitimate educational interests. A College official is a person employed by the Institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student assisting an institution official or serving on an official committee, such as a disciplinary or complaint committee. An Institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920

GU Student Records Policy - Right to Access

With a few exceptions provided by law, GU students may see any of their educational records upon request. Access must be granted no later than 15 working days after the written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

Disclosure of Student Records

Student records are kept for 5 years. Transcripts are kept permanently. With several exceptions provided by law, the university cannot release a student's information to third persons without the written consent of the student. Permission must be given by the student for information in his/her file to be provided as reference checks for credit or employment evaluation by third parties, and the student must file a declaration to this effect, which will be kept in the student's file(s).

The declaration can be all-inclusive or on a case-by-case access basis (the provision of financial data to authorized agencies is not a violation of the Buckley Amendment). The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement to the university or other evidence of federal income tax dependency.

At the discretion of GU officials, the following directory information will be provided: student's name, e-mail address, major field of study, dates of attendance, degrees and awards received, and students participating in officially recognized activities. A student wishing to withhold this directory information must complete the Privacy Request Form available in the Registrar's

Office. This must be done within the first 10 working days of enrollment in a quarter. The privacy request will be valid for one calendar year.

Inquiries regarding the Family Educational Right and Privacy Act should be directed to the Registrar.

Disabilities Policy

Grace University is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Chief Academic Officer and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities.

Hearing Committee

Academic dishonesty or acts of student conduct that violate university standards and Code of Conduct will subject the student to disciplinary action that may include dismissal from the university. However, in conformance with Due Process and prior to implementing any disciplinary action, the student is given a hearing before an impartial committee. The student is also given an opportunity to appeal any decision that he/she believes is unfavorable.

Student Evaluation Procedure

Students at Grace University are expected to evaluate each class in which they are enrolled to sustain a high quality of instruction. Student evaluation forms are distributed toward the end of each quarter. The evaluation forms, completed anonymously, are collected and returned to the Administration Office by a designated student. Student evaluations are tabulated by the university and the results are analyzed by the Chief Academic Officer and distributed to the individual instructors. Overall summaries of student evaluations are also presented at faculty meetings.

Student Complaint Processes

General information

Students who feel dissatisfied in their relationships with the university, its policies, its practices and procedures, or its faculty and staff should submit their complaint in writing to the CAO, who will act upon it, or direct it to the President of the university. A response will be given within five working days of receipt of the written complaint.

Dismissal of a student will not take place without a formal hearing. Should the student(s) feel dissatisfied with the CAO, a petition should be submitted to the President, who, if necessary, will arrange a hearing with the Management Committee for the student and CAO.

Complaint procedure

Some problems or disputes, such as sexual harassment and certain other incidents, because of their private and sensitive nature may be more appropriately handled through the complaint process. In these instances, a complaint may be filed with the Chief Academic Officer, director, or the responsible administrator requesting an investigation into the alleged action(s).

Step 1: The student consults with one or more of the above persons as appropriate and requests a resolution of the complaint.

Step 2: The investigator will, insofar as possible, maintain the confidentiality of the dispute, gather the necessary and relevant facts, inform the student of a decision, and report the result with the recommendation(s) for corrective action, if any, to the appropriate administrator.

Step 3: The investigator has no more than 30 days from the initiation of the complaint to render a decision unless it is not reasonable to conclude the investigation and render a report within 30 days due to extenuating, or unusual circumstances.

Step 4: If the student is not satisfied with the proposed resolution, he/she may then initiate a formal complaint procedure.

Formal Complaint Procedures

The following steps shall be taken, in sequence, by the student who initiates a formal complaint. Failure to comply with any of the steps or time limits without agreement of all parties to the dispute may result in the termination of the complaint or other appropriate action. A student has the right to withdraw his/her complaint at any stage of the proceedings causing the proceedings to terminate immediately.

Copies of all correspondence shall be forwarded by the student and by the other party to the appropriate CAO to be retained in a confidential file pending resolution of the complaint or further action by either party. If the allegations involve charges of discrimination or sexual harassment, copies of all correspondence must be forwarded to the CAO.

For all Complaints

Step 1

1.1 The student shall give written notification, within an academic quarter, to the person he/she alleges has caused him/her to file a complaint. The time limit to file a formal complaint expires at the close of business on the last day of instruction of the quarter following the one in which the alleged incident occurred or of the time the student should have become aware of the alleged violation. If the party cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave, an additional notification period of one quarter shall be provided.

1.2 The notice of complaint must include specific allegation(s), date(s) of incident(s), and necessary details regarding the complaint. The notice must also include the remedy requested.

1.3 Within 30 days, the party against whom the complaint is filed must respond in writing to the student denying the allegations with accompanying explanations or: a. agreeing to grant the remedy(ies) requested in full,

b. agreeing to grant the remedy(ies) requested in part with an explanation, or

c. agreeing to negotiate an appropriate remedy with an explanation, stating suggested alternatives.

1.4 In the event the party against whom the complaint is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 2 provided they have complied with Section 1.2 of Step 1. Attach all complaint material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 2

2.1 Within 30 days of receipt of the response in Step 1 or, in the absence of a written response, after 30 days but not more than 45 days has elapsed, the student may in writing either accept or reject the proposed remedy and appeal the results of the complaint to the next level.

2.2 In the event the party against whom the complaint is filed will be unavailable for more than one academic quarter, the student shall proceed to Step 3 provided he/she has complied with Section 1.2 of Step 1. Attach all complaint material from Step 1 to the Letter of Appeal in Step 2 and to all subsequent appeals (if any).

Step 3

First Appeal Level

Student VS. Student

1. If the person filing the complaint is not satisfied with the results of Step 1 and 2, he/she can appeal the complaint to the Student Service Director within 30 days of receiving the written notification from the other party or in the absence of a written response, after 30 days but not more than 45 days has elapsed.
2. The Student Services Director shall refer the complaint to a committee established at this level who will review the complaint. The committee may hold a hearing, if appropriate, and convey its recommendation to the Student Services Director.
    - The committee shall be appointed by the Student Service Director within 10 calendar days after receiving the written notice of complaint or notice of appeal.
    - The committee shall forward its recommendations to the Student Services Director within 30 days of its appointment.
    - The committee shall include one student member with voting privileges for each faculty, staff or administrative member with voting privileges.
    - No member of the committee shall be a student, faculty, staff, or administrator from the same department or service area as the person filing the complaint or the person(s) against whom the complaint is filed.
3. The Student Services Director shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the CAO's findings on the complaint, the action(s) to be taken, and the justification(s) for the action(s).

Student VS. Staff

1. Step 1 and 2 of the complaint procedures are to be followed. If the person filing the complaint is not satisfied with the results at this level, he/she can appeal to the CAO.

2. Appeals must be in writing and made within 30 days of written notification from the other party or, in the absence of a written response, after 30 days but not more than 45 days have elapsed.
3. The CAO shall follow the procedures outlined in Step 3, A, 2 (a-d), and 3 above.

Student VS. Faculty

1. Steps 1 and 2 of the complaint procedures are to be followed, if the person filing the complaint is not satisfied with the results at this level, he/she can appeal to the CAO.
2. The CAO shall promptly review all allegations and provide a written response to the student within 30 days of receiving the written notification. The response shall contain the findings on the complaint, action(s) to be taken, and the justification(s) for the action.
3. If the person filing the complaint is not satisfied with the results at CAO's level, he/she can appeal to the President within 30 days of receiving the written response from the CAO or, in the absence of a written response, after 30 days but not more than 45 days has elapsed.
4. The President shall refer the complaint to a committee established at this level who will review the complaint. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
    - The committee shall be appointed by the President within 10 calendar days after receiving the notice of complaint or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
    - The committee shall forward its recommendation to the President within 30 calendar days of its appointment.
5. The President shall respond to the student in writing within 10 days of receiving the recommendation(s) of the committee. The response shall contain the CAO's and the Committee's findings on the complaint, the action(s) to be taken, and the justification (s) for the action(s).

Student VS. CAO/Director and Staff VS. Staff

1. Steps 1 and 2 of the complaint procedures are to be followed. If the person filing the complaint is not satisfied with the results at this level, he/she can appeal to the President within 30 days of receiving a written response from the CAO/Director or, in the absence of a written response, 30 days but not more than 45 days has elapsed.
2. The President shall refer the complaint to a committee established at this level who will review the complaint. The committee may hold a hearing, if appropriate, and convey its recommendations to the President.
    a. The committee shall be appointed by the President within 10 calendar days after receiving the notice of complaint or appeal and shall include one (1) student member with voting privileges for each faculty, staff, or administrative member with voting privileges.
    b. The committee shall forward its recommendation to the President within 30 calendar days of its appointment.

Anti-Harassment Policy

Grace University strives to provide an environment in which the dignity and worth of the members of the school community are based on mutual respect. Sexual harassment of employees and students and unacceptable behavior will not be tolerated.

Grace University is committed to a work and academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff, and applicants who seek to join the school in any capacity. Sexual harassment violates the university's policy as well as local, state, and federal laws.

It is a violation of university policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment. Any person violating university policy on sexual harassment is subject to appropriate disciplinary action, such as reprimand, suspension or termination of employment or enrollment. Disciplinary action imposed depends on the severity of the offense.

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq*., a federal civil rights law, prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence. Any inquiries regarding Title IX may be referred to the U.S. Department of Education's Office of Civil Rights (OCR).

Grace University is committed to maintaining a working and learning environment that is free from harassment based on any protected status.

It is a violation of university policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment. Any person violating university policy on sexual harassment is subject to appropriate disciplinary action, up to and including termination.

Definition of Sexual Harassment

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, verbal or physical conduct of a sexual nature directed towards a students, employee, or applicant seeking to join Grace University. When an individual is in a position to influence the education, employment, or participation in a university activity of another person even apparent consensual sexual relationships often constitute sexual harassment. Sexual harassment occurs when any of the following circumstances exist:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of a person's status in a program, academic decision, employment, or admission.
2. Submission to or rejection of such conduct is used as the basis for academic decisions or employment decisions.
3. Such conduct has the purpose or effect of "unreasonable interfering" with an employee's work or student's academic performance or creating an intimidating, hostile, coercive or offensive work or educational environment. For purpose of this policy, "unreasonable interfering: is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.

4. Sexual harassment is not limited to action by a supervisor but can include conduct by a co-worker.

Petty annoyances and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must meet the definition above.

Internal Complaints

Individuals who believe they have been subjected to harassment should contact GU's Chief Operating Officer.

External Complaints

Individuals who believe they have been subjected to harassment are encouraged to take advantage of the College's complaint procedure. However, external complaints may be filed with the U.S. Department of Education's Office of Civil Rights.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Grace University may be directed to the Bureau for Private Postsecondary Education. Following is the Bureau for Private Postsecondary Education contact information:

Address:
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 P.O.
Box 980818, West Sacramento, CA 95798-0818 Telephone
and Fax:
(888)370-7589 or by fax (916) 263-1897
(916)574-8900 or by fax (916) 263-1897 Website:
www.bppe.ca.gov

A student or any member of the public may file a complaint about Grace University with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov

Transnational Association of Christian Colleges and Schools (TRACS)

In accordance with requirements issued by the U.S. Department of Education, any student who has already followed the Grievance/Complaint Procedures as specified above, and feels the issue is not resolved, may contact our accrediting agency: Transnational Association of Christian Colleges and Schools (TRACS)

Grace University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) http://www.tracs.org/ [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on July 14, 2022. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of

Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Instructions for Filing a Complaint with TRACS

1. Individuals should be able to make an inquiry to TRACS regarding a complaint or about issues and concerns that could be considered complaints. At such time, TRACS will direct the individual to the TRACS website (www.tracs.org) with instructions to download a packet containing: Policies and Procedures for Complaints against Member Institutions; TRACS Complaint Information Sheet; TRACS Complaint Processing Form.
2. TRACS's response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.
3. A formal complaint is one that is: Submitted in writing using the TRACS Complaint Processing Form (including answering fully all the questions and attaching all required supporting documentation); Signed; Sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.
4. Two hard copies of the fully completed TRACS Complaint Processing Form and all supporting documents are to be sent, not electronically nor through facsimile transmission, to President, Transnational Association of Christian Colleges and Schools, 15935 Forest Rd. Forest VA 24551.

Student Responsibility

Personal Conduct

Each student is expected to be an example of proper conduct. This includes the student's attitudes, actions, appearance, and attire. The university's administration has the authority to take appropriate action through the Student Council or administrative disciplinary measures if this code of conduct is not adhered to. It is the policy of the university to prohibit smoking except in designated areas and prohibits unlawful possession or use of controlled substances or alcoholic beverages. Firearms possession anywhere on campus is STRICTLY PROHIBITED.

Code of Conduct

The disciplinary standards outlined in this catalog include rules and enforcement measures. These are the basic guidelines for conduct on the premises of the university, at any school-sponsored activity and, under certain circumstances, behavior in the outside community. At any time, the university reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the university community's best interests.

All amendments of the standards must be approved by the CAO in conjunction with the Board of Directors. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards and/or sent to the campus community.

The disciplinary standards described herein afford procedural fairness to the accused student and flexibility for the administration to exercise sanctions based on the individual circumstances of each case. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Possession of alcoholic beverages on campus or at any school activities at any time or, for all
- Intoxication of the student
- Threatening a student, faculty, staff or administrator with bodily harm
- Falsification of university documents, records, or identification
- Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the university
- Cheating or compromising test materials
- Removal of library materials without permission
- Disruption of class or academic activities
- Abusive language towards another student, faculty, staff, or administrator
- Theft or damage of university property or fellow student's property
- Illegal intoxication with controlled substances
- Physical assault for any reason except clear self-defense
- Vandalism of university property
- Conviction for a crime beyond normal traffic violations
- Aiding and/or abetting in any of the above situations
- Possession of firearms or illegal weapons as defined by state and federal guidelines
- Violation of any state policies or regulations governing student’s relationship with the university

Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of specific charge(s) made against a student shall be given at least 15 (fifteen) days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to the university community.

Hearings are private; the accused student is afforded the opportunity to rebut all charges. The university establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary actions to the Chief Academic Officer, but on the grounds that fair procedure was not followed by the committee or that the committee or that the evidence in the record does not justify the decision or the sanction.

A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected on the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed as follows:

Dismissal: Separation of the student from the university on a permanent basis.

Suspension: Separation of the student from the university for a specific length of time.

Probation: Status of the student indicating that the relationship with the university is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

Students dismissed from the university for disciplinary reasons must exclude themselves from university classes, activities, facilities, and buildings. Any exception must be approved by the President.

A student who is dismissed may reapply for admission after two quarters' separation.

Student Obligations

In order for students to remain in good standing at the university, they must:

- Maintain academic standards, attend classes, and meet all financial obligations
- Be respectful in dealing with faculty, administrators, staff, and fellow students; and
- Comply with the federal, state, and municipal laws of the United States as well as the rules and regulations of the university.

Additionally, international students must:

- Enroll in a minimum of twelve (12) units per quarter in the undergraduate program
- Complete three consecutive quarters before being entitled to summer vacation. Undergraduate students must complete a minimum of thirty-six (36) units per year.

Student Responsibility Regarding Policies and Procedures

It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived, nor exceptions granted because a student pleads ignorance of these policies or procedures.

While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the students. A student is expected to satisfy the requirements of the catalog in effect at the time he or she is admitted to and begins course work in the degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation, provided the student complies with all requirements of the later catalog.

Class Attendance

Regular and prompt attendance at all university classes is required. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course. Only registered students, university faculty and administrators, and guests invited by the instructor may attend classes. All others will be asked to leave.

Classroom Conduct

Instructors are responsible for presenting appropriate material for courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting.

Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

Cheating and Plagiarism Policies

Cheating

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at GU includes but is not limited to:

1. Copying, in part or whole, from another's examination, paper, mathematical analysis, research or creative project, or the like;
2. Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like, which has been purchased, borrowed, or stolen; or fabricated data;
3. Consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the instructor during an examination;
4. Employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument;
5. Falsification of or misrepresentation of class attendance or roll sheets; and
6. Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

Plagiarism

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment to the writer or composer. More specifically, plagiarism is:

The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as musical composition, computer program, photographs, painting drawing, sculpture, or research or the like as one's own.

One or more academic sanctions may be imposed for cheating or plagiarism. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack of academic performance in the course. Academic sanctions include:

- a redoing of the examination, paper, mathematical analysis, research or creative project, or the like;

- a failing grade on the examination, paper, mathematical analysis, research or creative project, or the like;
- a specified reduction in the course grade;
- a failing grade in the course; or
- referral to the Chief Academic Officer and/or the appropriate committee.

Students accused of cheating or plagiarism are entitled to and may petition for due process. Regulations in their entirety are published in the Faculty Handbook and the Student Handbook

Drug, Alcohol and Smoking Policies

It is the policy of the Board of Directors that the learning environment be free of prohibited or controlled substances. Specifically, all members of the university community, who include administration faculty, staff, students, and guests, should abstain from the consumption/use of alcohol, narcotics, and/or misuse of prescription drugs while on university property and on any field trip sponsored as part of the instructional program. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies.

Employees and students having difficulties with addictive substances can seek confidential counseling from the Student Services Director for referrals to agencies providing assistance with alcohol or drug related problems.

GU's policy prohibits smoking in the university building. At the discretion of the administration, outside areas may be set aside on university property to accommodate students, staff members and faculty who smoke.

Violation of the smoking policy may result in suspension or termination of academic status or employment.

Student Services

Student Advising

Several advising options are available at Grace University. First, full-time faculty members are available for academic advising. Faculty members are available during regular business hours for consultation with regard to academic and career planning.
The scope of the academic advice includes:

1. Analyzing interests related to academic and career planning; or
2. Determining the best educational program for achieving a chosen career or goal;
3. Selecting courses and student activities that maximize opportunities and potential;
4. Developing an academic plan that encompasses both the course work and the supplemental needs of the student.

New Student Orientation

The New Student Orientation program assists first-time students and new transfer students in their transition to GU. This program exposes new students to broad-based educational opportunities on campus and introduces students to college life. This orientation is also designed to familiarize them with campus facilities, policies and regulations, faculty, administrators, and staff. The university offers this orientation during the first week of each quarter.

Library Orientation

Library orientation is designed to help new and current students learn more about library services and resources. This orientation is held at the beginning of each quarter for all students. The university also offers this orientation by appointment, at any time.

Career Services

In order to assist its degree students, the university provides job placement assistance within the university and through its network affiliations with business-related companies. Assistance in the preparation of a resume is provided upon student request. In addition, a bulletin board is maintained with job announcements and career opportunities. Students' personal resumes are maintained for alumni at their request. These services are provided at no cost to the students.

The university, however, does not guarantee employment or a specific level of income from its placement assistance. All these services are available from the Office of Student Services.

Opportunities for Community Outreach and/or Interaction

Grace University provides a list of local churches in nearby communities. The university also provides bible study group on campus which students are encouraged to join. Grace University also encourages students to volunteer in the local community. The university provides opportunities for students to serve and glorify God, assisting those in need by volunteering at The Mercy Warehouse, a local, church-based outreach to underserved populations, and other local food banks.

Tutorial Service

Grace University provides tutorial assistance to students who indicate a need for such service. Course instructors are the primary source for this assistance. The purpose is to permit in-depth discussions regarding class presentations and materials presented in class. The service is provided at no cost to the student. The university encourages students to take advantage of the free tutoring services.

Housing Referral

The university does not provide student housing. However, there are many private apartments and boarding houses around the university.

Grace University wants to stress the following:

(A)Grace University does not have dormitory facilities under its control

(B)There is plenty of housing available near the university and in surrounding areas. Costs vary depending on the area and type of housing.

(C)Grace University is not responsible for finding or assisting a student in securing

housing.

Estimated cost of housing in California ranges from $1,700for a studio to $3,800 for a

Three-bedrooms apartment. Students can rent rooms from individuals at cost of $900 - $1,500 a month.

Student Disability Services

GU is committed to supporting and providing reasonable accommodations to students with disabilities whenever it is appropriate and possible. Students with documented temporary or permanent disabilities may qualify to receive reasonable accommodations and support services.

The Administration Office is responsible for assisting enrolled students with disabilities to fully participate in the university's academic programs. Students must register with the office in order to be eligible to receive reasonable accommodations. The office has the authority and necessary

expertise to determine which reasonable accommodations a student may quality for based upon a complete review of all existing documentation.

Extra-Curricular Activities

The university provides a student lounge, with microwave, wireless Internet, and quiet and comfortable studying area. Each quarter the university hosts a party for students, faculty, and staff to welcome new students and as a reunion for returning students.

Automobiles and Parking on Campus

Grace University does not issue parking permits. There is ample parking for students, staff, faculty and visitors in the 981-building parking lot. It is the student's responsibility to observe all notices posted for restricted parking.

Grace University is not responsible for damage and/or theft of a student's vehicle while parked anywhere in the parking lot. Students are advised to lock their car and remove all valuables from view. Students should report any suspicious activity to the Student Services Office or Emergency Response Coordinator.

Health Services and Insurance

All students are required to carry their own health insurance coverage. Grace University does not assume responsibility to provide medical care in the case of illness or accident, even if the accident or illness occurs on school premises, or during performance of duties or activities related to the school program.

Any illness or injury should be reported to the Administration Office immediately. A First Aid kit is available in the university lobby for minor illnesses or injuries. In case of emergency call 911.

Medical and healthcare facilities are available near the university to provide health services for students who need them.

Nearest Hospital:

Pomona Valley Hospital Medical Center
1798 N Garey Ave, Pomona, CA 91767
Phone: (909) 865-9500
https://www.pvhmc.org/

Emanate Health Inter-Community Hospital
210 W San Bernardino Rd, Covina, CA 91723
Phone: (626) 331-7331 https://www.emanatehealth.org

Urgent Care: San Dimas Community Hospital
1350 W Covina Blvd, San Dimas, CA 91773
Phone: (909) 599-6811 https://sandimashospital.com/
Open: 24 hours . Monday - Sunday

Poison Control Center
California Poison Control Systems
Phone: 800-222-1222 calpoison.org

Mental Health Crisis Line (Emergency)
988 is the suicide and Crisis Lifeline
Toll free, confidential, 24 hours/day, 7 days/week, 365 days/year

Mental Health Non-Crisis
(877) 910-WARM or (877) 910-9276

Mental Health Not in Immediate Danger – Just need to talk?
Call
1-800-SUICIDE (1-800-784-2433)
1-800-273-TALK (1-800-273-8255)

Campus Safety and Emergency Procedures

Grace University seeks to provide a safe environment for students. If students encounter suspicious behavior or activity on campus, they should inform the university's Administration or Student Services Office immediately. In case of a life-threatening emergency, students should call 911.

Grace University has a Crisis Management Plan (CMP), which includes policies and procedures to follow during an emergency. The CMP includes important phone numbers and contact information. The CMP is reviewed each year by administration. The CMP is available on the university's website and may be requested from the Administration Office.

Refusal of Service

The university may refuse any type of service to students who have an unpaid tuition and/or fees balance. The university may refuse a student who has left matriculation with financial obligations unclear.

Library and Learning Resources

Online Library

Grace University provides facilities, services, and learning/information resources that are appropriate to support its teaching, research, and service mission. GU also ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. In addition, students may use multiple online learning resources, such as the e-textbook website (www.vitalsource.com) and Questia Library (www.questia.com) for subscribing to e-textbooks and online libraries.

Online library— PROQUEST (https://www.proquest.com/), a top- ranked online library system, has holdings in the following subjects:

- Art and Architecture
- Communication
- Economics and Business
- Education
- History
- Law
- Literature
- Music and Performance Arts
- Philosophy
- Politics and Government
- Psychology
- Religion

- Science and Technology
- Sociology and Anthropology
- Research Topics
- Book Profiles
- Free Encyclopedia
- Academic Journals
- Magazines
- Newspapers
- Contributor List
- Free Books

ProQuest provides the following services:

- ProQuest has an extensive online collection of complete books
- Scholarly high-quality books and journals from over 300 acclaimed publishers in the humanities and social sciences
- Unlimited use of the books and articles in the collection no matter how many others are reading the same material
- Tools to write notes in the margins and highlight passages as if you were working with actual physical books
- Easy-to-use tools to create footnotes and bibliographies Hyperlinking of footnotes and bibliographies across titles for instant access to other related titles
- State-of-the-art customer service
- Access 24 hours a day, 7 days a week

The following digital library resources also are available for students:

- Questia Library: www.questia.com*(subscription required)*
- Open Educational Resources Commons www.oercommons.org
- Office of the Law Revision Counsel: uscode.house.gov
- The WWW Virtual Library: www.vlib.org
- National Business Incubation Association: www.nbia.org
- SCORE: Counselors to America's Small Business: www.score.org
- English Study Hall: home.gwu.edu/~meloni/eslstudyhall

Other Free Online Library Sources:

- Internet Classics Archive English translations & comment boards for all works: classics.mit.edu
- Bibliomania: The Network Library: www.bibliomania.com
- Litrix Reading Room: www.litrix.com/readroom.htm
- Project Bartleby Archive: www.bartleby.com/
- The Online Books Page: digital.library.upenn.edu/books/lists.html

Users should read and understand the Terms of Service and Privacy Policy of each online library resource before accessing its program.

ProQuest and other digital library sources provide a wide range of materials with diversity of appeal, and representing different points of view. The content, or materials presented, in a collection, does not necessarily mean that the library or the university advocates or endorses the contents of that item.

GU provides free Wi-Fi for students to conduct research while they are on the campus.

Onsite Library Space Hours

The library is open during school hours.

Scheduling

Students may use the library space for study, make-up tests or small-group meetings. Owing to space limitations and because some classes may meet in the library, arrangements must be made with the librarian before conducting a class in the library.

Student Conduct

Students and all users of the library space must follow the established rules of conduct for the university.

GU's up-to-date classroom is fully equipped with multimedia equipment, such as projector, screen, desktop computer and unlimited wireless Internet access for students and faculty members to use.

- Projector: When giving a presentation, students can connect their laptop to the projector to run the PowerPoint report. The projector can integrate video and sound to maximize learning. The projector also can bring the Internet to life and engage the entire class for maximizing one-to-one experiences
- Screen: the up-to-date projection screen has a black backing to eliminate light penetration, so colors are as bold as the originals. The textured, matte white screen reflects bright images and has black borders to enhance visibility, so students will always enjoy a crisp picture. A one-to-one aspect ratio is versatile enough to go from movies to slideshow presentations—perfect for classroom lessons.
- Desktop computer: Our desktop computer is a reliable and great tool for students and teachers who want to give powerful presentations in class, and to browse the Internet for examples or demonstrations.
- Wireless Internet: Students and faculty members are free to use free wireless Internet, as long as they are on campus. Students can use the Wi-Fi to access e-textbooks in class as well as online exams.

- The projector, screen, desktop computer are all owned by Grace University. GU does not charge GU students and faculty members extra fees for using the university's equipment or Wi-Fi. Wireless Internet is subscribed through Charter Communication.

Bookstore / Class Materials

The instructor or professor selects all class materials. Grace University does not have a bookstore and does not sell any textbook for class materials to students. Students are strongly advised to buy textbooks and class materials required by their instructors and professors. Textbooks and class materials can be purchased at local or online bookstores.

Academic Policy

Registration and Enrollment

Grace University admits new students every quarter. All students must register for certain courses in keeping with their academic plans and for which they meet the stated prerequisites. All students are strongly encouraged to meet the stated prerequisites. All students are strongly encouraged to meet with their academic advisors before class enrollment and at least once each quarter. Registration materials are available in the administration office.

Enrollment Agreement

Any written contract or agreement signed by a prospective student will not become operative until the student makes an initial visit to the institution or attends the first class of instruction. The university encourages all prospective students to visit the university prior to the first day of class for a tour of the campus facilities and to ask questions about the programs, The university's performance, and other information that may affect the student's decision to enroll.
Students have 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.

Procedures for Adding and Dropping a Course

During the first two weeks of the quarter, one or two courses, but no more than two, may be dropped and an equivalent number of courses may be added without penalty (financial or attendance). However, international students are required to enroll a minimum of 12 units to maintain valid F1 status.

A student who wishes to ADD a class must:

1. Make a request to add by completing an official Add/Drop Request Form.
2. Obtain the academic advisor's approval to add a class not appearing on your original Class Registration Form.
3. Submit the completed Add/Drop Request Form to the Administration Office immediately.

A student who wishes to DROP a class must:

1. Make a request to drop a class by completing an official Add/Drop Form.
2. Obtain the advisor's approval to drop any class appearing on your original Class Registration Form.
3. Submit the completed Add/Drop Request Form to the Administration Office immediately.

Withdrawing from a Course

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students have the right to cancel (withdraw) and obtain a full refund of charges paid through attendance or the seventh day of enrollment.

Students may withdraw from courses (see Add and Drop) without affecting their grade point average. Thereafter, students are required to obtain a permit from the Chief Academic Officer to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. A student can withdraw from a class by using the following procedure:

1. Make a request to withdraw by using an official Withdrawal Request Form.
2. Obtain the signature of instructors.
3. Submit the completed Withdrawal Request Form to the Admissions Office immediately.

No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if there is any, will be issued in accordance with the Enrollment Agreement.

Students have 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.

All withdrawals must be requested by completing the Drop Form. Verbal requests, by phone or in person, are not acceptable and will not be honored.

All withdrawals must be requested by completing the Drop Form. Verbal requests, by phone or in person, are not acceptable and will not be honored.

Student Loads

A minimum study load for a full-time undergraduate student is twelve (12) units per quarter.

Late Registration

Students who have not completed registration by the last day of the registration period may enroll in courses during the first two weeks after classes begin upon paying a late registration

fee of $250. Students are not allowed to register after the end of the second week of the quarter. No enrollment or addition of any course is permitted after the first two weeks of the quarter have passed without permission from the instructor involved and authorization from the CAO. Late Registration fee of $250 needs to be added to the Total Charges.

Minimum Required Units for Graduation

Program	Units
Bachelor of Business Administration	180
Master of Management	48
Distance Education in Master of Management	48

Transfer of Credit Policy

Students may transfer credits earned from another recognized institution after approval by the Chief Academic Officer.

Credits earned in any course taken at Grace University may be accepted for transfer to schools as long as the institutions accept the credits. Decisions concerning the acceptance of credits earned in any course at this university shall be made at the discretion of the receiving institution. GU makes no representation whatsoever concerning the transferability of any credits earned at this university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT GRACE UNIVERSITY

Grace University has not entered into any articulated agreements with any college or university. The transferability of credits you earn at Grace University is at the complete discretion of an institution to which the student seeks to transfer. Acceptance of the Bachelor of Business Administration degree is at the complete discretion of the institution to which the student may seek to transfer. If the degree earned at Grace University is not accepted at the institution to which transfer is sought, the student may be required to repeat some or all of the coursework at that institution. For this reason, students should make certain that their attendance at Grace University will meet their educational goals. This may include contacting an institution to which they are seeking to transfer after attending Grace University to determine if their degree will transfer.

Attendance Policy

Regular attendance is necessary to achieve satisfactory academic progress. If a student is absent, he/she may be required to make up for all work missed. It is the student's responsibility to check on all assignments.

Students enrolled in any course are expected to attend classes regularly and comply with class requirements to the satisfaction of their instructor. In case of severe illness, or a death in the immediate family, the instructor of the course may "excuse" the student from attending class.

However, it is the responsibility of the student to make up any academic work assigned during his absence. Students who miss twelve hours of class time or three consecutive classes during any regular quarter may be dropped from that class. Students who wish to be allowed to continue attendance in the class must notify the instructor. If the work missed is completed to the instructor's satisfaction within a reasonable period of time, the student may continue with the class. Any student missing twelve hours of class time or three consecutive classes during the quarter will be reported to the Chief Academic Officer by the Instructor. The Chief Academic Officer will then initiate the process of counseling or dropping that student from the class.

Maintaining Full-Time Status

In order to maintain full-time status, an undergraduate student must take at least twelve (12) quarter credits each quarter for academic credits.

Approved Leave of Absence

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. Students taking a leave of absence must submit a signed leave of absence form to the Administration Office prior to taking the leave. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave. Students who begin a leave of absence during a quarter will be assigned a grade of "W" for any coursework that cannot be assigned to a final grade. Leaves of absence may not be granted during a student's first quarter. Normally, only one leave of absence may be granted in any one academic year. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the leave period.

Leave of Absence

A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the CAO has acted upon the request and granted permission. A student who has taken a leave of absence without the CAO's permission will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

During the leave of absence students are not entitled to assistance from the faculty or use of university facilities. If the leave of absence is approved, the leave is recorded on the student's transcripts. The period of leave is not counted in the time allowed for the completion of degree requirements.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for Request for Leave of Absence, or for whom leave has been denied or has expired, should refer to Re-admission.

Non-Medical (Personal) Reasons

The student requesting a Leave of Absence from the university who wishes to maintain his/her enrollment status may do so under the following conditions:

1. File a "Request for Leave of Absence" form, with the period of leave not to exceed 60 days per academic year, or to the conclusion of any given quarter of an academic year if the request is filed after the formal beginning of registration for the quarter.
2. Receive approval for the Leave of Absence request from the Chief Academic Officer.

Medical Reasons

The student requesting a Leave of Absence for medical reasons who wishes to maintain his enrollment status may do so under the following conditions:

1. File a Request for Leave of Absence form, with the period of leave not to exceed the estimated/required length of absence as confirmed by the attending Physician/Practitioner in a written statement filed with the Admissions Office. If this length of time must be extended due to further medical reasons, the student and his/her physician/practitioner must file a new Request for Leave of Absence, indicating in the appropriate place that this is an extension. There is no limit on a medical leave of absence if reasonable grounds are given. Also, leave of absence time for medical reasons will not be counted against the student's expected "time of completion" requirement.
2. Receive approval for the Leave of Absence request from the Admissions Office.

Class Schedules

Prior to the beginning of registration for each quarter, a class schedule is prepared and filed with the Administration Office. The class schedule may be revised after the quarter has begun before the Add and Drop deadline. All revisions are filed with the Administration Office. The Chief Academic Officer thereafter must approve the initial class schedule and any revision.

Grading System

The instructor, in conjunction with the Chief Academic Officer, determines the course requirements and methods of evaluating student performance. Grades can be given for attendance, quizzes, tests, oral or written projects, reports and standardized tests. Instructors will inform students of the class requirements and grading procedures at the beginning of the course. At the end of each quarter, the university posts students’ grades for every course undertaken. Standard letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and F) are used for the degree program and only these letters are recorded on transcripts and in computing grade point averages (GPA).

The conversion equivalents of the university grades are shown in the following table:

Grade	Achievement Description	Grade Point
A	Outstanding	4
A-		3.67
B+		3.33
B	Good	3
B-		2.67
C+		2.33
C	Average	2
C-		1.67
D+		1.33
D	Below Average	1
F	Failure	0
I	Incomplete	N/A
W	Withdrawal	N/A

Unit of Credit

Grace University academic work is established by quarters. A quarter credit hour earned is defined as the satisfactory completion of at least ten (10) clock hours of didactic work (lecture hours). One (1) clock hour equals 50-60 minutes.

Incomplete (I)

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of the course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average.
To receive credit for the course, work must be finished within one quarter from the end of the quarter in which the Incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completion of the work has elapsed. If the work is not finished within one quarter an “F” will be posted on the transcript. For a time extension due to unusual circumstances, a student may file a petition with the Chief Academic Officer. A student receiving an Incomplete may re-enroll in the course with the permission of the Chief Academic Officer.

Withdrawal (W)

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the Enrollment Agreement.

Students have 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.

Grade Point Average (GPA)

Grade point average (GPA) is computed by the following formula:

$$\frac{\text{Total Grade Points Earned}}{\text{Total units Attempted with Letter Grade}}$$

Foundation courses required for the undergraduate degree program are included in the GPA calculation.

Grade Changes

A grade of "F" (Fail) may be remedied by repeating the course. Any course with a grade of less than "C" may be repeated. A student may repeat any course upon the recommendation of the Chief Academic Officer. If a higher grade is earned in the repeated course, the lower grade will be reported on transcript, but it will not be computed in the GPA. All grades are final with the exception of those recorded through mechanical error or through an error in the calculation of a grade by an instructor. Otherwise, they will remain as reported on a student's transcript. The instructor must submit all requests for grade changes to the Administration Office within two weeks following the date of issuance of the grade in question. A grade must not be changed after a degree has been awarded.

Grade Report

The instructor will issue final grades at the end of each quarter. The Registrar shall prepare a final grade report. In the absence of a mistake, fraud or bad faith, the grades assigned by the instructor shall be final once they have been filed in the Administration Office. Questions regarding final grades should be brought to the attention of the Administration Office during the quarter immediately following the grade assignment.

Transcript

Grace University has authorized The National Student Clearinghouse (NSC) to provide transcript orders via the National Student Clearinghouse service. The official transcript documents produced by NSC are official and contain all pertinent course information as recorded by Grace University. Students and alumni have the ability to use a secure, web-based system to order official transcripts 24 hours a day, 7 days a week from anywhere in the world. Students and alumni may order official transcripts online using a major credit card and track the status of their orders. Official transcripts may be delivered electronically or mailing via USPS.

Standards of Satisfactory Progress- Maximum Program Length

Students must progress through the program at a pace that will ensure successful completion within one-and a-half (1.5) times the program length as measured in academic years. If a student cannot complete the program within the Maximum Time Frame (MTF), the student will be dismissed. The Maximum Time Frame for the degree program is shown in the following table:

Program	Required Units for Graduation	Maximum Time Frame
Bachelor of Business Administration	180 Units	6 Years
Master of Management	48 Units	3 Years
Distance Education	48 Units	3 Years

Academic Probation

Students who do not maintain satisfactory progress will be placed on academic probation for one quarter. Students placed on probation will be counseled by their academic advisor and will be given assistance, if needed, in order to improve their GPA. At the end of the one quarter probationary period, if the academic record is not in compliance with the standards of satisfactory progress, the student will be dismissed for at least one quarter.

Dismissal and Extended Enrollment

Students who have been dismissed, due to the failure to maintain the academic minimums outlined above, may apply to continue their studies at GU in an extended enrollment status. During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they failed, or practicing previously learned skills in order to re-establish satisfactory progress. Students will be responsible for all costs incurred during this quarter. At the completion of this quarter, students who have established satisfactory progress according to the above tables may apply to the administration to return to a regular student status. A meeting will be scheduled between the Chief Academic Officer and the student applying for reinstatement to determine whether the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one quarter.

Mitigating Circumstances

The Chief Academic Officer may grant leaves of absence and / or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the student's control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements.

Appeal

Should a student disagree with the application of these standards of satisfactory progress, he/she must first discuss the problem with the appropriate instructor(s). If the student is still unsatisfied, he/she may then appeal to the Chief Academic Officer. The decision of the CAO is final and may not be further appealed.

Re-admission

Students who have been dismissed from the university must wait at least one quarter before applying for re-admission, and must submit a Petition for Re-admission to the Chief Academic Officer. In order to be considered, the student must submit a written petition that describes the changes in behavior or circumstance that will result in improved academic performance.

The re-admission petition must be submitted to the Chief Academic Officer at least ten (10) days before the beginning of the quarter in which the student requests re-admission.
The Chief Academic Officer will determine if the student has demonstrated the likelihood of future success in the program. The Chief Academic Officer will notify the student in writing concerning re-admission. If re-admission is granted, a student may resume course work at GU.

The Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://osar.bppe.ca.gov/.

Classification of Students

Based on the number of units successfully completed, a student will be classified as freshman, sophomore, junior, or senior for the bachelor' degree. Additionally, based on the number of units a student is carrying at any given time, he/she may be considered a part-time or full-time student. The following standards are applied in this regard:

Bachelor Degree Program

Graduate	A student who has been awarded the Bachelor's degree or a higher degree by a recognized institute
Senior	A student who has completed 135 units or more units
Junior	A student who has completed less than 35 units and more than 90 units
Sophomore	A student who has completed less than 90 unit and more than 45 units
Freshman	A student who has completed less than 45 units
Full time	A student carrying 12 or more units
Part time	A student carrying less than 12 units

Program Length

The normal length of the Bachelor's degree program is four years.
The normal length of the Master’s degree program is two yours.
The normal length of Distance Education Master’s degree program is two years.

Final Examinations

Student achievement will be evaluated in all courses. Students shall be fully informed as to the manner of evaluation (testing/term report), requirements, and assignments at the start of each quarter.

Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time before the deadline for reporting grades, or request that a grade of "Incomplete" be assigned, and then follow the regulations for the removal of the " Incomplete" grade. No exceptions will be made to these regulations without the written approvals of the instructor and the Chief Academic Officer. All make-up finals will receive a letter grade corresponding to the score, which is ten points lower than the numerical score achieved on the final.

Withdrawal from Classes

Students have the right to cancel (withdraw) and obtain a full refund of charges paid through attendance or the seventh day of enrollment.

Students may withdraw from courses (see Add and Drop) without affecting their grade point average. Students thereafter are required to obtain a permit from the Chief Academic Officer to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. A student can withdraw from a class by the following procedures:
1. Make a request to withdraw by using an official Withdrawal Request Form.
2. Obtain the signature of instructors.
3. Submit the completed Withdrawal Request Form to the Admissions Office immediately.

No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused.

All withdrawals must be requested by completing the Drop Form. Verbal requests, by phone or in person, are not acceptable and will not be honored.

Withdrawal from the University

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. There are two ways to withdraw from the university:

A. Students wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain the approval of the Chief Academic Officer. The following procedures must be observed by the student:
   1. Notify the Chief Academic Officer or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.
   2. Clear all outstanding debt/s with the university.
   3. Students who submit their Withdrawal Notice Form shall receive their refunds within thirty (30) days from receipt of the Withdrawal Notice Form.

B. Students who fail to register two consecutive quarters, without the Chief Academic Officer's approval, will be considered as automatically withdrawn from the university.

If a student fails to file his/her withdrawal notice within the two consecutive quarters period, the university will mail the refund check to the student at the address indicated in the student's registration record, within thirty (30) days from the last day of the second quarter.

A student may withdraw from the university. The student will be refunded the full amount of monies paid less $100 application fee for all new students. There will be no refund for students who have completed 60% or more of the 10 weeks of instruction period.

Graduation Requirements

Prospective graduates must obtain an Application for Graduation from the Administration Office and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding the one in which they expect to graduate. During each registration period, graduating seniors meet with their advisors to determine if their proposed class schedule meets all graduation requirements for their degrees.

All fees and tuition debts must be paid in full sixty (60) days prior to graduation. Graduating students who intend to participate in commencement must pay the graduation fee.

Student Achievement Information

Student Achievement Information, including retention rates, course completion rates, graduation rates and job placement rates is posted on GU’s website: www.graceu.edu

Academic Programs

Program Scope and Sequence

Program Objectives:

1. Enhance business knowledge: Apply functional and foundational concepts to think critically and solve business problems.
2. Ethical Responsibility: Demonstrate ethical decisions through Christ-centered values.
   3. Offer courses that reflect the latest issues in business and society and apply Christian principles in these environments.

All courses are held on Grace University's campus. The school does not offer distance education.

Business Administration Program – Bachelor of Business Administration (BBA)

Bachelor of Business Administration Objectives

The objective of the Bachelor of Business Administration is to: 1) provide students with the essential knowledge and skills necessary to understand and function effectively,modeling Christ-like behavior, in business organizations; 2) familiarize students with the fundamental aspects of theoretical and applied knowledge of business and; 3) enable students to integrate formal learning with practical knowledge, for personal and professional growth. The Bachelor's degree requires the successful completion of 180-quarter units of study.

To acquire the degree of Bachelor of Business Administration, a Grace University student must successfully complete the following courses. A student may transfer a maximum of 132-quarter units. General education units may be transferred from accredited schools, colleges, and universities upon petition of and approval from the Chief Academic Officer of GU. The transferred units may be applied to the total unit requirement of the Bachelor's degree.

Bachelor of Business Administration (BBA) Courses

General Education / Lower Division Courses (88 Quarter Units)

All courses are 4 quarter Units unless otherwise noted.

ENG101	Written Communication I
ENG201	Expository Writing I
PHI150	Critical Thinking
SPCH150	Oral Communication I
CHA111	Christian Ethics
CHB111	Christian Leadership
MAT101	Mathematics for Business

ART101	History of Western Art
PHI151	Philosophy of Ideas and Human Values
GEO101	Geography of the Bible Lands
BIO101	Biology
HIA101	United States Civilization I
HIT102	History of Christianity
POL155	Political Science I
SOC103	Sociology I
PSY101	Psychology I
ACC201	Accounting
ECO181	Economics I
FIN207	Business Finance I
LAW101	Foundations of Business Law
MGT191	Management I
MIS111	Management Computer Systems

Required Upper Division Courses (92 Quarter Units)

All courses are 4 quarter Units unless otherwise noted.

BA 301	Principles of Marketing
BA 302	Applied Business and Economic Statistics
BA 303	Production and Operations Management
BA 304	Business Finance
BA 305	Business Responsibility in Society
BA 306	Business Law
BA 307	Christian Ethics in Business
BA 308	Managerial Accounting
BA 309	Management Information Systems
BA 401	Management Theory and Practice
BA 402	Non-Profit Organization Management
BA 403	Integrated Decision-Making in Business
BA 404	Comparative Management
BA 405	Business Communications
MATH 301	Quantitative Methods in Business
ENG 301	Expository Writing II
ENG 302	Communication Theory
IBA 401	International Business
IBA 402	International Marketing Management
IBA 403	Principles of International Economics
IBA 404	Import-Export Management
IBA 405	Multinational Financial Management
IBA 406	Public Relations Methods for Multinational Bus.

Undergraduate Lower Division Course Descriptions

ENGL 101 Written Communication

To help students develop writing skills in describing, analyzing and evaluating ideas and experiences, this course examines why and how we communicate our thoughts and ideas, and to whom. Readings from literary figures helps students discover their own unique voice and build confidence in expressing themselves on various platforms.

ENGL 201 Expository Writing 1

Introduces students to academic discourse in the liberal arts. Especially valuable for students interested in ground rules of academic inquiry and exchange in English writing that might not be commonplace consideration in their first language processes of social interaction ages.

PHI 150 Critical Thinking

This course will introduce students to the application of the theory of logic to oral and written argument. Student oral and written presentations are reviewed and critiqued.

SPC 150 Oral Communication I

This course will introduce students to the theories and techniques of oral presentation in a business context. Student oral presentations are reviewed and critiqued.

CHA 111 Christian Ethics

This course explores the ethical foundations of the Christian faith, the models of Christian ethical tradition, how they are expressed in the business environment, and their impact on decision- making in business and contemporary society.

CHB 111 Christian Leadership

This is a study of the practice of *Christian* leadership in ministry or any business environment. We will examine biblical passages, as well as Christian and secular writings, for evidence and examples of effective leadership attributes all leaders must possess.

MAT 101 Mathematics for Business

This course applies algebra, geometry, and trigonometry to the solutions of common business problems.

ART 101 History of Western Art

Survey of the history of architecture, sculpture, painting and the minor arts representative of prehistoric, ancient, classical and medieval periods of Western civilizations.

PHI 151 Philosophy of Ideas and Human Values

An examination of the major philosophical views regarding reality, knowledge, belief, human nature, ethics, social philosophy, and theories of knowledge. Course covers critical reasoning skills and their application as well as the formal theory of logically correct reasoning.

GEO 101 Geography of the Bible Lands

This course is a study of the geography of the lands of the bible. It includes the physical, cultural, and political aspects; geologic history and processes, as wells as climate, weather and ecosystems of the regions.

BIO 101 Biology
Emphasizes important biological concepts and principles common to all living organisms. Topics include the cell, energetics, genetics, physiology, evolution, and ecology. Integrates virtual laboratory and classroom work.

HIA 101 United States Civilization I
This course examines the historical development of the culture and social structure of American society from the first settlers through the information age. The essential concepts and theories relating to the study of man as a socio-political being and participant in groups and society; analysis of cultural development, processes of social interaction, and development of social institutions. Cultural values, shared beliefs, key institutions, community patterns, and systems of inequality, will be prominent topics.

HIT 102 History of Christianity
The course will study the institutions, thought, and outstanding personalities in the development of the church.

POL 155 Political Science I
Introduction to the structures and processes of political institutions in major types of political systems, including parliamentary systems, and systems in developing countries.

SOC 103 Sociology I
This course is a comparative analysis of the historical and evolutionary development of basic human groups and social structures.

PSY 101 Psychology I
An introduction to the basic scientific logic facts, theories, and principles of psychology, including the study of human motivation, learning, emotion, perception, thought, intelligence, and personality.

ACC 201 Accounting
This is a study of the concepts and techniques for measurement and communication of financial information. An introduction to accounting theory and practice as related to the single proprietorship, with emphasis on service and merchandising transaction analysis, and recording and summarizing procedures used in preparing various financial statements.

ECO 181 Economic I
This course covers applications of economic analysis to problems of management, especially of capital. Emphasis is on microeconomic analysis, production economics and cost analysis.

FIN 207 Introduction to Business Finance
Covers the foundation materials for both corporate financial management, and investment and portfolio analysis. Topics covered include time value of money, capital budgeting, capital structure, dividend policy, portfolio theory, and market efficiency.

LAW 101 Foundations of Business Law
Law studied as an integral part of the business environment, a process derived from and changing with the larger society. Areas covered include contracts, torts, agency, partnerships, corporations, and bankruptcy.

MGT 191 Management I
Analysis of the management function and process with emphasis on the decision-making environment; interpersonal and intergroup processes and relationships in organizations are covered.

MIS 111 Management Computer Systems
This course is a study of the concepts and techniques in the design and implementation of business computer systems within the operating environments of companies. The emphasis will be on the effects of the computer on these systems.

Undergraduate Upper Division Course Descriptions

BA 301 Principles of Marketing
This is an introduction to the role of marketing in society with emphasis on concepts, marketing methods and institutions.

BA 302 Applied Business and Economic Statistics
Survey of deterministic and probabilistic models for decision-making: linear programming and extensions, networks, dynamic programming, decision trees, queuing models, and simulation. Uses of these models in decision-making are discussed. Use of the computer is emphasized.

BA 303 Production and Operations Management
Deals with the issues of design and control of production systems in manufacturing and service organizations. Covers product and process selection, capacity planning, location and layout design, project and job scheduling, inventory control, material planning, and quality control.

BA 304 Business Finance
This course will help students develop the understanding and skills necessary to become more effective stewards of their small business finances. It incorporates the preparation of a financial plan for a small business, involving balance sheets, income statements, sources of financial resources, and the various forms of business ownership. Several techniques and tools will be reviewed, as will the understanding of income tax laws and their impact on small business.

BA 305 Business Responsibility in Society
This course is a historical and cultural analysis of modern industry; the social structure of labor-management relations; and industries' community role. It also discusses the behavior of

intentionally rational organizations. The course will also examine how Christian organizations and businesses express, and support environmental, social and cultural responsibility in society.

BA 306 Business Law
This course covers the legal principles that apply to various business transactions. Topics include contracts, labor-management responsibilities, property, insurance, partnerships and corporations, wills and trusts, and torts and business crimes are discussed.

BA 307 Christian Ethics in Business
This is a study of how basic Christian understandings of God and humanity have influenced Christian ethical business practices. The course will cover the effect of globalization and expansion of evangelism on organizations' ministries, leadership and management.

BA 308 Managerial Accounting
Prerequisite: ACCT 201 Fundamentals of Managerial Accounting
This is a study of the concepts and techniques for measurement and communication of financial information. An introduction to accounting theory and practice as related to the single proprietorship, with emphasis on service and merchandising transaction analysis, and recording and summarizing procedures used in preparing various financial statements.

BA 309 Management Information Systems
This course provides an overview of organizational and technological issues involved in information systems from a management perspective.

BA 401 Management Theory and Practice
An integrative course which provides an understanding of modern management theory. Focus will be on the management cycle, including detailed discussions of the planning, organizing, coordinating, directing, and controlling functions of management. Teamwork and case studies are emphasized.

BA 402 Non-Profit Organization Management
This course covers the business functions of nonprofit organizations. Topics include strategic planning and budgeting; tax laws related to the church and other nonprofit organizations, as well as organization and development in church ministry. The positions and functions of church leaders and officers (deacons, deaconess, and trustees of the church) will be covered.

BA 403 Integrated Decision-Making in Business
Focuses on creativity in business, which has been applied to product and process development, of the organizations to improve strategic decision making. Cases, and other exercises will be used to help students develop creative strategic thinking and decision-making skills.

BA 404 Comparative Management
An integrative course which provides an understanding of how organizations, including Christian organizations, are managed in different sectors and in different societies and cultures. Teamwork and case studies are emphasized.

BA 405 Business Communication
This is a detailed study of business communication, including analysis and practice in writing a variety of messages used to communicate in business and industry. The course also will examine how Christian businesses and organization communicate to their internal and external audiences.

MATH 301 Quantitative Methods in Business
Prerequisite(s): Completion of required Lower Division courses in Math or a sufficiently high- test score on the Mathematical Analysis Examination, as determined by the CAO. A study of proportions, inequalities, absolute value, functions, graphing, logarithms, linear and nonlinear equations, basic geometrical patterns and equations, elementary trigonometry, and other fundamental concepts of mathematics as they relate to the conduct of business.

ENGL 301 Expository Writing II
A continuation of Expository Writing 1. This is an intensive course in writing expository prose. In addition to further developing their own individual writing style by focusing on diction, audience, emphasis and persuasion, students learn to incorporate other elements, such as brainstorming, rough draft, and revision, into their writing process. Examples of prose by Christian writers will be used to support the topic on Christian Writing – from church newsletters, blogs, and articles to books.

ENGL 302 Communication Theory
An overview of human communication theories from various perspectives - including interpersonal, organizational, media, and cultural. This course will help students understand how communication shapes and is shaped by the world around them.

IBA 401 International Business
This is a survey of international business organizations, with an emphasis on the dramatic internationalization of markets. Focus is on the reasons why international business differs from domestic business and the different approaches to dealing with international markets. Teamwork and case studies are emphasized.

IBA 402 International Marketing Management
An introduction to the role of marketing offshore, with emphasis on concepts, marketing methods, and institutions. Teamwork and case studies are emphasized.

IBA 403 Principles of International Economics
Application of international macroeconomic analysis to problems of management particularly as they relate to the firm involved in exporting or importing good and services. Teamwork and case studies are emphasized.

IBA 404 Import-Export Management
Focus on the international trade structure, including the World Trade Organization, NAFTA, EEU, and the General Agreement on Tariffs and Trade (GATT). The course will analyze and discuss the rules, regulations, and laws relating to the importing and exporting of goods and services. The roles of the US Department of Commerce/ITA in promoting exports and the

Customs Bureau in the importing process will be covered. Teamwork and case studies are emphasized.

IBA 405 Multinational Financial Management
A survey of international financial institutions and the financial factors that affect the modern multinational corporation with emphasis on exchange rate and portfolio risk. Teamwork and case studies are emphasized.

IBA 406 Public-Relations Methods for Multinational Business
A survey of public-relations strategies and methods as they affect the modern multinational corporation, with emphasis on strategies designed to minimize business risk and increase organizational image and reputation. Teamwork and case studies are emphasized.

Undergraduate Elective Course

BEC070	College Transition: Academic Communication
BEC071	Writing and Grammar
BEC072	Fundamental Business Writing – Case Studies
BEC073	Speaking/ Listening
BEC074	Introduction to Business Networking
BEC075	Conversation and Culture
BEC076	University Success: Mastering Academic Skills
BEC077	Introduction to Academic Research
HIG101	United States Civilization II
ACA201	Accounting I
BA201	Principles of Marketing
BA320	Integrated Marketing Communication
ENG301	Expository Writing II

Academic Programs –Master of Management (MM) Program

Master of Management Program Objectives

- Demonstrate ethical decision-making within the organization.
- Demonstrate management competence within the cross cultural and/or global organization.
- Synthesize the theories and practices presented in the program in order to develop solutions for specific managerial situations found within the organizational environment.
- Demonstrate the knowledge to provide the necessary technologies and other tools which are available so the organization can deliver results within budget and on schedule.
- Show competency in identifying conflicts within the organization and the ability to resolve them efficiently.

Master of Management (MM) Course Requirements

The MMprogram requires 48 Quarter units (12 courses) of coursework, which includes a Capstone course. To continue in the program, a student must maintain a cumulative GPA of 2.5 on a 4.0 scale. To graduate from the program, a student must achieve a cumulative GPA of 3.0 on a 4.0 scale.

MASTER OF MANAGEMENT (MM) COURSES:

BUS 633	Ethical Issues in Business
CL 611	Leading Through Crisis, Conflict and Change
HRM 622	Human Resources Management
MGT 610	Entrepreneurship and Innovation
MGT 612	Leadership in Management
MGT 620	Nonprofit Management: Theory and Application
MGT 622	Financial Decision-Making
MGT 651	Organizational Management
MGT 661	Operations Management
MGT 679	Marketing and Strategic Planning
MGT 682	Critical Thinking and Decision Making
MGT 699	Capstone

MASTER OF MANAGEMENT (MM) COURSE DESCRIPTIONS:

BUS 633 **-** Ethical Issues in Business
The course provides the student with information on the legal and ethical challenges found in today's business environment. The course explores the global, organizational, and personal factors in making legal and ethical decisions. It includes an introduction to the western legal system and its effect on current business entities and practices. Also explored are current issuesand trends in the ethical dealings of the business environment. Students are given the opportunity to explore their own company's legal and ethical dilemmas.

CL 611 - Leading Through Crisis, Conflict and Change
This course is an investigation into the dynamics of crisis, conflict, and change, and how to address these realities in lay and Christian organizations. Students will study change leaders who have navigated crisis, conflict and change and brought their companies from the brink of disaster to success.

HRM 622 - Human Resources Management
The Strategic Human Resources Management course focuses on the key issues faced by HR professionals. The course seeks to align the strategic mindset of the organization with the functions of human resources management (HRM) as it explores the business, the strategy, and the challenges faced in HRM. In addition, the course will explore the skill needed by an HR leader as they lead a department that becomes a strategic partner in the overall organizational

strategy. Students will understand the need for HRM planning and how to prepare a plan that is of strategic importance as well as learn how to manage change in an ever-changing environment.

MGT 610 - Entrepreneurship and Innovation
This course explores entrepreneurship and innovation as it relates to the leadership of an organization and analyzes the entrepreneurial mind in both an individual and the organizational environment. This course follows the developmental cycle of an entrepreneurial organization or organizational unit, including the stages of resource development, launching, managing growth and evaluating progress. Students will learn to develop approaches to problem solving, applicable to organizational responsibilities and personal growth.

MGT 612 - Leadership in Management
The course provides students with the background knowledge and guidelines that will enable them to analyze their organizational environment and develop effective leadership communication strategies. Students will acquire skills to identify and analyze unique needs in lay and Christian organizations; and develop and apply appropriate communication strategies. Oral and written communications skills are covered at five levels: intra-personal, interpersonal, group, organizational, and intercultural. Concepts from several academic disciplines, along with actual managerial examples from a variety of organizations and iconic business leaders, are examined. The course includes current topics in ethics, diversity, job stress, and technological advances and how these topics affect organizations.

MGT 620 - Nonprofit Management: Theory and Application
This is a course about the nonprofit sector, the unique socio-political philosophy that has led to its development, and its current status and dimensions. This course will cover some of the special management and leadership issues facing nonprofit organizations. Because of the unique status of nonprofit organizations, leadership is perhaps the most critical of all the topics. Of paramount importance are issues of who leads and how leadership, decision-making, and other executive functions are exercised in the nonprofit sector.

MGT 622 - Financial Decision-Making
This course is designed to allow individuals who do not prepare accounting and financial documents to understand and use these documents as tools in effective managerial decision making, control and planning. Topics include purposes of financial statements, analysis of financial statements, using basic accounting concepts, budgeting, and financial accountability in an organization.

MGT 651 - Organizational Management
The course provides the student with an overview of the paradigms in organizational group dynamics and human resources management in organizations. It will explore the way in which humans act and organize themselves into groups; the “norms” that are utilized by organizations; and the forces leaders exert upon those organizations. Students will gain an understanding of the processes required to make effective use of people and resources on a project. Designed to create an understanding of the interactive forces that affect and influence organizations, techniques are covered related to interfacing with project stakeholders, designing effective organizational structures, dealing with conflict on projects, fostering communication, and managing stress. Practical self-assessment exercises are used to determine learners' communication, conflict

resolution, and leadership styles, in addition to power orientation, personality type, and motivations to manage.

MGT 661 - Operations Management
This course exposes students to the core concepts and tools of operations management. These concepts and tools will be presented in a manner that will allow students to understand the fundamental importance of coordinated operational activities. The class will examine how to effectively integrate operations across all functional areas of the organization in delivering the combination of service and manufactured value required to satisfy customers. The course also will emphasize the importance of adding value and customer satisfaction to the long-term viability of both for-profit and nonprofit organizations.

MGT 679 - Marketing and Strategic Planning
This course provides an overview of marketing's role in connecting businesses to other businesses. The course covers basic business management topics, as well as best practices in market relationship management, supply chain management, and strategy development. Cases are used throughout the course to illustrate various concepts and issues in marketing and strategic planning, including anticipating looming disruptions in business flow; mobilizing resources to manage change efficiently; and the impact of globalization on business. Emphasis is placed on long-term planning and strategic vision of the organization and the role of marketing within these areas. As students complete a detailed case analysis they will learn to develop a business strategy, which includes concepts and tools such as macro environmental scanning, industry and competitive analysis, SWOT analysis, identification of critical success factors and driving forces, and development of strategic alternatives and recommendations.

MGT 682 - Critical Thinking and Decision-Making
This course provides the tools and skills students need to examine and fully develop their analytical skills. It explores the critical thinking and decision-making process, while providing students with concrete skills that help them identify and solve organizational problems, and enhance their strategic thinking and decision-making abilities. Topics include problem identification, critical thinking, problem solving, decision-making, and ethical implications.

MGT 699 – Capstone
The capstone business class focuses on the formulation, implementation and evaluation of organizational policy and strategy from the perspective of the senior manager/strategy planner. Consideration is also given to information technology, global operations, ethics, legal perspectives and the functional-level strategies of the organization. An integrative approach uses the case method to explore executive decision-making in the global marketplace.

Academic Programs –Distance Education Program

Distance Education-MM Program Objective

- Demonstrate ethical decision-making within the organization.
- Demonstrate management competence within the cross cultural and/or global organization.

- Synthesize the theories and practices presented in the program in order to develop solutions for specific managerial situations found within the organizational environment.
- Demonstrate the knowledge to provide the necessary technologies and other tools which are available so the organization can deliver results within budget and on schedule.
- Show competency in identifying conflicts within the organization and the ability to resolve them efficiently.

Distance Education-MM Course Requirements

The Distance Education program requires 48 Quarter units (12 courses) of coursework, which includes a Capstone course. To continue in the program, a student must maintain a cumulative GPA of 2.5 on a 4.0 scale. To graduate from the program, a student must achieve a cumulative GPA of 3.0 on a 4.0 scale.

Distance Education-MM Courses

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CL 611	Leading Through Crisis, Conflict and Change
HRM 622	Human Resources Management
MGT 610	Entrepreneurship and Innovation
MGT 612	Leadership in Management
MGT 620	Nonprofit Management: Theory and Application
MGT 622	Financial Decision-Making
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MGT 661	Operations Management
MGT 679.	Marketing and Strategic Planning
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Distance Education-MM Course Requirements

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MGT 620 - Nonprofit Management: Theory and Application
This is a course about the nonprofit sector, the unique socio-political philosophy that has led to its development, and its current status and dimensions. This course will cover some of the special management and leadership issues facing nonprofit organizations. Because of the unique status of nonprofit organizations, leadership is perhaps the most critical of all the topics. Of paramount importance are issues of who leads and how leadership, decision-making, and other executive functions are exercised in the nonprofit sector.

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The course provides the student with an overview of the paradigms in organizational group dynamics and human resources management in organizations. It will explore the way in which humans act and organize themselves into groups; the “norms” that are utilized by organizations; and the forces leaders exert upon those organizations. Students will gain an understanding of the

processes required to make effective use of people and resources on a project. Designed to create an understanding of the interactive forces that affect and influence organizations, techniques are covered related to interfacing with project stakeholders, designing effective organizational structures, dealing with conflict on projects, fostering communication, and managing stress. Practical self-assessment exercises are used to determine learners' communication, conflict resolution, and leadership styles, in addition to power orientation, personality type, and motivations to manage.

MGT 661 - Operations Management
This course exposes students to the core concepts and tools of operations management. These concepts and tools will be presented in a manner that will allow students to understand the fundamental importance of coordinated operational activities. The class will examine how to effectively integrate operations across all functional areas of the organization in delivering the combination of service and manufactured value required to satisfy customers. The course also will emphasize the importance of adding value and customer satisfaction to the long-term viability of both for-profit and nonprofit organizations.

MGT 679 - Marketing and Strategic Planning
This course provides an overview of marketing’s role in connecting businesses to other businesses. The course covers basic business management topics, as well as best practices in market relationship management, supply chain management, and strategy development. Cases are used throughout the course to illustrate various concepts and issues in marketing and strategic planning, including anticipating looming disruptions in business flow; mobilizing resources to manage change efficiently; and the impact of globalization on business. Emphasis is placed on long-term planning and strategic vision of the organization and the role of marketing within these areas. As students complete a detailed case analysis they will learn to develop a business strategy, which includes concepts and tools such as macro environmental scanning, industry and competitive analysis, SWOT analysis, identification of critical success factors and driving forces, and development of strategic alternatives and recommendations.

MGT 682 - Critical Thinking and Decision-Making
This course provides the tools and skills students need to examine and fully develop their analytical skills. It explores the critical thinking and decision-making process, while providing students with concrete skills that help them identify and solve organizational problems, and enhance their strategic thinking and decision-making abilities. Topics include problem identification, critical thinking, problem solving, decision-making, and ethical implications.

MGT 699 – Capstone
The capstone business class focuses on the formulation, implementation and evaluation of organizational policy and strategy from the perspective of the senior manager/strategy planner. Consideration is also given to information technology, global operations, ethics, legal perspectives and the functional-level strategies of the organization. An integrative approach uses the case method to explore executive decision-making in the global marketplace.

Standard Occupational Classification (SOC) Codes

Pursuant to **5 CCR § 74112(d)(3)(A)(i)**, Grace University provides the following Standard Occupational Classification (SOC) codes for occupations related to its educational programs. These SOC codes are provided for informational and regulatory disclosure purposes and do not guarantee employment, licensure, certification, or placement in any specific occupation.

Bachelor of Business Administration

Related Occupation	SOC Code
General and Operations Managers	11-1021
Sales Managers	11-2022
Administrative Services Managers	11-3012
Human Resources Specialists	13-1071
Project Management Specialists	13-1082
Market Research Analysts and Marketing Specialists	13-1161

The BBA-related SOC codes are appropriate because the program is in business administration and may prepare students for entry-level or developing roles in management, sales, administrative services, human resources, project coordination, and marketing/business analysis. BLS identifies General and Operations Managers as SOC 11-1021, Sales Managers as SOC 11-2022,
Administrative Services Managers as SOC 11-3012, Human Resources Specialists as SOC 131071, Project Management Specialists as SOC 13-1082, and Market Research Analysts and Marketing Specialists as SOC 13-1161.

Master of Management

Related Occupation	SOC Code
General and Operations Manage	11-1021
Marketing Managers	11-2021
Administrative Services Manage	11-3012
Human Resources Managers	11-3121
Training and Development Man	11-3131
Management Analysts	13-1111

Project Management Specialists	13-1082	

The MM-related SOC codes are appropriate because the program is in management and organizational leadership and may prepare students for advanced management, organizational analysis, human resources, training, marketing management, administrative leadership, and project management roles. BLS identifies Marketing Managers as SOC 11-2021, Human Resources Managers as SOC 11-3121, Training and Development Managers as a management occupation, Management Analysts as SOC 13-1111, and Project Management Specialists as SOC 13-1082.

Distance Education Master of Management

Related Occupation	SOC Code
General and Operations Manage	11-1021
Marketing Managers	11-2021
Administrative Services Manage	11-3012
Human Resources Managers	11-3121
Training and Development Man	11-3131
Management Analysts	13-1111
Project Management Specialists	13-1082

The Distance Education Master of Management has the same program title and occupational alignment as the campus-based Master of Management; therefore, the same related SOC codes apply.

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