

Preparing Reformed
Leaders for Life

Revised

Evangelia University Student Handbook



Evangelia University
Anaheim, CA
Spring 2012

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EVANGELIA UNIVERSITY

2660 W. Woodland Drive
Anaheim, California 92801, U.S.A.
Tel: (714) 527-0691, Fax: (714) 527-0693
E-mail: info@evangelia.edu
Website: www.evangelia.edu

Preface

Welcome to Evangelia University.

Evangelia is unique in many ways. First, it is a community of professors, administrators and students who are sacrificially dedicated to the glory of God and the building up of God's people. Second, this spirit of loving sacrifice is due in no small way to the rich spiritual heritage of Reformed faith and godly men and women upon whose shoulders we stand. Third, Evangelia has a great vision of training our students bilingually, building up to a full program in Korean as well as in English. Fourth, given our unique location in the multiethnic heart of Southern California, Evangelia has a robust plan not only to train our students to transform the culture for Christ, but also to bring students from all ethnic groups to train them to be sent to all nations.

Furthermore, in accordance with the Reformed vision of seeking the sovereignty of God in all areas of life, Evangelia seeks to train and welcome both ordained and non-ordained people to be the salt and light of every field of life.

The purpose of this handbook is to provide information about student's rights and responsibilities, academic policies, and various aspects of student life both on and off campus. It is your campus guidebook. Each student, by enrolling at Evangelia University, is responsible for reviewing and adhering to all published student life policies and University standards. While the policies and standards outlined in this Handbook provide students an effective set of guidelines for personal conduct, the University retains the right to enact additional policies and regulations, correct errors, or to modify existing policies as it determines. Updated policies and regulations may be found under the Student Handbook section of the Evangelia University website. New or modified policies are effective immediately upon publication (including online publication) unless otherwise noted.

May God bless you richly while you study at Evangelia University.

In Christ,



Dr. David H. Shin
President

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I. Introduction

A. BRIEF HISTORY OF THE UNIVERSITY

The distinctive vision of Evangelia University stems from its affiliation with the Korean Presbyterian Church in America (Kosin). The Kosin denomination is a Reformed denomination with a unique history. It was born out of the context of persecution and martyrdom. When Korea was colonized by the Japanese military power in 1910, they persecuted the Korean Christians, and forced them to bow to the emperor as a god. In 1938, all the representatives of the Presbyterian denomination gathered for the 27th General Assembly in PyungYang, which was called the “Jerusalem of Korea.” The meeting proceeded under the “watch” of the Japanese police. The Assembly voted unanimously for Shinto shrine worship. The only objector, Rev. Bruce Hunt, was removed from the meeting by the Japanese police. Other objecting pastors were not even allowed to attend the meeting. Eventually, some of the objecting pastors were imprisoned and tortured to death. After the independence of Korea, the survivors called for a period of repentance for all the churches and pastors who bowed to the Shinto shrine. They also began a new seminary named Korea Theological Seminary. In 1951, at the 36th General Assembly, these pastors were removed from their membership of denomination, so they could not attend. Without membership in the denomination, these pastors began a new denomination named Koryu. The founders were committed to the Reformed faith and were those who did not submit to the Shinto shrine worship. The founders of both the denomination and the seminary included Rev. Bruce Hunt, Rev. Sang Dong Han, the leaders of the repentance movement, and Rev. Yune Sun Park, whose scholarship and piety were acknowledged by all Korean Christians. Dr. Kun Sam Lee, the previous president of Evangelia University, was one of the early faculty members of the Korea Theological Seminary. Eventually, the seminary and the denomination adopted the name Kosin. Thus, the Kosin denomination has a history akin to that of the French Huguenots and the English Puritans, who at the cost of their lives, have strived throughout history to maintain the purity of doctrine and life. It is in the light of such a beginning that the Kosin denomination has valued and strived to maintain the spirit of martyrdom to this day.

The beginning of Evangelia University goes back to 1995, when Dr. Kun Sam Lee founded the Korea Theological Seminary in California. In 1998, it merged with Pacific Baptist University, which was founded in 1992, and which sought to establish a theological seminary for the purpose of training ministers to fill the growing demand for bilingual pastors for the rapidly expanding Asian-American churches in the United States. The uniqueness of such an institution was its vision to serve as a bridge between the East and the West, academically and missiologically, and ministerially. It would meet the increasing challenge of studying and applying the Scripture contextually. Furthermore, it would both equip students from the States to be sent abroad and train students from abroad to serve in the States. Finally, it would train students to serve in bi-or multi-lingual congregations in a world that is increasingly becoming multiethnic.

In 1999, the seminary changed its name to Evangelia University, to reflect the vision of bringing the Gospel to the entire world. Under Dr. Kun Sam Lee's leadership and the seminary's affiliation with the Kosin denomination, Evangelia developed its Reformed identity and vision. With such a heritage and foundation, Evangelia has built the reputation of providing both a sound and rigorous theological training, and developing a purity of heart among students. More recently, with the help of donors, Evangelia is able to implement its vision of providing an excellent Christian and classical education at the undergraduate level and an improved Reformed education at the seminary level. Furthermore, plans are underway to drastically improve our current library and to establish a mission center.

In 2008, under the new leadership of the President, Dr. David H. Shin, Evangelia University became a Candidate Member of TRACS. As the Candidate Member, Evangelia University has been developing strategic plans to enhance its institutional operation and implementing those plans systematically. In fall 2011, EU is in the process of applying for the Full Membership in TRACS.

B. MISSION STATEMENT

EU exists to bring glory to God, support the church in its mandate to equip the saints for ministry, and prepare Reformed leaders for life.

C. INSTITUTIONAL PURPOSE

To fulfill its mission, Evangelia is committed to:

- Equip the students with a Reformed worldview with its emphasis on the Lordship of Christ over every area of our lives;
- Nurture our students in the grace of our Lord Jesus through the Word of God and the guidance of the Holy Spirit;
- Produce pastors who are faithful servant leaders to their flocks;
- Train all our students to become both cross-culturally sensitive and culture-transforming.

D. INSTITUTIONAL OUTCOMES

In accordance with the mission statement and the institutional purposes, Evangelia expects certain outcomes demonstrated by its graduates. Each academic program has its own specific learning outcomes. The following institutional outcomes and the specific program outcomes together will become the basis for measuring students' progress and institutional effectiveness in fulfilling its mission.

Graduating students will:

- Demonstrate their commitment to the Lordship of Christ in every area of life and to display through their lives that they are submitting to that Lordship in mind and in heart;

- Show sufficient knowledge of the cultural trends and leadership skills in order to lead a Christian group and ministry;
- Show evidence in their life that they are walking in the Spirit, bearing fruit of the Holy Spirit and becoming more Christ-like;
- Demonstrate firm knowledge of the foundational truths of God’s Word and capability to apply them to life;
- Demonstrate sufficient knowledge and skills to understand the meaning of OT and NT and be able to preach and teach the Scriptural truth effectively.
- Show ability to think and write clearly, analytically, critically, creatively, and constructively.
- Demonstrate sufficient knowledge and proficiency in various Christian ministries and be able to work together with other people.

E. CORE VALUES (DOCTRINAL STANDARDS)

Our Doctrinal statement is forged from our core values, which are convictions derived from the Scriptures.

- **The Trinity.** The triune God, Father, Son, and Holy Spirit, is worthy of the worship of all people in all places of His dominion, and this fact must be the fundamental motive for every human activity
- **The Bible.** Scripture, as the “very Word of God written,” is absolutely authoritative (infallibility) and without error (inerrancy). Scripture is necessary, sufficient, and clear to reveal the only way of salvation in Jesus Christ, which is discovered in the Scripture with the help of the Holy Spirit. Scripture is the final authority on all matters of faith and life.
- **The Historicity.** The full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal Fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.
- **Biblical Creation.** Special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
- **The Son.** Jesus Christ is God, and it is evidenced in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father.
- **Satan.** Satan is real and acts as a tempter, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in eternity.
- **Man.** God created man according to His image, in knowledge, righteousness, and holiness, and made them to rule over the other creatures. However, at the temptation of Satan, Adam chose to disobey God and fell into sin, which corrupted every part of

his being so that he could not be saved from his sin without the regeneration of the Holy Spirit.

- **Salvation.** God has chosen His people in Christ before the creation of the world, loved them, and made them holy and blameless, and predestined them according to His good pleasure. God desires to give salvation freely to everyone, and thus calls on people to repent of their sins and receive Christ as their Savior, trust and obey Him, and live according to God's revealed will. Personal salvation is provided solely by the grace of God and to be received only through personal faith in the person and work of Jesus Christ.
- **The Holy Spirit.** The Holy Spirit comes from God the Father and the Son and causes people to be saved and to realize their sin and misery, enlightens their hearts to know Jesus Christ, strengthens their will, encourages, empowers them, and causes them to receive Jesus Christ and bear fruits of righteousness.
- **Last Things.** The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments. Both the saved and the lost will be resurrected--the saved unto the resurrection of life in heaven and the lost unto the resurrection of damnation in hell.
- **Biblical Method.** Biblical theology (in the tradition of Geerhardus Vos) and presuppositional apologetics (in the tradition of Cornelius Van Til) are among the crucial biblical methods to be used in interpreting and applying the teaching of Scripture and in developing a biblical worldview.
- **Church.** The Church, of which Christ is the head, is established by God to gather and to nurture the believers to grow into the body of Christ, which is the fullness of Him that fills all in all. This Church is the kingdom of the Lord Jesus Christ, the house and family of God, out of which there is no ordinary possibility of salvation. God has given the visible Church the ministry and the ordinances of God for the gathering and the perfecting of the believers.
- **Sacraments.** Christ established two sacraments: Baptism and Holy Communion. In baptism, a believer is baptized with water and cleansed in the name of the Father, the Son, and the Holy Spirit, and it signifies and seals the union with Christ. This sacrament is given to those who confess their faith in Christ, and to their children, and the Holy Communion is done in remembrance of Christ's death, and this is a sign which signifies the benefit which they receive from Christ's death.
- **Christ's Lordship over All Areas of Life.** Christ is the Lord not only of salvation but of all creation. Therefore, Christians are called to bring all aspects of life under Christ's authority. This is called the cultural mandate. In Christ, Christians have both the privilege and the calling to take every thought captive and make it obedient to Christ, not only in "spiritual" matters but in every aspect of a person and every aspect

of our culture. Evangelia programs are designed to strengthen both education in the general revelation, as well as education in the special revelation: the Word of God.

- **Christ's Lordship over Church and State.** Christ is the Lord not only of the Church but also of the state. The state has the obligation to protect the Church as well as the general peace and justice of the commonwealth. Otherwise, the state should not interfere with the Church. On the other hand, as individuals, Christians should fulfill their duties as citizens and contribute to the peace and justice of the land.
- **Christ's Lordship over the Whole Person.** Christ is the Lord over not only our minds but our affections and our will. Evangelia's theological education, therefore, is a holistic education with the aim of not only equipping the students with a Reformed world view, but forming "holy affections" in the manner described by Jonathan Edwards and training our wills to submit to Christ.
- **Great Commission.** Christ is the Lord not only of the saved people but also of all people. Christ has called upon the church to go to the ends of the earth to teach all nations of Christ's commandments, baptizing them in the name of the Father, the Son, and the Spirit, and finally to make disciples of Jesus. The church is called to not only to reach out to people and bring them into the kingdom of God, but to nurture them in the Lord. Furthermore, we are called not only to reach out to people of other cultures, but also to make them to be Christ's disciples, i.e., transform their cultures. This mandate calls for ministers of God's Word is to be trained both to cross cultural boundaries as well as to transform cultures, both our own, and that of the others, by applying the eternal Word of God to the changing world.
- **Unity and Diversity within the Body.** While Evangelia is committed to the fulfillment of its own purposes and distinctiveness, it resolves to "make every effort to keep the unity of the Spirit in the bond of peace," to maintain openness to and appreciation for Christians in differing denominations and organizations in a loving spirit, in order to "build up the whole body of Christ."

F. EDUCATIONAL PHILOSOPHY

An implication of a "*Coram Deo*" life for educational philosophy is holistic approach to education. To live in the presence of God is to teach the whole counsel of God, to the whole person, to whole areas of life, for the whole body of Christ, and to the people of the whole world.

1. **Whole Counsel of God.**
The Word of God is the foundation and the substance of our teaching. Evangelia is unapologetic about teaching the Word of God thoroughly, since we believe that the Word of God is the key to all other knowledge. Since partial truth can become an error, Evangelia tries to teach the entire Word of God, both theologically and

biblically, as well as the development of the understanding of God's truth throughout history.

2. Whole Person.

Many heresies have risen because only one area of man, whether mind, emotion, or will, or one area of life, is focused. Evangelia is committed to the Word of God which is sufficient to meet the fundamentals of all areas of human's need. The faculty and the administration are committed to offer godly examples of spiritual maturity, intellectual rigor, godly judgment, and personal integrity, and to engage in scholarly inquiry and creative activities applicable to the class room and beyond. Personal interaction between the faculty and the students is emphasized. Student presentations, discussions, and faculty-student forums, and thesis writing and presentation provide avenues for such personal interactions. Critical thinking, self assessment skill, as well as writing, reading, and speaking abilities are emphasized in all classes. Besides the classroom, other avenues provide opportunities for students to grow in their whole being: academic counselor, counselor/chaplain, student association, mentorship, internship with a local church, and other opportunities for cultural and spiritual activities outside of the school.

3. Whole Areas of Life.

Evangelia is committed to training both professional ministers of the Word of God as well as lay people who desire to apply the Word of God in their field of calling. The Bachelors program and the Masters program serve this purpose. Evangelia believes that the Lordship of Christ extends to every area of life, and that a person who is trained in applying the Word of God in his or her particular field stands in a unique situation to transform that field for the glory of God. Evangelia is committed to the Reformed emphasis that special revelation fulfills general revelation. An implication is that a well-rounded Christian education entails training not only in the special revelation but in the general revelation. Such a balanced education applies to both the professional ministers of God's Word as well as lay believers. In order to effectively minister to the congregation members, pastors need to understand the people in all of their life struggles and situations, and they need to be able to effectively and wisely apply the Word of God in their situations. Language training, which is a basic component of general education, applies to both the bachelors and masters programs. For the bachelors program, a rigorous reading load in philosophy, literature, history and culture forms the general education. For the masters programs, theological and biblical studies are balanced by training in practical ministry, which include preaching, counseling, evangelism, administration, leadership, worship, and missions.

4. Whole Body of Christ.

Evangelia is committed to building up the Body of Christ. Its implication for teaching is that the faculty of Evangelia set an example of a churchman. An active church life, although not necessarily taking on major leadership positions in the church, is required for all faculty and administrators. An active church life is also

required for all students. Another implication for educational philosophy is that all knowledge is in vain if it does not build up the body of Christ in love. Seeking after the truth is important, but it is also important for the students to learn to apply the truth in the context of the life of the church, as well as in the context of life in the wider society.

5. Whole World.

Evangelia is committed to assisting the church in fulfilling the Great Commission. It is committed to bilingual education (Korean and English) and eventually to two independent programs, one in Korean, and the other in English. Intercultural training is emphasized. All students are required to take a second language. For Korean speakers, that means English. For those who speak both languages, they would study a third language, although as an elective. All Korean-speaking classes include partial readings and assignments in English. In addition to the bilingual emphasis, Evangelia is planning to establish a mission center which focuses on training missionaries. Missionary interns from the States, Korea, and other countries will be trained at Evangelia. Continuing education for current missionaries as well as their children in college is included in the plan. In addition to the mission center, the regular program of Evangelia will emphasize the cross-cultural training as part of its theological education, especially given the unique multiethnic location of Evangelia (Orange County) as well as the unique intergenerational and intercultural challenges within the Korean-American churches. Besides in-class training, the cross-cultural ministry experience is also encouraged as part of the ministry internship, which is required for the M.Div. program.

G. ACADEMIC FREEDOM

EU guarantees academic freedom for its students, staff, and faculty within the bounds of its doctrinal commitment without compromising basic academic freedom, as provided by California Code of Regulations 71720.

Here the scope of “The Academic Freedom” is bound by the doctrinal commitment of EU by the will of faculty members. If the issues relates to the doctrinal matter, appropriate disciplinary actions can be initiated by the Academic Dean.

H. NON-DISCRIMINATION POLICY

It is the policy of EU that applicants for admission as well as all staffs and employees shall not be discriminated against on the basis of race, color, ethnicity, national origin, gender, age, or handicap. This admissions policy is in compliance with the following federal statutes prohibiting such discrimination: Title IV of the Civil Rights Act of 1964 (as amended); Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Age Discrimination Act of 1975.

However, EU is a Christian institution situated within the Reformed tradition. As such, the university may, under the Free Exercise Clause of the First Amendment to the Constitution

of the United States and various relevant statutes, lawfully discriminate on the basis of religious and confessional criteria in its hiring, personnel practices and admissions. One example is the university's use of religious faith and church membership as conditions of admission. Another example relates to sexual conduct. Though it is the university's policy to assure equal opportunity in its hiring, personal practices and admissions without regard to marital status or sexual orientation, sexual relations outside of marriage are proscribed.

Undergraduate “Ability-to-Benefit”

Students who do not have official high school diploma may be admitted to the undergraduate program of EU with the conditional admission, as indicated in the EU Academic Catalog. From the time of admission, a student's assessment results and records are kept on file (Check list Form 1-312), and the assigned academic advisor for the student monitors the progress of the student during the enrollment of EU.

If a student who does not have a high school diploma or its equivalent, the student must demonstrate the ability-to-benefit from the B.A. program offered by Evangelia University. Additionally, because of the moral/spiritual nature of theological studies and the high demand of the curriculum standards, the university examines credentials with a view to ascertain whether an applicant is of good moral character, is of serious purpose, and has the aptitude to complete the rigorous academic program required for graduation. The institution may grant admission on the basis of the credentials submitted, or the chair of Academic and Curriculum committee (Academic Dean) may make the following requests of the applicant.

- (1) To submit the Letters of reference
- (2) To take a standardized test¹ provided by EU
- (3) To meet with a representative of EU for a personal interview.

“Ability to benefit” services are also provided when students are placed on academic probation, have special learning disabilities, and are admitted under probationary status. Their assigned faculty members—academic advisor, the Academic Dean, and the Student Dean monitor these students. The institution has the right to reduce their academic course load and extend their date of graduation. Their records on these students are kept in the office of registrar and of their advisor. Follow-up is measured by course grades and required materials for their learning outcome port folio.

Graduate “Ability-to-Benefit”

Some applicants for admission to a graduate program may not have completed a bachelor's degree from an accredited college or university. Occasionally, applicants without an undergraduate degree, but who indicate the ability to perform graduate studies, may be admitted to a graduate program as “special” students. Candidates for this program must be actively engaged in full-time ministry, must have completed at least two years of undergraduate studies, and must have at least three years of full-time ministry experience. They must demonstrate the ability to benefit from the master's program offered by EU. Additionally, because of the moral/spiritual nature of theological studies and the high demand of the curriculum standards, the university examines credentials with a view to

¹ Here the current standardized test will be placed by the potential Breath Exam (see Response to Recommendation 16 above), after more discussion in its application to the student. This is also applicable to one of the ability-to-benefit criteria for the graduate studies, with the proper level of the test questions.

ascertain whether an applicant is of good moral character, is of serious purpose, and has the aptitude to complete the rigorous academic program required for graduation. The university may grant admission on the basis of the credentials submitted, or the chair of Academic and Curriculum committee (Academic Dean) may make the following requests of the applicant.

- (1) To submit the Letters of reference
- (2) To submit certificates of their education and training
- (3) To submit other evidences of their ministerial experiences
- (4) To take a standardized test provided by EU
- (5) To meet with a representative of EU for a personal interview.

I. STUDENT RIGHTS

Students at Evangelia University are entitled to and have the following rights:

1. The right to receive quality educational programs instructed by competent and qualified faculty;
2. The right to receive professional, prompt and friendly services from the University's administrative staffs and faculty concerning academic, financial, personal or any other matters that may require consultation by the students;
3. The right to receive informed, factual and prompt responses to all questions as they are related to EU and its educational programs;
4. The right to cancel enrollment and registration and receive 100 % of amount paid for instructional charges (less non-refundable application fee), if notice of cancellation has been delivered or mailed to the Registrar's Office prior to or on the fifth day of instruction;
5. The right to discontinue his or her academic program at any time and receive a refund for the part of the course not taken, subject to the applicable regulations clearly stated in the school catalog, and in accordance with the pro-rata refund policy, also stated in the school catalog, which is compliance with the statutory and regulatory requirements;
6. The right to inspect and review his or her records during the normal business hours and seek correction of errors in records through the established administrative procedures;
7. The right to participate in all the student activities, school sponsored meetings and seminars, and other co-curricular activities;
8. The right to call for a hearing in according with the procedures established for this purpose if student is subject to the university's disciplinary action; and
9. The right to contact or write to federal or state regulatory agencies to register complaints and seek remedial action.

J. STUDENT RESPONSIBILITIES

Each student is individually responsible for compliance with the regulations printed in all university publications including this handbook and in the official announcements of the university posted on the official bulletin boards and website. This includes but is not limited to all the scholastic requirements as well as administrative deadlines for graduation. It is also the responsibility of each student to be informed of the student rights and the Standards of Conduct. All students are required to read and endorse the foundational statements including EU's mission, purposes, objectives, core values, educational philosophy and the code of conduct during the first semester of his/her study at EU.

II. Financial Information and Policies

A. TUITION, FEES AND OTHER EXPENSES

Evangelia University strives to keep student costs at a minimum. Costs of completing degree program at EU are maintained as low as possible and are competitive with other private postsecondary institutions in California. EU's tuition and fees schedule and refund policy are in compliance with the guidelines of the Bureau for Private Post secondary and Vocational Education, Department of Consumer Affairs of the State of California.

Tuition	
Undergraduate Program	\$140.00 per credit unit
Graduate Program (M. Div. and M.A.)	\$160.00 per credit unit
Other Programs	
Certificate Program	\$150.00 per credit unit
ESL	\$150.00 per credit unit
Audit Fee	
EU Alumnus	\$50.00 per class
Non-EU Alumnus	\$150.00 per class
Miscellaneous Fees (non-refundable and per incident, unless otherwise specified)	
Application fee (due three weeks before the start of classes)	\$30.00
Late fee for application submission	\$20.00
On-line Class Registration Fee	\$50.00 per class
Semester registration fee	\$10.00
Late registration fees	
After due date but before classes start	\$20.00
On or after the first day of semester/term	\$40.00
International Students Form I-20 issuance fees:	
Initial Issuance	\$200.00
Replacement (primary and/or dependents)	\$20.00 per person
Student Association fee (fall & spring semesters):	\$15.00 per class Maximum (3 or more classes): \$45.00
Official transcript fee	\$10.00

Certificate of attendance/ graduation fee	\$10.00
Late payment of tuition after classes start	\$30.00
Payment Service Charge	\$5.00 per payment
Late charge to optional payment plan	\$10.00 per payment (7-day or more past due)
Returned check service fee	\$15.00 per check
Removal of incomplete grade fee	\$10.00 per course
Change of concentration (tract)	\$10.00
Add or drop fee	\$10.00 per item
Fees for Missing Academic Deadlines:	
Preliminary examination	\$30.00
Language examination	\$30.00
Dissertation/Thesis/Project Report	\$30.00
Graduation Fees: (non-refundable and per incident unless otherwise specified)	
Master's Degree	\$150.00
Bachelor's Degree	\$100.00
Non-Degree Diploma/Certificate	\$75.00

B. TUITION PAYMENT POLICY

Tuition and fees are due and payable at the beginning of each semester. However, EU provides a personalized deferred payment plan for students unable to pay the total amount at time of registration. A student must fill out a *Tuition Payment Plan* form with the Registrar before a semester/session begins. The basic standard deferred payment plan is as follows:

The total amount due for the given semester is divided into four equal payments, (25% each) with the first payment due at registration. The balance, which is divided equally into three payments, is due over the following three months. There is a service charge of \$5 for each payment. A late payment charge of \$10.00 will be assessed for payments more than 7 days late.

The followings are payment due dates:

	Fall Semester	Spring Semester
1 st Payment	Registration	Registration
2 nd Payment	Sept. 30	Feb. 28
3 rd Payment	Oct. 31	Mar. 31
4 th Payment	Nov. 30	Apr. 30

Failure to make payments within 30 days may be grounds for suspension. For winter and summer sessions, full tuition and fee payments are due at the time of registration. Additional information concerning the tuition payment plan can be obtained at the Registrar's office.

C. TUITION REFUND POLICIES

Evangelia University’s tuition refund policy is in compliance with the applicable state laws and regulations governing tuition refund policies. In order to ensure that students are fully informed of their rights and the procedures for recovering tuition refunds returnable to them, a copy of the university's *Cancellation/ Withdrawal Policy* is given to students when they first register. In compliance with the applicable California Education Code, the university’s cancellation and withdrawal and refund policy is also fully disclosed on the reverse side of the enrollment agreement.

1. Full Refund

Students, who cancel their enrollment before the Friday of the 2nd week of classes, are entitled to receive 100% of the amount paid for instructional charges (except the non-refundable fees, if applicable). If the scheduled classes are canceled by the university, students will receive a full refund.

2. Effective Dates for Refund

Refunds are computed on the date the *Notice of Cancellation/Withdrawal* is filed in the Registrar’s Office. The weeks listed on the Refund Schedule below begin on the first day of the semester regardless of the day a student begins attending classes. No tuition refund will be given after fourth week for full semester courses.

3. Effective Date of Cancellation or Withdrawal

All refunds due will be made within 30 calendar days from the effective date of cancellation or withdrawal. Students must deliver a signed and dated *Notice of Cancellation/Withdrawal* form (or any other written notice of withdrawal) *in person* or *by certified mail* to the Registrar's Office and receive a signed and dated receipt. The effective date of cancellation or withdrawal is the day an official notification is delivered *in person* to the Registrar's Office. If mailed, the effective date of cancellation or withdrawal is the *date postmarked*.

4. Refund Schedules

5.

- Regular Semester Refund Schedule

% of Refund	Due Date
100%	Friday, 2 nd week of classes
75%	Friday, 3 rd week of classes
50%	Friday, 4 th week of classes
None	After 4 th week

For specific dates, see the fee schedule with each semester/session schedule.

NOTES:

- Changes from Audit to Credit, and Credit to Audit, are not allowed after second week.
- No withdrawals from a class are allowed after the fourth class week.
- Drop slips must be handed in to the registrar by 4 p.m. on the corresponding class week of the refund schedule in order to receive the refund percentages allowed.

- Intensive Sessions Refund Schedule (2-week courses)

% of Refund	Due Date
100%	First day of class
75%	Second day of class
60%	Third day of class
50%	Fourth day of class
None	After the third day of class

For specific dates, see the fee schedule with each semester/session schedule.

NOTES:

- Changes from Audit to Credit, and Credit to Audit, are not allowed after first class day.
- No withdrawals from a class are allowed after fourth class day.
- Drop slips must be handed in to the registrar by 4 p.m. on the corresponding class days of the refund schedule in order to receive the refund percentages allowed.

- Intensive Sessions Refund Schedule (1-week courses)

% of Refund	Due Date
100%	First day of class
50%	Second day of class
None	After second day of class

For specific dates, see the fee schedule with each semester/session schedule.

NOTES:

- Changes from Audit to Credit, and Credit to Audit, are not allowed after first class days.
- No withdrawals from a class are allowed after second class day.
- Drop slips must be handed in to the registrar by 4 p.m. on the corresponding class days of the refund schedule in order to receive the refund percentages allowed.

III. Academic Regulations

A. BIBLE KNOWLEDGE REQUIREMENTS

The passing of a Bible Knowledge Test is required for M.Div. and M.A. students prior to graduation. This test may be repeated in a various forms until students pass. A grade of 70 is considered as a passing grade.

B. DIRECTED STUDY COURSES

Students may request permission to take an independent, directed study course under the supervision of a professor. Such a course requires the equivalent of one thousand pages of reading per semester hour in lieu of class attendance, plus a project approved by the professor. The character of the work and the way of reporting it will be left to the professor, but all directed study courses must be approved by the Academic Dean. These courses must be completed within the semester in which the courses started. The normal tuition rate is charged for all directed study courses. Directed study courses are usually offered to cover subjects that are not included in the published curriculum. Regularly scheduled elective and required courses may be taken by directed study upon the discretion of the professor and Academic Dean only when a course is required for graduation and cannot be worked into a student's schedule.

C. STUDENT CONDUCT

Student conduct is under the supervision of the Dean of Students. The university reserves the right to dismiss any student who engages in inappropriate behaviors or whose conduct is found to be unsatisfactory on the basis of the moral, spiritual, and ethical principles found in Scripture and the Westminster Standards after a proper hearing and due process according to the procedures described in the Student Handbook. Additional rules, procedures, and regulations governing life at the university are contained in the Student Handbook.

D. TRANSFER AND OTHER CREDIT POLICIES

1. Residence Requirements

Transfer students must fulfill the residence requirements stated below in order to graduate from the Evangelia University.

- BA program: at least 43 semester units
- Graduate program:
 - M.Div.: no fewer than 30 units
 - M.A.R.: no fewer than 30 units

2. Transfer Credit from Other Institutions

i. Transfer Credit Policy for Undergraduate Programs

a. Transfer Credit from Accredited schools

Evangelia University welcomes transfer students from other accredited colleges and universities and endorses the “Joint Statement on Transfer and Award of Academic Credit” approved by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the American Association of Community Colleges. Many of the principles of that statement are inherent to this policy.

The academic programs at Evangelia University combine the general education with a Bible and theology core curriculum. Therefore, Evangelia University commonly accepts course works completed at other institutions where the content and depth of courses are similar to EU courses.

- The transfer credit policy at EU will **not** award credit for courses where the student earned below a "C" grade or its equivalent.
- All courses will be evaluated by the Dean of Academic Affairs to determine, whether or not, content is comparable to the breadth and depth of specific EU courses.
- BA students must complete 129 academic credits in order to receive a diploma. Transfer students may transfer a maximum of 86 units of the required credits into EU.
- Limited numbers (up to 9 credits) of Bible, doctrine courses that are substantially similar to courses offered at Evangelia University may be accepted. Other religious education courses will be credited as electives.
- Credits will be awarded for courses completed at colleges and universities outside of the United States that are accredited or approved by the Ministry of Education (or other appropriate governmental agency) of the country in which they are located. Credit and placement decisions are based on recommendations of the American Association of Collegiate Registrars and Admissions Officers, National Association of Foreign Student Advisors, and selected other professional organizations and agencies that evaluate foreign educational institutions.

- It is generally *not* awarded for courses completed at non-accredited institutions. Exceptions must be approved on a course-by-course basis by the Dean of Academic Affairs.
- Credits are awarded and posted to transcripts only for students who enroll at Evangelia University subsequent to completing coursework at other institutions.

b. Credit Earned by Unaccredited Institutions

If Students who are admitted to Evangelia University B.A. program seek to transfer credits that they completed at an unaccredited institution, they must supply the following information for the thorough evaluation of each transferable course.

- A copy of the course syllabus, stating the instructor's name and the course requirements
- At least one sample of course work assignments submitted in fulfillment of course requirements

All decisions regarding transfer credit from unaccredited institutions are made on a course-by-course basis. Acceptance of one course from an unaccredited institution for transfer credit carries no implication regarding the acceptance of other courses from that institution.

Only courses of a grade of B (not B-) or above will be accepted for transfer credit. No more than 15 semester hours (23-quarter hours) from an unaccredited institution will be accepted for transfer credit toward a student's degree program at Evangelia University.

c. Determination of Course Equivalencies

- Final determination of transfer credit equivalencies are made by the Dean of Academic Affairs through a comparison of course descriptions and/or course titles. If substantial similarity exists between a course taken at another institution and an Evangelia University course, transfer credit will be awarded for the Evangelia University course. If substantial similarity does not exist, but the course is in a subject matter taught at Evangelia University under a specific course prefix, elective credit will be awarded under that prefix.
- Elective credits awarded for upper-division courses taken at four-year colleges and universities will be designated as upper-division for transfer purposes (i.e., will apply to

the upper-division credit hour requirement for graduation at Evangelia University).

- Transfer equivalencies are based on current policies and generally reflect course numbers from the Evangelia University catalog at the time the evaluation is conducted. Evangelia University courses and course numbers are subject to change; thus, transfer equivalencies are subject to change as well.

d. Appeal of Transferability or Course Equivalencies

The ultimate authority for transfer of credit rests with the Dean of Academic Affairs. Students who wish to appeal the evaluation or transferability of a course may do so through the appropriate department head. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the other institution's catalog, a sample writings of the course work).

e. Credit Hour Equivalencies

Credit is converted to semester hour equivalents. In converting quarter hours to semester hours, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

If a course at another institution is offered for fewer credit hours than an equivalent course at Evangelia University (e.g., if a two credit hour course at another institution is substantially similar in content to a three credit hour course at Evangelia University), the student will be given transfer credit for the equivalent course at Evangelia University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than— (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition

for other academic activities as established by EU including internships, practicum, and other academic work leading to the award of credit hours.”

As implied in Self Study Report 2011 (10.18 b, p233), EU has 15 learning weeks per semester, and “one hour classroom” time lasts 50 minute classroom instruction. Usually, most classes consist of three “hours” with one 10 minute break time for three units of credit.

f. Grade Equivalencies

- Transfer grade equivalents will be determined and recorded with the student’s transfer credit. Credit will be awarded for courses in which a “C” or higher was earned.
- Transfer grades and grade point averages are assigned on the basis of the Evangelia University grading policy. For courses taken at other institutions that do not use a plus/minus grading system, the equivalent minus letter grade will be given (e.g. for A earned in another institution, A- will be given for that grade at the Evangelia University). For courses taken at other institutions that use combined grades (e.g., “AB”), the lower grade will be used. Courses taken at institutions that use a grading system not comparable to the Evangelia University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. “Withdraw failing” grades are calculated in a student’s transfer grade point average as “F” grades. Transfer grade will be marked with T in front of the letter grade awarded (e.g. for A- grade, TA- will be posted for the transferred grade)
- When fractions are accumulated and awarded as general electives, grade points are accumulated in a similar fashion. For example, a student who took one four-quarter hour course with an “A” and two four-quarter hour courses with a “B” would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.
- Courses taken from non-accredited colleges and universities by a regional accrediting agency or the TRACS will be treated as “Pass/Not Pass” courses for grading purposes.
- A student’s grade point average at Evangelia University is based only on the courses completed at this institution. A transfer grade point average is carried as part of the student’s total record. The Evangelia University and transfer grade point average are combined into an overall grade point average to determine academic standing, eligibility for

admission to certain programs, graduation and honors, as described in this catalog.

g. Transfer of Credit from Two-Year Institutions

Students are generally awarded only lower division credit for courses completed at two-year institutions (community and junior colleges). Departments seldom award upper division credit at Evangelia University.

h. Major Core Course Requirement

Major core courses must be completed at Evangelia University unless the school from which credits are transferred shares the same theology and Reformed tradition of Evangelia University.

ii. Transfer Policy for the Graduate Programs (Kosin School of Theology)

a. Admission and Transcript Evaluation

Students who intend to request transfer credit from another graduate-level institution must submit all regular required application items, including the following: Application for Admission, Application Fee, Ecclesiastical Reference, Academic Reference, and Official Transcripts from each post-secondary institution from which the applicant has received credit. Once the prospective transfer student has been admitted to Evangelia University, the Dean of Academic Affairs will complete a transcript evaluation to determine which courses will receive credit from Evangelia University. If a transfer student desires a preliminary transcript evaluation prior to acceptance, the student may submit his or her official transcripts and request for transcript evaluation to the Office of Admissions. Transfer credit will not be processed until the student has been admitted.

b. Transfer Credit Policies

Evangelia University may grant graduate level credit for courses in which a grade of C (not C-) or above was received. Course work from an accredited institution may transfer as equivalent to a required course or as elective credit in the student's program at Evangelia University. The Dean of Academic Affairs determines course equivalence on the basis of course descriptions, syllabi, prerequisites, and requirements, and in consultation with the relevant instructors of courses.

Transfer credit may not be granted for coursework at other institutions for courses in the Evangelia University curriculum that require biblical languages (Greek and/or Hebrew) as prerequisites if the courses taken at those institutions did not have the biblical language prerequisites.

At least 30 semester hours must be completed in an Evangelia University Graduate program. Language credits from other graduate schools may be transferred by submitting an official transcript to the Evangelia Registrar's office documenting passing grades. Students who have taken Greek and/or Hebrew language courses at other institutions should take placement exam in order to receive credits for their biblical language courses.

All required courses must be completed at Evangelia University unless the school from which credits are transferred shares the same theology and Reformed tradition of Evangelia University.

c. Transfer Credit from Unaccredited Institutions

If students who are admitted to an M.A. or M.Div. program seek to transfer credits for graduate-level studies that they completed at an unaccredited institution, they must supply the following information for the thorough evaluation of each transferable course:

- A copy of the course syllabus, stating the instructor's name and the course requirements
- At least one sample of course work assignment submitted in fulfillment of course requirements

All decisions regarding transfer credit from unaccredited institutions are made on a course-by-course basis. Acceptance of one course from an unaccredited institution for transfer credit carries no implication regarding the acceptance of other courses from that institution.

Only courses of a grade of B (not B-) or above will be accepted for transfer credit. No more than 15 semester hours (23-quarter hours) from an unaccredited institution will be accepted for transfer credit toward a student's degree program at Evangelia University.

3. Credit for Prior Experiential Learning

i. General Description

Adult learners have the opportunity to achieve expertise and knowledge through self-development, continuing education events, community or ministry service, non-college courses, etc. Students with prior ministry or mission field experience have often developed college level competencies. These various types of theoretical and experiential learning equivalent to designated college courses taught at Evangelia University will be awarded as credits for students. Assessment of experiential learning is based upon the

standards, principles, and procedures of the Council for Adult and Experiential Learning (CAEL).

ii. Criteria

For students already enrolled, credits are awarded for prior experiential learning only under the following conditions:

- Credit for Prior Learning is applicable only for the B.A. program.
- Prior learning is equivalent to a college or university level of learning;
- The credit for prior experiential learning will be awarded only after completion of residence requirement;
- Learning experience demonstrates a balance between theory and practice; and
- Learning experience counts only in disciplines within the curricula that are appropriate to the degree program in which the student is enrolled.

iii. Procedure

The student seeking credit for experiential learning shall submit the request in writing with a portfolio with appropriate documentations. Each request for experiential credit shall be evaluated by a faculty member qualified in the specific subject area together with the Dean of Academic Affairs and will determine the level of learning and how many credits will be granted toward a degree for each experience.

iv. Maximum Number of Credits Allowed

Number of credits awarded to students for their prior experiential learning will be limited to a maximum 15 semester units.

4. Transferability of Units and Degrees Earned at Evangelia University

Credits and degrees obtained at Evangelia University are also transferable to Kosin University and Theological Seminary in Pusan, Korea, which has a sister relationship with Evangelia University. Units earned in the Bachelor of Arts, Master of Arts, and Master of Divinity programs may not be transferable to other accredited colleges or universities in the US and other countries. Transferability of courses is the decision of the receiving school.

5. Transferability of Units Earned from Online Classes

All credits and degrees earned from online courses are treated the same as courses taken on-ground at the main campus.

E. PAPERS AND EXAMINATIONS DUE DATES

Unless required earlier by the professor, all course assignments, term papers, and reports must be submitted by the deadline listed in the academic calendar. Upon approval of the Dean of Academic Affairs, exceptions to this rule may be made by the professor.

Extensions will be granted only for causes deemed adequate, and a written request is required. All examinations must be taken when scheduled. Exceptions to this rule may be made only upon prior request showing adequate cause to the professor concerned, but the rescheduled examination should be taken during the examination period.

F. DEGREE TIME LIMITS

Students enrolled in the M.Div. degree programs have seven years to complete degree requirements. Students enrolled in the M.A. degree program have four years to complete their program requirements. Students in the B.A. degree program have six years to complete their program requirements. After the maximum time limit has been reached for a degree program, the student may apply for an extension. Students who request an extension in a Master’s degree program will be charged \$100.00 each year after the time limit has been reached. Program requirements will be updated to meet the requirements of the current catalog for those given extensions.

G. GRADING POLICIES

1. Grading System

Evangelia University continually evaluates the student's educational progress through examinations, classroom participation, and research projects. Also evaluated are professional competence and attitudes necessary to achieve expected performance as an ordained minister for those who are enrolled in the University's School of Theology.

The generally accepted letter grade system (A, B, C, D, F) is used to evaluate all course work and assignments and monitor students' academic progress with their GPA and the total number of credit hours earned. In addition, the “IP” (In Progress) grade is awarded for Master’s Degree Preparation courses, and “AU” (Audit with no credit) to accommodate the changing needs and circumstances of students in completing their academic goals and objectives at the University.

2. Grading Scale

Grade Range (%)	Letter Grade	GPA Points
94-100	A	4.00
90-93	A-	3.66
87-89	B+	3.33
84-86	B	3.00
80-83	B-	2.66
77-79	C+	2.33
74-76	C	2.00
70-73	C-	1.66
67-69	D+	1.33
64-66	D	1.00

60-63	D-	0.66
Below 60	F	0.00
Incomplete	I	N/A
Pass*	P	N/A
In-Progress**	IP	N/A
Withdrawal	W	N/A
Withdrawal Failing	WF	N/A
Audit	AU	N/A

*Awarded to credit by course challenge examination only.

**Awarded to those completing master's thesis only.

2. Incomplete Grades

A grade of “I,” indicating incomplete work, is assigned to a student who has attended class but who, due to unforeseen circumstances, has failed to complete all assigned work for the course. The “I” grade is given only to students whose work, at the time the “I” grade is assigned, is at least passing and allows the student to make up the missing work. Incomplete grades are awarded only for compelling reasons, as determined by the instructor and as approved by the Academic Dean. Students must, prior to the end of the semester make an official request to the instructor for an “I” grade. Students receiving an “I” grade must contact the course instructor or Academic Dean to make up the necessary requirements within six months following the end of the course for which the “I” was given. Failure to do so will result in an automatic change from an “I” to an “F” grade.

3. Grade Change

All grades except “I” and “IP” are final when submitted to the Registrar by the instructor in the end-of-semester course report, though such a grade change exception is rarely allowed. An instructor may change a grade in the following semester after which the original grade was received if sufficient reasons exist and warrant such a change. Students’ academic records are kept in the Registrar's Office. Students should check their academic records periodically and should immediately inform the Registrar of any discrepancies. Copies of official transcripts may be obtained from the Registrar.

A letter grade assigned to a student may be challenged on grounds that the grade was based on an evaluation of work by criteria not directly reflective of course performance. If a student feels that a grade has been incorrectly assigned, an appeal for a grade change must be submitted in writing to the Registrar prior to the end of the semester following the academic term in which the grade was assigned.

The appeal procedures and grievance review authority are described in the Grievance Resolution and Appeal Procedures. However, before resorting to the appeal process, students are encouraged to resolve grade change issues with the

instructor in charge and departmental chairperson prior to consulting with the Dean of Academic Affairs.

H. COURSE REGISTRATION AND ATTENDANCE POLICIES

1. **Normal Course Load**

A normal course load is twelve to eighteen semester hours for the fall and spring semesters and two to five semester hours for the winter session. The permission from the Academic Dean must be obtained prior to registering for nineteen or more semester hours. Students who take fewer than twelve semester hours of academic work in a regular semester are classified as part-time students.

2. **Change of Audit Status to Credit Status**

Once registered as an audit student, the student may not change to credit status unless such change is requested prior to the deadline for adding a course, specified in the academic calendar. A student, who enrolled a course for credit, may not change to audit status after the last day to add or drop courses.

3. **Late Registration and Adding or Dropping Courses**

Late registration is permitted through the second week of the fall and spring semesters. A late registration fee of \$40.00 is charged. Courses may be dropped without academic penalty if done so by the drop date listed in the academic calendar of the respective campus. No courses may be added after the two-week add deadline, and no courses may be dropped after the five-week drop deadline. Students wishing to add or drop a course after registration must obtain a "Request for Program Change" form from the Registrar and secure the signature of the course instructor. Changes must be made by the deadline for program change posted in the academic calendar. Courses dropped before the deadline will not be recorded on the student's permanent record.

The difference in tuition resulting from a reduction in the number of credits registered will be refunded to the student in accordance with the posted refund schedule. Conversely, the student will pay the difference in tuition if the number of course credits is increased. After the deadline for program changes, students may drop a course only with the permission of the course instructor and the Academic Dean. Upon their approval, the student will receive a "W" grade. All requests for dropping courses must be in writing and approved by the Dean of Academic Affairs to receive a "W" grade. Students who do not officially drop a registered course, and do not attend, are subject to a failing "WF" grade.

4. **Repetition of Courses**

Students may repeat only those courses of grades of C-, D+, D, D-, F, or WF in order to raise their grade point average. Students who repeat a course more than once must obtain the prior approval of the Dean of Academic Affairs. Whenever a course is repeated for credit, the highest grade earned will be the official grade; therefore, in computing the grade point average, only the highest grade and grade

points in each course that was repeated will be used. The grade point of lower grades will be removed from the student's GPA. The lower grade will remain on the transcript.

I. CLASS ATTENDANCE

Classroom attendance is for the glory of God and preparation for the gospel ministry. Students, therefore, are expected to attend class sessions. No student should absent himself or herself from classes in order to fulfill requirements or responsibilities of other classes. Those with absences may be penalized at the discretion of the professor. If students miss a class or classes persistently throughout the regular semester, they may be dismissed for academic reasons. In certain exceptional cases, such as extended illness or family crisis, in which it is impossible for students to complete a semester's work, they may present a written request for permission to withdraw from all courses.

J. Policies Concerning Academic Progress and Performance

The two main tools used to monitor acceptable student performance are the Satisfactory Academic Progress (SAP) and the Grade Point Average (GPA). Those students whose weaknesses are identified will receive remedial guidance and additional assignments. The Board of Trustees, administration, faculty, and staff believe that it is the duty and responsibility of the school to ensure that students' investment of their precious time, energy, and money must not be wasted. In order to accomplish this objective, early identification of student academic problems to prescribe remedial measures is the policy of the university.

Each student is expected to meet the **Satisfactory Academic Progress (SAP)** requirements established by the university. These requirements correspond with the same SAP standards established by the U. S. Department of Education which regulates Title IV federal grants and loans to students.

The first requirement is that students maintain a minimum cumulative grade point average of 2.0 (on a 4.0 scale) or "C" average. In addition, students must make progress toward a degree by achieving the following minimum completion standard if enrolled as a full-time student:

Years of Study	Required Units	
1	21	(32 x .65 = 21)
2	43	(32 x .70 = 22)
3	68	(32 x .80 = 25)
4	98	(32 x .95 = 30)
5	128	(32 x .95 = 30)

A full-time load is a minimum of 12 semester units. The status of students taking less than a full load will be adjusted accordingly.

K. WITHDRAWAL, DISMISSAL, AND READMISSION

A student planning to withdraw from the university at any time should report that fact in writing to the Registrar so that his/her academic records may be finalized and transcripts released. Unless the proper withdrawal forms are completed, transcripts will not be released. If a student returns after being out for more than one year, he/she must reapply, pay the application fee, and submit the additional information that may be requested by the Director of Admissions. A student whose GPA falls below C (2.0) after completing 18 hours of coursework is placed under probation and permitted to continue studies for one semester. If the average remains below 2.0 in the following semester, the student is dismissed. After a period of one year, those dismissed for academic reasons may apply for readmission.

L. RETENTION OF STUDENT RECORDS

The Registrar maintains a permanent academic record for every student of Evangelia University. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, directory information (name, address, telephone number, dates of attendance, major field of study, awards, honors (includes Dean's List), degree(s) conferred) may be released without written consent of the student. Enrolled students may request that this information be withheld by completing a Request to Prevent Disclosure of Directory Information form, obtainable in the Registrar's office. Exceptions: University officials who have a legitimate educational interest in a student's records and certain government officials acting in their legitimate functions may have access to the student's file. Student educational records are subject to lawfully issued subpoenas. Under FERPA, students have the right to inspect, review, and seek to amend their educational records, subject to conditions specified by the Act.

M. TRANSCRIPTS

Transcripts are released only upon written request of the student. Upon graduation, the student receives a copy of his/her final transcript free of charge provided by the university. Additional copies are available at the rate of \$10.00 each. Copies of transcripts require three to five working days to process.

N. ACADEMIC INTEGRITY

1. Overview

EU is committed as an institution to ethical practice in teaching, scholarship, and service. EU practices academic honesty in our oral and written scholarship. This

means that we take care to appropriately acknowledge the contributions of others in our work. This policy defines and provides examples of plagiarism and outlines the disciplinary actions that follow verified acts of academic dishonesty.

2. Definition of Academic Dishonesty

Academic dishonesty is the deliberate attempt to misrepresent individual efforts, whether in writing, audio-visual representation, or oral presentation. Issues of plagiarism are specific examples of academic dishonesty. Basically, plagiarism is claiming someone else's ideas, words, or information as plagiarist's own without acknowledgement or citation. In minor cases, it can be the simple quotation of a sentence or two without quotation marks and without a citation, footnote, endnote or inclusive note to indicate the original author. In the most serious cases, plagiarism reproduces a significant fraction of an entire work written by someone else. Examples of plagiarism consist of removal of the original author(s) name(s) and substituting the plagiarist's name. Mere reformatting of a text does not constitute "original" thought, but merely juxtaposing someone else's work and text.

3. Examples of Academic Dishonesty and Plagiarism Deemed Unacceptable within the Academic Community

- While taking exams, tests, and quizzes, the products of the students should be the sole effort of the individual student and should not contain any answers or responses that have been knowingly obtained from someone else.
- Seeking to gain an advantage in an exam by obtaining advance access to particular questions or advance copies of a professor's exam.
- Making a public presentation (e.g., speech, lecture, and sermon) where elements of the presentation are misrepresented as original thought or work.
- Having someone else write a paper for a plagiarist, turning it in as his or her own work, or writing a paper for someone else.
- Submitting as a plagiarist's own work papers, articles, book chapters, reports formerly written by other students, graduate students working with a faculty member or purchased from commercial services.
- Using published materials word for word, without citation or quotation marks, as all or part of work submitted as your own.
- Close, deliberate paraphrase of another's work, published or unpublished, without acknowledgement.
- Turning in a paper previously written for another course (unless approved by the instructor), or one paper for two current courses, without permission of the instructors.
- Deliberately using false citations to give the appearance of acknowledgment and research.
- Referencing Internet web sites without citation or paraphrase.

4. Detection of Plagiarism

EU authorizes individual professors and students to use any computer search mechanisms to validate and verify examples of plagiarism, prior to disciplinary action. Detection may also include verification of duplicated student work, current or previous.

5. Disciplinary Results from Plagiarism or Academic Dishonesty

- Ignorance regarding appropriate paraphrase and citation is not an excuse warranting misrepresentation of original work. Individual professors may determine whether an isolated instance of plagiarism was due to faulty citation skills or misrepresentation with intention. In such cases, the professor may allow the student to correct the citation in the final assignment.
- Dishonesty in a minor class assignment (e.g. test, short reaction paper, quiz, etc.) will result in a score of zero of the assignment, or possibly a failing grade for the entire course.
- Dishonesty or plagiarism of a major assignment (e.g. examination, prominent writing submission, term paper, term project, etc.) will result in immediate grade of “F” for the course and will be referred to the Office of Student Affairs and the Dean of Academic Affairs.
- Multiple cases and disciplinary actions for academic dishonesty will result in academic probation or dismissal from the university.
- In the case of a student or faculty member denying commitment of academic dishonesty, but not to the satisfaction of the professor or Dean of Academic Affairs, the matter will be referred to a Grievance Committee

Any student or faculty member who has grievance which he or she cannot resolve with the school can call or write to:

Transnational Association of Christian Colleges and Schools
15935 Forest Road
Forest, VA 24551
(434) 525-9539

IV. Student Services

A. THE OBJECTIVES OF THE OFFICE OF STUDENT AFFAIRS

Consistent with EU's philosophy of education, the Office of Student Affairs seeks to foster a Christian community environment with adequate spiritual, emotional, and physical care. It also develops various programs and opportunities for students to integrate all their learning concepts in preparation for their future vocations and ministries in order that each student may fully develop their potential. Student Affairs further endeavors to foster a rich learning environment to enable students, administration, faculty and staffs to experience and acquire skills necessary for life while pursuing academic goals and objectives.

B. STUDENT HOUSING

EU is in the process of acquiring houses for students. Interested students may contact the Office of Student Affairs. In general, it is the responsibility of students to find appropriate housing. However, there are many apartments available near the University. EU will assist the students in finding apartments or housing. Questions concerning housing may be addressed to the Dean of Student Affairs.

C. ACADEMIC AND PERSONAL COUNSELING

It is the desire of the faculty, administrators and staff at EU to provide students with continual individualized academic and personal counseling as the needs occur. Every student when one first registers at EU will be assigned to an academic and personal advisor for the duration of one's stay in the university. The advisors will make themselves accessible to the students for their counseling needs, such as class selection, scheduling, personal problems, and other matters that are deemed important to the students. Before registering classes, a student must obtain approval from his or her academic advisor.

Below process is the faculty advising for each student from his or her matriculation.

New Student Orientation

In order to assist new students to make proper understanding of EU's academic programs and to make a smooth transition into the life and study in EU, a required New Student Orientation is provided at the beginning of each semester led by the Dean of Student Affairs. The orientation will cover academic policies, scholastic regulations, student rights, library usage and guidelines, code of conduct, and the student support services available to them and tour of campus. This orientation provides opportunity for new students to meet current students and to become familiar with student activities led by Student Association.

All graduate students are introduced by the Dean of Academic Affairs to their respective programs, M.Div. or M.A.R., at the New Student Orientation in regard to their academic

requirements, field education requirement and other relevant matters for their studies at the institution.

Introduction

After the New Student Orientation, each graduate student is assigned to a faculty advisor. The advisor-advisee relationship is the heart of the system of student academic services at Evangelia University. This relationship is reciprocal in which both the faculty advisor and the student advisee come to discover what is best for the student's education. Academic advising enables the student to gain knowledge of himself/ herself in the educational process and empowers the student to make decisions that will best facilitate the achievement of his or her educational goals.

Assignment of Faculty Advisors

An advisor is a member of the regular faculty and has precise knowledge of the academic programs at Evangelia University. The assignment of faculty as advisors is the responsibility of the Dean of Academic Affairs. The following principles are considered in making such assignments:

- Ordinarily, students will be assigned according to their interests and the degree program in which they are enrolled.
- While it is expected that a student will retain his/her advisor throughout the program, both the student and the advisor have the right at any time to request the Dean of Academic Affairs for a change.
- The Dean of Academic Affairs will consult with an advisor who is going on sabbatical leave regarding coverage of assigned students during the advisor's sabbatical absence.

Responsibilities of the Faculty Advisor

The student is highly encouraged to focus on his/her educational and/or ministerial goals and to retain ownership and control of his/her educational process. To accomplish this, the advisor discusses with the student the work of the previous semester, keeping long-term goals and agreed-upon growth in focus during the advising sessions. Further, the advisor helps the student choose electives appropriate to his/her degree program and educational goals, taking advantage of the best available opportunities that will serve the student's pursuit of those goals. The advisor should discuss the following, as applicable:

- The student's previous academic work and ascertaining the particular strengths and weaknesses that the student brings to the study of theology.
- The student's long-term educational and/or ministerial goals.
- For the M.Div. student, selecting location and mentor of field education with the view of his/her overall goals.
- For the M.A. student, selecting best combination of required course for his/her ministerial goals.

Regular Meetings

Students will meet at least two times in an academic year with the assigned advisor, once each semester. The meeting is preparation for the semester registration and will evaluate the student's progress toward the educational and/or ministerial goals, discussing whatever academic difficulties may arise. Besides the regular meetings, the students are

encouraged to meet their advisors as they feel more academic advising is needed for their studies at the institution.

EU students who need family therapy or counseling may also contact the Family Saver Center located in our school building. It is an independent Christian counseling center which agreed to provide counseling service for EU students.

D. CAREER AND JOB PLACEMENT SERVICES

EU does not operate an active placement office nor guarantee placement at the end of a degree program. However, in order to assist students to find ministerial positions upon graduation, the Office of Student Affairs will survey local churches each year to find possible opening positions. Any job opening will be posted on the bulletin boards and the school website. Students from abroad can work up to 20 hours a week at the school. However, due to a lack of positions at the school, EU will be able to issue a permit to work up to 20 hours at an approved site of ministry.

E. ASSIMILATION COUNSELING

EU's primary target population is newly immigrated persons with limited English proficiency. Students will be encountering not only linguistic barriers but cultural barriers. One of the services provided is assistance in the main-streaming process, including American customs and etiquette. This type of student support service is popular because immigrants have had little opportunity to learn systematically about American customs and etiquette so that they may be well received by their American friends. Interested students may contact the Office of Student Affairs for detail information and arrangement.

F. STUDENT HEALTH AND INSURANCE

EU does not provide any on-campus health services. Only first aid service is available for minor injuries that occur on campus. EU does not provide or require health insurance plan for its students. Thus, it is each student's personal responsibility to have their own health insurance. Students who are interested in health insurance may contact the accounting manager's office for helpful information. However, EU considers the health and well-being of its students as one of its first priorities. Any uninsured students may contact the Office of Student Affairs for the list of prearranged doctors who provide medical services for EU students with specially discounted price.

G. SAFETY AND SECURITY

There are several reported theft cases so the University placed surveillance cameras in the hall ways and the entrance areas. However, it is each student's responsibility to be attentive to one's own personal belongings at all time. Especially at night time, students are encouraged to go out to the parking area with other students at all times. Thefts, loss

of property, or any other incidents involving the safety or security of the students or the university should be reported to the School Office immediately.

When the fire alarm rings, all classes should be dismissed at once. Students should be instructed to leave the building, using the nearest exit. Students will be notified when to return to their classes.

H. SCHOLARSHIPS

Evangelia University offers a variety of non-repayable scholarships and grants to our students that are awarded on the basis of several of factors including financial need, previous academic performance, denominational affiliation, and ministry interests.

1. Kinds of Scholarship

1) President Scholarship

It will be awarded by President of the institution to the Masters' student who achieves the best goal during the previous academic year.

- Number of Recipient: one
- Amount: Full tuition
- The grants are awarded by the President of the Seminary on the basis of the following criteria, but not limited to:
 - High academic standing: usually goes to the one who shows best academic record during the semester.
 - full-time enrollment in the M.Div./M.A.R. degree program
 - potential for leadership in the church of Christ
 - The financial need of the student may also be considered. Such grants are normally given for one year, but may be renewed on an annual basis.

2) Best Student Scholarship

It will be awarded by institution to the B.A. student who achieves the best goal during the previous academic year.

- Number of Recipient: one
- Amount: Full tuition
- Basis of criteria include but not limited to:
 - High academic standing: usually goes to the one who shows best academic record during the semester.
 - full-time enrollment in the B.A. degree program
 - potential for leadership in the church of Christ

This scholarship is awarded to students based upon prior academic performance and the potential for future leadership. This scholarship is renewable on an annual basis for B.A. students enrolled in a minimum of 12 units per semester who maintain minimum 3.3 GPA.

3) Mission Scholarship

It will be awarded by the AMO to the one who has calling and commitment for overseas mission.

- Number of Recipient: not limited
- The grants are awarded by the American Mission Organization on the basis of the following criteria, but not limited to:
 - Student who has calling and commitment for overseas mission
 - full-time enrollment in the Masters/B.A. degree program
 - potential for leadership in the mission field.

4) Vision Scholarship

- Number of Recipient: not limited
- Amount: 30% of tuition
- The grants are awarded by the donator on the basis of the following criteria, but not limited to:
 - Student who shows an evidence to fulfill EU mission statement
 - full-time enrollment in the Masters/B.A. degree program
 - Students who serve as Association of the Student Body are especially considered. .

5) Best Example Scholarship

It will be awarded by the donator to the one who is voted by students, faculties, and staffs.

Number of Recipient: not limited

6) MK/PK Scholarship

- It will be awarded by EU to the missionary/pastor kids.
- Number of Recipient: not limited
 - Here the eligibility of MK/PK is limited to those who are under 40 years old and single.
 - The scholarship will be granted as 50 % tuition discount scholarship.
 - Pastors as parents should have more than two years of experience in his/her ministry with appropriate certificate from their denominational authority;
 - Missionary as parents should have more than two years of experience in their mission field and can show the certificate from their association of the mission.

7) Purpose Scholarship

Any kind of scholarship to which the benefactor appoints student is classified in this category.

8) Work Scholarship

- It will be awarded by EU to the one who works for school's needs.
- Number of Recipient: not limited
- The working hours will strictly be limited by the law.

9) Married Couple Scholarship

- It will be awarded a half of tuition by EU to the spouse who enrolls as a couple.
- Number of Recipient: not limited
- Discount scholarship is applied to the one who takes fewer classes than his/her spouse.

2. Policies

- 1) All scholarship recipients must be qualified by 'the code of conduct' which is provided by EU.
- 2) The recipient must be full-time student, which defined by EU, except 'purpose scholarship.'
- 3) For MK/PK, EU provides a half of their tuition.
- 4) Purpose scholarship will strictly be enforced by donator's intention. This fund cannot be used by anyone and for any other purpose.
- 5) The recipient of 'purpose scholarship' can also be other scholarship recipient.
- 6) The recipient of 'Couple scholarship' will be the one who take class less than one's spouse.
- 7) 'The Student Services Committee' has authority to regulate and to adjust in executing all scholarship fund.

3. Procedures

- 1) The applicant for scholarship has to submit provided application form.
- 2) Some scholarship might require either a vision statement or a faith statement.
- 3) The applicant must submit the application by May 31 each year.
- 4) The 'Scholarship Committee' will examine the documents and will decide by unanimity.

I. BOOKSTORES

EU currently does not have an on-campus bookstore. EU orders all required (and some recommended) textbooks for students with the assistance of the Student Association. Major reference books may be ordered through local Christian bookstores.

1. For Korean Christian Books

- Dorca Orange Christian Village: (714) 636-7430
9112 Garden Grove Blvd. Garden Grove, CA 92844
- Word of Life Books (Garden Grove): (714) 530-2211
9764 Garden Grove Blvd. Garden Grove, CA 92844
- Gospel Books (Cerritos): (562) 865-4949

11748 3/4 Artesia Blvd. Cerritos, CA 90701

2. For General Korean Books
 - Se Jong Books Center, USA Inc.
5301 Beach Blvd. Buena Park, CA 90621 (Inside Hannam Market)
3. For English Christian Academic Books
 - In Christ Books and Printing: (562) 623-0505
14515 Valley View Ave. Santa Fe Springs, CA 90670
 - Biola University Book Store
4. Online Christian Books Site for Discounted Price:
 - Any books: www.amazon.com
 - Reformed Theology and Biblical Theology: www.wtsbooks.com
 - Any Christian Books: www.christianbook.com

Textbooks acquisition is managed by the Student Association. Students may make recommendations to the school to purchase certain books for the library through the Library Council.

J. STUDENT ORGANIZATION

1. Student Association
 - The EU Student Association is the official body that represents the body of EU students to the university and other organizations. Any student who officially registered at the university can be a member of the Association. The purpose of this Association is to foster fellowship among EU students and to organize and assist school activities.
 - The Dean of Students Affairs serves as the advisor to the student government. The Student Association takes care of the student association fee and the budget and expenditure must be approved each year by the Dean of Student Affairs. Officers will be elected every year in the general meeting.
 - Some of its annual activities include Sport Festival (sponsored by the Association of Korean-American seminaries and Bible colleges), Paper Presentations (sponsored by the same organization), prayer meetings, Faculty-Student dinner, and Thesis Presentation.
2. General Regulations for Student Club
 - Have member of at least 6 students who are matriculated and in good academic and disciplinary standing with the university.
 - Comply with all university policies and regulations, with federal, state, and local laws.
 - Reflect and support the mission and purpose of the university.
 - Have an active faculty advisor
 - Register annually with the Office of Student Affairs

- Have approval from the Student Association

3. Resources for Student Organizations

- Copying Privilege
A representative of EU Student Association or registered student club have right to copy materials for the purpose of its organization without charge. They will be given special code # to operate the copy machine in the student lounge without charge.
- Fundraising
EU Student Association or any registered student club can do fundraising event on campus. All fundraising events should be approved by the Office of Student Affairs at least two weeks in advance
- Van Use
If EU Student Association or any registered student club may request for school van for official university-sponsored activities when they are available. Vehicles must be requested at least one week prior to the scheduled event.
- Reserving Campus Facilities
Registered student organizations may use university facilities subject only to accomplish the purpose of the group. The group who wants to use university facilities should turn in an application form stating its purpose, duration of the meeting, and the facility needed to the Office of Students Affairs at least one week before the event.

K. NEW STUDENT ORIENTATION

In order to assist new students to make proper understanding of EU's academic programs and to make a smooth transition into the life and study in EU, a required New Student Orientation is provided at the beginning of each semester led by the Dean of Student Affairs. The orientation will cover academic policies, scholastic regulations, student rights, library usage and guidelines, code of conduct, and the student support services available to them and tour of campus. This orientation provides opportunity for new students to meet current students and to become familiar with student activities led by Student Association.

L. CHAPEL AND CONVOCATION

Chapel brings together the entire EU community for a directed time of worship and instruction, focusing on developing mature Reformed leaders for life. Faculty members and invited speakers will lead the chapel messages on various topics to provide opportunities to grow spiritually and academically. Due to the central and significant nature of chapel, attendance is required for chapel and convocation sessions. Students

who registered for less than 6 units are encouraged to attend although their attendance is not required. Chapel services are held between 7:40 p.m. and 8:10 p.m. Monday, Tuesday, and Thursday at the multipurpose room.

Convocation is an assembly of the University community. Its purpose is to build unity within the community as well as disseminate information. It provides forums for the educational topics of diverse interest for the benefit of students, faculty, and staffs. Guest speakers from the world of business, politics, education, religion, the sciences, and talented faculty and staff members are presented. Convocation is held at the beginning of each school year on August. Attendance is required for all EU students.

M. LIBRARY SERVICES

LIBRARY HOURS (any changes in hours will be posted)

Date	Time
Monday	10:00 A.M.-7:00 P.M.
Tuesday	10:00 A.M.-7:00 P.M.
Wednesday	Closed
Thursday	10:00 A.M.-7:00 P.M.
Friday	10:00 P.M.-5:00 P.M.
Saturday	Closed
Sunday	Closed
For Special Hours	Ask Admission Office

CONTACT INFORMATION FOR LIBRARY

Phone: (714) 527-0691, ext. 115

Email: library@evangelia.edu

The University Librarian: scchay@evangelia.edu

For detailed library policies, see *Library Handbook for Students*.

N. POSTER POLICY

Students/Departments/Organizations may drop off posters in the Office of CAO (Chief Academic Officer: Academic Dean) to be approved for posting. All notices and posters must be approved and stamped at the Office of CAO.

O. CULTURAL AND RECREATIONAL OPPORTUNITIES

Evangelia University is located in Anaheim, California, which is the heartland of Southern California. Students can enjoy diverse cultural and leisure activities.

- Major Shopping Centers
 - Fashion Island (30 min.)
 - South Coast Plaza (15 min.)
 - Westminster Mall (10 min.)
 - South Cerritos Mall (10 min.)
- Beaches
 - Balboa Island (30 min.)
 - Beaches and Surfing (30 min.)
 - Catalina Island (22 miles off coast)
- Camping and Hiking
 - San Bernardino National Forest (60 min.)
 - Angeles National Forest (60 min.)
 - Big Bear Lake (skiing, hiking, camping, boating) (80 min.)
 - Lake Arrowhead (skiing, hiking, camping, boating) (80 min.)
- Zoos and Aquarium
 - Orange County Zoo (10 min.)
 - Aquarium of the Pacific (20 min.)
 - Los Angeles Zoo (30 min.)
 - San Diego Zoo (75 min.)
 - San Diego Zoo's Wild Animal Park (80 min.)
- Sports
 - Angels Baseball (20 min.)
 - Anaheim Ducks (20 min.)
 - Los Angeles Clippers (40 min.)
 - Los Angeles Dodgers (40 min.)
 - Los Angeles Galaxy (30 min.)
 - Los Angeles Kings (30 min.)
 - Los Angeles Lakers (30 min.)
- Amusement Parks
 - Disneyland (5 min.)
 - Knott's Berry Farm and Soak City (5 min.)
 - Raging Waters (20 min.)
 - Sea World (90 min.)
 - Universal Studios Tours (40 min.)
- Museums
 - Los Angeles Museum of Art (40 min.)
 - Los Angeles Museum of Natural History (40 min.)
 - California Science Center (40 min.)
 - J. Paul Getty Museum (60 min.)
 - Norton Simon Museum of Art (60 min.)
 - Los Angeles Museum of Contemporary Art (40 min.)
- Area Libraries for Research
 - Biola University (15 min.)
 - California State, Fullerton (15 min.)
 - California State, Long Beach (25 min.)
 - University of California, Irvine (30 min.)

- UCLA (60 min.)
- USC (40 min.)

P. STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended This act and provisions of the California Education Code set out requirements designed to govern the access to, and release of, educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office (U.S. Dept. of Education) concerning alleged failures by Evangelia University to comply with provisions of FERPA.

Q. EMERGENCY PROCEDURES

EU does not have campus security or campus safety office at this time. Therefore, for all emergencies such as FIRE, AMBULANCE, or SHERIFF, students need to dial 911 for help. For any other types of situations that students want to notify to the school, they can call the EU office at (714) 527-0691.

1. How to report an emergency

- (1) Immediately call 714-527-0691 to report an emergency.
- (2) Be prepared to provide the following information:
 - Nature of emergency;
 - Exact location of incident (look for landmarks or room numbers);
 - Number of people involved or an estimate;
 - Type of assistance needed, as best you can tell (medical, fire, police);
 - Your name.
- (3) In an urgent medical emergency, dial 911.

2. Building Evacuation

If a partial or full evacuation is required, faculty and staff will be sent home and students will be directed to a place of safety. Essential personnel will stay on campus to assist with the emergency. If you have to evacuate the building you are in, please take the following actions:

- (1) Walk calmly but quickly to the nearest marked exit and ask/assist others in doing the same;
- (2) Once outside move clear of the building. Keep streets and sidewalks clear for emergency vehicles. Stay as a group so that staff and students can be accounted for;

- (3) Do not return to evacuated building unless told to so by University officials;
- (4) If you have a disability, proceed to the designated rescue area.

3. Explosion

In the event of an explosion or similar emergency:

- **Immediately take cover** under tables, desks, etc., which will provide protection from falling glass or debris. Safely move away from heat sources, smoke and fire.
- **Phone 911** and give the dispatcher the following information:
 - Location.
 - Area where explosion occurred.
 - Cause of explosion, if known.
 - Injuries.
- **Before you hang up**, make sure the emergency services dispatcher has all of the necessary information.

Evacuate the area as soon as it is safe to do so, following the established building evacuation procedures.

4. Fire

(1) Fire Safety Preparedness

- Learn your building's exiting system.
- Know at least two separate exit routes from your area to an exit or exit stairway.
- Know the location of your building's fire alarms and learn how to use them.
- Know that 911 is the emergency telephone number for the area.
- If you have a disability that could delay your escape, let someone in authority know about it. Be sure that there is a plan to assist you.
- Never block fire exits, doorways, corridors, or stairways.

(2) In Case of Fire

In all cases, when a faculty, staff, student, or visitor becomes aware of fire and/or smoke, the Greencastle Fire Dept. must be notified immediately.

- **Go to the nearest safe location** and activate the fire alarm system at the pull station, or shout the alarm as you evacuate the building. If possible, telephone 911 and provide the following information:
 - Name of the building.
 - Location of the fire within the building.
 - A description of the fire and (if known) how it started.
- **Follow instructions** from emergency services personnel.
- **Evacuate the building** following the established building evacuation procedures. (See Building Evacuation).
- **Know the location** of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Do not fight a fire if you have not been trained. Make sure the fire department has been called and the building alarm has been sounded. In all cases, avoid possible injury and excessive risks. In all cases the building should be evacuated until an “All Clear” is issued by Safety personnel.
- **If you become trapped** in a building during a fire:
 - Stay calm and take steps to protect yourself.
 - If possible, move to a room with an outside window.
 - If there is a telephone, call 911 and tell the police dispatcher where you are. Do this even if you can see fire department personnel from the window.
 - Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
 - Stuff clothing, towels, or paper around the cracks in the door to help keep smoke out of your refuge.
 - If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
 - Be patient. Rescue of occupants within large structures will take time.

(3) Fire Safety Equipment

- **Portable fire extinguishers** at Evangelia University are intended for use by trained individuals. Most such extinguishers are appropriate for only small, contained fires, such as fire in a wastebasket. Some extinguishers will not work on flammable liquids, combustible metals, or electrical fires. Do not fight a fire if you have not been trained, if you are unsure about the type of

extinguisher or how to use it, or if the fire is spreading or blocking your escape.

- **Emergency lighting** is provided in some buildings. The lighting will activate automatically in a power failure and will last for at least 20 minutes.
- **Illuminated exit signs** are provided throughout the buildings.

5. Medical Emergency

Illness or Injury to Students, Staffs and Faculty

Students, staffs and faculty members with minor illnesses or injuries may be referred to the school office for treatment.

Serious Illness and Injury

Call 911 for medical emergency.

First Aid

- **If you provide first aid, ask yourself:** Is immediate action needed in order to save a life? Will I place myself in harm or jeopardy?
- **First aid is first aid only. Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide first aid safely.**
- **To obtain prompt professional emergency medical treatment,** you should request an ambulance by telephoning “911” and providing the following information:
 - Your name and telephone number.
 - Location of the emergency (building and room number).
 - The extent of the accident/injury and the number of people involved.
 - Location where someone will meet the ambulance for directing personnel to the injured.
- **Stay on the phone** and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

6. Earthquake

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since the magnitude of an earthquake cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

- **During an earthquake** remain calm and act – don't react. If indoors, seek refuge under a desk or table or in a doorway, and hold on. Stay away from windows, shelves, and heavy equipment. If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures.
- **Caution:** Avoid downed power or utility lines, because they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities. If you are in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.
- **After the initial shock**, be prepared for aftershocks. Aftershocks are usually less intense than the main quake but can cause further structural damage. Protect yourself at all times. Evaluate the situation and call 911 for emergency assistance, if necessary. Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present. Open windows, etc., to ventilate the building. Watch out for broken glass. If the earthquake resulted in a fire, implement the fire procedures. Determine whether or not anyone has been caught in the elevators or trapped by falling objects. If so, call 911. If the structural integrity of the building appears to be deteriorating rapidly, evacuate.
- **Do not use the telephone unless** it is absolutely necessary for emergencies. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.
 - Report damaged to the school office.
 - If an emergency exists, call 911.
 - If the evacuation alarm sounds, follow established building evacuation procedures (See Building Evacuation).

If you become trapped in a building, do not panic. If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, tap on the wall at regular intervals to alert emergency crews of your location. Emergency personnel will check all buildings immediately after a major quake. Priority is given to residence halls and buildings with elevators.

V. Standards of Conduct

A. STUDENT CODE OF CONDUCTS

1. No practice of cheating or plagiarism in connection with an academic or internship program (Ex 20:15).
2. No sale or possession of dangerous drugs, restricted drugs or narcotics, except when lawfully prescribed (1 Cor 6:19).
3. No unauthorized use or misuse of University property (Ex. 20:15).
4. No destruction of campus property or property belonging to the University's administrative personnel, faculty or students (Ex. 20:15).
5. No theft of University property or property owned by a member of the administration, faculty, staff or student (Ex. 20:15).
6. No obstruction or disruption, on or off campus, of the educational aims and processes of the University (1 Cor 14:33).
7. No entrance to campus in intoxicated or drugged states (1 Cor 6:19).
8. No possession or use of explosives, dangerous chemicals or deadly weapons on campus property without prior authorization of the President of the University (Ex. 20:13; John 10:10).
9. No physically abusive or disrespectful behavior toward a member of the University's administrative personnel, faculty, staffs, or students (1 Thess 5:12; 1 Pt 2:18; 1 Pt 3:16).
10. No engaging in lewd, indecent or obscene behavior on campus (Eph 5:3-5).

Depending on the severity and circumstance in which infractions occur, violators will be subject to disciplinary actions of official warning, reprimand, award of failing grade, property restitution, probation, suspension, or dismissal.

B. DISCRIMINATION POLICY

The University deplores the unfair treatment of individuals based on race, gender, socio-economic status, age, physical disability, or cultural differences, as well as attempts at humor that aim to elicit laughter at the expense of an individual or any group of individuals. Rather, members of student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves.

Evangelia University operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. As a religious institution, the University is exempted from certain regulations relating to laws and discrimination on the basis of religion.

C. SEXUAL HARASSMENT POLICY

It is the policy of Evangelia University to maintain the university environment as a Christian Community which provides a place for spiritual growth, work and study free of

all forms of sexual intimidation and exploitation. All students, staff and faculty should be aware that the university is prepared to take action to prevent such intimidation and exploitation, and those individuals who engage in such behavior are subject to discipline.

Sexual harassment can vary with particular circumstances, but generally it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. None of these reflects a Christian attitude or commitment, and all adversely affect the working or learning environment. Coercive behaviors including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment constitutes a violation of the University's spiritual and/or educational standards, objectives and goals; and such misconduct will not be tolerated.

It is the policy of the university not to tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to the university's policy may be personally liable in any case brought against them.

A student who feels that he or she has been sexually harassed may contact the Dean of Student Affairs to work for resolution in such situations according to the due process stated below.

Any retaliatory action of any kind by an employee or student of the University against any other employee or student of the University as a result of that person's seeking redress under these procedures, cooperating with an investigation, or other participation in the due procedures is prohibited and may be regarded as the basis for disciplinary action.

D. DISSENT AND DISRUPTION

In certain circumstances, when a student's presence or conduct on campus may cause a disruption of the educational process or be considered a threat to individuals, to the community or to University property, the University reserves the right to restrict the student's access to campus. Students have a right to ask questions, seek information and assistance or to express dissent, but this right must be exercised in a manner consistent with the established university policies.

E. HAZING POLICY

The law of California makes it a criminal offense for anyone to participate in hazing. This policy is based upon the proposition that students are entitled to be treated with consideration and respect. Evangelia University's regulations on hazing are synonymous with the state law as stated below (Calf. Penal Code §245.6):

- (a) It shall be unlawful to engage in hazing, as defined in this section.
- (b) “Hazing” means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events.
- (c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5000), or imprisonment in the county jail for not more than one year, or both.
- (d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.
- (e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- (f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

F. SEXUALITY AND RELATIONSHIPS POLICY

In keeping with Evangelia University’s mission and its commitment to evangelical Christianity, all members of the University community are expected to follow the teachings of Scripture. Therefore, EU affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual relations of any kind outside the confines of marriage are inconsistent with the teaching of Scripture, as understood by Christian churches throughout history. Further behavior promoting such relations (i.e., nudity, lying in bed together clothed, cohabitation, etc.) is also considered unacceptable. Therefore, as a matter of moral and faith witness, all members of the University are expected to avoid such conduct themselves and to refrain from encouraging it in others. In all disciplinary matters, we will seek to be redemptive in the lives of the individuals involved. Sexual misconduct, depending on the facts and circumstances of each case, will result in disciplinary action.

A dating relationship between a professor and a student enrolled in his/her class, or an advisor and an advisee, is generally prohibited. Dating relationships between faculty and students currently enrolled in their classes, or between supervisors and subordinates or student workers, are generally deemed unwise. Such consensual relationships may create an environment in which power differences may be unfairly exploited, the respect and

trust given someone in authority may be violated, and pressure may be subtly or inadvertently exerted on those in a vulnerable position. Any inappropriate or unwelcome contact initiated by a faculty or staff member should be dealt with under the policies established.

G. DRESS AND APPEARANCE

EU seeks to maintain a vital Christian community and witness through its appearance, in particular, our standards of dress. As a member of a community pursuing authentic relationships in order to provide a place of growth in our knowledge and love of Christ, we have the call to avoid being a hindrance to one another's growth in all areas of life. With a dress standard, our specific interest is to create an environment throughout EU campus that promotes a Christ-centered community and a Christian witness to the world. As adults, we recognize there is freedom for personal choices; however, our commitment to this community should reflect our pursuit of modesty in dress.

Regardless of intent, the following items may be perceived as sexually provocative and therefore inappropriate on campus:

- Short shorts,
- Halter tops,
- Short or tight dresses and skirts, including mini-skirts,
- Tight, strapless, backless, or low-cut shirts,
- Visible undergarments.

Shirts must be worn at all times.

H. ALCOHOL AND OTHER DRUG POLICY

1. Philosophy

Evangelia University seeks to foster an alcohol- and drug-free environment in which to work, live, learn, and grow. As a Christian university, we approach alcohol and other drug abuse with a combination of compassion, encouragement, directness, and concerned firmness. An aspect of this caring approach is the consistent enforcement of the regulations on alcohol and other drugs contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University and its goal to foster an alcohol- and drug-free environment. The unlawful use, possession or distribution of alcoholic beverages or illicit drugs by students and employees of Evangelia University is prohibited and violates this policy as well as the University's Standard of Conduct. Evangelia University is operating in conformity with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-336) and Drug-Free Workplace Act of 1988.

2. Health and Lifestyle Risks

The use or abuse of alcohol and other drugs could increase the risk for a number of health-related and other medical, behavioral, and social problems. These

include the acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat, and stomach; contracting diseases such as AIDS through the sharing of hypodermic needles; pregnancy problems including miscarriages, still birth and learning disabilities; fetal alcohol syndrome; psychological or psychiatric problems; diminished behaviors (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical injury or death; violent behavior towards others, such as assault or rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol- and drug-related arrest, traffic accidents, injuries, and fatalities; negative effects on academic and work performance; conflicts with co-workers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions including loss of employment; and legal problems including imprisonment.

3. Sanctions Regarding Alcohol and Other Drug Use

Students or employees violating this policy are subject to disciplinary actions up to and including suspension or dismissal from the University in accordance with the university's policies and procedures. The University will involve local law enforcement officials when appropriate. Illegal possession, use, or distribution or illicit drugs, or illegal use or possession of alcohol is punishable under applicable local, state, and federal law. The California Penal Code states that "Every person who possesses any controlled substance shall be punished by imprisonment in the state prison" (CPC 11350), and, "Every person who possesses for sale, or purchases for sale, any controlled substance shall be punished by imprisonment in the state prison for two, three or four years" (CPC 11351). In addition, the purchase, possession, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658, 25658.5 and 25662.

4. Regulations Regarding Alcohol and Other Drugs

Students are responsible for conforming their behavior to federal, state, and local law, and to the University's Policy on Alcohol and Other Drugs. When violations of law or policy come to the attention of school officials, students may be referred for prosecution, and University sanctions will be imposed. Harm to persons or damage to either private or University property arising from the actions of intoxicated individuals on the premises of the University will be the full and sole responsibility of such individuals.

- i. It is a violation to promote, distribute, sell, possess, or use of alcohol or narcotics or other controlled substances either on- or off-campus regardless of the student's age.
- ii. It is a violation to be in the company of others who are drinking alcohol, using a controlled substance, or displaying alcohol containers

- or drug-related paraphernalia on University property or in vehicles parked on campus.
- iii. It is a violation to misrepresent one's age for the purposes of purchasing or consuming alcohol. This includes possessing a fraudulent ID. Possessing a fake ID may result in University probation on the first offense.
 - iv. Operating a motor vehicle while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community and may result in immediate suspension, expulsion, or dismissal. Anyone who injures another person as a result of driving under the influence should expect to be permanently dismissed.
 - v. The attempt to obtain, use, possess, distribute, or sell, any amount of any potentially harmful or illegal drug (including marijuana) or drug-related paraphernalia is strictly prohibited. Anyone involved in the sale or distribution of drugs on- or off-campus should expect to be permanently dismissed.
 - vi. It is a violation to possess or use non-alcoholic beers on campus.
 - vii. Promoting the consumption of drugs or alcoholic beverages may not be undertaken within the confines of University properties or through University-sponsored or -approved publications. No displays of any kind that promote a lifestyle of drinking or drug use are permitted, including in vehicles parked on campus. Examples include: alcohol brand advertisements or clothing; pictures or posters of drugs or alcohol; alcohol-carrying containers or bottle caps.
 - viii. Any student or student organization found supplying alcohol at University-sponsored off-campus events will be subject to disciplinary action.
 - ix. Hosting or in any way assisting or promoting an off-campus gathering that includes drinking or drunkenness is a violation of University policy and may result, minimally, in suspension.
 - x. Any student who encourages another to consume alcoholic beverages or any substance as a means to induce that individual to engage in behavior that would otherwise be against that person's will is subject to dismissal.
 - xi. Any student who sexually assaults another person who is intoxicated is subject to immediate dismissal.

I. SMOKING

Research demonstrates that tobacco smoke is a health hazard to both smokers and non-smokers. According to the Surgeon General, cigarette smoking is the leading preventable cause of illness and premature death in the United States. Non-smokers who are regularly exposed to second-hand smoke are also at increased risk of illness. In the interest of creating a safe and healthy environment, Evangelia University has adopted the following policy. This policy applies to all University facilities. All persons using the facilities of the University are subject to this policy.

1. Students smoking (on- or off-campus), possessing and/or using any tobacco products (e.g., cigarettes, snuff, cigars, pipe tobacco, chewing tobacco) are in violation of University policy.
2. Smoking is prohibited on all University facilities either inside buildings or outside.
3. Smoking is prohibited in any vehicle owned, leased, or operated by the University.
4. The sale, distribution, or advertisement of tobacco products is prohibited on campus.
5. Clothing, posters, containers or other materials displaying tobacco product logos or trademarks are prohibited on campus.

EU is a smoke-free organization. No smoking is allowed on campus or in parking lot.

J. DISCIPLINARY POLICIES

1. Introduction
Students are expected to observe the university's Student Code of Conduct and demonstrate a cooperative and respectful attitude towards all. Students should strive to develop a strong ethical and upright character, professional competence, and compassion. Discipline is administered by the Grievance Committee.
2. Types of Discipline
A student who violates the University's policies and Student Code of Conduct will be subject to disciplinary action which can result in one of the following seven levels of disciplinary action: (1) official warning; (2) reprimand; (3) property restitution; (4) assignment of failing grade; (5) probation; (6) suspension; and (7) dismissal. Evangelia

University's rules of student conduct are based on the California Administrative Code, Title 5, Section 41301.

3. Grievance Resolution and Appeals Procedures
All members of the University's administration, faculty, and staff are dedicated to providing to its students the highest quality undergraduate and graduate educational programs. They strive to guide and assist students in completing their graduation requirement as expeditiously and successfully as possible. However, problems may arise, necessitating disciplinary action.

Students who are disciplined as a result of a serious violation of the Student Code of Conduct shall have the right to appeal to the Grievance Committee which is composed of administrators, faculty and academic counselors. It is the aim of this committee to resolve all complaints, grade disputes, and other problems in a manner that is most fair and just to all parties involved.

When submitting a formal appeal to the Grievance Committee, students are advised to assemble and present the following: (a) the nature of the problem or dispute; (b) the date of the alleged problem or dispute occurred; (c) the name of the individuals involved in the dispute; (d) a brief statement concerning the ruling sought from the Grievance Committee and copies of all relevant, supportive documents.

4. Students have the right to appeal to the state regulatory agency in the event the complaint or dispute cannot be resolved to the satisfaction of the complainant. As clearly stated in the “Notice of Student Rights” (see below), students have the right to call or write to:

Transnational Association of Christian Colleges and Schools
15935 Forest Road
Forest, VA 24551
(434) 525-9539

And/Or

Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr.
Sacramento, CA 93833
(916) 431-6959