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MESSAGE FROM THE FOUNDER

I founded Bethesda University in 1976 based upon Pentecostal distinctiveness for the purpose of training men and women in the Christian Faith to fulfill the redemptive task of the Great Commission.

Through God’s tremendous blessing, the university has been growing steadily since its foundation. The university is approved by the Bureau for Private Post Secondary Education of the State of California (BPPE) and is accredited by Transnational Association of Christian Colleges and Schools (TRACS) and the Association for Biblical Higher Education (ABHE). Both ABHE and TRACS are accrediting agencies recognized by the United States Department of Education (USDE) and by the Council for Higher Education Accreditation (CHEA).

Bethesda University provides an education that would result in the creation of a sense of values and establishment of priorities. A growing numbers of our graduates are accepted to graduate schools around the world. The majorities of our graduate with degrees in music continue their studies at various graduate schools in the U.S. or actively perform in concerts and other fields in Korea.

In this new millennium, there is a growing need for Christian leaders and professionals. In this vein, Bethesda University will equip students to become leaders in the 21st Century with the exceptional education and artistic skills on a solid Christian foundation and a Pentecostal heritage.

Dr. David Yonggi Cho
Founder
MISSION AND PHILOSOPHY

MISSION STATEMENT

Bethesda University is a Christ-centered community of higher education preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society.

INSTITUTIONAL OBJECTIVES (GOALS)

To fulfill its mission, Bethesda University is committed to:

- Provide instruction for personal and professional development within a Pentecostal/Charismatic environment.
- Create in students the recognition of the authority of Scripture and provide them foundational knowledge of the Bible.
- Encourage development of an integrative spiritual life.
- Provide learning skills that access knowledge for vocation success and enables students to express their views.
- Equip students with the basic knowledge, skills, and attitudes for success in their professions.
- Cultivate within students a spirit of inquiry and reflective discernment in the quest for knowledge and truth.
- Enhance spiritual development by encouraging students in personal prayer and the spiritual disciplines.
- Increase students’ biblical knowledge of moral and ethical standards and encourage a lifestyle based on God’s Word.
- Prepare students for service and vocation in the Church and society.
- Create awareness and motivation for lifelong education and development.
- Operate in an efficient and effective manner in order to steward its God-given resources.

INSTITUTIONAL OUTCOMES

In harmony with the mission and institutional goals of the school, BUC expects certain outcomes to be demonstrated in its graduates. These foundational outcomes are enlarged upon by the specific measurable objectives articulated in each academic program offered by the institution. The combination of these institutional objectives for each student and the objectives for each academic program provides a basis for assessing a student’s progress and the institution’s effectiveness in fulfilling its mission.

Students graduating from Bethesda will:

- Evidence a commitment to the Lordship of Jesus Christ.
- Evidence the fruit of the Spirit in their lives.
- Evidence the recognition of the authority of Scripture in their lives.
- Demonstrate a foundational knowledge of the Word and the ability to apply its principles to life.
- Evidence a commitment to and ability to share their faith.
- Evidence the basic skills and knowledge for their vocational success.
- Demonstrate the ability to effectively communicate in written and spoken form.
- Evidence reasoning skills with the ability to interpret and integrate knowledge.
- Demonstrate the ability for research on a post-secondary level.
- Indicate a commitment to lifelong learning and growth.

**PHILOSOPHY OF EDUCATION**

Bethesda University is a Christ-centered institution, that acknowledges all truth is of God and finds its unity in God. BU recognizes the primacy of the Spiritual truth revealed in the Bible and incarnate in Jesus Christ. BU recognizes that God reveals truth to us through Christ in nature, people, history, and above all, the Scripture. Thus, the Bible is central in the learning experience at BU.

**HISTORY**

Bethesda University (BU) had its beginnings in 1958, when a young impoverished Bible school graduate by the name of Yonggi Cho launched his public ministry in Seoul, Korea. Over the next few years the church that he founded realized spectacular growth, necessitating a series of moves from its first meeting in a home to tents of increasingly larger sizes, and finally to a building that soon proved to be inadequate. In 1967 Pastor Cho introduced the cell system with leaders visiting homes and drawing new members into the fold of the church. Within two years the church was approaching 10,000 members, and even three Sunday services could not accommodate the crowds. The result was that thousands listened outside the building over loudspeakers. Clearly, the church needed to build new facilities.

Pastor Yonggi Cho defied all logic when he purchased a large tract of property on Yoido, a desolate island on the edge of the City of Seoul in the middle of the Han River that was completely undeveloped. The fact that there was not even a bridge to connect the island to the city of Seoul underscored his apparent folly. However, Cho was a visionary who was sensitive to the leading of the Holy Spirit, and in August of 1973 services were held in the newly constructed Yoido Full Gospel Church building, which accommodates 25,000 people. Today Yoido is the heart of Seoul, and the seat of the government is located only a few blocks from the church, as well as the headquarters of the Korean television and communications systems. By 1979 the church had reached a membership of 100,000, and even with the establishing of other churches throughout the city, the growth of the central church was phenomenal. In 1992 its membership reached 700,000 and today exceeds 850,000.

Very early Pastor Cho recognized the need for Christian education, especially theological training, and massive buildings were constructed at Yoido to house the educational arm of the church. The International Theological Institute was established to provide sound theological instruction, and a
modern campus was developed for what has become the fully accredited Hansei University, affording young people the opportunity to receive a quality Christian education in various disciplines. However, Pastor Cho’s vision went far beyond Korea and the rest of Asia, and soon thriving churches and Bible schools were established in various mission frontiers.

The passing years saw a steady flow of immigrants from Korea into the United States, with the largest concentration in and around Los Angeles. Other nations, such as Japan and Brazil, also received large numbers of Korea immigrants. Consequently, Pastor Cho felt that it was imperative to establish Bible colleges in those areas to train people in planting and leading Korean churches in those areas outside Korea. The first such institution was the Full Gospel Bible College which opened in Pasadena, California, in 1976. In 1980 the school relocated to larger quarters in Whittier, California. In 1983 the institution changed its name to Bethesda School of Theology and received authorization from the California Department of Education to grant undergraduate degrees. In 1990 the institution began offering the M.A. and M.Div. degrees. To better conform to American culture and to position itself to fulfill its stated mission, the school changed its name to Bethesda Christian University. The institution had reached the official program offerings and maturity to sustain the title University.

The next year saw a significant step in the development of the University when the INS granted permission for the school to issue the I-20, allowing Bethesda to enroll students from Korea. This was a vital part of Dr. Cho’s vision and enrollment grew. The University soon outgrew its facilities in Whittier, and in 1995 purchased its present location in Anaheim, California, nearer to areas heavily populated by Koreans and in much larger facilities.

In March of 2001, Bethesda University achieved an initial accreditation and the reaffirmation for ten years in 2006 with the Association for Biblical Higher Education (ABHE), a nationally recognized accreditation agency, after having achieved candidacy status in 1997. Bethesda is the first Korean educational institution founded by Koreans to receive this status. ABHE awarded Bethesda University with the Enrollment Growth Award in 2001-2002 and 2006-2007. ABHE approved the institution’s Doctor of Ministry (D.Min) program in June 2010. ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). However, Pastor Cho’s vision went far beyond Korea and the rest of Asia, and soon thriving churches and Bible schools were established in various mission frontiers.

In fall of 2001, Bethesda’s Interim President, Dr. Horner, contacted Transnational Association of Christian Colleges and Schools (TRACS) and took a delegation to the annual convention in November. Bethesda applied in December and was received as an Applicant in 2002. In April 2003, Bethesda University achieved Candidate status with TRACS. BU was awarded accredited status as a Category III institution by the TRACS Accreditation Commission on November 7, 2006; this status is effective for a period of five years. Bethesda University was awarded the Category IV status on November 4, 2008 by the TRACS Accreditation Commission, as Doctor of Ministry Program (D.Min) approved by TRACS. In 2011, Bethesda University achieved the reaffirmation for ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).
Since its founding in 1976, Bethesda has been successfully fulfilling its mission. More than 1,000 students have graduated; most of these are in active Christian service as pastors, missionaries, chaplains, teachers, or functioning in various other leadership roles in local churches and the community. The university remains fully committed to fulfilling its mission statement and institutional objectives for the betterment of its students.

STATEMENT OF FAITH

Bethesda University subscribes to the following statement of faith:

1. We believe the Bible is the inspired, infallible, and only authoritative Word of God. It is our rule of faith and practice, and all church tradition and human reason must be subject to it.

2. We believe in the one true living God, the eternal, self-existent Creator who has revealed Himself as One Being in three persons—Father, Son, and the Holy Spirit, each of whom possesses equally all the attributes of deity and the characteristics of personality.

3. We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, triumphant ascension, abiding intercession on our behalf, and personal return in power and glory.

4. We believe in the present ministry of the Holy Spirit, including the Baptism in the Holy Spirit and the bestowal of spiritual gifts for service and the working of signs and wonders.

5. We believe in the historicity of the Genesis account of creation.

6. We believe that there is a personal devil who seeks to tempt and separate people from God.

7. We believe that man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God. This historical fall brought all mankind under divine condemnation, with every individual in need of regeneration by the Holy Spirit.

8. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.

9. We believe that holiness is the result of the believer’s identification with Christ in His death, resurrection, and throne life in glory. It is realized by faith in the Lord Jesus Christ through the power of the Holy Spirit and the life of obedience to God’s Word.

10. We believe in divine healing that through His atonement Christ purchased deliverance from every sickness, and by His Spirit Christ makes healing available according to God’s wisdom and sovereignty.

11. We believe that the Church is the body of Christ, of which He is the Head, and that it is com-
posed of all truly redeemed people, who are in spiritual unity and who are committed to the proclamation of the gospel throughout the world.

12. We believe that final judgment will take place at the end of time, with the unrighteous entering into everlasting punishment in hell and the righteous into everlasting blessedness in heaven.

NON-DISCRIMINATION POLICY

BU acknowledges that all persons are equally created in the image of God. Everyone has the equal opportunity and access in BU’s educational programs and activities. The school does not discriminate on the basis of color, race, gender, ethnic background, age, handicaps or disabilities, marital or veteran status in any of its policies, procedures, or practices. Non-discrimination policy applies to admission policy, educational programs, employment, and all other activities that BU provides.

The school provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

ACCREDITATION/APPROVAL

Bethesda University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org], having been awarded Accredited status as a Category III institution by TRACS Accreditation Commission on November 7, 2006; this status is effective for a period of five years. BU was also awarded a Category IV status on November 4, 2008 by the TRACS Accreditation Commission. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Association for Biblical Higher Education (ABHE, 5850 T.G. Lee Blvd., Ste. 130. Orlando, FL 32822; Telephone: (407) 207-0808; email: info@abhe.org) in 2001 and reaffirmation of accreditation for ten years in 2006. ABHE approved the institution’s D.Min program in June 2010, ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

Bureau For Private Postsecondary Education, Department of Consumer Affairs, the State of California (BPPE, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833: Mailing address is P.O. Box 980818, W. Sacramento, CA.95798-0818; Telephone: (916) 431-6959) has approved BU to issue degrees under the provisions of the California Education Code Section 9400 and/or 94915 and also to offer courses for the programs: Pre-school Teacher, Pre-school Director, and English as a Second Language.
STUDENT SERVICES

OUR PHILOSOPHY OF BU STUDENT DEVELOPMENT

The purpose of Student Services is to enhance the student’s commitment to ministry regardless of vocational calling and to provide an educational environment with the necessary services that will facilitate the student’s development of Christ-likeness. Further, we strive to create a supportive environment offering school activities and special programs through which our students will be able to grow in their relationship with our Lord and with each other.

LOCATION & SCHOOL FACILITIES

Anaheim, the city BU is located in, is the second largest city in Orange County. Its diverse population and proximity to the greater Los Angeles area offers BU students opportunities to serve God among Koreans as well as other ethnic groups. Los Angeles residents come from 140 countries. The second largest populations of Koreans, Filipinos, Armenians, Mexicans, Salvadorans, and Guatemalans can be found in LA. There are also very large populations of Chinese, Japanese, Cambodians, Samoans, Iranians, and many other nationalities in the LA area.

Bethesda University is located at 730 N. Euclid Street, Anaheim, California. Facilities include an administrative area, a chapel, a conference room, student center, library (over 30,000 volumes), classrooms, an auditorium, an elevator, and 200 parking spaces including spaces for the handicapped. Classrooms are well-furnished and air-conditioned. This institution, the facilities it occupies, and the equipment it utilizes, fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

HEALTH SERVICE

BU does not operate on-campus health services. However, our students’ health and well-being are important to us. This is why we have agreements with a nearby physician and a nearby hospital for the provision of medical services for our students. University van can be used for transportation to and from the hospital in case of medical emergencies. The contact information for the hospital is as below:

Anaheim General Hospital
3350 West Ball Rd.
Anaheim, CA 92804
Tel (714) 827-6700 / Fax (714) 821-6537

COUNSELING/ADVISEMENT

BU provides counseling and advisement in several areas under the responsibility of the Dean of Students:
- Personal/family/spiritual by the Dean of Students, Chaplain, faculty, referral.
- Academic Advisement by faculty advisor, Chief Academic Officer.
- Vocational Counseling by the Dean of Students, faculty, Chaplain, referral.
- Financial Counseling by Student Accounts, referral to Financial Aid Counselor.

The following are BU’s counseling program’s general objectives:

- To ensure that students feel comfortable in our school environment so that they may successfully pursue their studies at BU.
- To provide them with emotional support.
- To help them adjust to the American culture and society.
- To enhance, encourage, and build their pursuit of Christ-likeness.
- To clarify any questions in regards to their vocational matters.
- To offer guidance in helping them build a sense of direction for their future as Christian leaders.

Individual counseling, and group counseling are available during the school year at designated hours. In an effort to assist student with personal concerns and needs, we offer the following:

- A mentor program where students share their thoughts, problems, and concerns and class registration on guide for each semester with their assigned mentors during monthly meetings.
- Counseling by appointment with the Dean of Students.

The full time faculties are required to maintain regular hours for advising students. Many of our professors are ordained pastors and can offer pastoral counseling. Students desiring counseling of a personal nature are encouraged to talk with faculty and administration concerning these issues.

**NEW STUDENT ORIENTATION**

At the beginning of each semester, the Dean of Students leads a new student orientation. It includes a devotional, history of the school, explanation of curriculum and program learning objectives, explanation for procedures for suggestions and complaints, explanation of the Christian Service Program, and a tour of the library and the building. Following the orientation, the new students, the student council, the faculty, and the administration enjoy a dinner offered by BU.

**PLACEMENT ASSISTANCE**

Bethesda Christian University offers some assistance in placement. The Dean of Students maintains a list of possible placement positions for students and graduates.

**STUDENT LEADERSHIP**

Each year the student body selects officers to provide leadership in both its undergraduate and graduate programs. Student body officers are responsible for planning student activities and to integrate
new students into the community of BU. Student leaders also arrange student chapel services. Student body officers provide advice on the development of the student handbook for both programs.

**STUDENT CLUBS/ORGANIZATIONS**

BU encourages the formation of student clubs that will be beneficial to the students academically and emotionally. Friendship and fellowship among Christians can be soothing to the soul, promote a spirit of cooperation and a desire to continue the work of our Lord. We, therefore, encourage the clubs that abide by our Christian values and ethics. Examples of clubs are: Bible Study Club, Visual Design Club, Prayer Club, Praise Club, etc.

The procedures you need to follow to start a student club are as followed:

1. First, you need to obtain the approval of the Student Council
2. Then, Fill out the Student Organization Application form and submit to Student Affairs Office.
3. Then, the approval of the Dean of Students
4. Final approval is given by the Vice President

**STUDENT COUNCIL**

**Student Government**
The Student Council (SC) of BU is made up of students who desire to serve their fellow students by developing and organizing programs that will enrich their spiritual and social life in the college and seminary. The council serves as a voice between students and the administration to allow for a free exchange of ideas about college and seminary life at BU. Students are encouraged to contact any of the members of the SC to pass along ideas or to offer suggestions about programs or events they would like to see offered at BU. Students may also contact members to share concerns that they want communicated to the administration.

**Constitution and Bylaws**
BU Student Council has established the following constitution to promote the interest and welfare of the students, to provide for an orderly administration by BU. We pledge to uphold the high standards of conduct established by the administration of this institution in order to bring honor and glory to our Lord Jesus Christ, whom we respect.

The name of this organization shall be The Bethesda University Student Council hereafter referred to as SC. The membership of the SC shall consist of all students (full-time and part-time) who have paid the required student fees.

The offices of the SC shall consist of but not be limited to the following: President, Vice President of Administration, Vice President of Records and Communication, Vice President of Business and Planning, Alumni Representative, Continuing Student Representative and Incoming Student Representative.
Use of College Name
Bethesda University reserves the right to limit the use of “Bethesda University” in relation to the school authorized student and alumni organizations. This will preserve the integrity of the school’s legal identity and to provide an endorsement for those organizations which are approved by BU.

Intramural Activities
The intramural program at BU is designed to enhance fellowship among students in the university and to provide an opportunity for maintaining physical well-being. The program is coordinated by the student director of recreation and supervised by the Dean of Students. Student may sign-up for intramural activities during the week of registration. Teams are formed and the schedules of games are listed the second week of the semester.

Student Events
Various student activities are planned by the SC throughout the academic year to give students the opportunities to get together for fun and fellowship. Students who would like to serve other students by helping with these events and others during the academic year should call the Vice President of Records and Communication in the Dean of Student’s Office.

CHRISTIAN SERVICE & MINISTRY
Jesus provided the model of equipping disciples by including practical ministry as a part of training. Ministry experience is a necessary component of developing Christian maturity. A major goal of this practical training is to help students discover their gifts, talents, abilities and calling from God. This service also allows students to validate or invalidate the concepts they are forming in the classrooms. Of additional importance is the fact that student ministries give students the opportunity to glorify God and meet human needs. Supervision, evaluation and recommendations will be provided by the Christian Service Director, and in some cases by a ministry supervisor or mentor.

Christian Service Regulation (Chapel & Mentor Meeting)
Schedules are as followed:

1. Chapel Information
   There is one chapel during each semester and is as followed:
   **Tuesday Chapel: 11:00 PM – 12:00 PM**
   - If the student cannot attend Tuesday Chapel, Sunday Chapel (11:00 AM – 12:00 PM) is available for make-up.
   - For M.A in Biblical Studies and M.Div. students of Supervised Ministry, there is Thursday Chapel (6:50 PM - 7:40 PM).

2. Mentor Group Meeting Information*
   There are two Mentor Group Meetings during the semester and are as followed:
   **For Spring Semester:**
   - First Meeting: Thursday, 6:50 PM of the first week of March
   - Second Meeting: Thursday, 6:50 PM of the first week of May
For Fall Semester:
- First Meeting: Thursday, 6:50 PM of the first week of September
- Second Meeting: Thursday, 6:50 PM of the first week of November

*Note: All Mentor Group Meeting schedule can be re-scheduled by each Mentor.

3. Requirement for passing the Christian Service & Supervised Ministry

Undergraduate Student:
(a) All undergraduate students need to register “Christian Service I – VI” during 6 semesters until graduation.
(b) At least 10 times Chapel attendances are required for a semester.
(c) Two times Mentor group meeting attendance are required. Mentor Group list will be posted at the beginning of each semester and students need to meet Mentor by group or individually at the suggested mentor meeting date.

Graduate Student:
(a) For MA in Biblical Studies student, all student need to register “Supervised Ministry I-III” during 3 semesters until graduation.
(b) For M. Div student, all student need to register “Supervised Ministry I-VI” during 6 semesters until graduation.
(c) At least 10 times Chapel attendances are required for a semester.
(d) “Ministry Report” submission is required. Please drop off the Ministry report to Theology Dept. office at the end of each semester.

4. Chapel Make-Ups
- If the student attends to chapel at least 7 to 9 times, the student may make-up for the missed attendance by submitting in the “Christian Service Make-Up Form” from the Theology Department, during the make-up period.
- If the student attends less than 6 chapel sessions, then the student is not qualified for any of the make-up chapel sessions.

5. Mentor Group Meeting Make-Ups
- If the student does not attend the Mentor Group Meeting at the given dates, the student will need to meet the Mentor individually until the end of each semester.
- The Attendance Sheet must return to the Theology Dept. office two times before the end of each semester.

STUDENT ADVISEMENT

Academic student advisement is available to all students either through the office of the Chief Academic Officer or through individual faculty members. Each new student will be assigned to a faculty advisor who will meet with him/her several times each semester. Full-time faculty members are required to maintain regular hours for advising students.
Students desiring counseling of a personal nature are encouraged to talk with faculty and administration concerning these issues. The Dean of Students’ office can refer to competent Christian professionals in the area those students who desire more intense therapy or psychological counseling.

**DISCIPLESHIP**

To develop a character of godliness, it is necessary for individuals to be actively nurtured in the qualities of Christ’s life. One of the ways Christians grow in maturity is through the guidance of a spiritual mentor who provides direction in Bible study, counseling, and prayer. By exploring these challenges through group interaction and personal reflection, students can take hold of their faith. Equipped with a greater understanding of their faith, students can more critically deal with personal choices in lifelong planning, interpersonal relationships, moral decision making, and personal ministry to others.

Discipleship at BU involves the personal commitment of students to a discipleship plan and process. Various scriptural themes and topics will be presented to encourage candid discussion and prayer. Discipleship will be facilitated by the coordinator of discipleship through the efforts of various spiritual mentors.

**DORMITORY FACILITY / *Note: Only available for female students.***

**Location**
1424 Paseo Grande, Fullerton, CA 92833

**Women’s Dormitory Description**
The dorm is a two-story house that has 3 to 4 Bedrooms, 2 shared Bathrooms, a shared kitchen, living room, laundry, and garage (with spaces available for 2 cars).

**Dormitory Application Process**
Before the end of each semester, the student must turn in an application from General Affairs in order to apply for dormitory housing the following semester. For students interested in extending her
lease, the student must reapply again. There is no automatic renewal process.

**Dormitory Fees**
Housing costs $500/Month. Each semester has a total of 4 months, bringing the total cost to dorm for 4 months to be $2000. This total must be paid in full before the start of each semester, and there is no refund.

There is also a security deposit of $200, and the dormitory housing key cost of $10. If the key is returned at the end of four months, you may receive the $10 back. If the key is lost, you will not be returned the $10, and you must make another copy of the key at your own time and at your own cost.

Also, if, at the end of four months, there are any damages or extra cleaning necessary for the next students, there will be a damage reparation and cleaning fee. These fees vary depending on the state of the dormitory complex at the end of the term.

**Commuting Information**
During the semester, a school van vehicle will pick up and drop off students at the dormitory complex from Monday through Friday. The vans will come by the dormitory complex three times a day, in the morning, afternoon, and evening.

The schedules for these vans will vary each semester. The van schedules are determined by the majority needs of the students housing in the dorm. For example, if three of the four dormitory students have a class at 9AM as opposed to 10AM, the school van will come by at 8:30AM for pick-up as opposed to a 9:30AM pick-up.

During the school break, there will be no school van available.

**Dining Information**
Basic cookingware and silverware are provided, but is advised that dormitory students bring their own plates and eating utensils if they desire.

Cooked meals are not provided at the dorm. The students must shop and cook their own meals or choose to dine out.

**Further Inquires or Concerns about the Dorm**
Any inquiries or concerns regarding the dorm is directed to the Dormitory Resident Advisor (a position that is volunteered by or assigned by the university based on seniority). Requests or problems arising at the dorm must be reported to the General Affairs Department.
FINANCIAL INFORMATION

FINANCIAL INFORMATION & DISCLOSURE STATEMENT

Students are required to pay the current tuition rate for all classes taken toward their degree. The tuition is based on the tuition rate of the program through which the course is offered.

REGISTRATIONS WILL NOT BE CANCELED FOR NONPAYMENT OF TUITION

Failure to attend a course after registering is not justification for elimination of charges. A student must officially drop to qualify for a refund or release of charges by the drop/add deadline posted in the schedule of classes. Failure to pay will not release a student from the responsibility for these charges.

OUTSTANDING DEBTS/DELIQUENT ACCOUNTS

Students with outstanding debts are denied University services until all debts are paid in full. Students will be permitted to drop current or future term courses at the Registrar’s Office during the specified tuition refund periods.

LATE PENALTY**

Registration Late fees are assessed $50 after the time of first week register. The Late Penalty indicates that your account is past due. Unless you resolve the debt, the Bethesda University will advance the matter to the next step in the collection process, and you risk ruining your credit rating.

COLLECTION ACTIVITIES**

Once the principal amount on an account is 120 days past due and forwarded to collections, repayment arrangements must be made directly with the collection agency, and the account holder bears the costs associated with collection efforts.

**Note: After four notification letters (30, 60, 90 & 120 days), we will forward to collection agency.

2014–2015 Tuition Payment Options

Bethesda University offers three payment options for your semester expenses:

1. Three Payments Option
2. Two Payments Option
3. One Payment Option
The deadline for each of these payments are as follows:

**Three Payments***
- Fall Semester:
  50% due when you register, 25% due on September 15, 25% due on October 15.
- Spring Semester:
  50% due when you register, 25% due on March 15, 25% due on April 15.
- $180 Plan Fee
*Note: If installment payments are late, a 2% late fee will be assessed on the account balance.*

**Two Payments***
- Fall Semester:
  50% due when you register, 50% due on September 15.
- Spring Semester:
  50% due when you register, 50% due on March 15.
- $90 Plan Fee
*Note: If installment payments are late, a 2% late fee will be assessed on the account balance.*

**One Payment**
- Pay in full at register. All charges for the semester are paid by register the fall semester and the spring semester.
- No plan fee.

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**2014–2015 Application + Tuition Fees**

**2014–2015 Application Fee**
- Domestic Applicant ............................................................... $ 35.00
- International Applicant (Includes DHS Fee) ................................ $ 100.00
- I-20 SEVIS I-901 FEE (Paid to DHS SEVP) ......................... $ 200.00

**2014–2015 Tuition Fees + School Fees***
- Department of Music Lesson Fee (Undergrad/Per Semester) ................. $ 600.00
- Department of Music Lesson Fee (Grad/Per Semester) ................. $ 800.00
- Undergraduate Auditing Fee (Per Unit) ........................................... $ 50.00
- Graduate Auditing Fee (Per Unit) .............................................. $ 75.00
- Independent Study Fee (Per Unit) ............................................. $ 50.00
- Library Fee (Per Semester) ..................................................... $ 40.00
- Undergraduate Student Association Fee (Per Semester) ............... $ 20.00
- Graduate Student Association Fee (Per Semester) ................. $ 30.00
- Add & Drop Fee ................................................................. $ 20.00
- Graduation Fee .................................................................. $ 100.00
Transcript Fee ................................................................. $ 10.00
Diploma Replacement Fee ................................................ $ 20.00
Identification Card Replacement Fee .................................... $ 10.00
Late Registration Fee ........................................................ $ 50.00

2014–2015 Tuition Fee Table (Per UNIT)*

<table>
<thead>
<tr>
<th>Level</th>
<th>Program</th>
<th>Current Student</th>
<th>New Student</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td>Non-Resident</td>
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<tr>
<td></td>
<td>ECE</td>
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<td>$200</td>
</tr>
</tbody>
</table>

*Note: Tuition and fees are subject to change without notice.

OTHER EXPENSES

Books
Students should plan to spend approximately $150-200 on textbooks for each semester. This amount will fluctuate according to the specific courses taken.

Student Health Insurance
International students who cannot show proof of health insurance must purchase insurance upon entering BCU, the cost of which is approximately $200 per semester. BUC provides a referral service for international students to purchase health insurance.

TUITION REFUND SCHEDULE

Tuition Refund Policy
The student has a right to cancel the enrollment agreement and obtain a refund excluding non-refundable application and registration fees by submitting a written notice of cancellation to the school. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. When 50 percent of the program has been offered, the institution requires full payment. Refunds will be paid within 45 days of cancellation.
The following refund schedule applies:

**Fall/Spring Semesters**
- 100% Refund Friday, 2nd week of the semester
- 70% Refund Friday, 3rd week of the semester
- 50% Refund Friday, 4th week of the semester
- 40% Refund Friday, 5th week of the semester
- 30% Refund Friday, 6th week of the semester
- 20% Refund Friday, 7th week of the semester
- 10% Refund Friday, 8th week of the semester

**2015 Spring**
- 100% Refund Friday, March 06, 2015
- 70% Refund Friday, March 13, 2015
- 50% Refund Friday, March 20, 2015
- 40% Refund Friday, March 27, 2015
- 30% Refund Friday, April 03, 2015
- 20% Refund Friday, April 10, 2015
- 10% Refund Friday, April 17, 2015

**Winter/Summer Classes**
- **One Week Classes**
  - 100% Refund 1st Day
  - 50% Refund 2nd Day
  - 10% Refund 3rd Day

- **Two Week Classes**
  - 100% Refund 1st Week, Tuesday
  - 50% Refund 1st Week, Wednesday
  - 30% Refund 1st Week, Thursday
  - 10% Refund 1st Week, Friday

**PAYMENT OF STUDENT ACCOUNTS**

All student accounts are due and payable within 30 days of the first day of classes. Students will be required to make a minimum payment of 30%, whichever is greater, upon registration. Students below $200 for any semester are due on the day of registration. Students will not be allowed to register for the next semester’s courses until all past due charges have been paid. Students may not graduate if they have not paid their accounts in full. Students will not receive either grades or transcripts if they owe the university money.

Students unable to pay their full tuition balance upon registration must sign a payment contract each semester that defers payment of their accounts. If payment is not made by the end of the semester, the balance of payment on the contract becomes an interest bearing note.
STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect the investment of California residents who attend private post-secondary institutions in cases such as the closing of the institution, the failure of the institution to live up to its enrollment agreement, or its refusal to pay a court judgment.

To be eligible for STRF, a student must be a California resident at the time the enrollment agreement is signed. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered California residents.

To qualify for STRF reimbursement, a student must file a STRF application within one year of receiving notice from the Bureau that the school is closed. A student who does not receive notice from the Bureau, has four years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within two years of the final judgment. It is important that students keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Boulevard, Suite S 202, Sacramento, CA 95834, or dial (916) 574-7720.
FINANCIAL AID

FINANCIAL AID QUICK OVERVIEW

To qualify for any of the loans or grants below, you must first complete the FAFSA.
- Federal Direct Loans: Subsidized or Unsubsidized
- Grants: Pell Grant (Federal) or Cal Grant (State)

New borrowers must also complete after you receive your financial aid Award Letter:
- Entrance Counseling
  (https://studentloans.gov/myDirectLoan/index.action)
- Master Promissory Note (MPN)
  (https://studentloans.gov/myDirectLoan/index.action)

To apply, follow the steps below:

Step 1
- Complete the FAFSA (www.fafsa.ed.gov) (BU’s School Code: 032663)
- Deadline: March 2

Step 2
- Complete the FAFSA and come to our Financial Aid office.
- Complete the Independent or Dependent Verification Worksheet.
- Email: financialaid@buc.edu or Call: (714) 684-1413 for any questions!

Step 3
- Submit the GPA Verification Form (www.csac.ca.gov/doc.asp?id=1177) (Cal Grant)
- Deadline: March 2

APPLYING FOR FEDERAL STUDENT AID LOANS

STEP 1: Complete the FAFSA (Free Application for Federal Student Aid)
Complete your FAFSA online at www.fafsa.ed.gov using the IRS Data Retrieval tool to upload your tax information. Bethesda University’s Title IV Code is 032663. Apply for a PIN at www.pin.ed.gov. The PIN acts as your electronic signature for the FAFSA and as your password to federal websites. Do not share it or lose it.

STEP 2: SAR (Student Aid Report)
After you have submitted your FAFSA, you will receive a Student Aid Report (SAR). Please review your SAR for any incorrect information. Make any necessary corrections online for faster processing.

STEP 3: Verification (selected students only)
The Department of Education randomly selects students who have completed the FAFSA for a
process called verification. If you are selected for verification, you will be able to use the IRS Data Retrieval Tool to update your and/or your spouse’s income information. We encourage you to take advantage of this option. Otherwise, you will need to request a tax transcript from the IRS. Submitting a transcript will result in delayed processing.

**STEP 4: Bethesda University Sends a Graduate Financial Aid Offer Letter**
The Graduate Financial Aid Offer letter will be mailed (or e-mail) to you with a list of required forms and processes for you to complete. Students who complete their To Do List and the Graduate Information Worksheet by July 1 can expect their loan funds to be disbursed as early as the first week of classes if they are enrolled at least half-time.

**STEP 5: Complete Your To-Do List**
The offer letter will include your To-Do List items. You must complete all To-Do List items to secure financial aid. On the list, the items may include the following documents for first-time borrowers: Graduate Information Worksheet, Online Entrance Counseling Interview, and a Master Promissory Note. Do not forget to accept or decline your loans online at home.apu.edu.

**STEP 6: Enroll at Least Half-Time**
Federal regulations require you to be enrolled at least half-time per term in order to receive financial aid. Bethesda University defines a term as all sessions within a traditional semester. For example, together, Fall Session 1 and Fall Session 2 comprise the fall term.

Credential or certain certificate-only programs: 6 units per term
Undergraduate degree: 6 units per term
Master’s degree: 5 units per term (3 units in summer)
M.A. in Clinical Psychology: 4 units per term (3 units in summer)
M.S. in Nursing: 3 units per term
Doctor of Ministry: 4 units per term

**STEP 7: Refund Check**
If you have a credit balance from your Federal Stafford and/or Federal Graduate PLUS Loan that is above and beyond the cost of your current term charges, your Student Account Counselor will process your refund based on your answer to the Statement of Permission question on your Undergraduate/Graduate Information Worksheet. You could be responsible to repay any refund you receive should you drop your classes or completely withdraw from the university.

**IMPORTANT DEADLINES & REMINDERS**

**Deadlines!**
Federal regulations state that all required loan paperwork and processes must be completed while the student is still enrolled.
- The 2015–2016 FAFSA must be completed by March 02, 2015.
- You must have all financial aid documentation submitted no later than three weeks before the end date of the term to receive financial aid for that term.
SCHOLARSHIPS

SELECTION PROCEDURES

1. The Composition of the Scholarship Committee
The Scholarship Committee consists of all full-time professors and staff members. The Student Dean is the Chairman who leads the committee.

2. Rules for Selecting Scholarship Recipients
The Scholarship Recipient must be a current full-time Bethesda University student and must have been a full-time student in the previous semester. Full-Time undergraduate level students must be enrolled in at least 12 units and full-time graduate level students must be enrolled in at least 9 units to be eligible for a scholarship. However, if the selected recipient is a graduating student and does not require full-time units to graduate, then he or she does not have to follow the full-time requirement to be eligible.

3. Scholarship Disbursement
Scholarships are not paid in cash, are directly deducted from the tuition fees. However, if there happens to be any remaining scholarship money at the time of graduation, then the scholarship recipient will receive a check for the remaining amount.

4. No Recipients of Multiple Scholarships
Students who have been selected to receive more than one scholarship will only be awarded one scholarship that gives the recipient the largest amount.

5. Standard for Selecting Scholarship Recipients with the Same GPA
In the case that several selected students have the same GPA, the scholarship will be based on the current semester’s GPA, the previous semester’s GPA, and the cumulative GPA.

TYPES OF SCHOLARSHIPS*

1. President’s Scholarship
   NOMINATION
   **Apply:** Every semester.
   **Amount:** $1,500
   **Awarded to:** (1) Undergraduate Student with the best GPA.
   **Criteria:**
   The Scholarship Committee will screen and reward the President’s Scholarship to one undergraduate student with the best GPA who also exhibits model student behavior. In the case of a GPA tie among the selected students, the scholarship will be awarded to the student with the best cumulative GPA. This is the largest academic-based scholarship offered at Bethesda University for undergraduate students.
2. **Young-San Scholarship**  
   **NOMINATION**  
   **Apply:** Every semester.  
   **Amount:** $1,500  
   **Who:** (1) Graduate Student with the best GPA.  
   **Criteria:**  
   The Scholarship Committee will screen and reward the Young-San Scholarship to one graduate student with the best GPA who also exhibits model student behavior. In the case of a GPA tie among the selected students, the scholarship will be awarded to the student with the best cumulative GPA. If there are remaining funds, then the second place winner will be decided by the Scholarship Committee. This is the largest academic-based scholarship offered at Bethesda University for graduate students.

3. **Merit-Based Scholarship**  
   **NOMINATION**  
   **Apply:** Every semester.  
   **Amount:** $500  
   **Who:** Full-Time Undergraduate Students + Graduate Students  
   **Criteria:**  
   The Scholarship Committee will screen and reward the scholarships to candidates who are in the top 10% from each class with at least an undergraduate GPA of 3.6 or a graduate GPA of 3.7. Religious Studies majors are selected from the top 30% of each class. In the case that there are no students who meet this qualification, the scholarship may be awarded to the best student with at least a 3.3 GPA.

4. **Merit-Based Online Scholarship**  
   **NOMINATION**  
   **Apply:** Every semester  
   **Amount:** $500  
   **Who:** Full-Time Undergraduate Students + Graduate Students  
   **Criteria:**  
   The Scholarship Committee will screen and reward the scholarships to candidates who are in the top 5% from each online course with at least a 3.6 undergraduate GPA or 3.7 graduate GPA.

5. **Grace Scholarship**  
   **APPLICATION**  
   **Apply:** Every semester.  
   **Amount:** $2,000  
   **Who:** (1) Undergraduate Student + (1) Graduate Student  
   **Criteria:**  
   The Scholarship Committee will screen and reward the Grace Scholarship to undergraduate or graduate Music majors who have demonstrated signs of leadership, have an exceptional school musical performance, and have an outstanding academic record.
6. **The Regents Scholarship**

   **APPLICATION**
   
   **Apply:** As an entering new student.
   **Amount:** Up to 100% of the Tuition can be awarded.
   **Criteria:**
   This is the most prestigious scholarship awarded to an incoming student and can be awarded until graduation as long as the student maintains a minimum 3.0 GPA. The award is based on academic excellence with at least an A- average from high school or college, and must have received an award from an internationally renowned competition. If the scholarship recipient’s GPA falls below 2.7 (B-), then one warning will be given to bring up the cumulative GPA back up to 2.7 (B-) the following semester. If the recipient does not bring the GPA back up, and for two consecutive semesters has a GPA that falls below 2.7, then the scholarship will be rescinded.

7. **Athletic Scholarship**

   **NOMINATION**
   
   **Apply:** Every semester
   **Amount:** Funds vary.
   **Who:** Current Bethesda University Athlete
   **Criteria:** An athlete who has an outstanding performance record and a recommendation from the coach.

8. **Bethesda Undergraduate Alumni Scholarship**

   **APPLICATION**
   
   **Apply:** As an entering student.
   **Amount:** Up to 50% Tuition can be awarded. Only pertains to the FIRST Semester
   **Who:** Bethesda Undergraduate Alumni
   **Criteria:** Any undergraduate student graduated from Bethesda University who enrolls again for a different program at Bethesda University can receive up to a 50% tuition discount for the first semester only. This scholarship rewards students who are dedicated to continuing their studies at Bethesda University, rather than attending other university programs. The Scholarship Committee will screen and award candidates with at least a 3.3 GPA.

9. **Religious Worker Scholarship**

   **APPLICATION**
   
   **Apply:** Can apply up to two semesters.
   **Amount:** 30% Tuition
   **Who:** An active pastor (or jeondosa) or the spouse or child of an active pastor with proper verification.
   **Criteria:**
   A student who is an active pastor (or jeondosa), or is the spouse or child of an active pastor at any church, will receive a 30% tuition discount. However, the applicant must be able to submit a copy of the Pastor’s Ordination, and submit a current Church Program with the applicant’s name on it. If the scholarship recipient’s GPA falls below 2.7 (B-), then one warning will be given to
bring up the cumulative GPA back up to 2.7 (B-) the following semester. If the recipient does not bring the GPA back up, and for two consecutive semesters has a GPA that falls below 2.7, then the scholarship will be rescinded.

10. Sibling/Family Scholarship

APPLICATION
- **Apply:** Every semester
- **Amount:** 15% Tuition
- **Who:** A sibling(s) or family member(s) of a current Bethesda University student attending at the same time will each receive a 15% tuition reduction.

11. Service Scholarship

NOMINATION
- **Apply:** Can apply up to two semesters.
- **Amount:**
  - Student Committee
    - President (50% Tuition)
    - Vice President (30% Tuition)
    - Members (30% Tuition)
  - Representative Department
    - A representative from each department will be rewarded $200.
  - Chapel Worship Leaders
    - Worship leaders and team members will be rewarded $200.
- **Who:** A member of the Student Body.
- **Criteria:**
  - Must be full-time Bethesda University students.

*Note: Representatives Department

If, for some reason, a Representative from a department steps down, the Student Committee and student officers will discuss and decide who and when a new Representative will take the place of the former Representative.

12. Reading Marathon Scholarship

NOMINATION
- **Apply:** Yearly
- **Amount:** Funds vary
- **Who:** Students who have read and submitted a book review.
- **Criteria:**
  - The purpose of this scholarship is to encourage students to read as many books as they can. The Scholarship Committee will screen and choose a student or students who have read and written the best book review in the prior semester. The scholarship is evenly distributed between Korean and English book reviews.
13. Donation Scholarship  
NOMINATION + APPLICATION  
(1) Sung-Hae Scholarship  
The undergraduate or graduate student with the overall best GPA and with an excellent student record is selected for this scholarship.  
(2) Bethesda University Alumni Scholarship  
Can be applied through the Alumni Association.  
(3) Nomination Scholarship  
A benefactor may nominate a student to award a scholarship. The amount is determined by the giver.

14. Encouragement Scholarship  
APPLICATION  
Apply: Every semester.  
Amount: Varies on the availability of funds.  
Criteria:  
Depending on the availability of funds, the Scholarship Committee will select students who demonstrate financial need for this scholarship. Financial needs must be demonstrated by submitting a written statement along with the application.  

*Note: The recipient must be a full-time Undergraduate Level student enrolled in at least 12 units or a Graduate Level student enrolled in at least 9 units.
ACADEMICS

OFFICE OF ADMISSIONS AND RECORDS

The Office of Admissions and Records serves in pre-admission advising, processing applications for admission, admitting eligible applicants, registering students in classes, establishing and maintaining academic records of students, and finally, evaluating students’ academic records for graduation. The office is responsible for gathering statistical data on admission, enrollment, and graduates for various reports to campus authorities.

REGISTRATION POLICIES

At BU, each semester we require students to register for courses during the Registration period assessed from school. Students are allowed to register for courses after they have been given clearance for admission to BU and only after seeing an academic advisor. Students may not attend classes if they have not registered.

At BU we have developed an academic advising program to help students take the correct courses to complete their academic programs. Students will not be allowed to register for courses until they have seen their academic advisor.

CHANGING REGISTRATION

Occasionally a student, after registering for their courses, will find that they need to change their course schedule by either adding to or dropping all or part of their schedule. If a student needs to change their schedule after registering in any semester, they must fill out a Class Add or Drop Request Form. Courses cannot be added or dropped unless the student has filled out this form.

Students can add a course to their schedule through the second week of the semester. After the third week of the semester, no courses can be added.

Students can drop a course from their schedule through the 8th week of the semester. The student will receive a pro-rated portion of their tuition refunded to them if they have paid their tuition in full or will receive a credit on their account for tuition not yet paid but owed on their account.

LATE REGISTRATION

Students not completing registration or pre-registration on the scheduled date will be charged a Late Registration Fee. Late Registration is possible but must be completed no later than the first Friday of the semester. Attendance is withheld until registration is completed. Classes missed before registration is completed will be counted as absences.
ACADEMIC ADVISING

As mentioned previously, students must see an academic advisor before they are allowed to register for courses. Each semester, students must make an appointment with their academic advisor. The advisor will review their progress toward completion of their degree, check their course selections for the current semester, and approve their registration form. It is the student’s responsibility to make sure that they meet with their academic advisor.

Students can pick up a Progress Toward Completion form for their individual programs in the Academic Advisor’s office. Any questions concerning academic advising can be directed to the Academic Advisor’s office.

INTERNATIONAL STUDENTS

The needs of students studying at Bethesda Christian University on an F-1 visa are unique, requiring additional attention to their needs. BU recognizes that these students need more help in adjusting to student life at BU. Therefore, BU has prepared a special International Students Packet designed to provide information pertinent to the needs of these students.

INCOMPLETE POLICY

Sometimes a student discovers that they are unable to finish their requirements for a course during a semester and the student may need extra time to complete their course requirements. If a student needs extra time to complete the course work, BU has devised a way to help individual students work through these problems. A student can request an Incomplete for their courses, either one or all that they have registered for during a semester by filling out a Request for Incomplete. These forms are available in the registrar’s office.

Please be sure that you follow the procedures correctly.

First, you need to obtain approval from the instructor first, then obtain permission for an incomplete from the Chief Academic Officer. Do not assume that you will be given an incomplete for a course just because you choose not to complete the assignments, tests or quizzes. Instructors will assign grades based on submitted work if you have not been granted an official incomplete.

You may be given up to one additional semester to complete your course work for which you have received an incomplete. If you fail to complete your course work at the end of the next semester, you will be awarded a grade of “F”. Exceptions to this policy must be requested in writing and this must be submitted to the Chief Academic Officer prior to the completion of the semester for which the student’s Incomplete has been granted.

ADDING/DROPPING CLASSES

The second Friday of each semester is the deadline to add a class. The deadline to drop a class is the
Friday of the 8th week of the semester. After these deadlines, a student may neither add nor drop a class without approval of the Academic Committee.

Please consult the school’s catalogue concerning tuition fee refunds.

An “F” grade is given when a student either drops a course after the add/drop deadlines or withdraws from school without approval.

**GRADUATION POLICY**

Graduation from BU is based on meeting a number of different and specific requirements.

All of the requirements for a particular degree must be met before a student receives a diploma. If a student has taken the correct total number of units for their program but has not met the specific requirements, the student will not be awarded a degree. Specific courses that meet the individual requirements are listed in the catalogue.

The curriculum plan for each degree has been organized to insure that specific goals are met by each student. When a student meets these program requirements, BU can insure that its curriculum goals are met and that each graduate will have received the best education BU can offer. We will have fulfilled our mission and promise to you as a student.

The student should make sure that all graduation requirements are met in order to graduate. BU guarantees that all required courses will be offered for all degrees so that in a four year time span of normal academic load (15 to 16 semester units per semester) a student will be able to complete their course requirements in order to graduate in the normal 4 year time frame for BA degrees.

BU guarantees that all required courses will be offered for students to graduate in the normal three year time frame it takes for M.Div. & D.Min students to meet graduation requirements and two years for MA students to graduate.

Students should keep in mind that in order to graduate, all requirements must be met. BU offers academic advising to all students and students should take advantage of academic advising in order to insure that they are making sufficient progress towards graduation. At the beginning of the student’s junior year and senior year of study in the BA program and at the beginning of the student’s last year in the graduate program, the student is required to see their academic advisor to conduct a graduation audit to determine the courses he/she must take to graduate.

Students who do not take the required courses when offered, who do not participate in academic advising and the academic advising audit, should not expect to graduate if they still lack course requirements.

The normal B.A.student status for class designation is as follows:
Freshman status 0 - 29 semester units completed
Sophomore status 30 - 59 semester units completed
Junior status 60 - 89 semester units completed
Senior status 90+ semester units completed

In every case, BU will schedule courses so that a new entering student will complete their program in the prescribed time period. For BA students, the normal time will be 4 years of full time study. MA students will be able to complete their programs in 2 years of full time study and M. Div students will be able to complete their programs in 3 years of full time study.

For the B.A. program, full time study is defined as 30 semester units each academic year. In cases where students transfer from another institution, BU cannot guarantee that the courses will be offered to insure that degrees will be completed in the prescribed time period. It is the student’s responsibility to make sure that all requirements are met before graduation.

GRADUATION REQUIREMENTS AND PROGRAM CHANGES

There might be times when BU will change specific requirements for specific degrees. If any degree program changes while a student is enrolled in it at BU, the student has the option of graduating under the old program requirements or the new program requirements.

If a student does not make a decision, then whichever program is to the benefit of the student, this program will be used for graduation purposes. Normally, a student is required to fulfill the program requirements listed in the catalogue of their first semester of enrollment at BU.

GRADUATION

Graduation ceremonies are held after the spring semester. Only those students who have completed all degree or program requirements, including financial obligations, will be permitted to participate in the commencement exercises. Students completing their requirements prior to the close of the school year may receive a letter of completion and will be asked to return for commencement. All graduating students must file a petition to graduate before the middle of February to be eligible to receive their degree or diploma in June. It is the responsibility of the student alone to insure that all requirements have been met prior to the deadline for graduation.

SCHOOL CATALOG

Students in continuous enrollment may elect to graduate under the curricular requirements of either:

(1) The catalog for the year in which they entered BU, OR

(2) The catalog of a subsequent year. Those whose enrollment is not continuous as regular students will be subject to the subsequent year. A student may not combine requirements from two or more catalogues. Graduate students upgrading from an M.A. to M.Div. will be required to fulfill the
requirement of the M.Div. program of the year in which they officially transferred to the M.Div. program, not the year they began studies in the M.A. program.

TRANSFER OF CREDIT POLICIES

BU will accept transfer credits from other institutions of post-secondary education subject to the following conditions and limitations:

1. Credits earned at institutions accredited by USDE and CHEA approved accrediting agencies such as AABC, TRACS, ATS, and regional accrediting agencies are transferred through official transcripts on an unconditional basis. BU reserves the right to deny credit for specific courses.

2. Credits earned at other institutions may be transferred on a conditional basis through official transcripts subject to the following:
   
   (a) Only a percentage of credits will be considered, not to exceed 40 percent of completed hours.
   
   (b) Credits to be validated and transferred must meet the following criteria:
       
       (1) The student must complete twelve academic hours in residency at BU with a 2.0 grade point average.
       (2) The qualifications of the teacher must be verified through the Chief Academic Officer.
       (3) The course must fit the appropriate major or be applied as a general elective.
       (4) A full course description from the institution’s catalog must be provided.
       (5) The student may be required to pass a BU validation exam for the course to be transferred.

3. A maximum of 45 hours of credit by CLEP may be recorded. Scores must be submitted for evaluation.

4. Credits accepted in transfer must be at the grade level of ‘C’ or higher.

5. Only credit hours are accepted in transfer. Grades for transferred hours are not transferable. This means transfer hours will not be computed in the student’s grade point average.

6. Courses acceptable for transfer need not be identical with a course offered at BU, but they must be, even as a general elective, in line with the each program requirements. For example, a student who pursued a curriculum in any field in which courses are not offered at BU, may not expect to receive full transfer for his/her previous work.
TRANSFER OF CREDIT PROCEDURES

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

BU will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on BU transcripts until 12 semester hours (B.A.) or 9 hours (M.A./M. Div.) are satisfactorily completed.

It is University policy to accept credits earned at institutions fully accredited by their regional/national accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student’s degree program at the Bethesda University. However, the Office of Admissions reserves the right to accept or reject credits earned at other institutions of higher education.

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

Criteria for transfer credit are as below. Students must complete credits at Bethesda University as ascribed in the chart. Note that no more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master’s degree.

CRITERIA FOR TRANSFER OF CREDIT

| Maximum Number of Transferable Credits (Units) for Undergraduate Program | Undergraduate Program |
| --- | --- | --- |
| Institution Type | Religion, Early Childhood Education | Music, Business, I.T. |
| Accredited Institutions (4 yr) | 81 | 90 |
| Accredited Institutions (2 yr)/Junior Colleges | 62 | 67 |
| Other Institutions/Non-Accredited | 40% | 40% |
| Non-accredited Institutions (with the same denominational background) | 50% | 50% |
| Minimum Residence Requirements (Total Units Required) | 45 | 45 |
| Minimum Residence Requirements (Major Requirement) | 30 | 40 |
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

College Level Examination Program (CLEP) provides an opportunity for qualified students to earn college credit by examination. Bethesda University will award credit for the General Examinations for scores at or above the national fiftieth percentile. Credit may be awarded as follows:

- English Composition with Essay ………………… 6 semester hours
- Natural Sciences ……………………………… 6 semester hours
- Humanities …………………………………... 6 semester hours
- Social Sciences ……………………………… 6 semester hours
- Mathematics ……………………………….. 6 semester hours

The General Examinations must be taken before the end of the student’s sophomore year at Bethesda University.

Students may take the Subject Examinations to earn credit for subjects required in their major, provided they have not completed a college level course which is equivalent to or on a higher lever than the subject matter of the exam. Three semester hours of credit may be awarded for each subject examination, provided the student scores at or above the national seventieth percentile.

A maximum of 45 semester hours of credit may be awarded for General and Subject Examinations.
Credit awarded for CLEP is posted and indicated on the student’s permanent academic record. No grade or quality points are assigned for CLEP credit. A person may visit the web page of CLEP at www.clep.org for more information about the CLEP program.

**ADVANCED STANDING**

Bethesda University awards advanced standing to qualified students applying for admission to its Master’s degree programs. To be eligible, students must possess a B.A. degree in biblical or theological studies from an accredited or approved post-secondary institution. A maximum of 9 hours of advanced standing will be granted towards an M.A. degree and 15 hours towards the M.Div. degree.

Advanced standing is not awarded automatically, but on an individual basis, subject to the following criteria: (1) The course or courses must be satisfactorily parallel in content to courses offered at BU; (2) Students must demonstrate, through oral interview with an appropriate professor, a satisfactory knowledge of the content for which they are seeking advanced standing; (3) Students must present documentation, such as course syllabi or a catalog from the institution in which the courses were taken; (4) Only courses receiving a grade of “B” or higher will be considered in granting advanced standing; (5) Students must maintain a minimum GPA of 2.5 in all course work in order to retain advanced status; (6) Courses taken at the undergraduate level may not be used to waive upper level graduate courses. Only courses that are introductory in nature may be waived.

BU does not award graduate credit for career experience.

**INDEPENDENT STUDY**

Students desiring to take a course that is not listed in the curriculum may request an independent study class, with a credit value of one to three hours. To qualify, a student fill out “Request for Independent study” form and must get the signature from professor who is willing to act as the student’s mentor, then get approval from the Chief Academic Officer. The amount of work involved should be equivalent to the requirements of a regularly scheduled class with the same credit value. Internships may be taken as independent study classes during a student’s last year of study.

In addition to the regular tuition for the class, students may expect to pay an independent study fee of $50.00 per credit hour, depending on the time requirements of the professor.

There may be occasions when a student needs to take a class that is listed in the curriculum, but which is not offered at the time. On such occasions, the student may opt to take the class by special arrangement, in a manner similar to independent study. The student, under the guidance of a professor, must complete all the requirements of the class as prescribed in the syllabus. The student may expect to pay the same fees as those charged to an independent study course.

**CREDIT FOR LIFE AND MINISTRY**

BU does not grant credit for life or ministry experience.
**ATTENDANCE**

Registration must be completed before class attendance is permitted. Classroom attendance is not left to the discretion of the student. It is imperative that students lay a foundation of good habits which will work for them and habits such as promptness and diligence are great assets in the ministry. The faculty at BU places a high premium on faithful class attendance and regard excessive absences as indicative of an undisciplined attitude toward learning.

A student is expected to be present in class except for legitimate reasons (i.e. illness or emergency). When absences exceed 20% of the total number of class hours the student’s grade may be severely affected.

*Note:* The 20% allowance is designed to cover absences beyond the student’s control. It does not give permission to miss 20% of a class for other reasons.

**ABSENCES**

Attendance is recorded from the beginning date of the semester. If a student enters a class after this date, the classes missed will be counted as absences.

An absence cannot be “made up”. A student may attend a day or night class for instruction missed because of an absence, but this will not cancel the absence penalty.

*Note:* A student who leaves class without the professor’s permission after roll has been taken will be counted absent.

**ABSENCE POINTS**

To convert the 80% attendance requirement into computer language, the absences are counted in “absence points” as follows:

20% Absences:
- 2-unit class = 6 class hours
- 3-unit class = 9 class hours
- 4-unit class = 12 class hours

If a student’s absences total more than the above amounts, the student does not meet the attendance requirements of a class and the equivalent of grade “F” will be given.

**FULL-TIME/PART-TIME STATUS**

The following minimums apply for B.A. students enrolled in BU:
Full - time 12 units per semester
3/4 - time 9 units per semester
1/ 2 - time 6 units per semester

For M.A. and M.Div. students 9 semester units are considered as a full-time status.

WITHDRAWAL FROM BU

Unforeseen circumstances at times may cause the student to need to withdraw from BU. Students finding it necessary to withdraw from the school must file an “Request for Withdraw Grade” (available at the Office of Student Records). Accounts must be settled and all business finished before withdrawal. Those failing to follow proper procedures in withdrawing will receive the equivalent of grade “F” for every course dropped. Transcripts will not be furnished until accounts are paid in full.

Refunds of tuition because of withdrawal will be given after proper procedures for withdrawal executed.

GRADING AND ACADEMIC REQUIREMENT

A cumulative grade point average of 2.0 is required for graduation. A student’s academic record, therefore, should reflect that level of achievement. Every student is expected to demonstrate his or her ability in progressing toward a degree or diploma by achieving at least this minimum level quality in his or her work.

Grade reports are mailed to the student after the end of every semester.

GRADING CRITERIA

Students are required to maintain a “C” average (2.0 GPA) at BU to graduate with a degree. The following four point scale is used by BU:

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
</tr>
<tr>
<td>3.3</td>
<td>B+</td>
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<tr>
<td>3.0</td>
<td>B</td>
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<tr>
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<td>C</td>
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</tr>
<tr>
<td>0.7</td>
<td>D-</td>
</tr>
<tr>
<td>0.0</td>
<td>F</td>
</tr>
</tbody>
</table>
All “plus” or “minus” letter grades are averaged into the student’s G.P.A. (Grade Point Average).

**LETTER GRADE DESCRIPTION**

A  Work of highest quality in all areas; virtually flawless mastery of facts and concepts; creative; able to evaluate data and trends.

B  Adequate mastery of facts concepts, creativity, and analysis, but with some flaws and room for improvement.

C  Sufficient grasp of facts and a general competence for ministry.

D  Insufficient grasp of facts and competence for ministry. Student must demonstrate improvement or will not be allowed to continue.

F  No credits; failure to achieve minimal quality or production of work.

**INCOMPLETE GRADE**

The grade “I” signifies incomplete but otherwise satisfactory work. It is given only when the student would not pass the course because extenuating circumstances prevented the completion of the work on time. If the incomplete work is not made up by the time allocated by the professor, the “I” is changed to “F”.

Incomplete grades are granted only when requested through the office of the Chief Academic Officer. The student is allowed only one additional semester to complete course work for which they have been granted an Incomplete.

**REPEATING A COURSE**

Students are permitted to make-up an “F” grade by repeating the course one time. Regular tuition is charged for the repeated course. Only the repeated grade is used to compute the student’s GPA. The original failing grade remains on the student’s transcript but is not included in GPA calculations once the “F” is replaced by a passing grade.

**ACADEMIC HONORS**

Students graduating from BU will be awarded scholastic honors according to the following guidelines:

**Grade Point:**

- 3.8 - 4.0  Summa Cum Laude
- 3.65 - 3.79  Magna Cum Laude
- 3.5 - 3.64  Cum Laude
ACADEMIC PROBATION

If a student’s cumulative GPA drops to less than 2.5, he or she will be placed on Academic Probation. A student on Academic Probation is restricted from serving as a student officer, or participating in extracurricular activities. He or she may also be limited to a class load of twelve units or less if this is deemed advisable by the Chief Academic Officer.

PROBATION PERIOD

A student on Academic Probation will remain on probation until he or she achieves a satisfactory GPA. The probationary status of a student is lifted at the end of the semester if he or she has made satisfactory progress.

APPEAL

Any student who has been withdrawn from Bethesda University for failure to meet SAP requirements, violation of maximum completion timeframe, violation of probation, attendance requirements, or behavioral/misconduct, can appeal to the Chief Academic Officer in writing. The academic office and the student will then meet to discuss specific terms of appeal and action to be taken. The Academic Officer’s decision is final in regard to all appeals. This final decision will be documented in the student file. If the student is not satisfied with the result determined by the Chief Academic Officer, the student may follow the Grievance procedure listed in the catalog.

EXAMINATIONS

Final examinations are held in most subjects. If there is a conflict in the scheduling of two examinations, the student must apply to the Office of Student Records for rescheduling. No early exams may be scheduled. Late exams are given on approval of the Scholastic Committee for extenuating circumstances only.

Mid-term tests and written or oral quizzes are given at the discretion of the professor, who will not give permission to take tests or make up assignments at other than the stated time except for reasons beyond the student’s control. Each student must take the initiative for doing class work and writing tests at the time determined by the professor. Professors are ready to talk with any student about grades on an exam or for a course. Most courses include a number of quizzes, assignments and general participation requirements which influence the grade along with the final examination. Poor attendance or late work are factors which will influence a grade.

PLACEMENT ASSISTANCE

BU offers placement assistance to graduates by posting various job openings and opportunities on the school’s bulletin board. The Dean of Students also compiles a list of opportunities.
BU'S RIGHT CONCERNING THE CHANGE OF ACADEMIC POLICIES

BU reserves the right to change academic policies as needed. Changes to these policies will be published and given to students at least 30 days prior to taking effect. New policies will be published in succeeding catalogues and succeeding handbooks. Students will be responsible for all published policies even if not published in either the catalogue or student handbook.

It is the discretion of the faculty and administration to change or add new academic policy that it deems will improve the level of instruction and further facilitate the mission of the school.

RIGHT OF STUDENTS CONCERNING ACADEMIC POLICIES

At any time, if a student feels that they need special consideration for exceptions to an academic policy the student can request special treatment in writing. The student’s written request will be kept confidential but the matter will be decided upon by a faculty committee which is responsible for all academic matters. The student will be notified in writing concerning the faculty decision. If the student so wishes, they may appeal a faculty decision to the President.
ONLINE COURSES USING MOODLE LEARNING MANAGEMENT SYSTEM

1. LOG IN
   (a) Go to www.buc.edu and click Moodle (Online) Link at the right side menu. Currently, BU’s Moodle site is at http://www.buonline.us/moodle
   (b) Click Log in at right top corner of the screen or go to http://www.buonline.us/moodle
   (c) Type in your Username and Password and click [Log In] button.
   (d) New Username and Password was sent to the online student after a student has registered an online class starting Fall 2014.
   (e) Username and Password is case sensitive and the password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s).

2. Class Enrollment
   Class enrollment is done by the Online staff. When you log in with your own username, you will be able to see your enrolled classes. If any class(s) is missing and/or any additional class(s) is listed, please contact the Online Department for any support. You can send your email to online-director@buc.edu. Please, make sure that you write your name, student id, and what type of supports is needed.

3. Send Message to a Professor
   You can send message to any professor by clicking their name on the course listing. This message is sent to professor message box within the Moodle system and will be read by the professor when he or she log in. So, if you want to send an Email message to the professor, use an email client such as webmail and send the message directly to the professor using his or her email address.

4. Video Recording
   Most online courses uses video recording for the class lecture or instruction. You can click the link to view the recording. If you want to download the video and watch on your smart phone or other mobile devices, you can use Mozilla browser and use Download Helper add-on to download the lecture video. All lecture videos are copy-righted materials and can be used for Bethesda University’s online classes.

5. Changing Your Profile Information
   You can change your profile to change your name, email address, and password.
F-1 STUDENT GUIDELINES

MAINTAINING LEGAL F-1 STATUS (as of 2003)

F-1 students are under the jurisdiction of the Department of Homeland Security and the Bureau of Citizenship and Immigration Services (BCIS). Maintaining legal F-1 status is extremely important for international students, as it may not be possible to rectify the situation if you fall “out of status.” Students who are out of status are not allowed to work on campus and are not eligible for other F-1 benefits. Also, being out of status may make a student’s visa invalid. Students who are out of status for more than 180 days risk being banned from entering the United States for 3 years. Those who are out of status for more than 1 year may be inadmissible for 10 years.

FULL-TIME ENROLLMENT

• **Students must be enrolled full-time.** Students must carry 12 units or more per semester. If they do not, they are considered out of status and the SEVIS must be notified. The PDSO may authorize an exception prior to dropping below a full load, but this may only be done for medical reasons, academic reasons (with advisor recommendation) or for the last semester before graduation if no other classes are needed. Reduced course load is only available one time for academic and medical reasons. If a student drops below “full-time” without pre-approval, they will be considered “out of status.”

• **I-20 must be reviewed at the beginning and end of each semester** if the student plans to leave the U.S. The I-20 must be signed for entry to the US for the next term.

• **Temporary Absence:** If the student is outside the U.S. for more than 5 months, a new I-20 must be completed before you return to Bethesda University because a break in F-1 status has occurred.

EMPLOYMENT

• **Limit on-campus employment to no more than 20 hours per week while school is in session.** Full-time employment (40 hours per week) on campus is permitted during official college breaks and vacations.

• **Off-campus employment must be authorized.** Students may not work off campus unless authorization is received from the Bureau of Citizenship and Immigration Services (BCIS). Please have student contact the PDSO/DSO to apply for off-campus employment authorization. (Please note: practical training employment must be related to the student’s major field[s] of study.)

ADDRESS CHANGE

• **Report a change of residence or address to PDSO/DSO within 10 days of the change.** We must update the BCIS through SEVIS within 21 days of the change.
SUSPENSIONS/WITHDRAWALS

• If a student is suspended from the College or withdrew, a new I-20 must be reissued before the return to Bethesda University. Students cannot remain in the U.S. with the original. Students must comply with the mandatory I-20 transfer procedure, change their status, or depart from the U.S. immediately. Students who fail to do so will be considered “out of status.” If a student withdraws with PDSO/DSO prior approval, they have a 15-day grace period in which to depart from the U.S.

PROGRAM EXTENSIONS

• If a student must remain in the U.S. longer than the period of time specified on the I-20, the student must apply to the PDSO for a program extension before the program end date on the I-20 form. Program extensions can only be granted if the delay in completion of studies is due to compelling academic or medical reasons. A student who is unable to complete the program within the time listed on the I-20 and who is ineligible for extension is considered “out of status.”

COMPLETION OF PROGRAM - OPTIONS

• Student must depart from the U.S. within 60 days after their program completion date.

OR

• Apply for Optional Practical Training (OPT) prior to the program completion date, with an employment start date before the end of the 60-day grace period. Our office policy requires you to apply for your OPT application at least 2-3 months before your program end date, and OPT application will be submitted to SEVIS office after you receive your final official school transcript and your diploma.

OR

• Complete the transfer procedure to enroll as an F-1 student at another U.S. institution. The student must discuss their plans at least one month prior to the program end date.

OR

• Students may also consider applying for a change to another visa category. Again, consult with the PDSO/DSO for more information.

TRAVEL AND RE-ENTRY

If you are out of status, you can leave the US and reenter with a new I-20. Student will then be in good F-1 status when reentering the US, however, student will begin F-1 status again, which means that student must be in status for 2 semesters before becoming eligible for CPT or OPT.

*Note: If student is traveling out of status, there is no guarantee that they will be permitted to reenter the US. The decision on whether or not student is able to reenter is made by the BCIS officer at
the port of entry. No guarantees can be made by Bethesda University for student re-entry.

If you are traveling during scheduled vacations, student needs to get the authorized signature from DSO/PDSO at least 3 weeks prior to the travel date.

*Also Note: Every semester, students must turn in Student Health Insurance Form during the registration period.

**I-94 (ARRIVAL/DEPARTURE RECORD)**

I-94 is typically stapled into the passport and contains an eleven digit identifying number (admissions number). BCIS uses this number to track student arrival and departure. The D/S stamp (Duration of Stay) shows the length of study, plus OPT (Optional Practical Training), plus 60 days. If a student has graduated prior to the completion date on the I-20, the I-20 is no longer valid.

**CURRICULAR PRACTICAL TRAINING**

For an experience to be considered eligible as Curricular Practical Training (CPT) it must be an integral part of the degree program. It is further defined as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

Note - Students are eligible for CPT only if they are in F-1 status and have been enrolled full-time for at least one year.

**OPTIONAL PRACTICAL TRAINING**

Optional Practical Training (OPT) gives F-1 students an opportunity for work experience in the U.S. before and/or after completion of your degree. It is limited to a total of 12 months for each higher degree level in a field directly related to their course of study. Unlike Curricular Practical Training (CPT), OPT does not have to be included as a required internship or practicum listed in your course descriptions.

**ELIGIBILITY**

F-1 students are eligible for Optional Practical Training, if active F-1 status after completion of the program of study.

**I-20 TRANSFER**

Following is the Transfer Period for students who wish to transfer out of Bethesda University. I-20 transfer period is as follows: The I-20 transfer deadline is always 3 weeks prior to the registration period for the new following semester. Students would not be able to transfer out if they miss the designated transfer period. If a student fails to register for classes after the transfer period ends, then student will become out of status.
BU’S ENGLISH AS A SECOND LANGUAGE PROGRAM (ESLP)

ESL PROGRAM OVERVIEW

The Bethesda University’s English as a Second Language (ESL) Program offers courses year-round for students who are required to take ESL classes as an academic requirement as well as for individuals who simply desire to improve their English language skills. We are dedicated to providing high-quality English instruction in a supportive environment that prepares students to achieve their academic and personal goals.

MISSION STATEMENT

The main goal of this program is to equip non-English speaking students with the necessary language skills to thrive within the North American classroom setting and beyond.

GENERAL INFORMATION

Courses are offered in the fall and spring semesters. In each of the semesters, students attend classes for 15 weeks. 12-15 credit hours (units) will be offered for each level (12 units are considered a full-time load).

There are four levels of ESL:

- Level 1 – Intro
- Level 2 – Beginning
- Level 3 – Intermediate
- Level 4 – Advanced

Grades determine whether a student will advance to the next level in a class. It is preferable that students receive a grade of “A” (93-100) or “B” (83-89) to advance. However, when a student passes a course in one level with a grade of ‘C’ or above he or she can take the next level course in the following semester. Students may also demonstrate their ability to advance to higher levels by taking optional exit exams. Students who do not demonstrate successful completion of a course must repeat that class.

OBJECTIVES

Upon completion of all four levels of ESL, students will have:

1. A holistic understanding of the English language.
2. Oral language skills that will enable them to integrate into American society.
4. An understanding of many idiomatic characteristics of the English language.
5. Academic reading, writing, grammar, and listening skills that will enable them to pursue further studies in American institutions.

**ESL DEPARTMENT POLICY CHANGES STARTING FALL 2014**

Fall 2014 changes to Bethesda University’s ESL program:

1. New ESL Department Placement Test.
2. New ESL courses designed to maximize learning outcomes.
3. Academic track students, certificate, exchange, and degree students will have their classes prescribed by the ESL department with an option for electives or additional concentration classes. Non-Academic track students will continue to have the freedom to choose classes within their language level.
4. For students who are not in the ESL certificate program, there will no longer be an ESL requirement to graduate from Bethesda University.

**TESTING & PLACEMENT**

New and returning ESL students will be required to take the ESL Department Placement Test. This is a standardized test designed to identify students’ language needs. It will enable the ESL department to place students in the appropriate course level. This will ensure that students learn the necessary academic English skills crucial to success in the American university setting.

Students who possess satisfactory scores in the TOEFL (80 on the internet-based test, 550 on the paper-based test) or the IELTS (Minimum band of 6) are exempt from taking ESL courses.

**NEW ESL COURSES**

The ESL department will offer 4 levels of integrated skills (combining reading, writing, listening, and speaking) courses that will serve as the core classes of our ESL curriculum. The rationale for the emphasis on integrated skills courses is to make sure that the students’ general English skills develop properly in tandem with their academic language skills. The department will also be offering concentration classes that focus on academic skills in reading, writing, listening, and speaking, among others. These courses are designed to help students develop the necessary linguistic skills that are vital for the American classroom setting. Special elective courses will also be offered for all ESL levels. The availability of each course is dependent on student enrollment.

**ACADEMIC TRACK**

All academic track students will be required to take one core class of 6 units and two concentration classes of 3 units each (12 units total). Students will be allowed to take additional core classes or electives provided that the classes are at their level or below.
Once a student reaches Level 3 of the core ESL classes, he or she can take General Education courses taught in English. Additionally, when a student reaches Level 4 of the core classes, he or she can take both General Education and Professional Studies courses taught in English.

If an incoming ESL student scores above Level 4 of the ESL placement test he or she will not be required to take any core or concentration classes except for the preparatory course in college writing. The said student will be allowed to take all college courses taught in the English language. Non F1 Adult ESL students who are not on a certificate or degree track will not be required but are encouraged to take core classes. They are welcome to register for any concentration and elective courses they qualify for after the ESL placement test.

**REQUIREMENTS FOR GRADUATION**

Beginning fall of 2014, there will no longer be an ESL unit requirement to graduate from Bethesda University. Instead, students will need to reach the above mentioned levels of core classes in order to enroll in college courses taught in the English language. ESL students must consult with the ESL department before enrolling in any college course taught in English. A signed recommendation from the ESL department is required in order for ESL students to register for courses taught in English. Students who fail to pass level 3 of the core classes within 4 semesters will be required to take a 4-week summer or winter tutoring session. Another tutoring session will be mandatory in the event that such students fail to reach level 3 of the ESL placement test for a second time.

**BETHESDA UNIVERSITY ESLP CERTIFICATE**

ESLP students who are part of the certificate program must complete a minimum of 30 units of ESL classes in one year in order to earn their ESLP Certificate.

*Note: All international students must consult the admissions department regarding unit and/or hour requirements in relation to maintaining F1 status.*
**BETHESDA LIBRARY**

The Bethesda Library was founded in 1976. The Library holds about 48,500 volumes of books, 6,500 titles of serials (online subscription included), video tapes, cassette tapes, DVDs, and CDs in Religion, Christian Education, Early Childhood Education, Music, Management, and ESL. (The DBs the Bethesda Library subscribes to are provided on the last pages). The library uses the Dewey Decimal Classification (20 ed.) system for arranging materials on the shelves.

**OPENING HOURS**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>9:00 am - 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 am - 5:30 pm     (closed 12:00 - 1:00 PM on Fridays)</td>
</tr>
</tbody>
</table>

**HOW TO LOCATE MATERIALS**

1. Go to the Bethesda University Homepage: www.buc.edu
2. Click on “BUC LIBRARY”
3. You may search the BU online catalog in several ways: by author, title, subject, publisher, year published, and ISBN. There are “Keyword Search” and “Extended Search”.

**HOW TO BORROW, RETURN, AND HOLD MATERIALS**

Bring materials to the library circulation desk with your Library ID. You may borrow up to 20 volumes of books for 14 days, 30 volumes of books for D. Min students for 30 days and 5 tapes for 14 days. Books can be renewed twice, once for D. Min students, if no one is requesting. Late fee is charged 15 cents per day for all overdue materials. Patrons who lose library materials will be charged for replacement costs which will be one and a half times of the original cost. You may hold materials on-line or by submitting the Library Service Request up to three items. Patrons are allowed to take out books, serials, and tapes except current issues of serials, reserved items, and the reference books which are distinguished by a red dot on their binding. CDs and DVDs are only allowed in the Lab on the 3rd floor. Patrons should return items to the book drop at the circulation desk or at the other book drop located outside when Library is closed. Students need to return all items before their graduation.

**RESERVED MATERIALS**

Faculty members may place a limited circulation period on any book(either library materials or his/her own personal copies) relevant to their courses. These materials may be checked out for two hours up to five items per user in the library or in the campus building.
PATRON’S POLICY

1. Patrons should not mark, underline, or write on books.
2. Patrons should not take out materials without checking out procedure.
3. Patrons should not re-shelve any item they use. Please return all materials to the designated area.
4. Please refrain from talking or singing in the library.
5. No food or drinks are allowed in the library.
6. Patrons must update their addresses and phone numbers.
7. Computers in the library should be used only for searching and printing.

HOW TO LOG-IN AND REVISE PERSONAL INFORMATION

1. Click on “LOGIN”
2. Input your school ID in “ID” and “PASSWORD”.
3. You may change your “PASSWORD” with 6 to 10 digit alphabets or numbers by clicking on “Edit Profile”.
4. Click on “Modification” after changing the information.

MUTUAL LENDING OF LIBRARY MATERIALS

The BU students and faculty may establish borrowing privileges at the following schools:

1. Biola University / Rose Memorial Library
   13800 Biola Ave. La Mirada. / (562.903.4834)
2. Hope International University / Darling Library
   2500 E. Nutwood Ave. Fullerton. / (714.879.3901)
3. Presbyterian Theological Seminary in America Library
   15605 Carmenita Rd. Santa Fe Springs. / (562.926.1023)
4. World Mission University Library
   500 S. Shatto Pl. Suite 600. Los Angeles. / (213.388.1000)

*Note: Please have proper identifications to show.

SCATLA (Southern California Theological Library Association)

The Bethesda University Library became a full member of SCATLA. The graduate students whose majors are related with religion may use the following libraries. You need to bring the SCATLA card issued by the BU library and your school ID when you visit other libraries.

SCATLA DIRECTORY

AZUSA PACIFIC UNIVERSITY (James L. Stamps Theological Library)
BETHEL UNIVERSITY (Price Memorial Library)
BETHESSDA UNIVERSITY
BIOLA UNIVERSITY (Rose Memorial Library)
CALIFORNIA BAPTIST UNIVERSITY
CLAREMONT SCHOOL OF THEOLOGY (Claremont School of Theology Library)
CONCORDIA UNIVERSITY IRVINE
FULLER THEOLOGICAL SEMINARY (McAlister Library)
GOLDEN GATE BAPTIST THEOLOGICAL SEMINARY (Frank and Jane Pollard Library)
HOPE INTERNATIONAL UNIVERSITY (Hugh and Hazel Darling Library)
INTERNATIONAL THEOLOGICAL SEMINARY
KING’S UNIVERSITY
LIFE PACIFIC “College-Jewish Institute of Religion
LOGOS EVANGELICAL SEMINARY
LOYOLA MARYMOUNT UNIVERSITY (Charles Von der Ahe Library)
MASTER’S SEMINARY (The Master’s Seminary Library)
PEPPERDINE UNIVERSITY (Payson Library)
POINT LOMA NAZARENE UNIVERSITY
SHEPHERD UNIVERSITY
SOUTHERN CALIFORNIA SEMINARY
VERITAS EVANGELICAL SEMINARY
WESTMINISTER SEMINARY CALIFORNIA
WORLD MISSION UNIVERSITY LIBRARY

Please visit the SCATLA Homepage: www.atla.com/scatla/scatla_index.html

READING MARATHON

The Reading Marathon is held annually. The applicant who reads the most number of books and writes the best book-review will be the winner. More detailed information is provided on the bulletin boards.

BETHESDA UNIVERSITY’S LIBRARY DATABASES SUBSCRIPTIONS

Wilson OmniFile Full Text: Select Edition
- Delivers all the full-text content – complete articles from over 2,230 journals.
- It includes Education, Humanities, Social Sciences, Business, General Science, etc.
- From off-campus:
  You may visit the following address to access the above DBs.
  Web address: http://search.ebscohost.com
  User ID: buc  Password: Bethesda
- In the Library:
  Click on “Related Sites” under “Recommendation” in the Library homepage and click on “Wilson OmniFile”.
Young Children

• The English journal of the National Association for the Education of Young Children.

• **From off-campus:**
  
  Web Address:  www.naeyc.org
  
  ID:  819302  
  Password:  Ho

(Full-text Articles of Korean journals)

• Contains the full text of thousands of Korean journal articles in the all subjects.

• **From on-campus:**
  
  In the Library: Click on “Related Sites” under “Recommendation” in the Library homepage
  
  Click on

The *Library Student Handbook* is provided in the library.
STUDENT CONDUCT

I. PURPOSE PHILOSOPHY

Students shall, at all times, conduct themselves in a manner that exemplifies a Godly lifestyle that glorifies God and His Son Jesus Christ. This conduct will be in accordance with the Bible and the standard of conduct of the University.

BU exists for the purpose of providing foundational preparation for persons desiring to serve in ministry and to provide personal, spiritual, and theological enrichment opportunities for believers.

As a Christian education center, BU expects students to exemplify the highest moral and ethical standards. Student behavior—both social and academicians—are expected to conform to the guidelines presented in the doctrinal statement and in the catalog. Academic honesty is expected at every level since this is a foundational necessity of any educational process. Students are expected to exemplify Jesus Christ in word and deed.

If a student fails to meet the behavioral expectations of the Institution, he/she will face disciplinary action ranging from verbal and/or written notification of concern to probation or suspension. The initial action is usually a personal meeting with the Student Dean. Academic violations such as not doing one’s own work, plagiarizing, or cheating on tests, may lead to grade reductions, course failure, or academic probation or suspension. The initial action involving academic violation is usually a personal meeting with the Chief Academic Officer.

It is expected that all students shall adhere to the highest standards of behavior as set forth in God’s Word. They shall be in keeping with the Standard of Conduct of BU and are set forth to promote an atmosphere for spiritual growth and academic excellence. One may not agree with all of the expectations of BU but by enrolling as a student one has agreed to sign a Statement of Conduct and live his/her life according to its behavioral expectations. Violations of these expectations will result in disciplinary action and possible dismissal. All students whether part or full-time shall maintain these standards. As a student of BU one must realize that s/he not only represents the University but represents his/her home church and the Lord Jesus Christ.

II. STATEMENT OF STUDENT CONDUCT

BU acknowledges that all persons are equally created in the image of God. Everyone has the equal opportunity and access in BU’s educational programs and activities. The school does not discriminate on the basis of color, race, gender, ethnic background, age, handicaps or disability, marital or veteran status in any of its policies, procedures, or practices. Non-discrimination policy applies to admission policy, educational programs, employment, and all other activities that BU provides.

The school provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilita-

II. STANDARDS OF STUDENT CONDUCT

Recognizing BU as a community of believers, the school expects its students, faculty, and staff to exemplify biblical standards of conduct in all areas of their lives, both on and off campus, and in interpersonal and community relationships. The institution expects its members to demonstrate integrity in their personal lives and in their academic/professional work, and to show respect, concern, and proper behavior towards their colleagues and those in authority.

BU Standards of Conduct is a central criterion of behavior for all who are a part of BU community. It represents a standard of Christ-like maturity based upon a biblical philosophy, reverence for God, esteem for humankind, and personal integrity.

The standards of BU have been shaped by three sources:

1. Legal Authority

Local, state and federal laws address matters which influence the University’s policy. Possession of illegal substances, alcohol, harassment, physical abuse against property or persons, possession of firearms on campus and copyright laws are examples of these.

2. Spiritual Authority - God’s Word

The Bible speaks to every area of our lives. It is the standard that helps us develop Godly character and integrity which impact the community and the relationships within that community. The Bible speaks directly to such issues as a persons worth, God’s grace, and His power to heal. It also states that sexuality is a gift from God to all persons. We believe that this gift may only be expressed and affirmed within the context of God’s design. We reject sexual expression that exploits, damages or destroys this God given gift. Homosexuality, premarital and extramarital sexual relations are not in accordance with the teachings of the Bible and are considered unacceptable behavior by this University. We do believe that God’s grace is available to all and the University will provide students with counseling services for those who want help dealing with sexual moral issues.

3. Mission and Purpose of BU

The mission of this University is to glorify God and His Son Jesus Christ through the development and education of students in spiritual maturity, academic excellence and physical wholeness. The University wishes to establish a climate where education, spiritual, moral and ethical excellence can be developed in the students as future Christian leaders and professionals. Any conduct that may be seen by the University as being in direct opposition to its mission and purpose may be just reason for disciplinary action or dismissal.

Recognizing that preparation for and involvement in the service of Christ requires personal commit-
ment to the Lord Jesus Christ, BU expects the members of its community to seek spiritual growth and maturity in their Christ-like life. The following are expected of community members:

1. Study the Word of God. Regular and consistent personal study of the Word is essential for spiritual growth. 1 Peter 2:2 encourages us to “long for the pure milk of the Word.” The Word has the power to reach the inner most parts of our being (Hebrews 4:12) and to enable us to stand firm for Christ (Ephesians 6:17).

2. Communion with the Father. Christ-like living is essentially a love relationship with the living God (James 4:8), birthed by and substantiated through the power of the Holy Spirit. To personally know the Father we must have communion with Him. Jesus Christ gave us the example to pray regularly and consistently and the Scriptures encourage us to “pray continually” (1 Thessalonians 5:17) including prayer in the Spirit (1 Corinthians 14).

3. Discipleship. God’s Word instructs believers to follow the example, Is and observe those who walk according to the pattern you have in us” (Philippians 3:17). Discipleship is developing personal relationships for spiritual goals. Community members are encouraged to form personal friendships, structured accountability relationships, and/or small groups.

4. Church Attendance. Believers are instructed not to forsake to assembling together” as they submit themselves to the life and leadership of a local assembly (Hebrews 10:25, 1 Cor. 16:13-16). It is expected that all members of BU community will establish a church home and regularly attend worship services.

5. Christian Ministry. The Father has called every believer to do the work of ministry (Ephesians 4:16-18). The Word declares “we are His workmanship, created in Christ Jesus for good works” (Ephesians 2:10). It is anticipated that all members of the community will be involved in some expression of Christian service in Jesus name and that all are encouraged to exercise spiritual gifts for the edification of the body.

Recognizing that preparation for and involvement in the service of Christ requires a lifestyle consistent with an effective Christ-like witness and one which exemplifies a life of integrity and Christian values, the following are expected of community members:

1. Maintain a blameless testimony. Scripture declares that God has created all persons in His image (Genesis 1:26) and that we are not to be conformed to this world (Romans 12:2), but are to be “holy in all” our conduct (1 Peter 1: 15, 16). To maintain a blameless testimony as Christian leaders, students and employees are expected to totally abstain from participating in either fornication, adultery, or homosexual activities or using pornography, illegal drugs or harmful substances; and profanity, obscenity, and dishonesty including plagiarism are equally unworthy and to be shunned.

2. Respect for Peers and Authority. BU expects every member of the community to
demonstrate love, respect, and honor to all other members of the community, whether relating to one’s colleagues or to those in authority (Romans 12:10, 1 John 4:21, 1 Peter 2:17, Hebrews 13:16, 17).

3. Discrimination/Harassment. In valuing the rights of all individuals and their contributions (I Corinthians 10:24), we acknowledge all forms of racial and gender discrimination to be violations of God’s laws (Acts 10:34). BU is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited.

4. Dating and Marriage. BU expects the highest standard of moral purity to be maintained by members of its community regarding both dating and marriage. God’s Word does not condone either pre- or extra-marital sexual activity (I Thessalonians 4).

5. Appearance and Dress. Recognizing that members of BU community are called to be leaders in the Church and in society, the school requires its members to follow the standard of modesty in dress and appearance. Shorts and cutoffs are not permitted. Scripture calls believers to be examples to those around them (I Timothy 4:12) and to give no offense to others (I Corinthians 10:32). Thus members of BU community should never allow their appearance to be a stumbling block to another.

IV. STUDENT CONDUCT CODE VIOLATIONS

The following list of 30 violations of the Student Conduct Code is an example of behaviors that may result in disciplinary action by the University. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Dean of Students shall make the final determination.

(1) Academic Dishonesty

Cheating

a) Submitting material that is not yours as part of your course performance.
b) Using information or devices that are not allowed by the faculty.
c) Obtaining and/or using unauthorized materials.
d) Fabricating information, research, and/or results.
e) Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation.
f) Collaborating with others on assignments without the faculty’s consent.
g) Cooperating with and/or helping another student to cheat.
h) Demonstrating any other forms of dishonest behavior.
i) Copying the work of others or allowing others to copy your work.
j) Submitting of the same work for credit to more than one course.
Plagiarism
i) Directly quoting the words of others without using quotation marks or indented for mat to identify them.

j) Using sources of information (published or unpublished) without identifying them.

k) Paraphrasing materials or ideas without identifying the source.

l) Self-plagiarism: Re-submitting work previously submitted without explicit approval from the instructor.

m) Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

(2) Alcohol Possession and Use

a) Possession or consumption of alcoholic beverages by persons under the age of 21.

b) Driving under the influence of alcohol.

c) Possession or consumption of alcoholic beverages in public locations on campus, including residence halls common spaces.

d) The sale, distribution, or furnishing of alcoholic beverages to persons under the age of 21.

e) Providing alcoholic beverages to a person who is intoxicated.

f) Any activity or conduct involving the use of alcohol that is in violation of law.

(3) Assault

a) Any intentional physical contact of an insulting or provoking nature.

b) Any physical abuse, intentional injury, or physical harm of another person.

(4) Classroom Copyright Infringement

a) Any recording and transmission of classroom lectures and discussions by students without prior written permission from the class instructor, and without all students in the class as well as the guest speaker(s) being informed that audio/video recording may occur.

b) Uploading any recordings of lectures and/or class presentations to publicly accessible web environments.

(5) Classroom Disruption

a) Any classroom behavior that interferes with the instructor’s ability to conduct class or the ability of other students to learn.

(6) Damage or Destruction of Property

a) Any damage or destruction of University property or another person’s property.
(7) Deception

a) Any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means;
b) Any giving or receiving of false information to the University or to any University official, administrator, or administrative unit.
c) Providing false information to law enforcement officials.
d) Possession of any fake, altered, or any other identification that belongs to another person.

8) Disorderly Conduct

a) All lewd, obscene, indecent behavior, or other forms of disorderly conduct.
b) Any abuse or unauthorized use of sound amplification equipment.
c) Any conduct which materially interferes with the normal operation of the University.
d) Any assembly for the purpose of causing a riot, destruction of property, or disorderly diversion, which interferes with the normal operation of the University.

9) Drug Misuse

a) The possession, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, designer drug.
b) The possession and/or use of any drug paraphernalia, i.e. bowls, hookah pipes, bongs, “homemade” smoking devices, any other smoking device or smoking paraphernalia.
c) Any activity or conduct involving drugs that is in violation of local, state, or federal law.

12) Failure To Comply

a) Failing to respond to a lawful request by properly identified University officials or law enforcement officials in the performance of their duties.
b) Failing to report for a conference, meeting, or appointment with any University official or faculty member.
c) Failing to comply with any disciplinary condition imposed on a person by any student conduct body or administrator.
d) Fleeing from law enforcement or university officials.

13) False Representation

a) Any unauthorized claim to speak and/or act in the name of Bethesda University or any organization, student, University officials or faculty members.
14) Gambling
   
a) Engaging in any form of gambling that is in violation of the law.

15) Harassment
   
a) Speech or other expression (words, pictures, symbols) that constitutes fighting words and is sufficiently severe, pervasive, or persistent so as to interfere, limit, or deny one’s ability to participate in or benefit from an educational program. Fighting words may include, but are not limited to, words, pictures or symbols that:
   
(i) Are directed to an individual or individuals based on that person’s race, color, sex, religion, creed, age, sexual orientation, gender, gender identity, disability, veteran status or national origin.

(ii) Threatens violence, tend to incite an immediate breach of the peace or provoke a violent response.

16) Hazing
   
a) Any act which endangers the emotional, mental, financial, physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

b) Any act intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above.

c) Participation in hazing, either by facilitating or encouraging the act, or allowing oneself to be subject to acts of hazing.

17) Joint Responsibility
   
a) Students who knowingly act or plan to act in concert to violate University regulations have individual and joint responsibility for their behavior.

b) Any student who knowingly allows another person to violate University regulations without reporting to a University Official.

18) Sexual Assault
   
a) Any sexual conduct that takes place without the victim’s consent, including any penetration of the vagina, anus, or mouth by the perpetrator’s penis, or by any object.

b) Sexual conduct will be deemed to be without the victim’s consent.

19) Sexual Harassment
   
a) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic standing.

Submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual, **OR**

Such conduct unreasonably interferes with an individual’s work, living environment, academic performance, or creates an intimidating or hostile work or academic environment.

**20) Sexual Misconduct**

a) Intentional touching of the victim’s intimate parts (the primary genital area, groin, inner thigh, buttock, or breast) without or against the victim’s consent.

b) Touching is either directly on the body part or on the clothing covering that body part;

c) If the victim is forced to touch the intimate areas of another person.

**21) Student Identification Card Violations**

a) Altering, lending, or selling a student identification card.

b) Using a student identification card by anyone other than its original holder.

c) Using a student identification card in any unauthorized manner.

**22) Theft**

a) Taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the University) without the owner’s permission.

b) Taking or attempting to sell any service that belongs to the University without proper permission.

**23) Threats**

a) An expression of intention to inflict injury or damage.

b) To cause another person to feel fear for their safety or well-being.

**24) Tobacco**

a) The use of all forms of tobacco products on property owned, leased, rented or in the possession of Bethesda University, or in any way used by the University or its affiliates, is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.
25) Unauthorized Entry
   
a) Unauthorized entry into any University building, office, residence hall, off-campus residence, parking lot, motor vehicle, or other facilities.
b) Remaining in any building after normal closing hours without proper authorization;
c) Remaining overnight in public areas of the residence hall or surrounding areas with out approval from University Housing staff.

26) Unauthorized Use
   
a) Unauthorized use of University equipment.
b) Unauthorized use of bathrooms, exits, or windows.
c) Unauthorized use or duplication of keys.
d) Unauthorized use or possession of any parking permit (hang tag).

27) Unauthorized Use of Computer Resources
   
a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
b) Unauthorized transfer of a file.
c) Unauthorized use of another individual’s identification and password.
d) Use of computing facilities that interfere with the normal operation of the University computing system.
e) Use of computing facilities that violate copyright laws.
f) All devices attached to the University network must be registered.
g) Use of tools for port-scanning, “sniffing,” or to monitor or read transmissions from other users on the network is prohibited.
h) Workstations attached to the University network are required to have virus protection software. Virus definitions must be updated at least every two weeks.
i) Any violation of the University’s computer use policies.

28) Violation of Confidentiality
   
a) Violating the confidentiality of a student’s educational record.
b) Student Conduct Advocates or University Student Conduct Board members may not disclose confidential student conduct information.
c) Student employees may not disclose confidential work-related information.

29) Violation of Federal, State or Local Law
   
a) No student shall violate any federal, state or local law wherein the conduct in question impairs, interfaces with or obstructs the mission, processes, or functions of the University.
30) Weapons and Firearms

a) No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, stun guns, and paintball guns) on any property owned, controlled, or leased by the University unless specifically authorized by the administration or as part of a University-sanctioned event.

b) No student shall use, possess, display or carry any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person on any property owned, controlled, or leased by the University unless specifically authorized by the administration or as part of a University-sanctioned event.

c) Illegal or unauthorized possession of weapons that include but are not limited to: firearms, explosives, tasers, other weapons, or dangerous chemicals.

d) Any violation of federal or state Law against carrying a weapon.

V. DISCIPLINARY ACTION (SANCTIONS)

Discipline is more than rules, consequences and external motivation. BU students are called to a life of responsibility to God, to the student body, and to others around the greater community. Understanding this motivation sets the best tone for real discipline; i.e. self-discipline is the real goal.

When inconsistent behavior elicits consequences, the attitude and approach of BU will be based on a commitment to help the individual grow to wholeness. BU is here to provide support, counseling, and guidance.

Self-discipline is the goal of BU, but it must be remembered that this relates to community responsibility as well as individual responsibility. Individuals are not islands but rather a part of a complex set of inter-relationships between themselves and their peers, the community and the institution. The individual is responsible, in a sense, for and to each of these. For instance, if a person becomes aware of behavior inconsistent with the standards of the BU community, that person has a responsibility to personally confront the one(s) involved with the necessity of change. If the inconsistent behavior of the individual persists, the person should be made aware that unless there is change, responsibility must be assumed in seeking proper help. Friendship is never to be construed as a license to take advantage of personal integrity and values.

Should the behavior of an individual make it necessary to impose disciplinary action, one or a combination of the following measures will be used.

1) Counseling

Student may meet with the instructor or administrator to discuss the nature of the infraction and receive counseling and personal ministry for edification and spiritual growth. Step one is used for
consistent behavioral problems or minor infractions.

2) Warning

Student may receive written notification of the infraction or violation with a copy to be included in the student’s permanent record. This warning is used for more serious infractions or instances where the student is not responding to counseling.

3) Grade Reduction

Grade reduction is used mostly in those instances of plagiarism, cheating, or other behavior related to the submission of assignments or tests. Academic dishonesty usually results in a minimum penalty of failing the course, although lesser penalties may be exercised.

4) Probation

Probation is used for more serious infractions or consistent or unresponsive behavioral problems; the student is placed on probation for a specific time period. During that time, the student may receive counseling and may not be involved in any other violations of University policies or the student will be suspended or dismissed. Probations will be recorded in the student’s permanent record.

5) Suspension

Suspension is imposed for major infractions, consistent or unresponsive behavior problems, or behavior requiring the immediate removal of the student. Suspension may be for a definite period of time, or may be conditional upon restitution by the student or investigation of University officials. When the term of suspension is completed, the student may be automatically reinstated or may be placed on probation for a period of time and/or assigned to counseling as deemed necessary by the administration. Suspension will be recorded in the student’s permanent record.

6) Dismissal

Dismissal is used for serious violations, consistent or unresponsive behavior problems, or dangerous or criminal behavior. Dismissal from the University will be so recorded on the student’s permanent record and reinstatement will not be granted.

VI. STUDENT CONDUCT PROCEDURES

1) Reporting

Any person may file an Incident Report with the University. An Incident Report is considered to have been filed when it has been presents in writing to a Student Affairs Officer. Upon receipt of an incident report, the Dean of Students will review the report and initiate the procedures in cases.
2) Determination of Disciplinary Action

Once an incident report has been filed, a Student Affairs Officer will determine if Disciplinary Action from the Student Conduct codes may be applicable and one of the following will occur: No further action will be taken if the Incident Report is not substantive. The University may resume action on any Incident Report should further relevant information become available.

The Incident Report will be referred to a Hearing Body if the Incident Report is substantive, and sufficient evidence already exists to convene a hearing.

3) Notification of Disciplinary Action

When a student is charged with a violation of the Student Conduct Code, the student will be notified to appear for a meeting with a Student Affairs Officer to respond to the charges in the following manner: All formal notifications shall be presented to the accused student in written form (usually by email). A time shall be set for a meeting which normally will not be less than two (2) days and will not be more than twenty (20) calendar days after the student has been presented with the charges.

a) An e-mail will be sent to the student’s e-mail instructing the student to respond to the charges on or before a specific date.

b) If a student does not respond to this request as instructed, a hearing will be held in the student’s absence and action will be taken as warranted by the facts in the case, which may include disciplinary probation, suspension, or dismissal. The decision from a hearing held in a student’s absence will be final. The student will not be afforded an appeal.

c) Students will not be permitted to enroll in subsequent semesters until their disciplinary case is resolved.

d) A student cannot drop a course or withdraw from the university to avoid being charged with a violation of the conduct code. If the student chooses not to participate in the process, the case will be heard in the student’s absence.

4) Notification of Hearing

Once Disciplinary Action have been determined, a Student Affairs Officer will review the schedule(s) of those parties involved and schedule a hearing. Proper Written Notification or Email will be sent individually to the parties involved which will include the time, date, and location for the hearing along with the Disciplinary Action being considered and information reported about the incident as applicable to the party.

Distance learning students who are not able to attend an in-office hearing must have their case adjudicated either through a telephone conference, e-mail correspondence, or through video chat. A
follow-up letter with sanctions (if applicable) will be emailed to the student upon completion of the hearing. Failure of distance learning students to set up a meeting will result in the case being heard and decided in the student’s absence. There is no appeal for cases heard in the student’s absence.

5) Hearing

The hearings for alleged violations other than academic dishonesty shall be conducted according to the following guidelines:

a) Normally, a hearing will be conducted in private. Hearings may be conducted by alternative means for students who are enrolled in distance learning programs.

b) The Student Affairs Officers may make an audio recording of student conduct board hearings. No other recording devices or court reporters are permitted to record or transcribe a student conduct board hearing. The audio recording is the property of the University and may be reviewed by the accused student or the complainant for the purpose of preparing an appeal. The time and location of such a review is subject to the discretion of the Student Affairs Officer.

c) The accused student shall have the right to be assisted by an advisor. The advisor will be of the individual’s own choosing and may be an attorney. The Student Affairs Officer will present the case for the complainant and the University. The accused student will be responsible for presenting his or her case and may be assisted by an advisor. Advisors, including attorneys, are not permitted to represent accused students in any portion of Student Conduct Board proceedings, but may only offer advice to the accused student. Advisors, including attorneys, may not address the Board or any member of the Board, may not question or examine witnesses, and may not act as witnesses in any capacity.

d) The Student Affairs Officer, and the accused student have the right to call witnesses. The University Student Conduct Board, Dean of Students, and the University Student Conduct Board Chairperson may question witnesses, including the complainant and the accused student. The accused student may question witnesses, including each other. The accused student will be permitted to review and examine evidence during the hearing, if approved by the University Student Conduct Board Chairperson.

e) Pertinent records, exhibits and taped or written statements may be accepted as evidence for consideration at the discretion of the Dean of Students.

f) Procedural questions are subject to the final decision of the Chairperson of the University Student Conduct Board.

f) After the hearing, the University Student Conduct Board, along with the Chairperson will go into closed session. The Chairperson may participate in the deliberations of the board. After deliberations, a finding of fact and a recommendation will be forwarded to the appropriate approving body.

h) The University Student Conduct Board’s finding of fact and recommendation will be made on the basis of whether, by a preponderance of the evidence presented at the hearing, it is more likely than not that the accused student committed the
violation(s) as charged.

i) Upon a decision by the Hearing Officer or Conduct Board, taking into account the recommendation and finding of fact, a Student Affairs Officer will inform the student of the decision and the penalty via email.

j) A Student Affairs Officer will inform students of their right to appeal the decision or the Disciplinary Action(s) and be given a written statement of the decision and the Disciplinary Action(s).

k) Should an accused student fail to appear for his/her hearing or choose to limit or withhold a response to charges against him/her, the Chairperson shall nevertheless proceed with the hearing.

6) Notification of Decision

Once a decision regarding responsibility and possible outcomes has been made following a hearing, Proper Written Notification will be sent individually to parties involved. Notification of Decision letters will include, as applicable to the recipient, a rationale explaining the decision, the determination of responsibility per each Disciplinary Action reviewed, any assigned outcomes with details and due dates for completion, and the appeal instructions.

VII. APPEAL GUIDELINES

The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. Students have the right to appeal formal hearing decisions provided relevant grounds for an appeal are cited. All appeal request and responses in this process are transmitted by electronic mail (which accommodates distance learning students).

The student will not be granted an appeal if the case has been heard in the student’s absence. Appeals of academic dishonesty cases will be decided by the Chief Academic Officer.

In all appeals involving Title IX hearing decisions the Student Affairs Officer will share the appeal by one party with the other party(s) when appropriate under procedure or law (e.g. if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). All appeal documents received in this case are forwarded to the Dean of Students or their designate.

1) Grounds for Appeal

a) A violation of due process.

b) Evidence of prejudicial treatment by the original hearing body.

c) Evidence that does not support a finding.

d) Sanction(s) inappropriate for the nature of the violation.

e) Evidence that becomes available during the review process that was not previously available during the original hearing.
2) Procedure

a) In the first level of appeal (except in cases of Academic Dishonesty), the Dean of Students or designee will review all material related to the case including:
   (a) The record made before the hearing body; (b) all pertinent documents, including the audio recording of the hearing, witness statements, incident reports, prior violations, and sanctions against the student. The Dean of Students or designee may:

   (i) Affirm the original decision.
   (ii) Change the sanctions imposed.
   (iii) Refer the case for rehearing before another hearing body.
   (iv) Find the accused student not in violation and terminate the proceedings.

b) In the second level of appeal (except in cases of Academic Dishonesty), the Vice President or designee will review decisions made by the Dean of Students by reviewing all material related to the case including: (a) the record made before the hearing body; (b) all pertinent documents, including the audio recording of the hearing, witness statements, incident reports, prior violations, and sanctions against the student. The Vice President or designee may:

   (i) Affirm the original decision.
   (ii) Change the sanctions imposed.
   (iii) Refer the case for rehearing before another hearing body.
   (iv) Find the accused student not in violation and terminate the proceedings.

VIII. STUDENT COMPLAINTS AND GRIEVANCES

Students who have complaints that involve faculty, students, or administration may discuss them with the Dean of Students either personally or in written form. Bethesda strives to provide a nurturing Christian environment for its students. A student that has a complaint may fill out Complaint Form and submit to the Dean of Students. The Dean of Students has the responsibility of examining the complaint and dealing with the involved parties on a one-to-one basis. He has the authority to impose appropriate discipline or he may refer the case to the Chief Academic Officer for proper action.

Students with academic grievances may consult the individual faculty members involved and then, if necessary, the Chief Academic Officer. If a grievance not satisfactorily resolved, the student may appeal directly to the Academic Affairs Committee for a final resolution.

Grievance procedures and due process exist to keep a healthy environment in which proper Christian conduct can be maintained. Thus, BU deals with such matters according to biblical principles, and not in a matter that brings division and factions.

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

**Bureau For Private Postsecondary Education, Department of Consumer Affairs, the State of California (BPPE)** 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833: Mailing address is P.O. Box 980818, W. Sacramento, CA.95798-0818; Telephone: (916) 431-6959

**Association for Biblical Higher Education (ABHE)** 5850 T.G. Lee Blvd., Ste. 130. Orlando, FL 32822; Telephone: (407) 207-0808; email: info@abhe.org

**Transnational Association of Christian Colleges and Schools (TRACS)** [P.O.Box 328, Forest, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org]

**IX. STUDENT RECORDS**

Student Affairs will be responsible for maintaining all official University records related to student conduct and Complaints. A student’s record will include copies of all Cases in which a student is charged with violating at least one *Student Conduct Policy*, as well as copies of all correspondence and other documentation related to the Case.

The policies regarding the retention of student conduct records are as follows:

1) Student Conduct and Complaints files will be maintained for a period of no more than five years.
2) Student Conduct files of students who have been dismissed from the University will be kept indefinitely.
3) The University will retain, as necessary, appropriate statistical information related to policy violations in order to comply with legislative reporting requirements.
ACADEMIC CALENDAR 2014–2015

FALL SEMESTER, 2014

Faculty Development Day ........................................................ Aug 7
Registration .......................................................... Aug 11-15
New Student Orientation ................................................ Aug 19
ESL Placement Exam ........................................................ Aug 19-20
New Student Registration ............................................. Aug 19-20
First Day of Classes ........................................................ Aug 25
Last Day to ADD/DROP Classes ...................................... Aug 29
Labor Day - No School .................................................. Sep 1
Last Day to Drop with “W” Grade ................................... Oct 17
Thanksgiving Reading Week ......................................... Nov 24-28
Winter Intensive Course Registration ......................... Dec 1-5
ESL Final Week .............................................................. Dec 1-5
Last Day to Request Incomplete ..................................... Dec 5
Final Examination Week ............................................... Dec 8-12
Official End of Semester ............................................... Dec 12
Christmas Holiday ............................................................ Dec 24-25
Grade Change Request Period ...................................... Jan 2-9, 2015

SPRING SEMESTER, 2015

Martin Luther King Jr. Day .................................................. Jan 19
President’s Day ............................................................... Feb 16
Registration ................................................................. Feb 9 - 13
Faculty Development Day ............................................. Feb 5
New Student Orientation Day ....................................... Feb 17
ESL Placement Exam ........................................................ Feb 17 - 18
New Student Registration ............................................. Feb 17 - 18
First Day of Classes ........................................................ Feb 23
Last Day to ADD/DROP Classes .................................... Feb 27
Last Day to Drop with “W” Grade ................................ Apr 17
Easter Reading Week ....................................................... Apr 20 - 24
Memorial Day Holiday - No School .............................. May 25
Summer Intensive Course Registration ......................... May 26 - 29
ESL Final Week .............................................................. Jun 1 - 5
Last Day to Request Incomplete ..................................... Jun 5
Final Examination Week ............................................... Jun 8 - 12
Official End of Semester ................................................................. Jun 12
Commencement ............................................................................. Jun 20
Grade Change Request Period ......................................................... Jun 29 - Jul 10
Independence Day - No School ......................................................... Jul 4

SUMMER SESSION, 2015

Registration .................................................................................. May 25 - 29
First Day of Class ........................................................................... Jun 29

FALL SEMESTER, 2015

Faculty Development Day ............................................................... Aug 6
Registration .................................................................................. Aug 10-14
New Student Orientation ................................................................. Aug 18
ESL Placement Exam ..................................................................... Aug 18 - 19
First Day of Classes ....................................................................... Aug 24
Last Day to ADD/DROP Classes ..................................................... Aug 28
Labor Day - No School ................................................................. Sep 7
Last Day to Drop with “W” Grade .................................................... Oct 16
Thanksgiving Reading Week .......................................................... Nov 23 - 27
Winter Intensive Course Registration ............................................. Nov 30 - Dec 4
ESL Final Week ............................................................................. Nov 30 - Dec 4
Last Day to Request Incomplete ..................................................... Dec 4
Final Examination Week ................................................................. Dec 7 - 11
Official End of Semester ............................................................... Dec 11
Christmas Holiday .......................................................................... Dec 24 - 25
Grade Change Request Period ....................................................... Jan 1 - Jan 8, 2016