



# CATALOG

## 2024- 2025

(July 1st 2024– June 30th 2025)

## BETHESDA UNIVERSITY

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## **A 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 blessings, the university has been growing steadily since its foundation. The university is approved by the Bureau for Private Postsecondary 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 number of our graduates are accepted to graduate schools around the world. The majority of our graduates 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 21<sup>st</sup> Century with the exceptional education and artistic skills on a solid Christian foundation and a Pentecostal heritage.

Dr. Yonggi Cho  
Founder

## **GENERAL INFORMATION**

### **MISSION STATEMENT**

Bethesda University is a Christ-centered community of higher education which aims to prepare students with the academic knowledge, professional skills and spiritual values to become servant leaders in global society.

### **INSTITUTIONAL OBJECTIVES (GOALS)**

To fulfill its mission, Bethesda University is committed to the following goals:

1. Understand theology and society through a Pentecostal Evangelical perspective.
2. Develop an integrative spiritual life which encourages students in the development of spiritual disciplines and leads to a life based on biblical morals and ethics in every area of their life.
3. Develop the knowledge, professional skills and attitudes appropriate to volunteer or professional involvement in ministry
4. Develop the ability and passion to engage in a lifetime of serving the Lord
5. Able to demonstrate information literacy skills by being able to access, evaluate, synthesize, and present credible information from a variety of resources

### **PHILOSOPHY OF EDUCATION**

Bethesda University is a Christ-centered institution that acknowledges all truth is of God and finds its unity in God. Bethesda University recognizes the primacy of the Spiritual truth revealed in the Bible and incarnate in Jesus Christ. Bethesda University 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 Bethesda University.

### **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. At this point, Dr. Yonggi Cho received a vision from the Father God to establish a Bible college to train people to pioneer and establish Korean churches throughout North America and the other parts of the world. He shared this vision with Dr. William H. Robertson, who was superintendent of the Southern California District of the Assemblies of God. As a result, the Full Gospel Central Bible College started in the fall of 1976 in Pasadena, California. 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. In the same year, to reflect its broader offerings, the name was changed to Bethesda 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.

Bethesda University achieved an initial accreditation and the reaffirmation for ten years in 2006 with the Association for Biblical Higher Education (**ABHE**) [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: 407.207.0808; email: [info@abhe.org](mailto:info@abhe.org)], a nationally recognized accreditation agency, after having earned candidacy status in 1997. Bethesda University is the first educational institution founded by Koreans to receive this status. ABHE awarded Bethesda University with the Enrollment Growth Award in 2001-2002 and 2006-2007. BU received reaffirmation of accreditation for ten years in February 2006 by ABHE. 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).

In fall 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 May 2002, Bethesda hosted Dr. Jeff McCain, Executive Associate Director of TRACS, for an official staff visit. In April 2003, Bethesda

University achieved Candidate status with TRACS [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)]. BCU 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. 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).

a 10 year re-accreditation was approved by TRACS in 2011. School name Bethesda University was approved by TRACS and ABHE in fall 2013 and it was also approved by BPPE in fall 2014. MBA concentrations in Legal Administration and in Sports Management were approved by TRACS. Los Angeles teaching site at 2116 Arlington Avenue, Los Angeles, California 90018 was approved by TRACS. In addition, TRACS approved six certificate programs in 2014. The board and school have made a decision to move from institutional accreditation to programmatic accreditation with ABHE. The administrators and faculty reviewed and proposed substantive changes in institutional mission statements and objectives. On Feb. 10, 2016, ABHE approved 10 year programmatic re-accreditation until 2026. The teaching site of the institution was no longer used in 2017 and we have not offered classes because of the closure of the site. Bethesda University was also awarded reaffirmation II of its accredited status as a category IV institution by the TRACS Accreditation Commission on October 26, 2021 and it is effective until 2031.

Since its founding in 1976, Bethesda has been successfully fulfilling its mission. More than many 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. To fully commit to fulfilling its mission the university has started reviewing and proposed substantive changes in the institutional mission statement and objectives.

## **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 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. We believe in the humanity of Jesus Christ.
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 a 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 composed 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**

Bethesda University acknowledges that all persons are equally created in the image of God. Everyone has equal opportunity and access in Bethesda University'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. This non-discrimination policy applies to admissions policy, educational programs, employment, and all other activities that Bethesda University provides, only except is with respect to religion, wherein because Bethesda University is a Christian University, it does mandate that employees be of Christian faith.

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.

## **LOCATION**

Bethesda's main campus is located in Anaheim, in the heart of beautiful Southern California. It is less than 30 miles from downtown Los Angeles, America's second largest city, two hours from Mexico and minutes from world-renowned Disneyland. Anaheim is located within Orange County, which has over forty miles of coastline along the beautiful Pacific Ocean and enjoys a very comfortable climate year round. Orange County is the home of numerous recreational attractions including Disneyland, Knott's Berry Farm, Edison Field (home of the California Angels baseball team) and Arrowhead Pond (home

field of the Mighty Ducks hockey team). The campus facilities include: a chapel, conference rooms, student lounge, computer lab, classrooms, lecture halls, and a library holding over 55,000 volumes. Students will be using computer labs, laptops, books and other materials for their classroom lectures.

## **PHYSICAL FACILITIES**

### **BUILDING CAPACITY**

Bethesda University is located on a 1.84 acre campus in the heart of Anaheim. The school occupies a three-story education building which provides the main academic hub of the institution. The 28,000 sq.foot facility provides adequate space to serve the current needs of the university. Facilities include classrooms, a computer lab, gym and chapel for 172 people, a student lounge, employee lounge, a conference room, music practice rooms, a recording room and administrative offices. All three floors are handicapped accessible. Parking is adjacent to the building and provides space for 200 vehicles. The building is certified to meet earthquake standards. The following information shows the breakdown of the building usage of the University.

| <b>Usage:</b>     | <b>Classrooms and Offices</b> |
|-------------------|-------------------------------|
| A. Third Floor    | 8554.2sq.ft.                  |
| B. Second Floor   | 7732.5sq.ft                   |
| C. First Floor    | 8344.3sq.ft                   |
| D. Mobile Modular | 3360.0sq.ft                   |

### **The address where class is held is:**

730 N. Euclid St.  
Anaheim, CA 92801

### **COMPUTER LAB**

The computers are available for personal student use and conventional classroom use, computer and software classes, computer-aided classes, lecture or guest presentations, and real time video and Internet interactive classes and presentations. It is the aim of the computer lab to promote information literacy among the campus.

A total of 16 student workstations and one instructor's workstation are in place to provide full multimedia capabilities and Internet access. The instructor's workstation can be networked to a multimedia projector, which connects to a large display screen. Each computer unit can access the Internet for online educational resources, a variety of reference materials, and the full Library catalog services via the BU Internet homepage. It can also access a USB port to transfer study materials and headphones for private listening of multimedia.

## **ACCREDITATION/AUTHORIZATION**

## **Institutional Accreditation**

Bethesda University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, Virginia 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Reaffirmation II of its accredited status as a Category IV institution by the TRACS Accreditation Commission on October 26, 2021; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## **Programmatic Accreditation**

The programs of Bethesda University listed below are accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE) [5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822; Telephone: 407-207-0808] an accrediting body recognized by the Council for Higher Education Accreditation: Bachelor of Arts in Religion (Biblical Studies), Bachelor of Arts in Religion (Christian Education), Bachelor of Arts in Religion (Missions), Bachelor of Arts in Religion (Pastoral Ministry), Master of Arts in Biblical Studies, Master of Divinity and Doctor of Ministry.

## **State Authorization**

Bethesda University is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5. of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone: (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review the Catalog prior to signing an enrollment. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

## **ETHICAL AND MORAL VALUES**

As a Christian university, Bethesda University must maintain a testimony. We are committed to being represented accurately and honestly to students, the public, and to our accrediting agencies. This includes accurate representation of our accredited status, honest and open communication with the Accrediting Commissions, undertaking the accreditation review process with seriousness and candor, and abiding by Commission policies and procedures.

## **ADMISSIONS POLICIES**

## UNDERGRADUATE ADMISSION POLICIES

Students must have official notification of admission before they are allowed to register for classes. Applicants must complete the following steps before being admitted:

### **Domestic/Resident Students:**

1. Complete and submit the Online application at [www.buc.edu](http://www.buc.edu).
2. Official transcript
3. Copy of high school diploma
4. Christian testimony for Religion program students and a personal statement for all other applicants.
5. Copy of photo I.D. (e.g., copy of Driver's License or Passport).
6. Signed 'Student Financial Responsibility Form'
7. Application fee: \$50 for domestic students

Students can complete the application for admission and submit the non-refundable application fee by contacting the Accounting Office ([accounting@buc.edu](mailto:accounting@buc.edu)).

Students desiring admission to the B.A. in Music program may be required to audition to determine proficiency levels in their selected performance categories.

### **ABILITY-TO-BENEFIT**

Applicants from undergraduate programs must possess a high school diploma or pass a General Education Development (GED) exam. For transferring students, a high school transcript or diploma is not required when the official transcript from previous college or university is submitted. Those who do not fulfill these requirements must demonstrate sufficient "ability to benefit" (ATB) exam scores.

### **ABILITY-TO-BENEFIT (ATB) EXAMINATION**

California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE).

## GRADUATE ADMISSION POLICIES

Admission must be granted before a student is allowed to register for courses. Applicants must submit the following items before being considered for admission:

### **Domestic/Resident Students:**

1. Complete and submit the Online application at [www.buc.edu](http://www.buc.edu).
2. Official Transcript(s) showing that the applicant has received a bachelor's degree from a

regionally or nationally accredited or state approved college or university. Applicants who received degrees from non-accredited institutions or who are applying without an undergraduate degree will be considered on an individual basis.

3. Copy of diploma
4. Christian testimony for Religion program students and a personal statement for all other applicants.
5. Copy of Photo I.D. (e.g., copy of Driver's license or Passport).
6. Application fee: \$50 for domestic students.

Students can complete the application for admission and submit the non-refundable application fee by contacting the Accounting Office ([accounting@buc.edu](mailto:accounting@buc.edu)).

M.A. in Music program applicants may be required to audition to determine proficiency levels in their selected performance categories.

## **INTERNATIONAL STUDENT ADMISSIONS**

Students who do not reside in the USA and who wish to attend BU must follow the regular admissions guidelines for the respective program to which they seek admission. In addition, international students must satisfy the requirements of the United States Citizenship and Immigration Services by becoming eligible to study in the USA through the obtainment of an F-1 visa. In order to apply for an F-1 visa, a student must obtain an I-20 form from BU or another approved institution.

International students must complete all the application requirements along with the following additional requirements.

1. Financial documents – proof of available funding
2. Affidavit of Support (If the bank statement is not under student's name)
3. Copy of passport
4. Application Fee: \$100 for international students
5. (*Transfer Students*) Copies of previously issued I-20, Visa, I-94, and Transfer Clearance Form
6. (*If applicable*) F-2 Dependent Information (Dependent Info Form, copy of each dependent's passport and visa, and proof of additional funding available)

Approval for the I-20 is granted after a student has met all the necessary financial and academic requirements.

\*Before class registration, international students must also submit the following:

- Proof of Health Insurance
- Recent I-94
- U.S. Address

### **HEALTH INSURANCE REQUIREMENT**

International students are required to submit proof of health insurance each semester.

International students who don't submit proof of health insurance won't be allowed to register for classes

for the following semester. Class registration eligibility will be blocked for the student who don't submit their proof of health insurance and unlocked when they submit the proof of health insurance for the registered semester and the following semester. (Effective November 3, 2017)

**ENGLISH PROFICIENCY REQUIREMENT**

All international students need to demonstrate English proficiency. Students may submit official test scores for the following standardized tests:

| Type of Test                     | Minimum Requirement (Undergraduate) | Minimum Requirement (Graduate) |
|----------------------------------|-------------------------------------|--------------------------------|
| TOEFL, Internet-based test (iBT) | 61                                  | 70                             |
| TOEFL, paper test (pBT)          | 500                                 | 525                            |
| IELTS                            | 6.0                                 | 6.0                            |
| Duolingo                         | 95                                  | 105                            |

- Test must be taken within the past two years
- Request official score be sent to Bethesda University (Institutional Code: 032663)

If students do not demonstrate English proficiency, they need to take the **English Placement Test** which consists of four sections: listening, reading comprehension, speaking, and writing. Based on the result of the test, students will be required to enroll in English language classes. Additionally, students may enroll in their respective undergraduate or graduate courses.

1) **ENGLISH PLACEMENT TEST**

The English Placement Test takes place on International Student Orientation Day. This test is designed to identify students’ language needs. The purpose of the English placement test is to place international students in English language classes that correspond to a student’s level of English proficiency.

Those students who score at the high intermediate level (Level 4) or above on the English Placement test may have their ESL requirement waived.

2) **TOEFL and ENGLISH PLACEMENT TEST WAIVER**

Students may qualify for an English waiver (and will not need to take the English placement test) if any of the requirements listed below are met:

- Attended a US high school for at least three full years
- Attended a full-time international educational institution at the secondary level or above for at least three years, where English is the native language of the country or it is the primary language of instruction.
- Undergraduate: Completed at least 60 units from an educational institution in the U.S. with a minimum of 30 units in general education courses for oral communication(speech), English composition with passing score “C” or above.

- Graduate: Attended a U.S. educational institution for three years, full time (72 units).
- Earned a bachelor’s or higher degree from an educational institution in the U.S

If students meet any of the requirements mentioned above, students may fill out the English Waiver Request Form. The English waiver request will be reviewed by the Academic Committee.

### 3) ESL COURSES

After ESL Placement Test, the students will find their level and take ESL courses as follows,

|         | Level 1 Courses | Level 2 Courses | Level 3 Courses | Level 4 Courses | Total    |
|---------|-----------------|-----------------|-----------------|-----------------|----------|
| Level 1 | 6 units         | 6 units         | 6 units         | 6 units         | 24 units |
| Level 2 | None            | 6 units         | 6 units         | 6 units         | 18 units |
| Level 3 | None            | None            | 6 units         | 6 units         | 12 units |
| Level 4 | None            | None            | None            | 6 units         | 6 units  |

\* None of ESL courses will be considered as GE elective credits.

### OTHER LANGUAGE PROFICIENCY REQUIREMENT

Since some classes are conducted in Korean or Chinese, proficiency in Korean or Chinese is required. High school diploma or College diploma from a Korean or Chinese speaking educational institution will suffice. Or the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System.

### READMISSION

Any student who has not enrolled in classes for more than 6 months but less than 2 years must complete the readmission form before returning to Bethesda University. Students who want to be readmitted after an absence of two years must complete a full application for entrance.

A student whose enrollment was terminated for unsatisfactory progress, violation of attendance policy, or misconduct may re-enroll at the beginning of the next grading period. A student who returns after his/her enrollment was terminated for unsatisfactory progress shall be placed on probation for the next grading period. The student will be advised of this action and the student file documented accordingly. The student must maintain satisfactory progress at the end of this probationary period or he/she will be terminated.

### READMISSION for International students

International students whose I-20 got terminated as a result of unsatisfactory progress, violation of attendance policy, or misconduct may apply for readmission after achieving 2.0 or higher GPA for two consecutive semesters at another institution.

## **TRANSFER OF CREDITS POLICIES**

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

1. Credits earned at institutions recognized by USDE and accredited by CHEA approved accrediting agencies such as ABHE, TRACS, ATS, and regional accrediting agencies are transferred through official transcripts. The university reserves the right to deny credit for specific courses.
2. Credits earned at unaccredited 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 units.
  - b. Credits to be validated and transferred must meet the following criteria
    - 1) The student must complete twelve academic units in residency at BU with a 2.0 grade point average.
    - 2) A course must fit the appropriate major or be applied as a general elective.
    - 3) The student may be required to pass a BU validation exam for the course to be transferred.
3. A maximum of 45 units 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 units are accepted in transfer. Grades for transferred units are not transferable. This means transfer units 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 requirements of each program. For example, a student who pursued a curriculum in a field in which courses are not offered at BU may not expect to receive full transfer for his/her previous work.
7. BU will maintain a written record of the previous education and training of veterans and eligible persons, that the record will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly.

## **TRANSFER OF CREDIT PROCEDURES**

Students desiring to transfer credits must have an official transcript on file and must confer with their program advisor before or during their first semester at BU. Students need to submit the "Request for Transfer Credit from Previous Institution" form to the Academic office. And for the General Education courses, the Chair of General Education will confer how many credits can be transferred, then student's major dept. Chair will confer how many professional studies credits can be transferred. Upon review of the Chair of General Education and Chair of student's major Dept., the Chief Academic Officer will complete a transfer credit evaluation.

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. Transfer Units will show on transcript.

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 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 indicated 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.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

**CRITERIA FOR TRANSFER OF CREDIT**

| <b>Maximum Number of Transferable Credits (Units) for Undergraduate Program</b> |  |              |
|---|--|--------------|
| <b>Institution Type</b>   | <b>Undergraduate Program</b>                                       |              |
|   | <b>Religion, Business, Early Childhood Education, Design, I.T.</b> | <b>Music</b> |
| <b>Accredited Institutions (4 yr.)</b>  | <b>81</b>  | <b>90</b>    |
| <b>Accredited Institutions (2 yr.)/<br/>Junior Colleges</b>                     | <b>62</b>  | <b>67</b>    |
| <b>Other Institutions/ Non-Accredited</b>                                       | <b>51</b>  | <b>54</b>    |
| <b>Non-accredited Institutions (with the same denominational background)</b>    | <b>63</b>  | <b>68</b>    |

|  |           |           |
|--|-----------|-----------|
| <b>Minimum Residence Requirements (Total Units Required)</b> | <b>45</b> | <b>45</b> |
| <b>Minimum Residence Requirements (Major Requirement)</b>    | <b>30</b> | <b>40</b> |

| <b>Maximum Number of Transferable Credits Allowed for Graduate Program (A Revised Policy)</b> |  |                           |                                 |  |                         |
|---|--|---------------------------|---------------------------------|--|-------------------------|
| <b>Institution Type</b>   | <b>Graduate &amp; Professional Program</b> |                           |                                 |  |                         |
|   | <b>Doctor of Ministry</b>                  | <b>Master of Divinity</b> | <b>M.A. in Biblical Studies</b> | <b>M.A. in Music</b>                         | <b>M.B.A.</b>           |
| <b>Accredited Institutions</b>  | <b>18</b>                                  | <b>48</b>                 | <b>30</b>                       | <b>24</b>                                    | <b>18</b>               |
| <b>Other Institutions/Non-Accredited Institutions</b>   | <b>6</b>                                   | <b>27</b>                 | <b>18</b>                       | <b>15</b>                                    | <b>0</b>                |
| <b>Other Institutions (with the same denominational background)</b>                           | <b>12</b>                                  | <b>39</b>                 | <b>21</b>                       | <b>18</b>                                    | <b>0</b>                |
| <b>Minimum Residence Requirements</b>   | <b>24</b>                                  | <b>48</b>                 | <b>30</b>                       | <b>24</b>                                    | <b>27</b>               |
| <b>Advanced Standing</b>  | <b>0</b>                                   | <b>15</b>                 | <b>9</b>                        | <b>9 (Biblical Studies Requirement Only)</b> | <b>12(Prerequisite)</b> |

### **POLICY FOR CHRISTIAN SERVICE CREDIT WAIVE**

The Christian service credit can be waived as the number of transferred units from other colleges as below.

- 1) 0 - 15 transferred credits = 0 Christian Service credit (0 unit) is waived
- 2) 16 -30 transferred credits = 1 Christian Service credit (0.5 unit) is waived
- 3) 31 - 45 transferred credits = 2 Christian Service credit (1 unit) is waived
- 4) 46 - 60 transferred credits = 3 Christian Service credit (1.5 unit) is waived

The Christian Service waived credits should be made up by taking any course from General Education

or Professional Studies of each program.

### **CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

Bethesda University does not accept any form of experiential learning for any of your programs.

### **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 seventieth percentile. Credit may be awarded as follows:

|                                      |                   |
|--------------------------------------|-------------------|
| English Composition with Essay ..... | 6 semester units  |
| Natural Sciences .....               | 6 semester units  |
| Humanities .....                     | 12 semester units |
| Social Sciences .....                | 9 semester units  |
| Mathematics .....                    | 6 semester units  |

The General Examinations must be taken before entering 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 level than the subject matter of the exam. Three semester units 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 units 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](http://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 postsecondary institution. A maximum of 9 units of advanced standing will be granted towards an M.A. in Biblical Studies, 6 units towards the M.A. in Music, and 15 units 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 an 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.

# ACADEMIC INFORMATION

## GRADING SYSTEM

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

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

## LETTER GRADE DESCRIPTION

- A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C Sufficient grasp of facts and a general competence of subject.
- D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F Failure to achieve minimal quality or production of work.
- FN Overall class attendance percentage is below 80%
- W Withdrawal from a class until the 8<sup>th</sup> week of the semester.
- WD Withdrawal by the Institution
- I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an “F.”
- P Pass

NP Non-Pass

## CREDIT DEFINITION

One semester credit is considered equal to 15 hours of “class time” with each hour consisting of 50 minutes of instruction and a 10-minute break. Homework should require between 15 and 30 hours for each semester credit.

## FULL-TIME STATUS

In order to complete a degree program within the normal stated time frame (i.e., a bachelor’s degree in four years), the undergraduate student should enroll in 16 units per semester and the graduate 15 units. Full-time undergraduate student status is defined as being enrolled in a minimum of 12 units during a Fall/Spring semester, Winter or Summer term. Full-time graduate student status is defined as being enrolled in a minimum of 9 units during a Fall/Spring semester, Winter or Summer term. Full-time D.Min student status is defined as being enrolled in a minimum of 8 units during a Fall/Spring semester, Winter or Summer term.

## LESS THAN FULL-TIME STATUS

|                           | Undergraduate<br>Fall/Spring | Undergraduate<br>Winter or<br>Summer | Graduate<br>Fall/Spring | Graduate<br>Winter or<br>Summer |
|---------------------------|------------------------------|--------------------------------------|-------------------------|---------------------------------|
| Three-quarter (3/4) time  | 9-11                         | 9-11                                 | 6-8                     | 6-8                             |
| Half (1/2) time           | 6-8                          | 6-8                                  | 4-5                     | 4-5                             |
| Less than half (1/2) time | 4-5                          | 4-5                                  | 2-3                     | 2-3                             |
| Quarter (1/4) time        | 1-3                          | 1-3                                  | 1                       | 1                               |

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

In order to progress satisfactorily from one term to the next, all enrolled students at Bethesda University and students who wish to receive financial aid (including federal, state, Veterans benefits, and etc.) must maintain satisfactory academic progress and other eligibility criteria in their degree or certificate program as described below. All terms that you are enrolled in at Bethesda University will be considered in the Satisfactory Academic Progress calculation. All repeated courses affect financial aid Satisfactory Academic Progress calculations. A repeated course, along with the original attempt, will be counted as attempted credit hours.

### Quality of Progress "GPA Requirement"

Students requesting aid must maintain a minimum cumulative GPA as follows:

## **Minimum Cumulative GPA**

Undergraduate: **2.0**

Graduate: **2.0**

- GPAs are reviewed at the end of each academic term (Fall and Spring).
- Students who fail to maintain the minimum GPA will be given a warning status for one academic term, during which they will continue to receive financial aid. At the end of the term, the GPA requirements must be met, or the student's financial aid eligibility will be suspended until they once again meet the applicable GPA requirement.

The following grades have zero (0) grade points associated with them, and therefore affect a student's GPA and Pace:

- Failing (F)
- Incomplete and Fail (I) → (F)

The following grades have no effect on GPA, but they do affect a student's Pace and Maximum Time and/or Unit Limits:

- Withdrawal (W)
- Withdrawal by the Institution (WD)
- Incomplete (I) - is not considered a passing grade for SAP purposes

## **Quantity of Progress "Pace Requirement"**

Students requesting aid must complete 67% of all credits attempted. (Cumulative units earned divided by cumulative units attempted)

Pace is reviewed at the end of each academic term (Fall and Spring).

Students who fail to maintain the pace requirement will be given a warning status for one academic term, during which they will continue to receive financial aid. At the end of the term, the Pace Requirement must be met, or the student's financial aid eligibility will be suspended until they once again meet the requirement.

## **Duration of Progress "Maximum Time Frame"**

Students requesting aid are expected to complete an academic program within a reasonable time frame (including transfer credits) as follows:

The undergraduate and graduate students must complete the program within 150% of the institutional requirements.

## **Notification**

Students who fail to maintain the pace requirement will be given a warning electronic notification via the school system. Students who fail to maintain the requirement by following the academic semester will be given an electronic notification of suspension via the school system.

## **Appeals procedures**

Any student who has been withdrawn from Bethesda University for failure to meet SAP requirements, violation of maximum completion time frame, 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.

### **Financial Aid Suspension Appeals**

Any student whose aid has been suspended may appeal for a term of aid probation, by completing the "Financial Aid Suspension Appeal Form," which is available on the financial aid Office. By the end of the probation term, the student must meet all Satisfactory Academic Requirements, as specified above, to regain financial aid eligibility.

The Appeal must include the following:

1. Completer Financial Aid Satisfactory Academic Progress Appeal form.
2. Documentation to support exceptional/extenuating circumstances that were beyond your control. (See below for examples of exceptional circumstances)

Examples of Exceptional and Extenuating Circumstances: Medical Issues-Hospitalization, medical conditions, a death in the family, divorce, military service, loss of job/home.

3. A statement explaining what exceptional/extenuating circumstances prevented you from reaching your educational goal, how the exceptional/extenuating circumstance has been resolved, and how long it will take you to complete that goal.
4. Your most recent Student Educational Plan which documents the length of time remaining in completing your educational goal at PCC.

## **ACADEMIC PROBATION AND DISMISSAL**

Satisfactory progress toward the degree is required. A student who is making unsatisfactory progress (overall GPA below 2.0 (undergraduate), 2.0 (graduate)) or who fails to complete the required credits at the end of a grading period shall be placed on academic probation for the next grading period. If the student on academic probation achieves satisfactory progress (GPA of 2.0 or greater) for the subsequent grading period, but has not achieved the required grades to achieve overall satisfactory progress for the program, the student may continue on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary term, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods shall be terminated.

When placed on probation, appropriate documentation is made in the permanent file of the student. The date, action taken, and terms of probation will be noted prior to returning to class. Reinstatement must be approved by the Chief Academic Officer, whereby the student may make a case for extenuating

circumstances being the cause for lack of satisfactory progress. The reinstated student is admitted on a probationary status after being out of school for a minimum of one grading period and must abide by above probationary terms.

For the qualification of financial aid disbursements, if at the end of the probationary period, a student is not meeting the minimum requirements for SAP, he/she may appeal to the Chief Academic Officer in writing for an extension of one grading period. During this extension, the student must bring his/her cumulative GPA to a minimum of 2.0 (undergraduate), 2.0 (graduate). A student will be re-instated as a regular full-time student and eligible for financial aid disbursements, if during the extension period, a cumulative GPA of 2.0 is achieved.

## **INCOMPLETE GRADES**

Incomplete grades are granted only for extenuating circumstances, such as sickness, accident, death in the family, etc. They are not to be given to avoid receiving an "F" for failure to complete work. Incomplete grades (I) are determined by the instructors and may be changed provided the incomplete work is completed within the specified time frame. Students must submit a petition for incomplete grades to the office of the Academic Registrar. The request must be submitted before the incomplete grades due date.

A student with an incomplete grade must complete required work within the next grading period. If required material is not turned in by the specified time, a failing grade (F) will be given in that subject. This failing grade will impact the GPA and successful completion percentage of the student. During the period in which a student has to finish incomplete work, the student's cumulative GPA is unaffected by the incomplete grade. Once the period has ended and the student receives a final grade, the GPA is re-calculated.

## **COURSE FORGIVENESS POLICY**

### **Purpose**

Bethesda University recognizes that students may face unforeseen hardships that affect their academic performance. The Academic Renewal Policy is designed to provide eligible students an opportunity to expunge courses with substandard grades ("D" or "F") from their academic record. This policy aims to support students in overcoming past challenges, facilitating degree completion, removal from academic probation or disqualification, enhancing graduate school acceptance prospects, and improving job application requirements.

### **Eligibility**

1. To be eligible for course forgiveness, students must demonstrate legitimate hardships, which may include, but are not limited to, financial challenges, personal tragedies, or other significant setbacks that significantly contributed to educational disruptions.
2. Expungement will only apply to "D" and "F" grades which have not been subsequently retaken and completed with a "C" or better will be considered for expungement.
3. Students must be enrolled at Bethesda University when submitting the application.
4. Students must NOT have any hold on their account (Financial, Academic, Registration, etc.) when applying for the expungement.



5. Students enrolled only in an Undergraduate program are eligible to apply for the course forgiveness.
6. Students whose original grade was a result of reporting of academic dishonesty by the professor are NOT eligible for course forgiveness for that/those classes.
7. Students can be approved only once for course forgiveness for the same course.

### **Credit Hour Limit**

Eligible students may request to expunge a maximum of 12 credit hours from their academic record. This equates to four courses of 3-credit hours each or any combination of courses that does not exceed the 12-credit-hour limit.

### **Procedure**

1. Eligible students must submit a Course Forgiveness Request Form, which can be found on Populi and at the Office of the Registrar. The form must include a detailed explanation of the hardships that contributed to their substandard grades and a clear plan for academic improvement.
2. A Committee of the Department Chair, Registrar and the CAO will review the request and may require supporting documentation (e.g., medical records, letters from academic advisors, etc.) to verify the legitimacy of the hardships claimed.
3. Once the request is approved, the courses with "D" or "F" grades to be expunged will be removed from the student's academic transcript, and the student's GPA will be recalculated accordingly.
4. The expunged courses will not be counted toward degree requirements or GPA calculation, but the original course registration will remain on the transcript with the previous grade and units attempted removed and a notation added (EXP) indicating that the course was expunged under the Course Forgiveness Policy.

### **Conditions**

1. Students are responsible for understanding that the Course Forgiveness Policy can only be applied once during their enrollment at Bethesda University.
2. Students must be enrolled at Bethesda University at the time of submitting the application.
3. Students enrolled only in an Undergraduate program are eligible to apply for the course forgiveness.
4. Students may request to expunge a maximum of 12 credit hours from their academic record.
5. Only "D" and "F" grades in courses not subsequently retaken and completed with a "C" or better will be considered for expungement.
6. The original course registration will remain on the transcript with a notation (EXP) indicating that the course was expunged under the Course Forgiveness Policy.
7. Course forgiveness does not guarantee admission to graduate programs or employment opportunities, and it is at the discretion of external institutions or employers to consider expunged courses.
8. Financial aid may not cover the additional course attempt, students may contact the Financial Aid Officer for more detailed information.

### **Request for a Review:**

If a student's request for course forgiveness is denied, they may submit a written request for a review to

the Office of the Registrar within 30 days of the denial notification.

By submitting a Course Forgiveness Request form, students acknowledge that they have read and understood the Course Forgiveness Policy and agree to comply with the conditions and limitations outlined herein.

## **REPEATED COURSES**

Any required class completed with an “F” grade must be repeated. 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.

## **WITHDRAWAL GRADES**

### **1. Official Withdrawals**

If a student needs to drop all classes enrolled in for a term, he or she must submit a Grade “W” Request form and the form is distributed to the Office of Academic, Office of Financial Aid, and Accounting Office. The Date of Official withdrawal is determined by the date the student begins the official withdrawal process and/or the date the student provides official notification of intent to withdraw, whichever is later.

### **2. Unofficial Withdrawals**

If a student stops attending classes without notifying Bethesda University, the withdrawal is based on the last date of academically related activity recorded by the class instructor.

If a student officially withdraws a course(s) by submitting a Grade “W” Request form by the withdrawal deadline, the grade of “W” will appear on the student’s transcript but does not affect the grade point average (GPA). Required courses for which a “W” is received, must be retaken.

### **Course Withdrawal by the institution (WD) Policy**

Students who reach 3 consecutive absences in any course at any time during the semester will be withdrawn from the course(s) will receive a WD grade. Student will have one week from the withdrawal date to apply for extension to 1) submit all missing work related for the weeks related to the withdrawal (for online only courses), or 2) an appropriate proof of excuse, which is limited to documented illness, emergency in student’s immediate family, and unavoidable obligations (for all types of courses). Student has 2 weeks from the initial withdrawal date to comply with one of the two scenarios mentioned above. Students who are approved for the extension or change of attendance will be placed on ACE program (Academic Completion Engagement) where ACE coordinator with the help of Student Care team will guide students to get back on track with a goal to help students successfully complete the semester.

WD procedure:

- 1) After reaching 3 consecutive absences in any class, student is withdrawn from that

class by the Attendance Clerk

- 2) Student has one week from the initial withdrawal date to apply for the extension to reverse WD.
- 3) If the student **does not** contact Bethesda University to apply for the extension within one week from the initial withdrawal date, the necessary departments will be notified to update their status with external organizations, such as USCIS or DOE. If the student **does** contact Bethesda University to apply for the extension to reverse a WD, the professor of the course(s) and the ACE coordinator will review the request for approval. Both, the professor and ACE Coordinator must approve the request for the student to be placed back into the course. If professor approves the request, he/she agrees to grade the submitted late assignments and change the attendance from absent to tardy within the 2-week period from the initial withdrawal date.
- 4) If both, the professor and the ACE coordinator approve the request for extension, the student will be placed on the ACE program and will be required to comply with the rules and regulations of the ACE policy and student will have two weeks from the initial withdrawal date to update the required coursework (two assignments per week) in order for the professor to change the attendance for the weeks related to the course withdrawal.
- 5) **If student fails** to submit the required assignments per each week related to the withdrawal, they will remain withdrawn and other departments will be notified. **If student succeeds** to submit the required assignments per each week related to the withdrawal, professor will grade the assignments and update the attendance accordingly.

\*Same student may be approved for extension to reverse the course withdrawal by the institution ONLY 1 time during the studies at Bethesda University.

## **ADD/DROP POLICY**

### Adding or Dropping classes before the Add/Drop Deadline (1<sup>st</sup> and 2<sup>nd</sup> week of classes)

Students are allowed to add/drop courses through the end of the second week of classes. A Class Add/Drop Request form must be submitted to the Academic office by the 2<sup>nd</sup> week of semester. It does not impact grade point average/ attempted credit hours and will not appear on transcript as well.

### Dropping classes after the Add/Drop Deadline (3<sup>rd</sup> week to 9<sup>th</sup> week of classes)

Beginning the third week of classes through the ninth week of classes, you may withdraw from a course after the add/drop period has ended with no grade penalty. However it impacts attempted credit hours and a "W" will be recorded on your transcript. The official date of withdrawal will be used to calculate percentage of refunds

### After the Withdrawal Deadline (after 9<sup>th</sup> week of classes)

No class may be withdrawn after the ninth week of classes. A student must submit a petition in order to

withdraw from a course after the withdrawal deadline with a proof of documents demonstrating exceptional circumstances.

\*\* To All Financial Aid Recipients: Students receiving financial aid are encouraged to contact the Financial Aid Office before withdrawing from a class as this can affect current and/or future financial aid eligibility.

### **Medical and Compassionate Withdrawal Request Procedures**

A medical or compassionate withdrawal request may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing his or her classes, and incomplete or other arrangements with the instructors are not possible.

Usually, consideration is for a complete withdrawal. The Add/Drop form for withdrawal requires thorough and credible documentation; however, the form for less than a complete withdrawal must be especially well documented to justify the selective nature of the partial medical/compassionate withdrawal.

A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing classes. The medical withdrawal policy covers both physical health and mental health difficulties.

A student may request and be considered for a compassionate withdrawal when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care of a seriously ill child or spouse, or a death in the student's immediate family), prevent the student from continuing in classes.

Chief Academic Officer reviews medical and compassionate withdrawal requests, according to those procedures. A student requesting a medical or compassionate withdrawal is referred to the Academic Dean. A non-degree student is referred to the Academic Dean. The Academic Dean determines the appropriateness of the medical or compassionate withdrawal request and based on the documentation provided either approves or denies the request. If approved, the Academic Dean also determines the approved effective date based on the documentation provided by the student or healthcare provider. In addition, if the medical or compassionate withdrawal request is approved the Academic Dean must also determine if a medical administrative hold is appropriate. If a medical administrative hold is placed on the student's records, the student will be blocked from all future registration at Bethesda University until the hold is removed by the Academic Dean. The removal of the medical administrative hold is usually only processed after the student or healthcare provider supplies documentation explaining that the student is well enough to return to the university.

An approved medical/compassionate withdrawal request will result in a special note line indicating the nature of the withdrawal on the student's unofficial transcript. Medical and compassionate withdrawal applications and supporting documents are retained by the Academic Office for at least five years and filed separately from the student's other records.

### **Student Procedure for Medical and Compassionate Withdrawal**

The following procedure applies to students who are unable to continue classes for extraordinary medical or other personal reasons. You are strongly encouraged to submit your request as soon as possible.

If you are receiving financial assistance, you are strongly encouraged to consult with a Financial Aid and Scholarship Services counselor to identify and understand the financial aid and monetary implications of processing this withdrawal transaction.

If you are an international student with an F1/J1 visa, you must consult with the International Student Advisor to discuss the serious immigration consequences that may result from your withdrawal from BU. As an international with an F-1/J-1 visa, you must provide medical documentation from a U.S. licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist.

To request a medical/compassionate withdrawal, you must submit an Add/Drop form along with appropriate documentation to the Academic Office.

Appropriate documentation for a medical withdrawal consists of a letter from your attending health care provider that specifies the following:

- the date of onset of illness
- the dates you were under professional care
- the general nature of your medical condition and why/how it prevented you from completing your course work
- the date of your anticipated return to school
- the last date you were able to attend class

Requests for less than a complete withdrawal must be especially well documented to justify the selective nature of the medical withdrawal request. The letter must be typed on the health care provider's letterhead stationery.

Appropriate documentation for a compassionate withdrawal is dependent upon the nature of your circumstances. The Academic Dean can provide advice in this area.

The medical and compassionate withdrawal process is primarily focused on the student's academic record as it relates to the student's health and wellness. Tuition adjustments, Refund, or nonrefundable fees or credits would be granted by Institutional Refund Policy.

## **MAXIMUM LOAD CREDIT**

The maximum load for Undergraduate program is 21.5 units (7 regular courses plus one Christian service (0.5 unit)) and the maximum load for Graduate program is 18 units. If an Undergraduate student wants to take more than 18.5 units and a Graduate student wants to take more than 15 units, a student needs to submit the "Request for Extra Units" form to the Academic office.

## **ATTENDANCE POLICY**

Bethesda University requires attendance at all classes for credit. A minimum 80% attendance rate is

required for course credit. This math works out to 16 weeks x 80% = 13 times. This means that **the maximum amount of times you are allowed to miss a class is 3 times (unless it is 3 consecutive absences)**.

- **4 or more absence: You will get an ‘F’ for your courses**
- **3 consecutive absences: You will get a ‘WD’ and you will be automatically be dropped from your courses**

Students who stop attending class for any reason should contact the professor and the registrar to officially withdraw from the class. If a student stops attending classes without officially withdrawing, he/she will receive a “F” for the course.

Excused absences are limited to documented illness, emergency in the student's immediate family, and unavoidable obligations. The registrar is responsible for determining the nature of each absence and for making the absence-related adjustments to the student record. There is no University-wide definition of tardiness and class cuts. The instructor is responsible for determining the acceptable number of tardiness in his/her class as well as devising a system for making up missed assignments and examinations.

\* **For Financial Aid students:** Students will be administratively dropped from any course where attendance cannot be demonstrated. Based upon this information, their financial aid will be re-evaluated accordingly.

(Students who have documented proof of attendance may be eligible to have their enrollment and financial aid reconsidered.)

### **For Campus**

Students are expected to attend and participate in class(es) regularly. Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination, participation in discussion.

### **For Online**

Students are expected to attend and participate in online class(es) regularly. Attendance is defined by participating in an academically related activity such as submission of an assignment, examination, participation in online discussion or video conference.

Attendance policy for online class, focusing on more online class activities, assignments allow students to demonstrate their presence in class. Students need to complete two assignments each week to earn their attendance record.

Instructors must provide students with a minimum **two assignments each week. At least two online discussions are required per semester.**

**If you are giving students a writing assignment, give a minimum word requirement for discussion posts and/ or writing assignments 250- 400 each and 500 plus word count for essays.**

**Do not accept assignments through e-mail. Students must turn in their assignment through Populi for our recordkeeping.**

Attendance is determined by the student's timely and regular contribution to the online activities.

## **LEAVE OF ABSENCE**

Students may request to take a Leave of Absence from enrollment in classes for up to two consecutive semesters. Requests for a leave should be initially made to the Registrar and require university approval. Forms are available from the Academic Office and must be completed prior to the student's absence from the university. Failure to complete the required form, or to register at the end of the approved leave, will result in the student having to reapply to the university and comply with any applicable changes in admissions, financial aid, and degree requirements as stated in the Readmission Policy of the school catalog.

The written request must include the length of absence, the purpose of absence, and documentation verifying the purpose. If the length of absence is more than two consecutive semesters but less than 5 years, students must submit a readmission form. An undergraduate student who re-admits after an absence of five years must complete a full application for entrance.

## **DROP-OUT POLICY**

Students who chose to leave the school for a period of time should follow the policy established for Leave of Absence. Students who discontinue their instruction without prior approval, must submit an application for readmission.

## **RE-ENROLLMENTS**

A student whose enrollment was terminated for unsatisfactory progress, violation of attendance policy, or misconduct may re-enroll at the beginning of the next grading period. A student who returns after his/her enrollment was terminated for unsatisfactory progress shall be placed on probation for the next grading period. The student will be advised of this action and the student file documented accordingly. The student must maintain satisfactory progress at the end of this probationary period or he/she will be terminated.

## **NON-REGULAR STATUS/EXTENDED ENROLLMENT STATUS**

Bethesda University acknowledges that there are exceptions and provisions for students placed on extended enrollment status or non-regular status. A student who has been placed under these circumstances will not be eligible for student financial assistance and must meet with the Chief Academic Officer to determine if the student will be allowed to continue in their field of study. Each situation is determined on a case-by-case basis, and it is the Chief Academic Officer's discretion to accept the mitigating or extenuating circumstances. In each case, proper documentation will be placed in the student's file. Any student who is not accepted under these circumstances will be terminated from the institution.

## **GRADE CHANGE POLICY**

Grade Change Form is only accepted during the Grade change period. The Academic officer will announce the period of Grade Change in the school Homepage and school Board, and also be included in the school Schedule. After the Grade Change period is over, Grade Change form is not accepted any

more. For “Incomplete” grade, Grade Change Form is allowed until the beginning of next semester. After the new semester starts, the Grade Change form is not accepted anymore.

## **INDEPENDENT STUDY**

### **1. What is the Independent Study?**

An Independent Study course is *not* a regularly scheduled university course, but is arranged, planned and managed by a supervising professor in conjunction with the goals that are proposed, refined and approved by the supervising professor and final approved by Chief Academic Officer.

There may be occasions when a student needs to take a class that is listed in the catalog but it is not offered in the upcoming semester. On such occasions, the student may choose to take the course as an Independent Study class. To qualify, a student must submit an Independent Study Request Form to the professor who is willing to act as the student’s mentor and then to the Academic Office afterwards. The Independent Study Request Form must fully describe the course, state the student’s objectives in taking the course, and outline the procedures to be followed. The student under the guidance of a professor must complete all the requirements of the class prescribed in the syllabus. 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 during a student’s last year of study (senior academic standing). Up to a maximum of 3 independent studies are allowed until the student finishes the program.

In addition to the regular tuition for the class, students will be expected to pay an Independent Study Fee of \$70 per credit unit.

For on-campus students, they must meet with the professor at least 6 times (1-2 hours) per semester, while online students can simply correspond via email.

### **2. Independent Study Program’s Policy and Procedure**

To qualify, a student must submit an Independent Study Request Form to the professor who is willing to act as the student’s mentor and after the student gets a signature from the professor, then submit the form to the Academic Office afterwards. The Independent Study Request form must fully describe the course, state the student’s objectives in taking the course.

The following elements must be in each Independent Study Request form.

1. General student data including the name, student ID, email, phone number, and program placement.
2. The beginning and end dates of the agreement.
3. The duration of agreement (not more than one semester or half year).
4. Dated signatures for Student, Instructor, and Chief Academic Officer.

All instructors of Independent study need to submit the course Syllabus Form at the beginning of semester with written agreement (Independent Study Request Form). The student under the guidance of a professor must complete all the requirements of the class prescribed in the syllabus. The amount of work involved should be equivalent to the requirements of a regularly scheduled class with the same credit value.



The following elements must be in each Syllabus form.

1. The learning objectives for the course(s) and assignments attempted under the agreement.
2. The methods of study, including the student activities selected by the supervising teacher that the student will complete in order to meet the course objectives.
3. The methods of evaluation that will be used to determine if the student met the learning objective(s).
4. The specific resources, including instructional materials and personnel, which will be made available to the student.
5. The maximum length of time between the date of the assignment and when it is due, by grade level and type of program.
6. The number of missed assignments that will lead to an evaluation to determine if independent study is appropriate for the student.
7. Reporting/returning assignments to teacher(s).
  - Time(s) for meetings/reporting
  - Frequency of meetings (can be a combination of online, face-to-face, or lab)
  - Location (may be a combination of labs, classrooms, face-to-face, and/or online)

## **DOUBLE MAJOR & MINOR POLICY**

Students who want to have Double major or Minor need to submit the “Request for Double Major or Minor” Form after getting the signature from the current mentor and get the final approval from the Chief Academic Officer.

### **1. Double Major policy**

- a. If a student takes total units in other major’s Professional studies, except Christian Services, It is allowed for double major and will be recorded as double major in graduation Certificate.

### **2. Minor policy**

- a. In Theology major of Undergraduate program, if a student takes 27 units in Professional studies of other concentration in Theology, it is allowed for Minor and will be recorded as Minor in graduation Certificate.
- b. In the Music major of Undergraduate program, if a student takes 36 units in Professional studies of other concentration in Music, it is allowed for Minor and will be recorded as Minor in graduation Certificate.
- c. In the Business Administration major of Undergraduate program, if a student takes 36 units in Professional studies of the other concentration in Business, it is allowed for Minor and will be recorded as Minor in graduation Certificate.
- d. In the Music major of Graduate program, if a student takes 21 units in Professional studies of other concentration in Music, it is allowed for Minor and will be recorded as Minor in graduation Certificate.

## **PLACEMENT ASSISTANCE**

Although the university does not operate a formal placement office, information concerning employment opportunities and referral services is available in the office of the Dean of Students. Current job openings and career opportunities are posted on bulletin boards. The university makes every effort to assist the student by keeping these postings current.

## **RELEASE OF STUDENT INFORMATION**

Bethesda University considers information classified as “directory information” to be general enough in nature to be released without the consent of the student. The following is classified as directory information:

1. Student name, address, and telephone number
2. Date and place of birth
3. Full-time or part-time enrollment status
4. Dates of attendance
5. Major field of study
6. Degrees and awards received
7. Participation in activities

Students who do not want “directory information” released without specific written consent must give written notice to the Registrar’s Office no later than the close of late registration. If a student does not file a refusal form with the Registrar’s Office, directory information will be released at the discretion of the university. The university prohibits the use of such information for commercial purposes.

BU maintains the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974. No one outside the university will have access to, nor will the institution disclose any information from, a student’s education record without written consent of the student except as permitted under the Act.

## **TEACHING OUT PLAN POLICY**

### **I. POLICY STATEMENT**

Bethesda University (BU) holds student success as our paramount goal. BU is committed to providing students with a complete program. If the University deems that the viability of any program, the University is impractical, BU has planned for the unfortunate situation of having to cease that program’s operations, if necessary.

The only viable option for BU is to commit to teaching-out its students in the eventuality of the need to cease operations and to ensure that the resources are available to complete its obligations to enrolled students. The key to this policy is to make certain that sufficient financial resources are escrowed during the years of growth should they be required for a teach-out.

### **II. PURPOSE**

The purpose of this policy is to assure BU students the opportunity to successfully complete the program in which they enrolled. The policy recognizes the student’s time, effort, financial cost, and accomplishment during the period of enrollment, and that the student’s commitment to the program was undertaken to achieve the degree / diploma recognizing such accomplishment at the time of completion.

The continuing commitment to student success will remain paramount during this process.

### III. PROCEDURE

#### A. Underlying Principles

The policy adheres to the following principles:

- All stakeholders are required to be notified of any changes to operate including: students, faculty, staff, administration and cooperating organizations.
- Instruction and services will be provided at the same level throughout the completion of any BU program and qualified students will be able to complete their admitted program.
- Once the Board of Trustees approves the decision to close the program, no additional students shall be enrolled in the program.
- The teach-out policy will not result in an increase in any costs to the students.
- Courses required for the teach-out policy will be provided on the current campus of the program.
- The University will assist students enrolled in the program who would like to transfer to another program to complete their degree.
- The University commits to providing a schedule to offer all courses needed by students to complete the program in a sequence and on a schedule that will enable them to complete their programs. Students will be expected to take the courses required to complete their programs when offered. Failure of students to take required courses when offered will not obligate the institution to offer the courses again.
- Arrangements will be made to ensure that graduates will have access to their transcripts and records subsequent to closing of the program.

#### B. Determining the Need to Cease Enrollment and Teach-Out numerous factors can affect the viability of a program. Sometimes the interaction of different factors creates concern, and these factors must be monitored on an ongoing basis so as not to be caught off guard without having sufficient time to counteract the effects of these factors. These can include but are not limited to:

- (a) lower than expected enrollments;
- (b) a softening of the job market;
- (c) difficulty in finding qualified faculty.

BU regularly monitors the following items:

- a) Enrollment patterns at BU and its competitor institutions in similar recruiting areas are charted annually to look for patterns.
- b) Statistics are collected on employment needs in the industry on an annual basis to see if there is a downward trend.
- c) The number of graduating students in the USA are graphed in relationship to employment needs on an annual basis to determine trends.
- d) Faculty salary surveys are conducted on a biannual basis to make certain BU salaries are attractive to hire and retain competent faculty.
- e) Financial results compared with budget expectations are reviewed on an annual basis. Should any of the above indicate a need for modifying projections; the strategic plan will

be adjusted. BU will do whatever possible to make adjustments for its ongoing effectiveness and viability. Should this not be possible, the last option, that any program, or the University is no longer a viable institution, rests with the Board of Trustees. Under those circumstances, the Board would decide if and when it is time to cease enrolling new students and to implement a teach-out policy. The decision would be implemented if and when the following occur: a) enrollment for a two year period has substantially failed to meet the target for two consecutive years; and b) the combination of the reduction in expenses coupled with an inability to raise additional capital fails to prevent increasing operating losses; and c) students cannot be provided with a sustained a quality educational program.

C. Implementing the Teach-Out Policy If at any time a program, the University makes the decision to cease operations the following scenario would be implemented:

- a) After the decision is made, new students will not be admitted.
- b) In the second year following the decision, budget expenses are reduced by reducing faculty no longer needed for first year courses, and eliminating the admissions function of the subject program.
- c) In the third year following the decision, budget expenses are further reduced by the further reduction of faculty following the same approach in the preceding item (b) as applied to second year courses, and a reduction in the faculty development budget.
- d) In the fourth year following the decision to cease operations, faculty will continue to be reduced under the same approach as previously outlined, while a skeletal staff will remain to handle the transition and closing including the securing and transfer of records and transcripts, sale of assets, and accounting including closing the books and a final audit. In addition, career services staff will remain or be arranged to assist those graduates who have not found placement or further graduate education opportunities. All necessary resources to enable this teach-out policy are available in reserved capital resources for BU.

#### IV. SCOPE / COVERAGE

This policy applies to all programs of the University.

### **DISTANCE (ONLINE) EDUCATION**

Bethesda University offers online courses with the same high quality instruction as courses offered on campus. Distance courses are designed for students who need a flexible class schedule, because most classes may be completed off campus.

BU uses its own distance education system that offers ease of use, power, speed, and reliability. Course content is delivered through internet pages and class discussions are held. The online courses can be used to complete courses for students who cannot come to campus as regularly due to time and distance restraints.

Students register distance courses through the Registrar's Office. This is the same process as on ground registration.

**Resident Students**

Resident students can take unlimited Distance Education (DE) courses each semester.

**International Students**

F-1 International students must register for a minimum of 12 undergraduate or 9 graduate credits each semester. International students may take one three-credit DE course each semester. A student wishing to register for more than 13 undergraduate or 10 graduate credits per semester cannot take more than one three-credit DE courses.

Undergraduate program students must take a minimum of nine units of campus classes and one or more classes can be online classes. For graduate students, six units must be campus classes and 1 or more classes can be online classes.

F-1 international students can only take ONE online class toward their minimum number of credits as their full-time enrollment during their normal semesters. If you only need one course to complete your program of study, the course cannot be distance learning.

**Student Privacy Policy**

Bethesda University protects the privacy of all students, adhering to the same privacy standards for online students as it does for students studying on the campus. Bethesda University issues a unique user ID and password to each student upon enrollment and each college employee upon date of employment. The user ID is required for both students and faculty to access the Populi course management system for all courses, including distance learning. The Populi LMS is a secure environment where faculty members post course materials, assignments and exams, provide chat and discussion forums for their courses, and where students participate in those online activities. The privacy of individual students' assessments and grades is maintained within the course management system.

Faculty is restricted to accessing information associated with the specific courses they teach. Students are automatically enrolled in courses through a batch process run by the administrative team in May, June, July, August, and January each year. Students are restricted to faculty-published information in courses for which they have enrolled and student-group related activities in a given course. Guest access to courses is not allowed. Course and user profile information is not visible to anyone without an account. Populi users cannot view the profile information of other users unless those users give permission.

**Secure Login and Password:** Each distance learning faculty and student enters his/her user ID and password into Populi to gain access to authorized Populi learning environment resources. This combination of user ID and password identifies faculty and students to the system on each course visit. All users should understand the following:

- All parties accept responsibility for the security of their personal passwords;

Private student information is separated from others' within the course management system and protected from outside intruders through limited student group permissions; and

- Private faculty information is protected from student views within the course management system and from outside intruders through typical faculty group permissions.

### **Technical Requirements**

Students must have access to a computer if they take online courses. Students may also use the computers in the library or Lab. Students should check their e-mail frequently for communication with their instructors. It is strongly recommended to have personal computers.

Students should have some basic computer skills, such as word processing and web browsers. If you don't presently possess these skills, you will need to pick up on them fairly quickly. The successful online student knows how to:

- Start, shut down, and reboot a computer;
- Use a keyboard and mouse gracefully;
- Use his or her Internet Service Provider or otherwise gain access to the Internet;
- Access URLs (addresses) on the Internet;
- Use online search tools to locate materials on the web;
- Navigate forward and backward on web sites with links, frames, image maps, and other elements;
- Recognize when a "plug-in" is needed to view a particular web page;
- Print pages in the programs he or she uses, especially web browsers;
- Send, receive, reply to, and forward email;
- Send and receive email attachments;
- Use a word processor and excel;
- Copy and paste text across documents and software applications;
- Save a document or other file to a particular location; and
- Find a file or document previously saved.

### **Student Responsibilities**

In the distance learning environment, students have some responsibilities that are based upon the nature of the learning. In addition to setting and sticking to your own schedule, reading all the assigned chapters and keeping up with due dates, students have responsibilities the below:

- Do not procrastinate!;
- Make sure you keep a copy of every assignment you submit;
- Check with your instructor for the file format for assignments and how to submit them;
- Identify yourself in all email messages using your actual name, as your email address may not identify who you are; and
- Evaluate the course delivery method as well as the course. Ask for help when you need it.

### **Instructor Response Time**

According to the University policy, grades for all assignments and exams, for both in-person instruction and distance education, will be available in two weeks after the due date or the exam date. If the time frame varies, the instructor specifies in the course syllabus about the expected response time for all submissions.

### **Academic Honesty**

Because of the lack of face-to-face contact in the distance learning environment, instructors try to spend more time communicating with students. For instance, they should give some online questions that require students to answer. Otherwise, they may open discussion rooms on a specific topic. Students must tell their own ideas.

### **Attendance Policy for Online Course**

#### **1) How can we consider “Attendance” in an Online Class?**

Regular attendance is important for student’s success in online courses. To comply with federal mandates for student financial aid, participation in two weekly online activities are required for “attendance” in online courses.

To be compliant with these mandates, instructors must mention “Attendance Policy” in the beginning of online class.

- **What is NOT considered as “attendance?”**

Students simply log into a course’s learning management system (Populi) as participation in that course.

- **What is considered “attendance?”**

Any “**academic activity**” in a given course as participation in that course. For online classes, the activities in the following categories are considered as “academically related”:

- Participating in any assigned activity (e.g., submitting assignment or material, taking examinations, engaging in an assigned study group, providing a self-introduction to the class in a discussion forum designated for this purpose);
- Completing interactive tutorials or computer-assisted instruction; or
- Discussing the course subject matter (e.g., online with other students, by email with the instructor)

- **What is NOT considered as an “academic activity?”**

Topics other than the course’s subject matter would not be considered as participation, even if the student contacts the instructor to discuss them. For instance, plans about submitting assignments, requests for extensions on deadlines for assignments, notifications of illness, or inquiries about purchasing course materials.

## **2) Who May Participate in an Online Class?**

Students who have registered for an online class may access that class once it is made available at or before the beginning of the term in which it is offered. Only students who “officially” enrolled in an online class may participate in (i.e., attend) that class. A student may have access to an online class, although the student is not officially enrolled in that class until the student has a signed enrollment agreement, if students are not officially enrolled, any academic online activities in a given class are not considered as participation in or attendance of that class. Therefore, a student’s failure to provide a signed enrollment agreement by the time that student exceeds 21 days’ non-participation will result in that student’s withdrawal from that class.

Individual interaction is required to process non-participation, and an instructor and the University will take appropriate actions on non-participation. However, the instructor may have the right to determine a student's attendance, based upon their weekly online activities. No online activities are considered after reaching 21 days’ non-participation is reported to the University.

## **3) How Is Non-participation Handled in an Online Class?**

The Bethesda University has an 2/3 attendance requirement; there are limited excused absences, which depend on the instructor’s criteria on each class. Absences are counted from the first scheduled class meeting.

An online student who misses more than 1/3 of the class may receive “F,” “W” or “WD.”<sup>1</sup>

An instructor has responsibility to formally submit the “F” with the appropriate last participation date for the student with the course’s other grades (i.e., assignment, midterm and so on) at the end of the term.

The above communications with students are university best-practice requirements. To participate in on-line activities is the student’s responsibility. Some on-line classes may have synchronous contents. However, students are still required to give substantial asynchronous interaction.

## **4) Does Non-participation Accrue during Scheduled Breaks?**

No, if a given course is scheduled on an academic calendar that allows break time to students (e.g., Labor Day, Thanksgiving Break, Memorial Day, Spring Break), a student may still participate in that course during the break. If a student does not do so, however, the scheduled break day(s) do not count toward the non-participation. In addition to normal University business days, however, non-participation does accrue on regular weekend days that are not included in scheduled break time.

## **5) Does Non-participation Accrue during Temporary Military Duty?**

If the temporary military duty is properly reported in advance to the University, then the temporary military duty will not cause the student to exceed 21 days’ non-participation. If a student is on temporary military duty, that student is eligible for a temporary leave of absence. When a student is notified of upcoming temporary military duty, the student should provide a copy of his or her orders to Military and Veteran Services in the BU, and the appropriate program director. Suitable arrangements can then be made to accommodate the student’s non-participation in the affected class(es). If a student fails to provide advance notice to the University about temporary military duty, any non-participation will result in the same consequences outlined above until the temporary military duty has been adequately reported. Students whose military duty will be over 21 days’ non-participation should consult with Military and

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<sup>1</sup> W: withdrawn by the student      WD: withdrawn by the University



Veteran Services for appropriate accommodations under the Higher Education Opportunity Act (HEOA).

**6) Can Students Have Financial Aid Holds Removed?**

Yes, if a student has a financial aid hold due to non-participation in a given course, student's financial status may be resumed after he or she has participated in that course. To recover student's status of financial aid, a student: (1) begin participating in the course that caused the hold and (2) ask the course's instructor to notify Financial Aid that the student has begun participating in the online class activities.

**7) Can Students Be Reinstated after Being Withdrawn or Failed for Absenteeism?**

Yes, but the student's reinstatement may only occur on the approval from the Chief Academic Officer. To request reinstatement, the student should notify both the course instructor and the Chief Academic Officer, including (1) explanation on the reason why he or she may have a valid reason to be reinstated and (2) some assignments that the student submitted.

**Contact**

- Distance Education Director: Prof. Zongze Chen  
Telephone: (714) 683-1372  
Email: zongzechen@buc.edu

## **GRADUATION**

**Progress Towards Graduation**

Students are responsible to meet all degree requirements for graduation. Academic advising is available to ensure that students are making sufficient progress towards graduation. BU follows a course rotation that allows the completion of all degree requirements within the time span of a normal academic load (four years for the B.A., three years for the M. Div. D.Min, and two years for the M.A.). At the beginning of the student's junior year and senior year of study in the B.A. program and at the beginning of the student's last year in the graduate program, the student is required to consult 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, or who do not participate in academic advice and the academic advising audit, should not expect to graduate if they have not met all degree requirements.

The normal student status for undergraduate class designation is as follows:

|                  |             |
|------------------|-------------|
| Freshman status  | 0-29 units  |
| Sophomore status | 30-59 units |
| Junior status    | 60-89 units |
| Senior status    | 90+ units   |

Graduation ceremonies are held after the spring semester. Only 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, but will be required to participate in 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 that academic year. It is the responsibility of the student to ensure that all requirements have been met prior to the deadline for graduation.

### **Academic Honors**

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

|             |                 |
|-------------|-----------------|
| 3.8 - 4.0   | Summa Cum Laude |
| 3.65 - 3.79 | Magna Cum Laude |
| 3.5 - 3.64  | Cum Laude       |

## **GRADUATION REQUIREMENTS**

Students must fulfill all financial obligations to BU and file a petition to graduate before the middle of February to be eligible to receive a degree in May. Students must complete the degree requirements of the catalog in effect at the time of admission or of re-admission. For graduation purposes, it is strongly advised that students maintain continuous enrollment once they are accepted for admission and matriculated.

### **BACHELOR OF ARTS**

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

1. Complete all required course units for the degree and course work with a minimum cumulative grade point average of 2.0.
2. Complete the required general education, Bible, theology, ministry, Christian service, and major requirements, ESL requirements.
3. Demonstrate the development of Christian character as evidenced by the Christian Service and Student Life departments.
4. Complete the last 45 units of coursework at BU.
5. Make an application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.
6. Take the Bible Knowledge Test only for students majoring in Religion.

### **MASTER OF ARTS IN BIBLICAL STUDIES**

To graduate with the Master of Arts in Biblical Studies degree the student must:

1. Complete 60 semester units of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 30 units of course work at BU.
4. Make an application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.
5. Take the Bible Knowledge Test.

## **MASTER OF BUSINESS ADMINISTRATION**

To graduate with the Master of Business Administration degree the student must:

1. Complete 45 semester units of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 27 units of course work at BU.
4. Make an application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

## **MASTER OF ARTS IN MUSIC**

To graduate with the Master of Arts in Music degree the student must:

1. Complete 48 semester units of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 24 units of course work at BU.
4. Make an application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

## **MASTER OF DIVINITY**

To graduate with the Master of Divinity degree the student must:

1. Complete a minimum of 96 semester units of course work with a minimum cumulative grade point average of 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 48 units of course work at BU.
4. Make an application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.
5. Take the Bible Knowledge Test. For the students who transfer from the MA degree in Biblical Studies to the M.Div degree, they are not required to take another Bible Knowledge Test.

## **DOCTOR OF MINISTRY**

To graduate with the Doctor of Ministry degree the student must:

1. Complete a minimum of 42 semester units of course work with a minimum cumulative grade point average of 2.7.
2. Complete all required courses for the degree and all proficiency requirements.
3. Complete the last 24 units of course work at BU.
4. Make an application for the degree, fulfill all financial obligations to the school, and participate

in graduation ceremonies.

## **GRADUATION RATES AND EMPLOYMENT RATES**

Current and historical graduation rates and employment rates are available for review in the Academic Office of BU.

## **STUDENT RECORDS**

Enrollees are advised that state law requires educational institutions to maintain school and student records for a minimum of 5 years. Student transcripts are kept permanently.

## **RESERVATION OF RIGHTS**

BU reserves the right to change its policies without prior notice, including tuition, fees, credit value per course, course offerings, curricula, and grading policies. Any changes to graduation requirements will be available to students before being published as an update to the current school catalog or added to new and succeeding catalogs. It is the discretion of the faculty and administration to change or add new academic policies that will improve the level of instruction and further facilitate the mission of the school.

## **BACHELOR'S PROGRAMS**

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

### **Bachelor Degree Outcomes:**

#### **Upon completion of a Bachelor's degree, students will:**

1. Manifest a life-style based on Christian principles.
2. Apply Christian faith to world issues and in their daily lives.
3. Demonstrate necessary communication skills relevant for Christian ministry in a contemporary society.
4. Minister effectively in a contemporary society and to the worldwide Christian community.

Bethesda University offers a Bachelor of Arts with majors in Religion, Early Childhood Education, Music, Business Administration, Information Technology, and Design. There are four concentrations

in the B.A. in Religion. A student may choose a concentration in Biblical Studies, Pastoral Ministry, Christian Education, and Mission. There are three concentrations in the B.A. in Business Administration. A student may choose a concentration in General Business Administration, Sports Management, and Legal Administration. Faculty members direct the academic programs in their respective fields.

**Basic Course Requirements:** The BA in Religion requires 126 units of course work, including 39 units of general education, 3 units of Christian Service, 51 units of Bible and theology, and 33 units of professional studies. The B.A. in Early Childhood Education and Business Administration and Information Technology requires 126 units of course work, including 48 units of general education courses, 3 units of Christian Service, and 75 units of professional studies. The B.A. in Music requires 135 units of course work, including 48 units of general education, 3 units of Christian Service, and 84 units of professional studies.

### **General Education Outcomes:**

Upon completion of the general education courses a student will:

1. Understand key concepts in a variety of general education disciplines in relation to a Christian worldview.
2. Be able to exercise essential communication skills in order to write clearly, using a standard literary format.
3. Understand the principles of psychology as it relates to the areas of cognitive, emotional, social, and the physiological, making application to one's self understanding and social interaction.
4. Be familiar with major historical world movements and their impact on humanity.
5. Understand the world through the knowledge of major concepts of geology, astronomy, meteorology, and biology.
6. Be functional in the use of a computer in personal and professional settings.

## **Bachelor of Arts in Religion**

The Bachelor in Religion is a four-year degree program providing students with professional training for ministry on a college level. The degree offers a solid grounding in Bible, doctrine, and the practices of ministry within a strong Pentecostal environment. With a broad educational component, the curriculum enables students to formulate a biblical worldview and a biblical mindset for life. The Bachelor in Religion degree program allows the student to focus upon an area of concentration which will best prepare them for the ministry of their choice. The Religion degree with specialized concentrations provides the student with the foundational professional training necessary for vocational ministry or for entrance into a professional master program.

### **Bachelor Degree Objectives**

The Bachelor degree program seeks to:

- Provide a foundation for academic and professional service.
- Provide direction for personal spiritual growth and development.
- Assist in developing a Christian worldview and lifestyle.
- Provide a biblical and theological foundation for ministry with a Pentecostal dimension.

- Provide the basic knowledge, understanding, and skills for ministry.
- Encourage students to participate actively in the life and ministry of the Church.

### **Bachelor Degree Outcomes**

Upon completion of the Bachelor degree, students will:

- Manifest a solid knowledge of Scripture with proper hermeneutical skills.
- Evidence of an understanding of the doctrines of the Church and Pentecostal distinctiveness.
- Demonstrate a fundamental knowledge of the history, traditions, and practices of the Church.
- Communicate the Scripture with clarity and conviction.
- Demonstrate the knowledge and competency to do the tasks of ministry.
- Demonstrate an understanding of the administration and functioning of a local congregation.
- Demonstrate the integration of biblical and theological knowledge with the practices of ministry.
- Evidence of the personal and professional characteristics needed for successful ministry.
- Articulate a Christian worldview and lifestyle.
- Evidence of the ability to share the Gospel with others.

## **Religion (Biblical Studies)**

Biblical Studies is a scholarly presentation of the witness to faith and of the theological views of the biblical writers in the context of the covenant people, Israel, and the early Church. Courses deal with biblical background and history, ethics and doctrines, and with proper methods of interpretation.

### **Biblical Studies Outcomes**

Upon completing this concentration, students will:

1. Know the historical background of the Old and New Testaments so that they may understand the context in which each book was written.
2. Understand the relationship between the Old and New Testament and how God has progressively revealed Himself.
3. Demonstrate a conscious understanding of the argument and general content of each book in the Bible.
4. Demonstrate an understanding of the historical development of theological concepts so as to maintain theological balance.
5. Be able to think systematically through the teachings of Scripture in light of the whole written counsel of God.
6. Present a Christian apologetic through an understanding of biblical theology.
7. Integrate the truths of the Scriptures into life and communicate them to the world.

**B.A. Degree Requirement: 126 Units**

**General Education: 48 Units**

**Communication: 6 units**

GC 101 English

GC 140 Academic Research and Writing

**Social Sciences: 9 units**

GS 110 Introduction to Psychology

GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication

GS 240 Intercultural Communication OR GS 215 Child Development

**Arts and Humanities: 12 units**

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology

GH 125 Music Appreciation

GH 250 Christian Ethics

GH 260 World History

**Natural Sciences/ Computer: 6 units**

GM 172 Introduction to U.S. Law & Government

GN 140 Life Science

**Other: 15 units**

BS 200 The Bible as Literature

CE 250 Marriage & Family OR GS 120 Introduction to Sociology

CS 170 Spiritual Disciplines & Christlikeness

CS 370 Self-Discovery & Wellness

TH 101 Introduction to Christianity

**Chapel Service: 3 Units**

CS 110 Chapel I

CS 120 Chapel II

CS 210 Chapel III

CS 220 Chapel IV

CS 310 Chapel V

CS 320 Chapel VI

**Bible/Theology: 51 Units**

**Required: 30 Units**

LN 200 Introduction to Biblical Language

BS 220 Biblical Hermeneutics

OT 110 Old Testament Survey

OT 200 Pentateuch

NT 130 New Testament Survey

NT 210 Gospels

NT 250 Acts

TH 150 Introduction to Theology

CH 220 Church History

TH 401 Systematic Theology

**Electives: 21 Units**

## **Professional Studies: 33 Units**

### **Required: 21 Units**

|        |                                   |
|--------|-----------------------------------|
| NT 312 | Life and Teaching of Jesus Christ |
| TH 211 | Spiritual Dynamics of Yonggi Cho  |
| TH 420 | Pneumatology                      |
| PT 460 | Church Administration             |
| PT 340 | Leadership Development            |
| PT 473 | Introduction to Preaching         |
| MI 210 | Introduction to Mission           |

### **Electives: 12 Units**

## **Religion (Christian Education)**

The Christian Education concentration is designed to equip students to serve local churches and mission agencies through teaching and discipling people of various ages.

### **Christian Education Outcomes:**

Upon completing this concentration, students will:

1. Articulate a philosophy that guides educational ministry.
2. Demonstrate godly character, knowledge, and skills in leadership.
3. Describe the major teaching methods and utilize them in teaching ministry.
4. Demonstrate an ability to lead age-appropriate ministries.
5. Analyze the educational ministries of a local church and parachurch agencies.

### **B.A. Degree Requirement: 126 Units**

## **General Education: 48 Units**

### **Communication: 6 units**

GC 101 English  
GC 140 Academic Research and Writing

### **Social Sciences: 9 units**

GS 110 Introduction to Psychology  
GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication  
GS 240 Intercultural Communication OR GS 215 Child Development

### **Arts and Humanities: 12 units**

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology  
GH 125 Music Appreciation  
GH 250 Christian Ethics  
GH 260 World History

### **Natural Sciences/ Computer: 6 units**

GM 172 Introduction to U.S. Law & Government



GN 140 Life Science

**Other: 15 units**

BS 200 The Bible as Literature

CE 250 Marriage & Family OR GS 120 Introduction to Sociology

CS 170 Spiritual Disciplines & Christlikeness

CS 370 Self-Discovery & Wellness

TH 101 Introduction to Christianity

**Chapel Service: 3 Units**

CS 110 Chapel I

CS 120 Chapel II

CS 210 Chapel III

CS 220 Chapel IV

CS 310 Chapel V

CS 320 Chapel VI

**Bible/ Theology: 51 Units**

**Required: 30 Units**

LN 200 Introduction to Biblical Language

BS 220 Biblical Hermeneutics

OT 110 Old Testament Survey

OT 200 Pentateuch

NT 130 New Testament Survey

NT 210 Gospels

NT 250 Acts

TH 150 Introduction to Theology

TH 401 Systematic Theology

CH 220 Church History

**Electives: 21 Units**

**Professional Studies: 33 Units**

**Required: 21 Units**

NT 312 Life and Teaching of Jesus Christ

TH 211 Spiritual Dynamics of Yonggi Cho

CE 480 Educational Administration

CE 370 Christian Education of Children

PT 340 Personal Evangelism

CE 150 Introduction to Christian Education

CE 371 Christian Education of Youth

**Electives: 12 Units**

## **Bachelor of Arts in Business Administration**

### **Objectives of B.B.A. Program**

This major provides business courses so that students learn basic business concepts and principles, get hands-on experiences in field-based projects, and apply both theory and logic to problem solving. This major also provides students with an education in the liberal arts and humanities, in the Christian tradition. This major presents a careful balance of structure and choice with flexibility that allows tailoring to reflect the individual career goal of the student. While each student takes the same basic business core, many of the general education courses and courses in the field of the concentrator are individually selected to suit the student's needs.

This major opens wide opportunities to students to pursue careers in the business field.

### **Bachelor Degree Outcomes:**

Upon completing this concentration, students will:

1. Have an intimate knowledge of, practical skills in modern techniques of business practice that can be implemented in organizations.
2. Have a clear understanding of ethical and behavioral concerns faced in the workplace – respect for the individual and the environment
3. Find employment in the world of business, commerce, government, and technology at the entry or intermediate levels and advance to positions of greater responsibility.

### **BBA Concentrations**

- Concentration in Business Administration
- Concentration in Sports Management
- Concentration in Legal Administration

## **Business Administration - General**

This concentration is designed to provide students with business courses so that students learn basic business concepts and principles, taking the challenges, concerns, and responsibilities that they will experience in the business world. This includes study of biblical foundation, business management, accounting, marketing, sports management and legal administration. The principles, concepts, skills, and ethical practices necessary for successful administration and management in organizational business are provided. It will enable the student to acquire the management knowledge and skills, communication knowledge, and practical skills essential for a global operation today. Students will have opportunities finding employment in the world of business, commerce, government, and technology at the entry, intermediate levels, or even positions of greater responsibility

### **Business Administration Outcomes:**

Upon completing this concentration, students will:

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

## **B.A. Degree Requirement: 126 Units**

### **General Education: 48 Units**

#### **Communication: 6 units**

GC 101 English

GC 140 Academic Research and Writing

#### **Social Sciences: 9 units**

GS 110 Introduction to Psychology

GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication

GS 240 Intercultural Communication OR GS 215 Child Development

#### **Arts and Humanities: 12 units**

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology

GH 125 Music Appreciation

GH 250 Christian Ethics

GH 260 World History

#### **Natural Sciences/ Computer: 6 units**

GM 172 Introduction to U.S. Law & Government

GN 140 Life Science

#### **Other: 15 units**

BS 200 The Bible as Literature

CE 250 Marriage & Family OR GS 120 Introduction to Sociology

CS 170 Spiritual Disciplines & Christlikeness

CS 370 Self-Discovery & Wellness

TH 101 Introduction to Christianity

### **Chapel Service: 3 Units**

CS 110 Chapel I

CS 120 Chapel II

CS 210 Chapel III

CS 220 Chapel IV

CS 310 Chapel V

CS 320 Chapel VI

### **Business Core: 30 Units**

BA 100 Introduction to E-Commerce  
BA 120 Introduction to Business Administration  
BA 130 Financial Accounting I  
BA 240 Principles of Microeconomics  
BA 250 Principles of Macroeconomics  
BA 252 Business Law I  
BA 341 Human Resource Management  
BA 351 Principles of Marketing  
BA 370 Principles of Management  
BA 410 Organizational Management

### **Professional Studies: 45 Units** (select 15 courses from below)

BA 131 Financial Accounting II  
BA 132 Business Communication  
BA 220 Managerial Accounting  
BA 253 Business Law II  
BA 310 Financial Management  
BA 345 Personal Management  
BA 352 Labor Relations  
BA 353 e-Commerce Marketing  
BA 355 Consumer Behavior  
BA 356 Entrepreneurship/ Small Business Management  
BA 371 Strategic Management  
BA 372 Production & Operations Management  
BA 380 Intermediate Accounting I  
BA 381 Intermediate Accounting II  
BA 390 Advanced Accounting  
BA 401 Professional Selling  
BA 402 Advertising  
BA 430 Money and Banking  
BA 450 Government and Nonprofit Accounting  
BA 460 Information Technology in Business  
BA 461 Government Regulations in Business  
BA 470 International Business Management

## **Business Administration - Sports Management**

Sports Management is a concentration within the B.A. Business Administration program. Comparable to programs of its kind, the Bachelor of Arts in Business Administration: Sports Management Concentration program is designed to prepare students to pursue careers in professional, collegiate, and community sports programs. Students in the Sports Management concentration will build their management and leadership skills as they receive training in the business and managerial aspects of sports, fitness, and recreation from a Christian perspective. As part of our holistic approach for this

concentration, we will facilitate internship as well as networking opportunities for our students while they are completing their studies. Students will have an opportunity to gain hands-on experience working in-house with our athletic department and our sports teams. They will also have a chance to work with outside organizations we are partnering with.

Careers in sports management include, but are not limited to:

- Community/Collegiate/Professional Team Operations Director
- Community/Collegiate/Professional Sports Information Director
- Community/Collegiate/Professional Sports Facility and Events Manager
- Community/Collegiate/Professional Sports Public Relations, Sales, and Marketing Director
- Professional Sports Agent

### **Student Learning Outcomes (SLO's)**

Upon completion of the BA Business Management: Sports Management Concentration program, students will, among other things, demonstrate the ability to:

1. Apply ethical practices in sport management and comply with state/federal laws and regulations.  
-Students will demonstrate the ability to:
  - Apply a Biblical perspective to industry practice.
  - Apply ethical principles from a management position within the sports industry.
  - Design and implement risk management plans to limit the legal liability of the organizations they work for.
2. Apply business, marketing, and management principles in the sport management setting.  
-Students will demonstrate the ability to:
  - Develop and implement marketing and sales strategies for sports organizations.
  - Manage personnel, facilities, events, and finances within a sport management setting.
3. Continue professional development via research as well as consultation and/or collaboration with fellow practitioners in the field of sports and sport management.  
-Students will demonstrate the ability to:
  - Conduct research on topics relevant to the field of sport management.
  - Network with professionals in the field for the purpose of personal development, cooperative learning, and collaborative work.
4. Specialize in chosen sport management occupation/s.  
-Students will demonstrate:
  - skills for specialized occupations in the sports industry.

### **B.A. Degree Requirement: 126 Units**

#### **General Education: 48 Units**

##### **Communication: 6 units**

GC 101 English

GC 140 Academic Research and Writing

**Social Sciences: 9 units**

GS 110 Introduction to Psychology

GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication

GS 240 Intercultural Communication OR GS 215 Child Development

**Arts and Humanities: 12 units**

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology

GH 125 Music Appreciation

GH 250 Christian Ethics

GH 260 World History

**Natural Sciences/ Computer: 6 units**

GM 172 Introduction to U.S. Law & Government

GN 140 Life Science

**Other: 15 units**

BS 200 The Bible as Literature

CE 250 Marriage & Family OR GS 120 Introduction to Sociology

CS 170 Spiritual Disciplines & Christlikeness

CS 370 Self-Discovery & Wellness

TH 101 Introduction to Christianity

**Chapel Service: 3 Units**

CS 110 Chapel I

CS 120 Chapel II

CS 210 Chapel III

CS 220 Chapel IV

CS 310 Chapel V

CS 320 Chapel VI

**Business Core: 30 Units**

BA 100 Introduction to E-Commerce

BA 120 Introduction to Business Administration

BA 130 Financial Accounting I

BA 240 Principles of Microeconomics

BA 250 Principles of Macroeconomics

BA 252 Business Law I

BA 341 Human Resource Management

BA 351 Principles of Marketing

BA 370 Principles of Management

BA 410 Organizational Management

**Professional Studies: 45 Units**

**Required: 30 Units**

SM 201 Introduction to Sports Management  
SM 202 Ethics in Sports  
SM 301 Business and Personnel Management in Sports  
SM 303 Public Relations and Fundraising  
SM 304 Managing Sport Facilities  
SM 306 Sports Marketing and Promotions  
SM 308 Sports Marketing Research  
SM 309 Legal Issues in Sports  
SM 403 Sports and Plan of Event  
SM 410 Internship in Sports I

**Electives: 15 Units (select 5 courses from below)**

SM 203 Technology in Sports Management  
SM 302 Sports and Fitness Administration  
SM 305 Sports and Consumer Behavior  
SM 307 Compliance in Intercollegiate Sports  
SM 310 Video Analysis and Coordination in Team Sports  
SM 312 Media Coverage in Sports  
SM 401 Sports Sponsorship  
SM 402 Sports Information Management  
SM 404 Professional Networking and Athletic Manager  
SM 405 Sports Advertisement  
SM 411 Internship in Sports II

## **Business Administration – Legal Administration**

Legal Administration is a concentration within the B.A. Business Administration program providing a solid grounding in legal courses alongside garnering strong business administration skills necessary to tackle today's legal environment. Students are able to tailor their program to take individual courses such as Introduction to Criminal Justice, Business Law, and Wills/Trusts/Estates alongside the requirements to take key legal courses such as Constitutional Law, Criminal Law, Legal Research and Writing, Contracts and Torts, Civil Law and others. Instructors in the program are often Attorney's, Legal and Justice Professionals and/or many hold advanced degrees or professional qualifications. Students will be exposed to a wide variety of legal courses from which can be expected to have a strong understanding of the legal system and its operation in the United States. Recommended for those that want to pursue careers in law, law enforcement and homeland security.

### **Student Learning Outcomes (SLO's)**

Upon completion of the BA Business Management: Legal Administration Concentration program, students will be able to:

1. Understand the basics of how the law works, the role of law, as well as understand the importance of secondary legal sources.
2. Understand how to recognize and identify certain legal issues and how to conduct basic legal research

3. Examine and interpret basic laws for application to particular scenarios and Prepare certain basic legal documents forms, and paperwork
4. Understand some key legal theories and apply legal concepts to certain everyday legal situations.
5. Use business administration concepts within legal administration settings.
6. Debate some common legal situations and take a legal position. Apply ethical concepts to certain legal situations.

## **B.A. Degree Requirement: 126 Units**

### **General Education: 48 Units**

#### **Communication: 6 units**

GC 101 English

GC 140 Academic Research and Writing

#### **Social Sciences: 9 units**

GS 110 Introduction to Psychology

GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication

GS 240 Intercultural Communication OR GS 215 Child Development

#### **Arts and Humanities: 12 units**

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology

GH 125 Music Appreciation

GH 250 Christian Ethics

GH 260 World History

#### **Natural Sciences/ Computer: 6 units**

GM 172 Introduction to U.S. Law & Government

GN 140 Life Science

#### **Other: 15 units**

BS 200 The Bible as Literature

CE 250 Marriage & Family OR GS 120 Introduction to Sociology

CS 170 Spiritual Disciplines & Christlikeness

CS 370 Self-Discovery & Wellness

TH 101 Introduction to Christianity

### **Chapel Service: 3 Units**

CS 110 Chapel I

CS 120 Chapel II

CS 210 Chapel III

CS 220 Chapel IV

CS 310 Chapel V

CS 320 Chapel VI

### **Business Core: 30 Units**



BA 100 Introduction to E-Commerce  
BA 120 Introduction to Business Administration  
BA 130 Financial Accounting I  
BA 240 Principles of Microeconomics  
BA 250 Principles of Macroeconomics  
BA 252 Business Law I  
BA 341 Human Resource Management  
BA 351 Principles of Marketing  
BA 370 Principles of Management  
BA 410 Organizational Management

**Professional Studies: 45 Units**

**Required: 21 Units**

LA 301 American Constitutional Law  
LA 302 Criminal Law  
LA 303 Criminal Procedures  
LA 304 Civil Procedure and the Rules of Evidence  
LA 305 Contract Law  
LA 306 Tort Law  
LA 311 Legal Ethics

**Electives: 24 Units (select 8 courses from below)**

LA 200 Introduction to Police Science  
LA 308 Property Law  
LA 310 Introduction to Criminal Justice  
LA 320 Criminal Justice Administration  
LA 330 Evidence Rules for Criminal Justice  
LA 350 Introduction to Criminology  
LA 360 Theory and Practice of Law Enforcement  
LA 361 Theory and Practice of Corrections  
LA 370 Police Administration  
LA 380 Psychology of Criminal Behavior  
LA 400 Substance Abuse Counseling  
LA 430 Family Law  
LA 431 Probate Law  
LA 432 Wills, Trusts, and Probate  
LA 433 Immigration Law  
LA 434 Sports Law  
LA 435 Bankruptcy Law  
LA 436 Administrative Law  
LA 440 Debtor and Creditor Relations  
LA 450 Legal Research and Writing  
LA 460 Cyber and Technology Law

## **Bachelor of Arts in Early Childhood Education**

This major is designed for students to study characteristics of young children and their family. Students will be able to design developmentally appropriate educational models and demonstrate principles and skills of education based upon Christian perspectives. They will be able to communicate their models of education and curriculum with the staff, children, and parents. At the completion of the study students can pursue careers in developing and managing preschools or child care centers, including but not limited to director, lead teacher, teacher, special education teacher or teacher's assistant. In addition, students can pursue, child life specialist, parent educator, child and family advocate, early childhood consultant, designing educational toys or games, writing children's story books or leading children's chapel.

### **Early Childhood Education Outcomes**

Upon completing this major, students will:

1. Describe children's cognitive, physical, affective, social, moral, and spiritual development.
2. Develop an early childhood education curriculum.
3. Articulate how to organize and manage childcare programs.
4. Demonstrate staff management skills.
5. Design the operating policies for an early childhood education program.
6. Analyze a childcare program operation and modify it according to the appropriate needs.
7. Create and conduct a parent educational program.

### **B.A. Degree Requirement: 126 Units**

#### **General Education: 48 Units**

##### **Communication: 6 units**

GC 101 English

GC 140 Academic Research and Writing

##### **Social Sciences: 9 units**

GS 110 Introduction to Psychology

GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication

GS 240 Intercultural Communication OR GS 215 Child Development

##### **Arts and Humanities: 12 units**

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology

GH 125 Music Appreciation

GH 250 Christian Ethics

GH 260 World History

##### **Natural Sciences/ Computer: 6 units**

GM 172 Introduction to U.S. Law & Government

GN 140 Life Science

##### **Other: 15 units**

BS 200 The Bible as Literature

CE 250 Marriage & Family OR GS 120 Introduction to Sociology

CS 170 Spiritual Disciplines & Christlikeness

CS 370 Self-Discovery & Wellness

TH 101 Introduction to Christianity

### **Chapel Service: 3 Units**

|        |            |
|--------|------------|
| CS 110 | Chapel I   |
| CS 120 | Chapel II  |
| CS 210 | Chapel III |
| CS 220 | Chapel IV  |
| CS 310 | Chapel V   |
| CS 320 | Chapel VI  |

### **Professional Studies: 75 Units**

#### **Required: 57 Units**

|        |  |
|--------|--|
| EC 100 | Introduction to Early Childhood Education              |
| EC 101 | Development in Early Childhood                         |
| EC 102 | Children in Relations with Home, School, and Community |
| EC 103 | Creative Experiences for Children                      |
| EC 201 | Curriculum and Teaching in Early Childhood             |
| EC 202 | Organization and Management of Child Care Center       |
| EC 250 | Health, Safety, and Nutrition for Children             |
| EC 280 | Parent Education                                       |
| EC 290 | Math and Science Education                             |
| EC 310 | Guiding Challenging Behaviors of Young Children        |
| EC 315 | Afterschool Programs                                   |
| EC 320 | Educational Programs for Infants and Toddlers          |
| EC 325 | Language Arts in Early Childhood Education             |
| EC 340 | Theories of Play and Education                         |
| EC 370 | Counseling for Children                                |
| EC 410 | Children with Special Needs                            |
| EC 430 | Evangelism for Children                                |
| EC 450 | Internship   |
| GM 240 | Instructional Technology                               |

#### **Electives: 18 Units**

## **Bachelor of Arts in Music**

The Bachelor of Arts in Music offers training in skill and character for artists who wish to serve in the field of classic / contemporary music in the church or in the arts industries. The music department of Bethesda University exists to educate Christian leaders and spiritual development in the field of music. The Bachelor of Arts in Music Degree is offered with applied concentration on piano, organ, accompanying, voice, orchestral instruments, composition, conducting, percussion instruments, praise ministry, contemporary music, film music, computer music and musical theater. The B.A. in Music degree is awarded upon the successful completion of 135 semester units of graduate work.

### **STUDENT LEARNING OUTCOMES**

**The general objectives of this degree are as follows:**

1. Integration of Christian principles with music knowledge and practice.
2. Be held a higher standard of technical ability, artistry, and difficulty in music.
3. Develop a repertoire of useful music literature for the church and community.
4. Demonstrate proficiency skills in their area of performance.

**Fields of Emphasis:**

Piano, Organ, Accompanying, Voice, Orchestral Instruments, Composition, Conducting, Percussion Instruments, Praise Ministry, Contemporary Music, Film Music, Computer Music and Musical Theatre.

## **Classical Music Major**

**B.A. Degree Requirement: 126 Units**

**General Education: 48 Units**

**Communication: 6 units**

GC 101 English

GC 140 Academic Research and Writing

**Social Sciences: 9 units**

GS 110 Introduction to Psychology

GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication

GS 240 Intercultural Communication OR GS 215 Child Development

**Arts and Humanities: 12 units**

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology

GH 125 Music Appreciation

GH 250 Christian Ethics

GH 260 World History

**Natural Sciences/ Computer: 6 units**

GM 172 Introduction to U.S. Law & Government

GN 140 Life Science

**Other: 15 units**

BS 200 The Bible as Literature

CE 250 Marriage & Family OR GS 120 Introduction to Sociology

CS 170 Spiritual Disciplines & Christlikeness

CS 370 Self-Discovery & Wellness

TH 101 Introduction to Christianity

**Chapel Service: 3 Units**

CS 110 Chapel I

CS 120 Chapel II  
 CS 210 Chapel III  
 CS 220 Chapel IV  
 CS 310 Chapel V  
 CS 320 Chapel VI

**Core Studies: 37 Units**

|  |         |
|--|---------|
| MUS 151 Applied Music I                  | 2 units |
| MUS 152 Applied Music II                 | 2 units |
| MUS 153 Applied Music III                | 2 units |
| MUS 154 Applied Music IV                 | 2 units |
| MUS 155 Applied Music V                  | 2 units |
| MUS 156 Applied Music VI                 | 2 units |
| MUS 157 Applied Music VII                | 2 units |
| MUS 158 Applied Music VIII               | 2 units |
| MU 161 Music History & Literature I      | 3 units |
| MU 162 Music History & Literature II     | 3 units |
| MU 163 Music History & Literature III    | 3 units |
| MU 176 Music Theory and Ear Training I   | 3 units |
| MU 177 Music Theory and Ear Training II  | 3 units |
| MU 276 Music Theory and Ear Training III | 3 units |
| MU 277 Music Theory and Ear Training IV  | 3 units |

**Professional Studies: 38 Units**

**Required: 19 units.**

|                                  |         |
|----------------------------------|---------|
| MU 180 Ensemble I                | 3 units |
| MU 181 Ensemble II               | 3 units |
| MU 261 Musical Form & Analysis I | 2 units |
| MU 348 Audio Basics              | 2 units |
| MU 361 Keyboard Skills I         | 2 units |
| MU 362 Keyboard Skills II        | 2 units |
| MU 381 Orchestration             | 2 units |
| MU 443 MIDI and Arranging        | 3 units |
| MU 366 Junior Recital or         | P/F     |
| MU 367 Junior Project            | P/F     |
| MU 460 Senior Recital or         | P/F     |
| MU 461 Senior Project            | P/F     |

**Electives: 19 units**

# Contemporary Music Major

## B.A. Degree Requirement: 126 Units

### General Education: 48 Units

#### Communication: 6 units

GC 101 English

GC 140 Academic Research and Writing

#### Social Sciences: 9 units

GS 110 Introduction to Psychology

GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication

GS 240 Intercultural Communication OR GS 215 Child Development

#### Arts and Humanities: 12 units

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology

GH 125 Music Appreciation

GH 250 Christian Ethics

GH 260 World History

#### Natural Sciences/ Computer: 6 units

GM 172 Introduction to U.S. Law & Government

GN 140 Life Science

#### Other: 15 units

BS 200 The Bible as Literature

CE 250 Marriage & Family OR GS 120 Introduction to Sociology

CS 170 Spiritual Disciplines & Christlikeness

CS 370 Self-Discovery & Wellness

TH 101 Introduction to Christianity

### Chapel Service: 3 Units

CS 110 Chapel I

CS 120 Chapel II

CS 210 Chapel III

CS 220 Chapel IV

CS 310 Chapel V

CS 320 Chapel VI

### Professional Studies: 75 Units

#### Required: 65 units

MUS 151 Applied Music I 2 units

MUS 152 Applied Music II 2 units

MUS 153 Applied Music III 2 units

|  |         |
|--|---------|
| MUS 154 Applied Music IV                 | 2 units |
| MUS 155 Applied Music V                  | 2 units |
| MUS 156 Applied Music VI                 | 2 units |
| MUS 157 Applied Music VII                | 2 units |
| MUS 158 Applied Music VIII               | 2 units |
|  |         |
| MU 161 Music History & Literature I      | 3 units |
| MU 162 Music History & Literature II     | 3 units |
| MU 163 Music History & Literature III    | 3 units |
| MU 176 Music Theory and Ear Training I   | 3 units |
| MU 177 Music Theory and Ear Training II  | 3 units |
| MU 276 Music Theory and Ear Training III | 3 units |
| MU 277 Music Theory and Ear Training IV  | 3 units |
| MU 231 Jazz History                      | 3 units |
| MU 293 Jazz Improvisation                | 2 units |
| MU 348 Audio Technology I                | 2 units |
| MU 361 Keyboard Skills I                 | 2 units |
| MU 362 Keyboard Skills II                | 2 units |
| MU 377 Advanced Jazz Improvisation       | 2 units |
| MU 381 Orchestration                     | 2 units |
| MU 397 Recording Workshop I              | 3 units |
| MU 409 Recording Workshop II             | 3 units |
| MU 443 MIDI and Arranging                | 3 units |
| MU 457 Music Notation and Arranging      | 2 units |
| MU 476 Song Writing and Arranging        | 2 units |
|  |         |
| MU 366 Junior Recital or                 | P/F     |
| MU 367 Junior Project                    | P/F     |
| MU 460 Senior Recital or                 | P/F     |
| MU 461 Senior Project                    | P/F     |

**Electives: 10 units**

## **Bachelor of Arts in Information Technology**

### **Information Technology Concentrations**

- Concentration in Information Technology - General
- Concentration in Information Technology – Digital Design

### **Information Technology - General**

#### **Goal**

The BA in Information Technology-General program prepares students with the competencies and business skills essential for a career in a business function that can be eased by information technology. The industry-developed curriculum includes core courses in Introduction to programming, introduction to network, databases, introduction to web with the opportunity to choose electives to deepen your knowledge in areas that include network security, mobile app development and computerized accounting etc. The program is open to any student who is enrolled in bachelor's degree program or who already has a bachelor's degree from an accredited institution, and wants to sharpen their IT skills. It will enable the student to acquire essential computer skills, communication skills, and training in the practical affairs in business. The student can witness the Gospel by utilizing computer technology and promoting ethics in the cyber world.

### **Outcomes**

Upon completion of this program, students will:

1. Apply information of computing prerequisites and science for innovation arrangements in trade applications.
  - Apply knowledge of applications development.
  - Develop scripts for information technology applications.
2. Analyze a problem and identify and define the computing requirements for the appropriate solutions.
  - Plan, install, manage, and troubleshoot a computer network.
  - Apply telecommunications principles to design and configure a network.
  - Plan and implement security technology.
3. Develop an understanding of professional, ethical, legal, security, and social issues and responsibilities.
4. Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
  - Develop information technology solutions by evaluating user requirements in the systems development environment.
  - Develop an information technology solution to a real-world problem including design, implementation, and evaluation of the computer-based system.
5. Develop an ability to communicate effectively with a range of audiences. Develop written and oral presentations of information technology solutions appropriate for a wide range of audiences.

### **B.A. Degree Requirement: 126 Units**

#### **General Education: 36 Units**

##### **Communication: 6 units**

GC 101 English

GC 140 Academic Research and Writing

##### **Social Sciences: 9 units**

GS 110 Introduction to Psychology

GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication

GS 240 Intercultural Communication OR GS 215 Child Development



**Arts and Humanities: 12 units**

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology  
GH 125 Music Appreciation  
GH 250 Christian Ethics  
GH 260 World History

**Natural Sciences/ Computer: 6 units**

GM 172 Introduction to U.S. Law & Government  
GN 140 Life Science

**Other: 15 units**

BS 200 The Bible as Literature  
CE 250 Marriage & Family OR GS 120 Introduction to Sociology  
CS 170 Spiritual Disciplines & Christlikeness  
CS 370 Self-Discovery & Wellness  
TH 101 Introduction to Christianity

**Chapel Service: 3 Units**

CS 110 Chapel I  
CS 120 Chapel II  
CS 210 Chapel III  
CS 220 Chapel IV  
CS 310 Chapel V  
CS 320 Chapel VI

**IT Core: 24 Units**

IT 105 Introduction to Information Technology  
IT 140 Introduction to Web  
IT 141 Introduction to Digital Communication  
IT 145 Introduction to Programming  
IT 150 Databases  
IT 315 Computer-Aided Design (Photoshop)  
IT 450 Introduction to Networks  
BA 100 Introduction to E-Commerce

**Professional Studies: 51 Hours**

**Required: 33 Hours**

IT 223 Object Oriented Programming using Java  
IT 262 Network Administration and Cyber Security  
or IT 4\*\* Special topics in Information Technology  
IT 274 Applied Excel  
IT 281 Introduction to Data Science  
IT 320 Mobile Application Development  
IT 340 Web Frontend Development using JavaScript  
IT 350 Systems Programming with C/C++

IT 401 Seminar in Information Science  
IT 410 Computer Graphics, Animation and Games  
IT 430 Analytics, Algorithms, AI, and Humanity  
BA 460 IT in Business

**Electives in other majors: 12 units (select 4 courses from below)**

BA 130 Financial Accounting I  
BA 131 Financial Accounting II  
BA 240 Principles of Microeconomics  
BA 250 Principles of Macroeconomics  
BA 252 Business Law I  
BA 260 Computerized Accounting (QuickBooks)  
BA 310 Financial Management  
BA 440 Income Tax Accounting I  
BA 441 Income Tax Accounting II

**Electives: 6 units**

## **Information Technology – Digital Design**

### **Goal**

The BA in Information Technology- Digital Design program is degree that allows students to choose from a broad range of university classes to curate their education with an emphasis on design. Combined with a Bible major and Christian Service training, this professional discipline is effectively communicated visually in any area of the church or society. It provides the tools to enable the students to communicate the Gospel visually through the printed page or various media resources.

BA in design will currently offer Graphic Design for specialization in Visual Communications, Advertising, and Packaging

Our curriculum emphasizes the importance of designing for interactions between people, the built world, and the natural world.

The professional curriculum can be divided into two sectors.

For the Products sector

Product design sector will teach students how to combine the theoretical concepts of materials and processes with the practicality of design and patterns.

For the Communications sector

Graphic design is important to marketing and selling products, and is a critical component of brochures and logos. Therefore, graphic designers, also referred to as graphic artists or communication designers, often work closely with people in advertising and promotions, public relations, and marketing.

### **Outcomes**

Upon completion of this major tracks students will:

1. Effectively communicate a philosophy of design which is professionally sound.
2. Demonstrate a professional knowledge of design and various design concepts.
3. Demonstrate the ability to effectively communicate both in two and three dimensions
4. Create designs with professional typographical skills, package, and publish them.

5. Develop and create designs on various material and media products.
6. Demonstrate the ability to use computer resources effectively for design.
7. Demonstrate the effective use of design for communicating the Gospel.

**B.A. Degree Requirement: 126 Units**

**General Education: 36 Units**

**Communication: 6 units**

GC 101 English  
GC 140 Academic Research and Writing

**Social Sciences: 9 units**

GS 110 Introduction to Psychology  
GS 172 Introduction to US Law and Government OR GC 210 Speech and Communication  
GS 240 Intercultural Communication OR GS 215 Child Development

**Arts and Humanities: 12 units**

GH 110 Introduction to Music Performance OR GS 214 Educational Psychology  
GH 125 Music Appreciation  
GH 250 Christian Ethics  
GH 260 World History

**Natural Sciences/ Computer: 6 units**

GM 172 Introduction to U.S. Law & Government  
GN 140 Life Science

**Other: 15 units**

BS 200 The Bible as Literature  
CE 250 Marriage & Family OR GS 120 Introduction to Sociology  
CS 170 Spiritual Disciplines & Christlikeness  
CS 370 Self-Discovery & Wellness  
TH 101 Introduction to Christianity

**Chapel Service: 3 Units**

CS 110 Chapel I  
CS 120 Chapel II  
CS 210 Chapel III  
CS 220 Chapel IV  
CS 310 Chapel V  
CS 320 Chapel VI

**IT Core: 24 Units**

IT 105 Introduction to Information Technology  
IT 140 Introduction to Web  
IT 141 Introduction to Digital Communication  
IT 145 Introduction to Programming

IT 250 Introduction to Management Information System  
IT 315 Computer-Aided Design (Photoshop)  
BA 100 Introduction to E-Commerce  
IT 450 Introduction to Networks

### **Professional Studies: 51 Hours**

#### **Required: 39 Hours**

DI 107 Composition and Drawing  
DI 110 Color & Light in Painting  
DI 120 Figure Drawing I (Life)  
DI 130 Illustration I (Editorial)  
DG 150 Introduction to Graphic design  
DG 207 Advertising Design  
DG 210 Brand Identity Design  
DG 230 Product & Packaging Design  
DG 310 Visual Communication Design  
DM 330 Digital Storytelling  
DM 407 Digital Photography w/ Special Effects  
DE 350 Environmental Design (interior/exterior)  
DE 450 Digital Painting for Entertainment

#### **Electives: 12 units (select 4 courses from below)**

DG 510 Interaction Design (UX/UI)  
DM 220 Introduction to Filmmaking  
DM 307 Motion Graphics (Movie intro effects)  
DG 430 Portfolio Workshop I (Independent study)  
DE 360 Game Art & Design (Concept)  
DE 410 Visual Storytelling & Animation  
DE 420 Toy Design (Product)  
DI 250 Illustration II (Children's books)  
DI 320 Figure Drawing II (Anatomy gesture)  
IT 313 3-D Modeling Animation and Special  
BA 402 Advertising  
Any Course from BA  
Any Course from BA

## **COURSE DESCRIPTIONS**

### **B.A. Program**

All courses are offered in the traditional semester system. Each unit of credit requires 50 minutes of

classroom contact time per week for a minimum of 15 weeks.

Course Numbering System:

|         |                                       |
|---------|---------------------------------------|
| 001-099 | Remedial courses not on college level |
| 100-299 | Lower division undergraduate          |
| 300-499 | Upper division undergraduate          |

### **Chapel Service**

|        |            |
|--------|------------|
| CS 110 | Chapel I   |
| CS 120 | Chapel II  |
| CS 210 | Chapel III |
| CS 220 | Chapel IV  |
| CS 310 | Chapel V   |
| CS 320 | Chapel VI  |

A field training experience designed to provide students with actual ministry training experiences under the supervision of an experienced minister. Only one course may be taken per semester.

## **General Education**

### **COMMUNICATION and LANGUAGE**

#### **GC 101 English**

**3 units**

This class prepares students to write competently and understand various texts through learning how to think critically. This includes the processes involved and producing original works with correct grammar and mechanics. The course will move beyond the basics in approach to writing essays.

#### **GC 120 English Composition**

**3 units**

The study and practice of critical reading and effective writing of expository prose with an emphasis on fluency and style.

#### **GC 140 Academic Research & Writing**

**3 units**

The study and practice of effective writing of academic purpose to prepare term paper, essay and class project in correct writing format.

#### **GC 210 Speech & Communication**

**3 units**

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

#### **GC 211 Critical Thinking**

**3 units**

This course is designed to illuminate and strengthen the critical thinking skills of students, improving their ability to evaluate and determine the strengths and weaknesses of arguments found in academic fields as well as everyday life situations.

#### **GC 220, 221 Korean I, II**

**3 units**

The purpose of course is training for basic Korean language such as reading, speaking, listening, and writing skills.

**GC 230, 231 Chinese I, II****3 units**

The purpose of course is training for basic Chinese language such as reading, speaking, listening, and writing skills.

**GC 250, 251 Spanish I, II****3 units**

The purpose of course is training for basic Spanish language such as reading, speaking, listening, and writing skills.

**SOCIAL SCIENCES****GS 110 Introduction to Psychology****3 units**

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

**GS 120 Introduction to Sociology****3 units**

An introduction to the field of sociology and sociological concepts of group life, culture, socialization, and institutions.

**GS 130 American Government****3 units**

This course deals with the U.S. government with an emphasis on its Constitution, structures, and functions. The US Government is compared on five major aspects: impact of the Constitutional history, rights and liberties, the political process, key institutions, and the politics of interaction for making national policy. Based on this fivefold pattern, the course will lead students to a higher level of analysis and achieve a good understanding of the politics of the U.S. Government on a comparative basis.

**GS 150 Introduction to Leadership****3 units**

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

**GS 171 Introduction to Law****3 units**

The course deals with basic concepts of law as the principles and regulations established in a community by some authority and applicable to its people, whether in the form of legislation or of custom and policies recognized and enforced by judicial decision.

**GS 172 Introduction to US Law and Government****3 units**

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

**GS 180 Principles of Accounting****3 units**

The objective of this course is to provide students with an opportunity to understand the basic accounting and financial data in daily life.

**GS 210 Cognitive Psychology****3 units**

Cognitive Psychology is “the study of thinking”; how we perceive the world, remember, reason, think, and

learn. The cognitive psychologists use methods including laboratory experiments, computational models, and brain imaging and studying the effects of brain damage. Understanding cognitive processes can help us develop techniques or strategies to improve cognitive abilities such as memory and learning and decision making and judgments.

**GS 213 Marriage, Family and Christianity**

**3 units**

This course is designed to provide an overview of theoretical concepts of family and marriage from a Christian perspective. Family life cycle will be examined based on family therapy models. Theories of marital interaction and the leading approach to clinical treatment with couples will be addressed. In addition, this course provides insights and skills in the treatment of family and marital conflict and distress. On completing this course, students can identify basic Family and Marriage problems and integrate a spiritual dimension in them.

**GS 214 Educational Psychology**

**3 units**

This course discusses human development theories, learning theories and practices, and other related topics to strengthen the teaching through psychological investigation.

**GS 215 Child Psychology**

**3 units**

A study of basic principles of child psychology in accordance with early child development. It emphasizes an application of child psychology in teaching and counseling children.

**GS 240 Intercultural Communication**

**3 units**

A study of human cultures including concepts of ethnocentrism, culture shock, and how to relate to people of a different culture.

**GS 250 Introduction to Economics**

**3 units**

This course will introduce students to national income theories, price theories and behavior of the firm under varying economic conditions. It includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics.

**GS 330 Introduction to Political Science**

**3 units**

This course deals with political institutions and systems with an emphasis on its culture, structures, and functions. Major areas of politics are compared on five major aspects: impact of political culture, political institutions, key leaders, and the politics of interaction among nations. Based on this fivefold pattern, the course will lead students to a higher level of analysis and achieve a good understanding of the politics on a comparative basis.

**GS 499 Senior Integrative Seminar**

**3 units**

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

**ARTS and HUMANITIES**

**CE 250 Principles of Marriage and Family**

**3 units**

A study of the history, purpose, and problems of family. Attention is given to principles of marriage and family and social conditions influencing courtship, marriage, divorce, and family life.

**CS 170 Spiritual Disciplines & Christlikeness**

**3 units**

An examination of basic spiritual disciplines for Christian living and ministry, and the development of a Christ-like character. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.

**CS 370 Self-discovery & Divine Healing**

**3 units**

Examines how sin and Han (broken spirit) alienate and entrap human beings while Christ liberates and transforms them into the image of Christ. Through self-discovery, students will restore a genuine and reconciled relationship with self, families, neighbors, and God. Functional psychology is integrated with biblical theology. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.

**GH 101 Introduction to Church Music**

**3 units**

A study of the ministry of music in the local church, including historical background, purpose, leadership, function, and application.

**GH 110 Introduction to Music Performance**

**3 units**

A study of basic music theory and music performance in vocal or instrumental music.

**GH 117, 118 Bethesda Choral I, II**

**3 units each**

Large mixed ensemble performing choral music of all periods appropriate for concert choral ensemble.

**GH 121 Introduction to Arts**

**3 units**

This course provides the opportunity to explore the structure and organization of art, terminology, interpretation of the spirit of art, theory, and general appreciation.

**GH 125 Music Appreciation**

**3 units**

This course is about teaching students what to listen for and how to understand what they are hearing in different types of music. It especially focuses on Western art music, commonly called “Classical music”.

**GH 130 American Government**

**3 units**

A survey of the American government from the inception to the present, focusing on its major functions and divisions. Designed to teach students with no prior knowledge of the American government, this study will provide them with a fundamental understanding of governance.

**GH 131 History of Oriental Arts**

**3 units**

A study of the history of China in Central Asia and Japan from the Far Eastern area. And learn an extremely significant effect or shock to one of Korean. By doing this, we can get a chance to take a look at something Korean which has not remained.

**GH 132 Painting for Christian Faith**

**3 units**

Christian art is sacred art produced in an attempt to illustrate, supplement and portray in tangible form the principles of Christianity, though other definitions are possible. Most Christian groups use or have used art to some extent, although some have had strong objections to some forms of religious image, and there have been major periods of iconoclasm within Christianity. Images of Jesus and narrative scenes from the Life of Christ are the most common subjects, and scenes from the Old Testament play a part in the art of most denominations. Images of the Virgin Mary and saints are much rarer in Protestant art than that of Roman Catholicism and Eastern Orthodoxy.

**GH 210 Cultural Anthropology**

**3 units**

This course introduces the discipline of anthropology and the work of anthropologists. It does so by focusing on a series of questions that anthropologists have developed compelling answers to like: Why do people believe different things? Why are some societies characterized by inequalities? How do people communicate who they are to others? And are people in advanced societies truly healthier and happier than those in less advanced societies? This “question-based” approach encourages students to ask these questions of their own culture and society as they think critically and actively engage with, and learn from, examples from throughout the world and throughout history. Students will leave the course with a broad



understanding of how anthropologists answer such questions and with a greater awareness of the cultural and social diversity that exists in the world.

**GH 240 Introduction to Philosophy**

**3 units**

Students in this course will study the major themes and concepts of philosophy, including metaphysics, epistemology, free will and determinism, evil and the existence of God, personal identity, ethical values and politics, modern cognitivism and more.

**GH 250 Christian Ethics**

**3 units**

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

**GH 260 World History**

**3 units**

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

**GH 265 American History**

**3 units**

This course is an interdisciplinary exploration of the American imagination since the late nineteenth century. It will examine a variety of works in literature, history, cultural criticism, social theory, music, the visual arts, and other genres with an eye to understanding how Americans of different backgrounds, living at different times, have understood and argued about the meaning and significance of American national identity.

**GH 270 A Biblical Perspective of Healing Ministry**

**3 units**

This course is to provide the biblical basis for the healing ministry and to explore how practical and constructive the healing ministry can be when approaching it biblically with historical data and evidence. It also examines why the healing ministry is needed more than ever as today's mental and incurable diseases are increasing at record-breaking rate, by learning the basic principles of repentance and forgiveness and the process of healing and restoration through prayer.

**TH 101 Introduction to Christianity**

**3 units**

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

**TH 150 Introduction to Theology**

**3 units**

An introduction to the basic doctrines of Christianity and biblical theological perspective.

**BS 200 The Bible as Literature**

**3 units**

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

**NATURAL SCIENCES and COMPUTER**

**GN 120 Earth Science**

**3 units**

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

**GN 140 Life Science**

**3 units**

An examination of major biological principles and their application to the general health and wellbeing of humankind. The course includes problem solving and the explanation of biological phenomena.

**GN 210 General Biology**

**3 units**

This course introduces students to the biological systems within their associated environments. The course furnishes an understanding of biological principles and the properties of life. Topics covered in this course include the structure and function of plants and animals, cell biology principles, genetics, reproduction, development and growth, biological diversity, principles of evolution, and interactions among organisms and with their environment.

**GN 220 General Chemistry**

**3 units**

This course is a basic introduction to chemistry, with chemical calculations, making it appropriate for health

**GN 230 College Physics (Prerequisite: College Mathematics I & II)**

**3 units**

College Physics is an introductory algebra-based physics course, designed for non-physics majors. It is a one-semester lecture. For prerequisites, you must have completed one year of College Mathematics I & II in order to take College Physics. It includes motion in one and two dimensions, Newton's laws of motion and their applications, work and energy, linear momentum and collisions, rotational motion, and principles of conservation.

**GM 150 College Math**

**3 units**

College Mathematics is a course about basic Mathematics for College level. This course is designed to provide undergraduate students in Bethesda University with introduction of general Mathematics concepts.

**GM 170 Introduction to Computers**

**3 units**

An introduction to the components, operation, care, and purchasing of personal computers including discussion of hardware (keyboard, screen, hard drive, motherboard, ram, MHz) and basic software (DOS, windows, OS2, one word processor).

**GM 172 Introduction to Multimedia**

**3 units**

Students will combine classroom experience with real-world projects. This class will be designed for students who have an interest in the fundamental concepts related to multimedia computer software and tools, digital journalism, video production, video editing, photography and basic web editing skills. Students in this class will create persuasive, informational, educational and entertainment-based video, audio, journalism and photography for use in multimedia, web, broadcast and live events that could be used on BETHESDAATHLETICS.COM. This course will also examine the use of and issues surrounding educational technology, focusing on computer related technologies and their application to educational tasks. Discussions (via-email and face-to face), readings, virtual field experiences through online videos, software evaluations, and class projects will be utilized in order to help students develop a working knowledge of instructional technologies.

**GM 180 Introduction to Microsoft Office**

**3 units**

An examination of Microsoft Excel, the tool to manage and analyze business data; Power-Point, the tool that creates attention through computer slide presentations and Access; and Excel, the tool of the database management program.

**GM 200 Introduction to Statistics**

**3 units**

A study of estimation: consistency, unbiasedness, maximum likelihood, confidence intervals. Hypothesis-testing; type I and II errors, likelihood ratio tests, test for means and variances; regression and correlation, Chi-square tests, decision theory, nonparametric statistics; application of statistical methods.

**GM 240 Instructional Technology****3 units**

A discussion of using various technologies in the field of education or in church education. Students will learn how to use the Internet, Multimedia CD-ROM, and DVD to study teaching methods, and learn how to use software such as Publisher, Photoshop, and Premiere Pro for teaching.

**GM 250 Calculus (Prerequisite: College Mathematics I)****3 units**

Calculus is a foundational course at Bethesda. It plays an important role in the understanding of science, engineering, economics, computer science and so on. This introductory course covers differentiation and integration of functions of one variable, with applications. After completing this course, students should have developed a clear understanding of the fundamental concepts of single variable calculus and a range of skills allowing them to work effectively with the concepts.

**GM 260 Computers in Early Child Education****3 units**

This course focuses on the appropriate use of technology to facilitate the teaching and learning process in early child education. Instructional methods explore utilization of a variety of technology for collaboration and communication.

**GM 350 Linear Algebra with Matrix (Prerequisite: College Mathematics I & II) 3 units**

This course covers matrix theory and linear algebra, emphasizing topics useful in other disciplines. Linear algebra is a branch of mathematics that studies systems of linear equations and the properties of matrices. The concepts of linear algebra are extremely useful in physics, economics and social sciences, natural sciences, and engineering. Due to its broad range of applications, linear algebra is one of the most widely taught subjects in college-level mathematics.

**HEALTH and PHYSICAL EDUCATION****GP 200 Health and Fitness****3 units**

Foundational principles of physical fitness for enhancing cardiorespiratory endurance, muscular strength, flexibility, body composition, and overall physical wellness will be explored. Knowledge, skills, and abilities necessary to develop, implement, and manage basic fitness programs for individualized applications in apparently healthy individuals will be developed.

**GP 201 Basketball****3 units**

This elective physical education course is designed to give students the opportunity to learn and develop fundamental and advanced skills and strategies of team activities in basketball. Students will benefit from comprehensive team activities and cardiorespiratory activities. Students will learn basic fundamentals and advanced techniques of a team activity/activities in basketball.

**GP 211 Baseball****3 units**

This elective physical education course is designed to give students the opportunity to learn and develop fundamental and advanced skills and strategies of team activities in baseball. Students will benefit from comprehensive team activities and cardiorespiratory activities. Students will learn basic fundamentals and advanced techniques of a team activity/activities in baseball.

**GP 221 Soccer****3 units**

This elective physical education course is designed to give students the opportunity to learn and develop fundamental and advanced skills and strategies of team activities in soccer. Students will benefit from comprehensive team activities and cardiorespiratory activities. Students will learn basic fundamentals and advanced techniques of a team activity/activities in soccer.

**GP 280 Dance****3 units**

Development of basic principles and theories involved in composition are studied. Emphasis is placed on movement principles, group and structural forms.

**GP 290 Health Management**

**3 units**

A study of Physical fitness and disease; nutrition and obesity; mental health and stress management; substance abuse (drugs, tobacco and alcohol); human sexuality.

**RELIGION**

**BIBLICAL STUDIES/LANGUAGE**

**LN 200 Introduction to Biblical Language**

**3 units**

A study of both basic Ancient Hebrew and Koine Greek. Students will gain an understanding of how to study these languages.

**LN 210, 211 Greek I, II**

**3 units each**

A study of Koine Greek including basic vocabulary, grammar, and syntax. Students will gain an understanding of how to study the New Testament by using its original language.

**LN 220, 221 Hebrew I, II**

**3 units each**

A study of ancient Hebrew including basic vocabulary, grammar, and syntax. Students will gain an understanding of how to study the Old Testament by using its original language.

**BS 220 Biblical Hermeneutics**

**3 units**

A basic study of the art and science of biblical interpretation and an introduction to theological themes found the biblical narrative. Prerequisites: OT110, NT130

**BS 225 Methods of Bible Study**

**3 units**

A study of basic Bible study methods.

**BS 230 Missional Reading of the Bible**

**3 units**

A study of the Bible from a missional perspective.

**BS 350 Biblical Exegesis**

**3 units**

An examination of the rules of proper Biblical exegesis.

Prerequisites: LN 210, or LN 220

**BS 360 Hymnology**

**3 units**

A survey of Christian hymnology including its historical patterns, the broad scope of hymnal literature, its environment, and significant contributing individuals

**BS 490 Israel Seminar**

**3 units**

A study tour where students visit the Holy Land and explore its geography and biblical sites.

**OLD TESTAMENT**

**OT 110 Old Testament Survey**

**3 units**

A survey of the Old Testament including its origin, organization, and content.

**OT 200 Pentateuch**

**3 units**

An introduction to the content of the first five books of the Old Testament. Attention is given to their theological messages as well as their literary contents.

**OT 220 Historical Books**

**3 units**

An examination of the books of the Old Testament which chronicled the history of Israel.

**OT 303 Wisdom Literature**

**3 units**

An analysis of Job, Proverbs, Ecclesiastes, and Song of Solomon with special emphasis on their practical application to today's life and thought.

**OT 310 Prophetic Books**

**3 units**

A survey of the Old Testament prophetic books in their chronological order, including historical background, literary characteristics, and theological remarks. This course presents enough study of detailed content to make the message of each book applicable to personal life.

**OT 320 Major Prophets**

**3 units**

An examination of the message and literary contents of 1 & 2 Samuel, Isaiah, Jeremiah, and Ezekiel.

**OT 321 Minor Prophets**

**3 units**

An examination of the message and literary contents of Daniel, Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi.

**OT 331 Isaiah**

**3 units**

An analytical and exegetical study of the Book of Isaiah. Attention will be given to exegesis, structure, and setting.

**OT 332 Jeremiah**

**3 units**

An analytical and exegetical study of the Book of Jeremiah including an overview of the historical context and the theological issues as well as an opportunity for translation and careful exegetical examination of representative passages.

**OT 333 Lamentations of Jeremiah**

**3 units**

An analytical and exegetical study of the Book of Lamentations of Jeremiah. Lectures will treat the historical backgrounds of the prophet's ministry, the themes of his message related with the Book of Jeremiah, and the literary forms of the book.

**OT 334 Ezekiel**

**3 units**

An analytical and exegetical study of the Book of Ezekiel. Significant time will be devoted to analyze the Hebrew text of this book in terms of grammar, syntax, criticism, structure, exegesis, and setting.

**OT 335 Daniel**

**3 units**

An analytical and exegetical study of the Book of Daniel. This course will treat an overview of the historical context, theological issues, and exegetical examinations of selective passages.

**OT 420 Poetic Books**

**3 units**

A survey of the Old Testament poetic books including historical background, literary characteristics, and theological remarks. This course focuses upon making the message of each book applicable to personal life.

**OT 480 Psalms**

**3 units**

An in-depth study of Psalms as an example of literary forms developed out of the worship and community of Israel.

**OT 485 Old Testament Theology**

**3 units**

This course deals with approaches or methods scholars have used to do Old Testament theology, theological emphases in the thirty-nine books of the OT, and the relevance of the teachings of the OT to Christian life for establishing biblical foundations, identity of faith, and theological stance. This course provides a foundation for theology and ministry and lays a foundation for New Testament theology.

**NEW TESTAMENT**

**NT 130 New Testament Survey**

**3 units**

A survey of the origins, organization, and contents of the New Testament developed out of the context of the Church community in the first century.

**NT 210 Gospels**

**3 units**

A study of the first four books of the New Testament including their relationship to each other and their unique messages for their respective audiences and relevance for Christian faith today.

Prerequisites: OT110, NT130

**NT 250 Acts**

**3 units**

A study of the historical development of the early Church with particular attention given to the role of the Holy Spirit in the ministry of the Church.

**NT 307 Matthew**

**3 units**

An analytical and exegetical study of the Gospel of Matthew. The aims of this course are to brighten the overall purpose and structure of the book, to explicate its major themes, to investigate its theological perspectives, and to explore critical hermeneutical issues.

**NT 308 Mark**

**3 units**

An analytical and exegetical study of the Gospel of Mark. This course aims to investigate its theological perspectives, to explore critical hermeneutical issues, to be familiar with the proper skills for interpreting this book, and to analyze the overall structure and forms.

**NT 309 Luke**

**3 units**

An analytical and exegetical study of the Gospel of Luke. This course seeks to illuminate the overall purpose, structure, theological perspectives, and critical hermeneutical issues in relation with the Book of Acts.

**NT 310 John**

**3 units**

An analytical and exegetical study of the Gospel of John. This course aims to investigate its theological perspectives, to explore critical hermeneutical issues, to be familiar with the proper skills for interpreting this book, and to analyze the overall structure and forms.

**NT 312 Life and Teaching of Jesus Christ**

**3 units**

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

**NT 313 New Testament Background**

**3 units**

This course deals with the intellectual background of the ages when the New Testament was written and when the Christian theology was being formed. This course will lead the students to the intellectual

atmosphere of the ancient world when the Christianity began to be formed and spread, but it focuses on the Greek philosophy and the contemporary Jewish thought.

**NT 315 Parables of Jesus**

**3 units**

An introduction to the study of the parables of Jesus. Student will explore the role and function of the parables taught by Jesus', including the proclamation of the kingdom of God, the history of interpreting the parables, and how the parables are relevant for today.

**NT 330 Pauline Letters**

**3 units**

An introduction to the Pauline letters including their historical contexts, literary forms, and theology.

**NT 340 Prison Epistles**

**3 units**

A study of the books of Ephesians, Philippians, Colossians, and Philemon. Emphasis is placed on Paul's imprisonment and the theology embedded in letters written during his imprisonment.

**NT 410 Corinthian Letters**

**3 units**

A study of the books of I & II Corinthians, including their historical contexts, literary issues, and theology.

**NT 415 Romans**

**3 units**

A detailed study of Romans giving special attention to its background, instruction, and doctrinal teaching.

**NT 420 General Letters**

**3 units**

A survey of the New Testament general letters except Pauline letters, including historical background, literary characteristics, and theological remarks. This course presents enough study of detailed content to make the message of each book applicable to personal life.

**NT 470 Hebrews**

**3 units**

A study of the book of Hebrews emphasizing the supremacy of Jesus Christ and the perfect fulfillment of God's plan.

**NT 485 New Testament Theology**

**3 units**

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

**THEOLOGICAL STUDIES**

**TH 150 Introduction to Theology**

**3 units**

An introduction to the basic doctrines of Christianity. This course centers on biblical Christian teaching and Christian living and its relevance for today.

**TH 160 Theological English**

**3 units**

A study of the professional English used in theology and missiology. This course enables students to understand and research English theological literature, as a minister for internationalized era.

**TH 203 Philosophy & Christian Faith**

**3 units**

This course clarifies the relationship between philosophy and Christianity and the major thought of those philosophers who influenced greatly in the formation of Christianity and then assures its usefulness to theologize in current times.

**TH 211 Spiritual Dynamics of Yonggi Cho's Ministry** **3 units**

This course studies David Yonggi Cho's ministry in light of his Christian background, understanding of the gospel, spirituality, Pentecostal/Charismatic distinctive, and principles for church growth.

**TH 345 Pauline Theology** **3 units**

A study of the theology of Paul in the cultural and historical context of his letters, with emphasis given to Paul's contribution to the foundation of the Christian Church and faith.

**TH 401 Systematic Theology I** **3 units**

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

**TH 402 Systematic Theology II** **3 units**

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

**TH 420 Pneumatology** **3 units**

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

**TH 450 Pentecostal Heritage** **3 units**

A study of the theological distinctive and historical development of the Pentecostal and Charismatic movements.

**TH 453 Full Gospel Theology** **3 units**

A study of the theology of Full Gospel faith which is an application of Pentecostal Movement in Korean context, on the basis of historical, biblical, and theological perspectives. This course provides a well-systematized Full Gospel Theology to students as a foundation for their lives and ministries.

**TH 455 Christian Apologetics** **3 units**

Students explore the basic issues existing between the historical Christian faith and contemporary liberalism with a view to securing the basic insights necessary for a reasonable defense of the faith.

## **CHURCH HISTORY**

**CH 220 Church History** **3 units**

A survey of the historical development of the Christian Church and its doctrines within this historical context from the first century to the present.

**CH 250 Biblical Geography and History** **3 units**

A study of the history and geography of the Holy Lands. It introduces the Israel history that is the foundation of biblical interpretation and research.

**CH 455 Korean Church History** **3 units**

A study of the founding of the Korean Christian Church including the development of the Christian faith in Korea to the present time. Special attention is given to analyzing the reasons for growth, present weaknesses,



dangers, strengths, and opportunities.

## **CHRISTIAN SPIRITUAL FORMATION & HEALING**

### **CS 350 Ministry of Inner Healing**

**3 units**

An examination of the theory and practice of inner healing as basic and indispensable for other healing ministries. The course considers definition, theological foundation, necessities, biblical models, and related ministry skills. The principles of emotional healing and spiritual healing are explained. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.

### **CS 351 Spiritual Warfare**

**3 units**

A study of the biblical teachings concerning the purposes and tactics of the spirits of darkness and the strategies and resources to combat them. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.

## **PASTORAL MINISTRY**

### **PT 221 Understanding Korean Immigrant Church for Ministry**

**3 units**

This course examines the socio-cultural characteristics of the Korean immigrant church in the U.S. and thereby finds relevant ministry principles, approaches, and skills in the church.

### **PT 240 Cultivating Leadership through Social Environment**

**3 units**

This course examines how leaders can effectively perform leadership in consideration of social environments. In this course, students will understand the key concepts of leadership and learn how to apply leadership skills appropriately in diverse socio-cultural contexts

### **PT 310 Pastoral Theology**

**3 units**

A study of the application of theology to the pastoral setting including the development of Christian community in the local church, development of spirituality in the local setting, and the relationship of the pastor to the church's ministry.

### **PT 315 Liturgy**

**3 units**

A study of the Christian liturgical foundation and practice. Attention will be given to many of the liturgical forms of worship on the basis of biblical, historical, and theological perspectives, and liturgical application will be possible to students.

### **PT 318 Christian Music Ministry**

**3 units**

A study of the Christian music ministry used in evangelization including its fundamental forms, principles, and methods in a theoretical perspective. In a practical perspective, this course deals with planning, preparing, and progressing music worships for evangelization as a team ministry, and the significance of music contextualization in mission fields.

### **PT 463 Homiletics**

**3 units**

An examination of the principles of sermon preparation and delivery. This course is designed to give students the necessary skills to properly develop a sermon and preach it well.

### **PT 330 Ministry & Mass-Media**

**3 units**

A study of mass-media used in Christian ministry, including the influential power of mass-media, theory and

practice of mass-media, effective local pasturing and educating through mass-media, and directions and methods of mission strategies with mass-media.

**PT 340 Leadership Development**

**3 units**

An introduction to the theory and practice of leadership including discussion of transmission of vision, goal setting, time management, exercising authority appropriately for various type situations and followers, working with volunteers, delegation of authority and responsibility, and conflict management.

**PT 350 Church & Society**

**3 units**

A relational study of church community and local community including detailed studies on their mutual relationships in modern culture. This course enables students to understand essential missions of the church and the believers.

**PT 464 Pastoral Counseling**

**3 units**

An introduction to basic pastoral counseling practices including pre-marriage counseling, crisis counseling, conflict resolution, and limits of pastoral counseling. The student is taught how to network with Christian professionals and how to develop a community where preventive counseling is an integral part of the local church ministry.

**PT 466 Church Administration**

**3 units**

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

**PT 473 Introduction to Preaching**

**3 units**

A laboratory course providing an opportunity for students to practice homiletic skills under the supervision of an experienced pastor.

**GS 499 Senior Integrative Seminar**

**3 units**

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

**CHURCH GROWTH AND EVANGELISM**

**CG 210 Personal Evangelism**

**3 units**

A survey of methods of personal evangelism in light of the mission of the Church to fulfill the Great Commission.

**CG 310 Discipleship & Training**

**3 units**

A study of foundations, principles, theories, and methods of discipleship and training. Through theoretical studies and practical applications, this course expands the equipping ministry to equip the believers to be ministers. This is a biblical/theological course, therefore, major engagement with the scripture is required in this course.

**CG 432 Methods of Church Planting**

**3 units**

A study of the techniques of church planting including location, cultivation of the community, and development of a core group. There are discussions concerning recruiting help and/or sponsorship, alternative church planting methods, and cross-cultural church planting.

**CG 440 Church Planting & Church Growth****3 units**

A study of basic principles and methods of church planting and church growth. This course prepares students to expand the Kingdom of Heaven with their expanding churches.

**CG 462 Church Growth****3 units**

A study of biblical principles concerning growth and development of the local church. Emphasis made on marketing, cultural relevance, and evangelism.

**CHRISTIAN EDUCATION****CE 150 Introduction to Christian Education****3 units**

A comprehensive overview of the significance and scope of Christian education that includes definition, nature, objectives, and agencies of Christian education

**CE 210 Foundations of Teaching Ministry****3 units**

A study of the major issues of educational psychology including learning theories, motivation, and individual differences. Major emphasis is on the application of the theories to teaching ministry.

**CE 220 Education Ministry and Discipline****3 units**

This course examines how Christian education ministry can function to enhance discipleship. Students will be able to equip church members with both biblical knowledge and spiritual discipline through their education ministry.

**CE 240 Foundations of Christian Education****3 units**

An introduction to historical and philosophical foundations of educational ministry. Students establish the framework for a personal and biblical philosophy of Christian education.

**CE 261 Life-Span Development in Ministry****3 units**

A survey of human development that includes physical, cognitive, socio-emotional, moral, and faith aspects as a basis for a holistic Christian education ministry.

**CE 370 Christian Education of Children****3 units**

A study of the development of children, the needs of children in contemporary society, and biblical and theological perspectives of children. The emphasis is on the development of effective teaching processes that encourage moral and spiritual development of children.

**CE 371 Christian Education of Youth****3 units**

An examination of the adolescent in our culture with emphasis upon designing a ministry to cultivate leadership potential among the youth within the context of the local church.

**CE 380 Religious Development of Children & Youth****3 units**

This course considers cognitive, affective, and relational aspects of religious development. The course reviews theoretical perspectives, research findings, and the students' own experiences in addressing topics such as formation of God-image, experiences in prayer, and impact of parents on spiritual development. Offered on demand.

**CE 400 Teaching Methods****3 units**

A study on assessment of students' needs, preparation of lesson plans, use of teaching aids, and evaluation of the teaching. Students experience the opportunity to teach with their own lesson plan.

**CE 410 Family Ministries in the Church**

**3 units**

An investigation of biblical concepts of the family, the needs of families in the church, and resources and techniques to meet those needs. Offered on demand.

**CE 480 Educational Administration**

**3 units**

An introduction to the biblical principles and current practice of management including planning, organizing, staffing, directing, and evaluating. Special attention is given to the relation of administrative functions and educational ministry.

**CE 485 Educational Psychology**

**3 units**

A relational study of pedagogy and psychology on the basis of theological stance. This course basically deals with human learning in the educational setting, including teacher-student relationships in the context of cultural and psychological diversity, learning and behavior problems of students at various age levels, and the learning process in light of contemporary theory and research.

**CE 490 Seminar in Educational Ministry**

**3 units**

A study of the issues and special topics in the field of Christian education that are not currently covered in catalog course offerings. Topics may include singles ministries in the church, women's ministry in Christian education, media in ministry, etc. Designed for upper division students in Christian education. Offered on demand.

**GS 499 Senior Integrative Seminar**

**3 units**

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

**MISSIONS**

**MI 210 Introduction to Missions**

**3 units**

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

**MI 230 Mentoring for Christian Leadership and Missions**

**3 units**

This course is a study of the mentoring for Christian leadership development and missions. Mentoring is one of the most important means for leadership training and development in today's church and missions. Mentoring can be used in mission organizations and local churches as a flexible and effective leadership training and development model.

**MI 240 History of Missions**

**3 units**

A history of the expansion of the Christian movement with special emphasis on the strategies and values that have produced church growth and the reaching of new peoples.

**MI 243 The Holy Spirit and Mission**

**3 units**

A study of the theological, Pentecostal/Charismatic and contemporary understanding on missions in light of the work of the Holy Spirit with special emphasis on the Holy Spirit's missionary activity in the Acts as well as in the entire Bible.

**MI 245 History of Korean Missions**

**3 units**

A study of the methods, principles, aims, and progress of apostolic missions. Attention is given to the various periods of missionary endeavor through the beginning of the Korean Church up to the period of modern

Korean missions.

**MI 250 World Religions and Missions**

**3 units**

A survey of the religious systems present in the world and an analysis of evangelistic outreach among their members. Missionary considerations discussed include information on available resources, organizations involved in ministering to each group, effective strategies and theological interests or problems important to each group.

**MI 320 Adapting and Ministering in Other Cultures**

**3 units**

A study of concepts, skills, and attitudes useful in cross-cultural ministry and adapting to life in other cultures. The course combines lectures and readings with a number of cross-cultural experiences and reflections on these experiences with a focus on inter-cultural communication, evangelization, contextualization, use of money, etc.

**MI 323 Church Planting and Expansion in Mission**

**3 units**

This course provides the principles and methods of cross-cultural church planting. As a result of this study, students will be able to learn how to start and develop missional and reproducing churches in a particular cultural context.

**MI 330 Mission Practicum**

**3 units**

This course provides a foundational understanding and preparation for short term overseas missions. Students will learn how to adapt to a different culture and society from their own. They will appreciate the principle and strategy for communicating Christian faith cross-culturally.

**MI 340 Mission Strategy**

**3 units**

A study of historical and contemporary strategies for fulfilling the Great Commission. Effective models of mission are presented in this course.

**MI 460 Mission Theology**

**3 units**

A study of contemporary mission theologies as biblical, theological, and historical bases of Christian mission. This course deals with various mission theories and practical issues on the basis of theological basis for discerning and apologetic capacity, including the biblical basis for missions, the relationship of social action to evangelism, mission and development, cross-cultural witness, cross-cultural awareness and church planting, church mission structures, and the relation of Christianity to other religions.

**MI 470 Current Issues in Missions**

**3 units**

An examination of current issues in missions with a special focus on ministry, family, cultural, spiritual, economic, political, and social concerns. Offered on demand.

**GS 499 Senior Integrative Seminar**

**3 units**

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

**INFORMATION TECHNOLOGY**

**IT 101 IS Productivity and Technology**

**3 units**

Introduces fundamental concepts related to multimedia computer software and tools. This course develops initial design and programming skills using a high-level programming language. This course introduces useful computer-based tools for multimedia concepts.

**IT 105 Introduction to Information Technology****3 units**

The purpose of the Information Technology program is to provide students with the theory and skills successfully to gain knowledge on Information Services and Support, Network Systems, Programming and Software Development, and Interactive Media. Emphasis is placed on developing critical thinking and problem-solving skills, as well as the communication of technical information to both technical and non-technical audiences.

**IT 113 Homepage Design****3 units**

This course introduces the basic principles of good design for the web and html coding. Students will create web graphics and site mockups in Photoshop. Students will learn real-world techniques to build websites and fundamentals.

**IT 124 Implementation of Database using MySQL 5****3 units**

This course introduces MySQL Database Management System to students. Students will have hands-on experience on managing MySQL for Web Applications such as Moodle and PyroCMS.

**IT 125 Computer Architectures****3 units**

This course introduces elements of differential equations, first- and second-order equations, variation of parameters method and method of undetermined coefficients, existence and uniqueness. This course will discuss systems: input/output description, linearity, time-invariance, and causality. Impulse response functions, superposition and convolution integrals. Laplace transforms and system functions.

**IT 131 Introduction to Multimedia****3 units**

Web Design Fundamentals is a survey of Web design and development techniques and technologies, fundamental concepts, terms, and best practices involved in professional web design. Instructor examines popular web development tools, server-side software solutions, content management solutions, and cloud-based software, providing a high-level overview of the world of Web publishing.

**IT 140 Introduction to Web****3 units**

This course presents students with a comprehensive introduction to web programming technologies. This course requires the student to build multiple web pages and implement at least one major website design that interacts with a database. Particular attention is given to server-side applications.

**IT 141 Introduction to Digital Communication****3 units**

Introduces to the theory and practice behind many of today's communications systems. Topics covered include: digital communications at the block diagram level, data compression, scalar and vector quantization, sampling and aliasing, signal constellations, finite-energy waveform spaces, detection, and modeling and system design for wireless communication.

**IT 145 Introduction to Programming****3 units**

This class will introduce you to programming terminology as well as the steps you should follow to write a computer program. After this class you'll be able to do the following:

Define the job of a programmer.

Discuss tools used to identify customers' wants and needs.

Create simple flowcharts.

Explain that every program uses at least two of the five basic programming elements.

Differentiate between numeric and alphanumeric data.

**IT 150 Databases (SQL)****3 units**

Databases are the backbones of modern scholarly, scientific, and commercial information systems. For example, NASA uses databases to manage voluminous quantities of data generated by its many

missions, and large pharmaceutical companies use databases for drug-discovery. Use of databases in the humanities and social sciences is also growing. This course will provide instruction in both fundamental principles and user-centric methodologies for effective database design.

**IT 205 Introduction to Linux OS and Open Source**

**3 units**

This course introduces Linux Operating System and Open Source Concept to students. Students will have hands-on experience on installing Linux OS, working with basic set-up and administration, and working with shell.

**IT 218 Introduction to Embedded System**

**3 units**

This course introduces Arduino Embedded Board to students. Students will have hands-on experience on programming C and Arduino Board for various embedded system and C programming projects.

**IT 223 Object Oriented Programming using Java**

**3 units**

Object Oriented programming is a programming style which is associated with the concepts like class, object, Inheritance, Encapsulation, Abstraction, Polymorphism. As Java being the most sought-after skill, we will talk about object-oriented programming concepts in Java. An object-based application in Java is based on declaring classes, creating objects from them and interacting between these objects.

**IT 235 Java Programming**

**3 units**

This course is designed to provide students with learning experiences to employ the concepts of object oriented programming to develop applications in the Java programming language. This course addresses the major features of Java programming, including object-oriented programming development, graphical user interface, and active objects.

**IT 240 Introduction to MATLAB**

**3 units**

This course teaches computer programming to those with little to no previous experience. It uses the programming system and language called MATLAB to do so because it is easy to learn, versatile and very useful for engineers and other professionals. MATLAB is a special-purpose language that is an excellent choice for writing moderate-size programs that solve problems involving the manipulation of numbers. The design of the language makes it possible to write a powerful program in a few lines. The problems may be relatively complex, while the MATLAB programs that solve them are relatively simple

**IT 248 Building a Small Office/Home Networks and Configuration of Admin LAN 3 units**

Students will learn the hardware they will need—from switches to modems—and the specifics behind using both wired and wireless methods to connect the computers and equipment in their network. Then students will learn how to share files between computers and briefly discusses email and print servers, explaining how to manage connections to those services with DHCP and DNS addressing. Faculty will also reviews issues students might encounter when working in a mixed (Windows/Mac/Linux) environment, and provides tips on setting up an Internet connection, as well as configuring security and local-storage options for your network.

**IT 250 An introduction to Management Information System**

**3 Units**

A comprehensive course that will examine the role of information systems in business. Emphasis will be placed on information systems and their impact on business processes, organizational strategy, competitive advantage and decision making in organizations. Basic data, software and hardware principles and usage will be introduced.

**IT 261 An Introduction to Information Security**

**3 units**

This course is intended to help students to gain fundamental and comprehensive understanding of information security. We will focus on an overview of major information security issues, technologies, and approaches.

Students who successfully complete this course will have a concept and knowledge of security properties, concerns, policies, models, cryptography, PKI, firewalls, security evaluations and real-life security cases. Students will also have hands-on experience in selected information security technologies through lab terms.

**IT 262 Network Administration and Cyber Security**

**3 units**

Cyber threats and hackers present some of the biggest threats to our national security, businesses and organizations. Our society depends on computers and the Internet to function, and as such, the risk of cybercrimes increases as well. In this class, students will take a comprehensive approach to the needs of protecting our computer systems. Students will learn how to configure, manage and secure networks along with protecting servers, desktops and mobile devices. Ethical hacking labs will allow students to learn how to defend against threats and conduct penetration testing measures on networks.

**IT 273 EXCEL with VBA**

**3 units**

Offering an introduction to programming with Excel Visual Basic for Applications (VBA), this course caters to students aspiring to venture into the realm of business analytics. By employing real-world business scenarios, participants will enhance decision-making efficacy and productivity by developing a comprehensive grasp of VBA programming languages.

**IT 274 Applied Excel**

**3 units**

Acquire the skills necessary to parse, analyze, and present information from extensive data sets. This Applied Excel course aims to enhance participants' proficiency in using Excel effectively for data interpretation by employing both fundamental and advanced tools. Participants will significantly boost their efficiency in organizing data, enabling them to focus more on analyzing and deriving insights, which adds greater value to both the project team and clients. The course will kick off with best practices in Excel and will progressively incorporate more advanced functionalities centered on data manipulation and management throughout the semester.

**IT 281 Introduction to Data Science**

**3 units**

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Develops further skills in maintaining accounting records, provides in-depth exposure to accounts receivable/accounts payable, payroll and inventory modules.

**IT 310 Business Information System**

**3 units**

Recently, we have seen the impact of the network era through the proliferation of web-based applications transforming organizational processes and in some cases entire industries. These new web-based applications have complex and dynamic components that require technical knowledge to develop and manage. This course will combine the study of theory, best practices and hands-on laboratory exercises to improve your understanding of how to select and develop these technologies with internet.

**IT 313 3D Modeling, Animation and Special**

**3 units**

Fundamentals of 3-D modeling, animation, surfacing, and special effects. Understand the processes involved in the creation of 3D animation and the interaction of vision, budget, and time constraints. Develop and understanding of diverse methods for achieving similar results and the decision-making processes involved at various stages of development. You will learn to use Autodesk Maya to create 3D projects.

**IT 315 Computer-Aided Design (Photoshop)**

**3 units**

This course will introduce some of the basic concepts of Adobe Photoshop. Upon completion of this course, students will be familiar with the Photoshop environment, understand and use the Photoshop Toolbox tools, use options with each tool with the Option Bar, use the various work area Palettes and create images using Layers.



**IT 320 Mobile Application Development****3 units**

Mobile application development is the process of creating software applications that run on a mobile device, and a typical mobile application utilizes a network connection to work with remote computing resources

**IT 335 Intermediate Web Development using AMP****3 units**

This course expands PHP and MySQL Programming Language to students. Students will have hands-on experience on programming PHP and MySQL for various web development projects.

**IT 337 Introduction to Python****3 units**

Introduction to Python Programming course is intended for students with little or no programming experience. It aims to provide students with an understanding of the role computation can play in solving problems and, regardless of their major, feel justifiably confident of their ability to write small programs that allow them to accomplish useful goals.

**IT 340 Web Frontend Development using JavaScript****3 units**

There are three main components when it comes to front-end development: HTML, CSS and JavaScript. Each are critical for making a webpage what it is. HTML is the structure and content of the site, CSS (Cascading Style Sheets) makes it look pretty, and, lastly, JavaScript is what powers its interactivity.

**IT 350 Systems Programming with C/C++****3 units**

C++ is a general-purpose programming language with a bias toward system programming as it provides ready access to hardware-level resources, efficient compilation, and a versatile approach to higher-level abstractions. This class will help you understand the benefits of system programming with C++

**IT 360 Effective Communication Skills for Technical Professionals****3 units**

Students will draw on cutting-edge communication research, theories of persuasion, studies on Para social interaction, and empirical studies on compelling storytelling to help participants solve problems, make quality decisions, and motive people. Course topics include speaking persuasively, visual persuasion, communicating in globally distributed teams, adapting messages to audiences, and arguing civilly to produce good decisions.

**IT 361 Wireless Networks****3 units**

Wireless networks play an important role in the world of communications. This course provides various current and next generation wireless networking technologies, and undertakes a detailed exploration of fundamental architectural and design principles used at all layers. Related protocols and their performance are studied using formal analytical tools and realistic simulations.

**IT 380 Cisco Certified Network Associate (CCNA)****3 units**

This course will give students an in-depth understanding of networking, using routers and switches and their various configurations and connections. Students will learn how to configure; default, static and dynamic routing. Students will comprehend how to manipulate each of the routing protocols attributes to meet the requirements of the network.

**IT 390 Video Server****3 units**

This course teaches students to set Streaming Video Servers for a streaming media. Students will learn about streaming media service and server and user perspective.

**IT 401 Seminar in Information Science****3 units**

The transformation of information science can be attributed to a combination of social and technical factors. These factors encompass a range of significant challenges, emerging trends, and notable advancements.

Conducting a critical and historical examination of influential works and progress in both research and practical applications provides valuable insights into this field's development.

The evolution of information science is shaped by the interplay of societal and technological issues. This intricate relationship influences the major problems encountered, as well as the prevailing trends and noteworthy developments observed. A comprehensive survey that analyzes significant works and milestones in research and practice serves as a critical resource for understanding this field's progression.

**IT 405 Digital Image Processing (Prerequisite: Introduction to Matlab) 3 units**

Overview of digital image processing including visual perception, image formation, spatial transformations, image enhancement, color image representation and processing, edge detection, image segmentation, and morphological image processing.

**IT 410 Computer Graphics, Animation and Games 3 units**

This course is aimed to provide students an insight into the methods and techniques used within both animation and game design; and examine core concepts/principles and design processes. By the end of the course students will have a basic understanding of the history, types, principles and processes involved in both animation and game design.

**IT 414 Blockchain 3 units**

Blockchain is the distributed and decentralized database technology behind cryptocurrencies like Bitcoin. It is public, transparent, secure, immutable, and distributed — and can be used to record and transfer any digital asset (not just currency). Learn how this technology works and its potential disruptive impacts on financial services, governments, banking, contracting, and identity management.

**IT 420 Web Backend Development using LAMP 3 units**

You may have heard something about the LAMP stack. That wouldn't be surprising, since some of today's most popular open source web applications—for example, WordPress and Drupal—run on LAMP. But LAMP has a lot more to its credit. It was one of the first open source software stacks for the web and remains one of the most common ways to deliver web applications. It is so widely used that you are likely to encounter it frequently during your career as you update or host existing applications. And it is considered by many to be the platform of choice for developing new custom web apps

**IT 425 Special Topics of Network 3 units**

Performance analysis and design of telecommunication networks and multiple- access communication systems. Topics include architectures, multiplexing and multiple-access, message delays, error/flow control, switching, routing, protocols and applications to local-area, packet-radio, local-distribution, computer and satellite communication networks.

**IT 430 Analytics, Algorithms, AI, and Humanity 3 units**

AI is transforming how we live, work, and play. By enabling new technologies like self-driving cars and recommendation systems or improving old ones like medical diagnostics and search engines, the demand for expertise in AI and machine learning is growing rapidly. This course will enable you to take the first step toward solving important real-world problems and future-proofing your career.

Introduction to Artificial Intelligence with Python explores the concepts and algorithms at the foundation of modern artificial intelligence, diving into the ideas that give rise to technologies like game-playing engines, handwriting recognition, and machine translation.

**IT 433 Advanced Database System 3 units**

Introduce various other advanced topics, including query optimization, concurrency, data warehouses, object-oriented extensions, and XML. While CS403 introduced the basics of database management systems, the additional topics covered in this course will help you become more proficient in writing queries and will

expand your knowledge base so that you have a better understanding of the field. By the end of this course, you should have a solid grasp on data warehouses and XML, which will prove to be invaluable as you progress further in your Computer Science studies.

**IT 450 Introduction to Networks**

**3 units**

Networking is referred to as connecting computers electronically for the purpose of sharing information. Resources such as files, applications, printers and software are common information shared in a network. The advantage of networking can be seen clearly in terms of security, efficiency, manageability and cost effectiveness as it allows collaboration between users in a wide range. Basically, a network consists of hardware components such as computers, hubs, switches, routers and other devices which form the network infrastructure. These are the devices that play an important role in data transfer from one place to another using different technology such as radio waves and wires. There are many types of network available in the networking industries and the most common networks are Local Area Network (LAN) and Wide Area Network (WAN).

**IT 466 Cross Platform Design Engine (Unity)**

**3 units**

Unity is a powerful real-time 3D development platform used for building 2D and 3D applications, such as games and simulations. It supports over 25 platforms, including mobile, desktop, console, TV, VR, AR, and the web, and is available for both Windows and macOS. Unity is free to start with, making it accessible for developers at all levels. This Mission offers a comprehensive exploration of the roles and career paths of Unity creators. Students will discover the diverse applications of Unity beyond gaming, learn about the individuals who utilize the platform, and gain insight into the various roles they occupy. Additionally, students will engage in essential tasks related to key roles within the Unity creator community. This Mission is part of the Unity Essentials Pathway. Students who haven't completed the previous Missions can visit the Pathways section in the Unity Learn menu and select the Unity Essentials Pathway to ensure a complete learning experience. In this Mission, students will gain an understanding of Unity and its applications, explore the various roles available to hobbyists and professionals who create with Unity across different industries, and create simple 2D and 3D real-time experiences from scratch to enhance your familiarity with the Unity Editor and the responsibilities of Unity creators.

**IT 480 Software Engineering**

**3 units**

This course covers the fundamentals of software engineering, including understanding system requirements, finding appropriate engineering compromises, effective methods of design, coding, and testing, team software development, and the application of engineering tools. The course will combine a strong technical focus with a capstone project providing the opportunity to practice engineering knowledge, skills, and practices in a realistic development setting with a real client.

**IT 491 Intermediate Database Management Systems**

**3 units**

This course introduces the concepts of relational database management systems (RDBMS), Structured Query Language (SQL), and PL/SQL in Excel. Topics include conceptual design, relational systems design, normalization and denormalization processes and Structured Query Language and its components such as data manipulation commands. Other topics covered are advanced queries, joins, outer joins, subqueries, group functions, formatting query results, triggers, and stored procedures. Special emphasis on data security, data integrity, query optimizations, and database administration.

**NOT REQUIRED FOR BACHELOR'S OF INFORMATION TECHNOLOGY. ONLY APPLICABLE FOR CPT STUDENTS**

**UNITS COUNT TOWARDS DEGREE**

**CT IT 101 Internship 1**

**1 unit**

*Prerequisite: Full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**CT IT 102 Internship 2**

**1 unit**

*Prerequisite: Completion of CT IT1, renewed approval from academic advisor, and full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation

**CT IT 103 Internship 3**

**1 unit**

*Completion of CT IT1 and CT IT2, renewed approval from academic advisor, and full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**BUSINESS ADMINISTRATION**

**BA 100 Introduction to E-Business**

**3 units**

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

**BA 120 Introduction to Business Administration**

**3 units**

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

**BA 130/131 Financial Accounting 1, 2**

**3 units**

The study of accounting as an information system using a double-entry accounting method. It includes the

study of financial statements, accounting systems, inventories, payroll, financial statement disclosures, corporations and investment in stock.

**BA 220 Managerial Accounting**

**3 units**

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

**BA 240 Principles of Microeconomics**

**3 units**

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

**BA 250 Principles of Macroeconomics**

**3 units**

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

**BA 252 Business Law I**

**3 units**

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

**BA 253 Business Law II**

**3 units.**

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

**BA 260 Computerized Accounting**

**3 units**

This course is an introduction class to use the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package (QuickBooks). Students will develop further skills in maintaining accounting records, and provide in-depth exposure to accounts receivable, accounts payable, payroll and inventory modules.

**Prerequisite: BA 130 & 131 Financial Accounting I & II**

**BA 310 Financial Management**

**3 units**

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

**BA 341 Human Resource Management**

**3 units**

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

**BA 345 Personal Management**

**3 units**

This course explores various aspects of personal management. It includes personal branding, motivation, professional communication skills, financial planning, and career selection.

- BA 351 Principles of Marketing** **3 units**  
This course covers the main principles of the marketing system as it functions within the economy.
- BA 352 Labor Relations** **3 units**  
Learn the fundamentals of collective bargaining and the rights and responsibilities of employees, management, and unions in the federal labor relations process.
- BA 353 Internet Marketing** **3 units**  
This course provides an introduction to the field, and explains its various roles in an organization's total marketing program. Students will be trained how to specifically use the internet and related technology to strategize and implement the research, advertising, selling, merchandising, customer service and other marketing mix-related functions.
- BA 355 Consumer Behavior** **3 units**  
This course examines the underlying dynamics of customer behavior. Drawing from the behavioral sciences, it analyzes the role of individual (e.g., perception, motivation, attitudes) and environmental (e.g., culture, social groups, the family) factors in the buying decision process. Applications of risk, adoption, diffusion, loyalty, symbolism, subliminal stimulation, and fear appeals theories are reviewed. The focus of the course is on practical implications of this knowledge for the marketer.
- BA 370 Principles of Management** **3 units**  
This course introduces the basic theory and principles of management. Emphasis is on the functions of management- planning, organizing, staffing, directing, and controlling.
- BA 371 Strategic Management** **3 units**  
A capstone course which integrates the various business disciplines. Using a "big picture" perspective, the student addresses strategy formulation and implementation in a volatile business environment. The case method of instruction is actively used.
- BA 380 Intermediate Financial Accounting I** **3 units**  
This course emphasizes the conceptual and technical issues related to accounting for such items as inventory, depreciable assets, intangible assets, leases, pensions and taxes. Short cases and problem solving are used to reinforce the concepts and to give students some experience and understanding of techniques of financial reporting in these areas. Other topics covered may include revenue recognition, partnership, and not-for-profit accounting.
- BA 381 Intermediate Financial Accounting II** **3 units**  
This course explores the issues of accounting measurement and financial reporting introduced in A600 in more depth. It uses case analysis and problem solving to consider a variety of topics essential to understanding contemporary financial statements. Topics include the valuation and measurement of financial assets and financial instruments such as bonds, shares, options and derivatives, as well as the phenomenon of off-balance sheet financing. The course relates the disclosure and valuation of these selected assets, liabilities, and equities to issues of income measurement and reporting.
- BA 390 Advanced Financial Accounting** **3 units**  
This course focuses on the accounting for mergers, acquisitions, and takeovers. The course emphasizes the techniques and conceptual background of accounting for business combinations and interoperates investments, and the preparation of consolidated financial statements. Other topics covered may include accounting for foreign operations, and segment and interim reporting.
- BA401 Personal Selling** **3 units**

This course covers the principles, problems and techniques of one on one selling of ideas, products and services in today's local, domestic and international market. Psychological and social aspects of buyer motivation are studied.

**BA402 Advertising**

**3 units**

This course is designed for students interested in advertising and sales promotion. Students will gain knowledge in techniques used in current advertising, including print broadcast media. The course will explore social, legal, and ethical issues of advertising, historical influences, and the media decision making processes as well as marketing communications. In this course, learners... Analyze the expanding environment of media and communication techniques. Assess the strengths, weaknesses, opportunities, and threats (SWOT) of different kinds of promotional campaigns. Examine the importance of market segmentation, position, and action objectives for the development of an advertising and promotion program. Develop creative strategies for advertising. Plan media strategy, scheduling, and vehicle selection. Assess strategic uses of sales promotions.

**BA 410 Organizational Management**

**3 units**

The purpose of this course is for students to learn the fundamentals of organizational management in various environments, including business and personal. Students will learn what organizational management is and how to apply it on a daily basis. By the end of the course, students should have a good understanding of the principles of organizational management dynamics.

**BA 431/432 Auditing I , II**

**3 units**

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

**BA 430 Money and Banking**

**3 units**

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

**BA 440 Income Tax Accounting I**

**3 units**

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

**BA 441 Income Tax Accounting II**

**3 units**

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

**BA 450 Government and Nonprofit Accounting**

**3 units**

This course provides students to explore the foundations of governmental and non-profit accounting theory.

Students will analyze and apply generally accepted accounting principles established for governmental and nonprofit organizations. The student will prepare “real world” governmental accounting transactions by creating a new government. These include recording journal entries and preparing financial statements for various governmental funds using a modular approach

**BA 451 Corporate Governance**

**3 units**

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

**BA 460 Information Technology in Business**

**3 units**

This course will introduce the fundamental concepts of information systems and how they support management and operations in the modern business environment. The spectrum of information technology tools used in business will be discussed, along with selected applications. The roles of technology and e-Business across various business disciplines will be examined. Topics will include strategic applications of technology, technology trends, management of information resources, integration of business processes through Enterprise Resource Planning systems, e-Business models and strategies, building and protecting information systems, and others.

**BA 461 Government Regulation in Business**

**3 units**

This survey course is designed to help students think analytically about the ways in which government and business interact with one another in a mixed economy. It examines: (1) how business and government are organized and how they seek to influence one another; (2) how government policies affect the competitive positions of individual firms and industries and how firms and industries compete to influence such policies; (3) the ways in which government policies affect economic growth and the ways in which governments seek to achieve a variety of noneconomic objectives; and (4) how to define national economic interest in an increasingly integrated global economy. Although the focus is on U.S. business-government relationships, comparisons are made to ways in which government and business interact in other nations.

**BA 470 International Business Management**

**3 units**

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

**BA 471 International Trade and Commerce**

**3 units**

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

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## UNITS COUNT TOWARDS DEGREE

### **CT BA 101 Internship 1**

**1 unit**

*Prerequisite: Full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

### **CT BA 102 Internship 2**

**1 unit**

*Prerequisite: Completion of CT BA1, renewed approval from academic advisor, and full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

### **CT BA 103 Internship 3**

**1 unit**

*Completion of CT BA1 and CT BA2, renewed approval from academic advisor, and full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

## **BUSINESS: SPORTS MANAGEMENT**

### **SM 201 Intro to Sport Management**

**3 units**

This required course introduces students to sports as a business phenomenon. Students in this course will become familiar with industry trends in management strategies and practices.

### **SM 202 Ethics in Sport**

**3 units**

This required course introduces students to various ethical issues in the field of sport and sport management. Students taking this course will learn to make informed, ethical choices, and decisions as they engage in case studies and problem solving activities.

### **SM 203 Technology in Sport Management**

**3 units**

This elective course is designed to equip students to evaluate, adapt, and utilize current and emerging technology pertinent to the field of sport management. Students taking this course will become familiar with industry standard equipment and software used at all levels of sport.

### **SM 301 Business and Personnel Management in Sports**

**3 units**

This required course is designed to introduce students to the principles of business and personnel management

as they apply to the sport industry. Students taking this course will become familiar with industry trends and practices in the area of business operations and the development of human resources.

**SM302 Sport Fitness Administration**

**3 units**

This elective course is designed to introduce students to the many elements of the management of businesses in the sport-fitness industry. Students in this course will gain an understanding of the rationale behind the business as well as potential for both income and societal benefits.

**SM 303 Public Relations and Fundraising**

**3 units**

This required course introduces students to the principles of public and community relations for sports teams, organizations, and businesses. Students in this course will also be introduced to various trends and techniques in fundraising.

**SM 304 Managing Sport Facilities**

**3 units**

This required course introduces students to current trends in, operation, and maintenance of sport and recreation facilities. This course will also cover revenue generation and risk management in the context of sport facilities.

**SM 305 Sport and Consumer Behavior**

**3 units**

This elective course is designed to introduce students to the industry trends and standards in increasing and sustaining consumer demand for sport products and services. Students in this course will gain an understanding of the personal, psychological, and socio-environmental factors that influence the individual consumer.

**SM 306 Sport Marketing and Promotions**

**3 units**

This required course introduces students to marketing and promotional practices in the field of sports. Students taking this course will become familiar with industry standards in marketing and promoting products and services.

**SM 307 Compliance in Intercollegiate Sports**

**3 units**

This elective course acquaints students with the athletic compliance rules and regulations of various collegiate governing bodies. Students taking this course will be trained in interpreting and applying compliance rules in the areas of student athlete recruitment and eligibility.

**SM 308 Sport Marketing Research**

**3 units**

This required course introduces students to the techniques of planning, conducting, and presenting marketing studies. Students taking this course will focus on completing primary research on a sport-related business endeavor of their choice.

**SM 309 Legal Issues in Sports**

**3 units**

This required course is designed to explore the law and how it impacts the area of sport management. Students taking this course will be introduced to the American legal system, legal issues commonly found within the sport industry, as well as risk management strategies to reduce the legal liability of sport management practitioners.

**SM 310 Video Analysis and Coordination in Team Sports**

**3 units**

This elective course is designed to equip students to perform and coordinate the breakdown and analysis of game film for the purpose of player and team development. Students taking this course will master the principles and techniques behind the use of film for player and team development purposes.

**SM 311 Team Operations in Intercollegiate and Professional Sports**

**3 units**

This elective course is designed to equip students with the knowledge and training needed in managing day to day team operations. Students taking this course will become familiar with the standard procedures used

by collegiate and professional teams in terms of managing logistical operations as well as practice and game day operations.

**SM 312 Media Coverage in Sports**

**3 units**

This elective course is designed to familiarize students with the various forms of media coverage and journalistic practices in sports. Students taking this course will examine print, radio, television, and web-based media coverage of sports.

**SM 401 Sponsorship in Sports**

**3 units**

This elective course introduces students to the role of sponsorships as a means of financial support for sports teams and organizations. This course also explores sponsorships as important revenue streams for professional and minor league sports.

**SM 402 Sports Information Management**

**3 units**

This elective course introduces students to the common trends and practices in the management of sports information in collegiate sports. Students enrolled in this course will receive practical training as volunteers in our athletic department under the supervision of our Sports Information Director.

**SM 403 Planning and management of Sport Events**

**3 units**

This required course is designed to introduce students to the complex process of sport event management. Students taking this course will learn about the administration, operation, and marketing of sport events.

**SM 404 Professional Networking and Athlete Management**

**3 units**

This elective course introduces students to the common trends and practices in professional athlete management. This course will have an emphasis in developing the students' networking skills.

**SM405 Sport Advertisement**

**3 units**

This elective course introduces students to the principles of advertising in the context of the sports industry. Students in this course will gain an understanding of industry trends and standards in the use of various forms of media in sport-advertising campaigns.

**SM 410 Internship I**

**3 units**

This required course is designed to provide students the opportunity to experience real-life situations in the sport management profession. Students in this course will be introduced to important strategies in obtaining and maintaining employment in the sports industry.

**SM 411 Internship in Sports II**

**3 units**

This elective course is designed to provide students with practical experience in the management and operations of short term sport activities such as camps and combines for sports teams and organizations from the recreational to the professional levels. Students in this course are required to fulfill a total of 100 hours of service with an approved organization.

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**UNITS COUNT TOWARDS DEGREE**

**CT BA 101 Internship 1**

**1 unit**

*Prerequisite: Full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled

in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**CT BA 102 Internship 2**

**1 unit**

*Prerequisite: Completion of CT BA1, renewed approval from academic advisor, and a full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**CT BA 103 Internship 3**

**1 unit**

*Completion of CT BA1 and CT BA2, renewed approval from academic advisor, and full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**BUSINESS: LEGAL ADMINISTRATION**

**LA 301 American Constitutional Law**

**3 units**

This course offers an introduction to the main themes of the American Constitution—popular sovereignty, separation of powers, federalism, and rights—and to basic techniques of constitutional interpretation.

**LA 302 Criminal Law**

**3 units**

This course will enable the student to engage in a study of criminal laws. The student will explore elements of different crimes, and major defenses. Ethical rules in criminal law will be discussed. Students will debate criminal law scenarios and learn about the rights of defendants as interpreted by courts.

**LA 303 Criminal Procedures**

**3 units**

This course introduces students to the rules and procedures that govern the pretrial processing of criminal suspects and the conduct of criminal trials. Discussion includes a number of issues relevant to the constitutional safeguards, as well as the cases reflecting current trends in criminal procedure. Students will have the opportunity to engage in an interactive Mock Trial Assignment in which you may prepare legal documents and participate in an enacted criminal law scenario where various criminal procedures are practiced including trial.

**LA 304 Civil Procedure and the Rules of Evidence**

**3 units**

This course introduces the civil procedure consisting of the rules by which courts conduct civil trials. A procedural system provides the mechanism for applying substantive law to real legal disputes. Such a system sets guidelines as to what information and evidence the judge or jury receives, how information is to

be presented, and by what standards of proof the information will be judged. In the U.S., civil procedure usually takes the form of a series of rules and judicial practices. You will have the opportunity to prepare court forms and learn about and follow the Federal Rules of Civil Procedure, Federal Rules of Evidence, and California Rules. This will include application of ethical concepts.

**LA 305 Contract Law**

**3 units**

This course will focus on the rules and elements of a legally binding contract. It concerns such questions as what is required to form a legal contract, and what deficiencies may be present causing an agreement to be unenforceable. Special rules concerning fraud, undue influence, contracting with minors, misrepresentation and others will be discussed as will be the remedies available when enforceable contracts are breached. You will have the opportunity to engage in a contract drafting exercise and apply ethical concepts.

**LA 306 Tort Law**

**3 units**

This course explores the various obligations relating to civil wrongs. This includes negligence, personal injury claims, liability arising from product defects, defamation and others. Questions covered will include who owes what kind of duty under what types of circumstances and what damages can be claimed by those harmed. Principles of liability, including the efficiency of resource allocation and the spreading of losses will be discussed. An overview of tort related legal documents will be made along with ethical concepts.

**LA 308 Property Law**

**3 units**

This course analyzes the development of rules dealing with land, water, and other natural resources. Different perspectives will be discussed, including historical and economic viewpoints.

**LA 310 Introduction to Criminal Justice**

**3 units**

This course is designed around four key themes: First, the field of criminal justice is interdisciplinary and shares elements from criminology, sociology, law, history, psychology, and political science. Second, criminal justice involves public policies that are developed within the framework of the democratic process. Third, the concept of a social system is an essential tool for analyzing the way criminal justice is practiced. Fourth, American values, the foundation on which criminal justice in a democracy is based. These concepts will be discussed through various examples.

**LA 311 Legal Ethics**

**3 units**

This course is designed around four key themes: First, the field of criminal justice is interdisciplinary and shares elements from criminology, sociology, law, history, psychology, and political science. Second, criminal justice involves public policies that are developed within the framework of the democratic process. Third, the concept of a social system is an essential tool for analyzing the way criminal justice is practiced. Fourth, American values, the foundation on which criminal justice in a democracy is based. These concepts will be discussed through various examples.

**LA 320 Criminal Justice Administration**

**3 units**

This course examines the organization and jurisdiction of local, state and federal law enforcement; court and correctional systems; their history and philosophy; career opportunities; terminology and constitutional limitations of the system.

**LA 330 Evidence Rules for Criminal Justice**

**3 units**

The course involves a discussion of the origin, nature, and admissibility of evidence against the accused in criminal proceedings. The exclusionary rule and the distinction between real and testimonial evidence as admitted or excluded from court proceedings are emphasized. Topics include the hearsay rule and its exceptions, the opinion evidence rule, character and reputation evidence, direct and cross examination of witnesses, burden of proof and presumptions, identification evidence, and other pertinent rules of evidence.

**LA 340 Criminal Investigation****3 units**

This course will enable the student to understand the fundamentals of the criminal investigation process. The student will explore investigative techniques in crime detection, collection and use of evidence and information, criminal apprehension and prosecution and investigation of specific crimes.

**LA 350 Criminology****3 units**

This course will enable the student to develop an understanding of the science of crime. The student will examine the roles of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in causing criminal behavior. The student will explore the major theoretical perspectives in the field, as well as the critiques and uses of these perspectives in the prevention and response to crime.

**LA 360 Theory and Practice of Law Enforcement****3 units**

This course presents the historical development of law enforcement, organization, administration, and systems of local, state, and federal policing with an emphasis on theories as they relate to practices.

**LA 361 Theory and Practice of Corrections****3 units**

This course provides a historical overview of theory and practices of convicted offenders with an emphasis on U.S. corrections, including institutional procedures, relevant technological innovations in security, and future innovation impact.

**LA 370 Police Administration****3 units**

This course examines the contemporary law enforcement agency and its functions, structure, and operational techniques; implications of generalized and specialized units; development of resources by time and area of function; analysis of line, staff, and auxiliary functions; and current issues facing today's police agencies including: coordination and consolidation of police services; the effect of terrorism on domestic policing strategies; and the use of modern technology.

**LA 380 Psychology of Criminal Behavior****3 units**

This course will enable the student to examine the biological, psychological, and sociological explanations of criminal and deviant behavior. The student will explore relevant perspectives, theories and research methods. The student will also examine theoretical explanations of specific behavior such as aggression and violence, homicide and assault, sexual offenses, drug use, property offenses, and public disorder offenses.

**LA 400 Substance Abuse Counseling****3 units**

This course introduces graduate-level students to the field of substance abuse and its assessment and service within forensic settings. This course reviews the key bio psychosocial concepts of diverse substance abuse counseling interventions. Students examine theoretical models and research used for assessing and treating substance abuse and addicted clients in and out of the justice system.

**LA 410 Identity Theft****3 units**

This course will enable the student to examine the fraud committed or attempted using the identifying information of another person without authority.

**LA 420 Introduction to Forensic Science****3 units**

This course will enable the student to apply the principles and techniques of the physical and natural sciences to the analysis of various types of crime scene evidence. This will include evidence collection, identification and analysis using microscopy, PCR, GC and spectrometry. Forensic science plays a crucial role in the justice system by providing scientific and foundational information for investigations and the courts. This course will help the student gain insight into the meaning and significance of common types of physical evidence encountered at crime scenes and its role in criminal investigations by combining the principles and techniques of forensic science with scientific logic.

**LA 430 Family Law****3 units**

This course is to provide an understanding of family law such as the basics of various family law matters as divorce, child support, property settlement issues, and spousal maintenance. You will learn how to interview a firm's clients, prepare some family law documents and understand and apply ethical rules.

**LA 431 Probate Law****3 units**

This course prepares you to understand the rules relating to probate and administration of an estate. The California Probate Code, Trusts, and taxes are studied. Preparation of pleadings is included.

**LA 432 Wills, Trusts, and Probate****3 units**

This course is a survey of basic wills, trusts and probate. Students will become familiar with the various methods of testamentary distribution and the format of probate administration. California probate law will be reviewed as will exercises involving preparation and drafting of basic documents including simple wills, trusts, powers of attorney, and formal and informal probate. Ethical concepts will be built in.

**LA 433 Immigration Law****3 units**

This course covers an overview of the US Immigration law and covers both employment and family based immigration, including obtaining citizenship, lawful permanent status, visas and some special scenarios. The course introduces the students to the procedures relating to immigration, filling out some types of immigration forms, and interpretation of the major laws and ethical implications covering this area.

**LA 434 Sports Law****3 units**

This course seeks to overview the principal legal issues affecting commercial sport. Relevant legal principles from torts, contracts, employment and labor relations, restrictive trade practices, administrative law and intellectual property will be used to analyze common transactions and structures in commercial sport with particular attention to specialized applications and rules. The analysis will cover team membership agreements, professional player contracts, liability and compensation for injury, collective bargaining, player representation, labor market controls, league arrangements, disciplinary proceedings and dispute resolution, marketing and sponsorships, sports broadcasting and income taxation.

**LA 435 Bankruptcy Law****3 units**

This course provides students the substantive law of Bankruptcy in a comprehensive manner, to consider ethical and professional issues related to Bankruptcy, preparation of basic bankruptcy forms and petitions, and to integrate Bankruptcy with the analytical and practical skills necessary in this legal area.

**LA 436 Administrative Law****3 units**

This course provides a legal background for the study of administrative law. It includes a *study of the administrative process, primarily at the federal level; agency powers; agency jurisdiction; agency procedures; limitations on agency power; enforcement of agency decisions; judicial review.*

**LA 440 Debtor and Creditor Relations****3 units**

This course introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

**LA 450 Legal Research and Writing****3 units**

This course provides students an understanding of how to recognize, research and analyze legal problems, and to convey a legal analysis in a written form that adheres to the conventions of the legal profession. Students will learn how to perform legal analysis while preparing drafts of various legal documents including legal memorandums for which some research is required. Students will present the findings of this research

and analysis.

**NOT REQUIRED FOR ANY BACHELOR'S OF BUSINESS ADMINISTRATION  
CONCENTRATION. ONLY APPLICABLE FOR CPT STUDENTS**

**UNITS COUNT TOWARDS DEGREE**

**CT BA 101 Internship 1**

**1 unit**

*Prerequisite: Full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**CT BA 102 Internship 2**

**1 unit**

*Prerequisite: Completion of CT BA1, renewed approval from academic advisor, and full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**CT BA 103 Internship 3**

**1 unit**

*Completion of CT BA1 and CT BA2, renewed approval from academic advisor, and a full course load.*

This is a one (1) unit course that enables F-1 students to gain off campus authorization for an internship. This position *must* be related to their field of study. This class is only available after the student has been enrolled in classes for a full academic year. The student must first have an offer letter before enrolling in this one-unit course. This course will be completed within one term (semester). A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**EARLY CHILDHOOD EDUCATION**

**EC 100 Introduction to Early Childhood Education**

**3 units**

An overview of the most commonly used curricular models in Early Child programs, identifying their theoretical orientations and strengths. Instruction is given in the appropriate integration of curriculum content into Early Child programs.

**EC 101 Development in Early Childhood**

**3 units**

A study of the basic principles of development and learning, including the young child's cognitive, language, social, emotional, and physical development. 15 units of field experience required.



- EC 102 Children in Relations with Home, School and Community** **3 units**  
An investigation of methods to bring about understanding, appreciation, and cooperation between the home, the school, and community.
- EC 103 Creative Experiences for Children** **3 units**  
A study of values of creative experience for children. Dramatic play, art, blocks, and music activities are explored, as well as skills in curriculum planning, class organization, language arts, social studies, mathematics, and science.
- EC 201 Curriculum and Teaching in Early Childhood** **3 units**  
A study of curriculum development and principles, analysis of learning environment, instructional strategies, organization, and evaluation of programs for childhood education.
- EC 202 Organization and Management of the Child Care Center** **3 units**  
A study of the procedures in organizing child care centers, understanding legal requirements, and learning administrative skills in human relations.
- EC/GM 240 Instructional Technology** **3 units**  
A discussion of using various technologies in the field of education or in church education. Students will learn how to use the Internet, Multimedia CD-ROM, and DVD to study teaching methods, and learn how to use software such as Publisher, Photoshop, and Premiere Pro for teaching.
- EC 250 Health, Safety, & Nutrition for Children** **3 units**  
A study of principles, practical ideas, and resources to teach health, safety and nutrition to the children.
- EC 280 Parent Education** **3 units**  
A study of skills necessary for the planning, design, implementation, and evaluation of effective parent involvement components in Early Child settings.
- EC 290 Math and Science in Early Childhood Education** **3 units**  
A study of principles of math and science in Early Child education. Special emphasis on environmental pollution and information system including computer. Application for using computer for the following areas: to learn various teaching methods, to select class materials, and to organize the curriculum.
- EC 300 Philosophy of Early Childhood Education** **3 units**  
This course studies the historical and philosophical background of early childhood education. Eastern and Western philosophers such as Rousseau, Froebel, Dewey, Montessori, Lao Tzu, and Chang Tzu are discussed.
- EC 310 Guiding Challenging Behaviors of Young Children** **3 units**  
An exploration of effective methods and guidance techniques for various situations with a focus on effective classroom management in the early childhood setting. This course will use developmentally appropriate methods in guiding young children's behaviors and to promote positive self-esteem.
- EC 315 After-school Programs** **3 units**  
This course discusses how to administer and manage school age child care. It also studies practical activity ideas for educating various subjects such as the language arts, music and movement, creative expression, math and science.
- EC 320 Educational Programs for Infant and Toddlers** **3 units**  
A study of sensory motor, physical, cognitive, affective and social development of infants and toddlers in

relation to theory and age-appropriate practice in care-giving context.

**EC 325 Language Arts in Early Childhood Education**

**3 units**

An investigation of the development of language in the Early Child. Special attention is given to using computers and other methods of educational media for linguistic education and its application in the field.

**EC 327 Observation and Assessment of children**

**3 units**

This course focuses on the proper use of assessment and observation strategies to document development of young children's knowledge, skills and behavior. Recording strategies, rating systems, portfolios, and multiple assessment tools are introduced.

**EC 330 Child Welfare**

**3 units**

This course examines the concepts and practice of child welfare in early childhood education settings. The model for child welfare is also discussed.

**EC 335 Human Behaviors and the Social Environment**

**3 units**

This course studies growth and development of the individual from childhood into old ages focusing on the interaction of the person and his/her environment regarding social issues that impact his/her development. Biological, psychological, sociological, spiritual and cultural aspects of individual will be discussed

**EC 340 Theories of Play and Education**

**3 units**

This course emphasizes the importance of play in the early development of children. Students explore theories of play and observe opportunities of children engaging in play in various settings.

**EC 341 Learning through Play**

**3 units**

Students will be learning how to engage young children with meaningful and intentional activities. This course will emphasize the study of young children and how through play, children can develop social, emotional, and cognitive skills. After completion students will have the knowledge base and foundation to put into practice meaningful learning in child care programs.

**EC 350 Study in Family Relationships**

**3 units**

This course explores family structure, functions, and roles. It discusses psychological, spiritual, and social aspects of developing and maintaining healthy interpersonal relationships. Issues of dating, engagement, marriage, husband-wife relationship, and parent-child relationship are discussed.

**EC 370 Counseling for Children**

**3 units**

A course to develop the theories and techniques of counseling for children. Emphasis is on the practical knowledge in teaching young children.

**EC 373 English for Preschool Teachers**

**3 units**

This class shall lay the competent foundation for the efficient communication & developing teaching tools for the teacher candidates who are bilingual in the early childhood education field. It also provides a strong foundation of detailed information on Title 22 and Licensing Regulations that describes in English. Through the course students will practice all possible conversations in English.

**EC 380 Introduction to Special Education**

**3 units**

This course studies young children with various kinds of disabilities and discusses the appropriate educational programs and environments for them.

**EC 410 Children with Special Needs**

**3 units**

This course studies young children with various kinds of disabilities and discusses the appropriate educational programs for them.

**EC 430 Evangelism for Children****3 units**

A course to equip students with age-appropriate evangelistic and Christian education skills so that students will be equipped to lead children's chapel, impart Bible knowledge in curriculum, share one's faith with children, and disciple them.

**EC 450 Internship****3 units**

This course provides the students supervised work experience in an early childhood education facility under the direction of a qualified childcare professional.

**EC 470 Current Trends and Issues****3 units**

This course will discuss the knowledge of Current Trends and Issues in the Field of Early Childhood Education. It will provide the students with a professional, academic and spiritual view of developmentally appropriate practices for the field of Early Childhood.

**EC 499 Senior Integrative Seminar****3 units**

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

**MUSIC****MUS 151, 152, 153, 154,155,156,157,158 Applied Music I~ VIII 2 units**

A student may choose to achieve proficiency on Piano, Organ, Voice, Composition, Violin, Harp, Cello, Contra Bass, Viola, Clarinet, Bassoon, Saxophone, Flute, Oboe, Horn, Trumpet, Trombone, Tuba, Percussion instrument (Snare Drum, Marimba, and Timpani), Music Business, Gospel Vocal, Keyboard, Electric guitar, Drum, and Media Production.

**MU 125, 126, 225, 226, 325, 326 Weekly Performance I-VI P/F**

Performing major students must participate in weekly performance as a part of private lessons.

**MU 145, 146 Sight Singing & Ear Training I,II 2 units**

Aural and vocal of rhythmic patterns, scales, intervals, triads, and seventh chords in treble and bass clefs, as well as in soprano, alto, and tenor clefs.

**MU 161 Music History & Literature I: Antiquity to Baroque 3 units**

Development of Western music from the early Greek through the Renaissance, stressing major styles and genres in their historical and cultural contexts.

**MU 162 Music History & Literature II : Baroque to Classical 3 units**

Development of Western music from the Baroque through the present, stressing major styles and genres in their historical and cultural contexts.

**MU 163 Music History & Literature III : Romantic to Present 3 units**

Development of Western music from the Romantic through the present, stressing major styles and genres in their historical and cultural contexts.

**MU 165 Music History & Listening 2 units**

Study of a history and appreciation of the musical and social trends, listening to a variety of genres and analysis style.

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|---|----------------|
| <b>MU 166 Understanding of Contemporary Films</b>   | <b>3 units</b> |
| During the 15 week program one film will be screened each week, ranging from 1980 to present. Each Screening will focus on the analysis and study of a specific aspect of film-making arts and crafts. Every screening will be followed by a discussion on different subjects and small projects. |                |
| <b>MU 170 Jazz Styles Analysis</b>  | <b>2 units</b> |
| Theoretical skills and analytical techniques related to jazz styles   |                |
| <b>MU 174, 233 Music Theory I, II</b>   | <b>2 units</b> |
| A review of music fundamentals, intensive study of basic concepts of music theory for the music major, introduction to music notation software.   |                |
| <b>MU 171 Jazz Theory I</b>   | <b>2 units</b> |
| Study of basic and advanced concepts of jazz melody, harmony and form. Includes functional chord idioms and relationships, compositional and improvisational devices, and song forms.   |                |
| <b>MU 172 Jazz Theory II</b>  | <b>2 units</b> |
| Analysis and transcription of jazz performances and scores encompassing questions of style, form, harmonic and melody language, and consideration of rhythm.  |                |
| <b>MU 180, 181, 280, 281 Piano Instrumental &amp; Ensemble I, II, III, VI</b>   | <b>3 units</b> |
| Large or small piano and instrumental ensembles.  |                |
| <b>MU 182, 183, 282, 283 Voice Ensemble I, II, III, VI</b>  | <b>2 units</b> |
| Large or small voice ensembles.   |                |
| <b>MU 184, 185, 284, 285 Orchestra I, II, III, VI</b>   | <b>2 units</b> |
| Large or small Orchestral ensembles.  |                |
| <b>MU 190, 191, 290, 291, 292, 293 Gospel Ensemble I-VI</b>   | <b>2 units</b> |
| Praise Ministry ensemble for E. Guitar, Drum, Keyboard, and Gospel Vocal  |                |
| <b>MU 200, 201, 202, 203, 204, 205 Symphonic Orchestra I-VI</b>   | <b>2 units</b> |
| BU Symphonic Orchestra.   |                |
| <b>MU 211, 212, 213, 214, Chorus I, II, III, VI</b>   | <b>2 unit</b>  |
| Choir and group vocal ensemble performance and practice. Choir practice group numbers for performance at official school functions. Chorus is open to all students and can be counted toward general education requirements by new Music majors who have fewer than three music classes.          |                |
| <b>MU 234 Harmony I</b>   | <b>2 units</b> |
| Introduction to diatonic harmony, including study of scales, intervals, triads and their inversions, modulation, non-harmonic tones, and seventh chords.  |                |
| <b>MU 235 Harmony II</b>  | <b>2 units</b> |
| Introduction to chromatic harmony, including study of modulations, secondary dominants, ninth, eleventh, thirteenth chords, and Neapolitan augmented sixth chords.  |                |
| <b>MU 241, 242 Analytical Music Listening I, II</b>   | <b>1 unit</b>  |
| Learning to understand music through perceptive listening and analyzing its elements and organizational patterns. Analytical principles and techniques are techniques that are applied to use them in compositional   |                |

performance and historical context.

- MU 261 Musical Form & Analysis I** **2 units**  
Study of Structural elements such motive, phrase, period, and musical forms including binary, ternary, rondo, and sonata allegro in representative musical works.
- MU 262 Musical Form & Analysis II** **2 units**  
Continuation of Musical Form & Analysis II
- MU 246,256 Voice Class I,II** **2 units**  
A study of Vocal technique including breath control, tone production, diction, and the use of appropriate song material.
- MU 266 Vocal Workshop** **2 units**  
This course involves the study of the anatomy and physiology of the larynx, breathing mechanism, and skeletal structure as it relates to singing posture. We will also study such related topics as phonation, resonance, vowel formants, registers, timbre and vocal health. It also involves the practical application of these topics in teaching voice lessons.
- MU 268 Music Pedagogy** **3 units**  
Students survey methods of books and repertoire appropriate for elementary, middle school, and high school settings, and study beginning and intermediate media instrumental development in schools, communities, and churches. Students will also examine important issues such as the role of technology in instrumental music; best practices for instrumental techniques, development and maintenance.
- MU 272, 372, 472, 473 Conducting I, II, III, IV** **2 units**  
A study of the skills needed for conducting both choral and orchestra groups.
- MU 275 Italian Diction** **2 units**  
This course studies singing and diction of Italian Text/ Songs.
- MU 276 German Diction** **2 units**  
This course studies singing and diction of German Text/ Songs.
- MU 278, 298 Instrumental Pedagogy I, II** **3 units each**  
Students study the methods and materials used in teaching brass, woodwind, string, or percussion instruments. The area of emphasis is determined by the student's primary instrument.
- MU 286 Introduction to Acting Skill (for Musical)** **2 units**  
A collaborative journey that will further our understanding of human nature spiritually, emotionally, and intellectually, through the exploration of various acting methods from Stanislavsky to Avant-garde theater. The class will culminate in a musical showcase at the end of each semester.
- MU 291 Jazz Arranging I** **3 units**  
A study of the musical concepts of melody, rhythm, harmony, and form as applied to the principles and techniques of writing and arranging for the rhythm section and a lead-line for a solo instrument, two horns, or voice.
- MU 293 Jazz improvisation** **3 units**  
Development of advanced improvisational skills, including Lydian-chromatic and bi-model techniques,

through instrumental performance.

**MU 295, 297 Gospel Song Writing I, II** **2 units each**  
Study of Gospel harmonic structure, song form, intro and ending.

**MU 296 Gospel Song Writing Workshop** **2 units**  
Practice and performance work of Gospel song writing.

**MU 332 Counterpoint I** **2 units**  
Study of two, three, and four-part counterpoint of the 16th and 17th century.

**MU 333 Counterpoint II** **2 units**  
Study of two, three, and four-part counterpoint of the 18th century, focusing on writing of invention, canon, and fugue.

**MU 336, 337 Composition Workshop I, II** **2 units each**  
Structured creative utilization of formal choreographic elements in the creation, rehearsal, staging, and performance of original dance works. Approved for S/U grading only. Prerequisite: Graduate standing in dance or consent of instructor.

**MU 342 Computer Music** **2 units**  
An introduction to the use of MIDI technology including basic skills in music notation software, music sequencing software, use of electrical musical instruments, and basic MIDI theory.

**MU 343 Introduction to Music Production and Engineering** **2 units**  
This course explores the roles and responsibilities of music producers and engineers from idea inception to finished product. Included is an overview of studio technologies and basic recording procedures. This course is recommended for students considering the music production and engineering major or anyone desiring a broad overview of the field.

**MU 344 MIDI Systems for Music Production** **2 units**  
This course explores the industry standard Musical Instrument Digital Interface (MIDI 1.0) specification, with an emphasis on musical projects designed to emulate professional practice and application. MIDI sequencing is done at computer-based workstations in the classroom, and outside of class using the student's laptop and MP&E Major Bundle hardware and software components. Studio-based labs during the semester introduce the student to collaborative working environments. Contemporary software programs, such as Pro Tools and Logic, are covered.

**MU 345 Survey of Recording Technology** **2 units**  
This course will introduce you to the technology of recording, including analog and digital recording, recording history, technical discoveries and the effect of recording on music at large.

**MU 346 Live Concert Recording and Mixing Techniques** **3 units**  
This class focuses on the techniques and applications employed in live concert recording. Topics include systems integration of live sound reinforcement, live recording and video capture; microphone choice and placement; scene storage and documentation strategies; and audience/ambience recording techniques.

**MU 347 Creative Production Skills** **3 unit**  
This course takes the student through the fundamental steps of any music production project: defining

the goals of a recording project with the artist or client; selecting composers, arrangers, players, and singers; choosing the appropriate technical resources to fit the budget and goals; working with vocalists and other soloists; and orchestrating and motivating all of the participants and resources, from rehearsal to recording and final mix. Three production projects are required on 2-track and multi-track formats.

**MU 348 Audio Basics**

**2 units**

This course explores the fundamentals of analog and digital audio. Topics include recording consoles: design, function, and signal flow; principles of signal processing: reverberation, delay, equalization, compression, and other effects; an introduction to microphone and loudspeaker technology; and an introduction to music production and recording techniques in both analog and digital media. Class meetings consist of lecture terms combined with in-class demonstration and some student hands-on training.

**MU 349 Audio Technology II**

**2 units**

This course covers the fundamentals and practical applications of a digital audio system, as well as methods for functioning in an integrated MIDI/digital audio workstation (DAW)/ analog studio environment. This includes algebraic, graphical, and other techniques for the analysis and study of audio signals and systems; time and frequency domain measurements; decibels in audio and acoustical applications; systems analysis of contemporary recording and synthesis technology using block diagrams and sequential flow charts; and black box analysis. Course topics include system setup and interconnections; MIDI interface and synchronization; aspects of digital recording consoles/mixers, such as paged architecture, I/O, word clock, sample rate, and bit depth; and basics of a DAW, such as the elements of hard-disk recording, track and file management, digital audio, and sequencing strategies.

**MU 361, 362 Keyboard Harmony I, II**

**2 units**

A study of basic keyboard harmony on the piano, tetrachord, circle of 5 theory, cadence, chord progression, transposition, modulation, creative use of material, and improvisation.

**MU 366 Junior Recital**

**P/F**

Preparation for performance of selected pieces in the student's applied music choice. Required for graduation of all students whose emphasis is in Classical Music and Contemporary Music. The graduates are required to take the course.

**MU 367 Junior Project**

**P/F**

A course project for the students whose emphasis is in Music Business, Composition and Media Production is designed with the assistance of the advisor. The graduates are required to take the course.

**MU 376, 377 Contemporary Harmony I, II**

**2 units each**

A study and analysis of contemporary harmony.

**MU 378 Jazz Composition**

**2 units**

Application of theoretical and compositional techniques used in jazz to written music. Analysis and performance of historical and contemporary examples will be included.

**MU 380 Music Composition**

**2 units**

Guidance toward realization of individual creative concepts in music and critical evaluation of the results. Emphasis on the development of inventive ability.

**MU 381 Orchestration**

**2 units**

A study of the ranges and limitations of instruments, and the skill of scoring for sections and full orchestra.

The course is designed for those working with a church orchestra.

**MU 382, 383 Accompanying I, II**

**2 units each**

A study of piano and organ accompany skills and their use in promoting a spiritual atmosphere in worship service.

**MU 384 Evangelism in Music**

**2 units**

A study of effective evangelism through music. This course deals with the basic concepts of evangelism and mission, communicative methods in music evangelism, functions of music in missions, elementary principles of training and promotion, the design of musical worship for evangelism, and the role of indigenous music in missions.

**MU 387, 388 Opera Workshop I, II**

**2 units each**

This course is designed for development of Professional Vocalists that are in demand in the field of musicians.

**MU 395 Gospel Music History**

**2 units**

This course provides a music genre in Christian music. Focusing on the creation, performance, significance, and even the definition of gospel music varies according to culture and social context.

**MU 401 Arranging**

**2 units**

A study of the musical concepts of melody, rhythm, harmony, and form as applied to the principles and techniques of writing and arranging for the rhythm sections, vocal groups, instrumental group, singers, and small group.

**MU 403 Introduction to Music Therapy**

**3 units**

This course provides an introduction to the field of Music Therapy encompassing theoretical review, clinical application, professional requirements, case studies and implications for future.

**MU 404 Music Therapy Techniques**

**3 units**

Application of music therapy techniques in detail. Learning and applying specific techniques of music therapy applications will be explored in detailed outline with opportunities for activity development and assessment.

**MU 406 Music Therapy Applications in E.C.E**

**3 units**

Application and integration of music therapy techniques to early childhood education programs will be addressed. The course will help ECE providers with broader understanding of significant benefits of music in the process of the whole personal development of the child. Relevant research data will be studied in depth for scientific knowledge base, and fundamental and practical skills of assessment, innovative program development, activity creation, and training programs for child and parents will be instructed.

**MU 407 Physical Phenomenon of Music**

**3 units**

This course provides an introduction to studying the physical phenomenon of music and its significant influence on world society and the inhabitants of the earth. The course will explore how music is a physical phenomenon beyond the playing and listening, but with scientific evidence, promote positive and negative influence on human behavior and functioning. The course will prove how music influences the physical, emotional, and spiritual functioning of humans. The introductory knowledge base of this course will broaden and expand students' understanding of music and its diverse applications.

**MU 415, 416 Worship & Praise I, II**

**3 units each**

Focusing on relevant musical, spiritual, and worship training in leading worship for this generation, Worship



& Praise is designed for those instrumentalists and singers who desire to serve in worship in church settings.

**MU 417, 418 Church Music & Worship I, II**

**3 units**

This course offers an in-depth discussion of spiritual, technical, and practical learning of contemporary praise leading through dynamic lectures and hands-on lessons. These lessons will include wide range of topics such as correct singing techniques, basic music fundamentals, and methodology of selecting and arranging songs that is conducive to creating an effective flow of worship terms. Throughout the semester, students will be working individually, as well as, cooperatively with classmates, in preparing and presenting “praise leading terms,” in order to gain first-hand experiences in working with church musicians in praise teams, and receive critical feedback from the instructor.

**MU 420 Church Music Literature**

**3 units**

An overview of sacred literature from the major periods of church music history with selected representative composers and their works from each period. This will include a significant section on contemporary sacred literature for the church and school.

**MU 421 Praise Worship Leader**

**3 units**

A course offers an in-depth discussion of spiritual, technical, and practical learning of contemporary praise leading through dynamic lectures and hands-on lessons. These lessons will include a wide range of topics such as correct singing techniques, basic music fundamentals, and methodology of selecting and arranging songs that is conducive to creating an effective flow of worship terms. Throughout the semester, students will be working individually, as well as, cooperatively with classmates, in preparing and presenting “praise leading terms,” in order to gain first-hand experiences in working with church musicians in praise teams, and receive critical feedback from the instructor.

**MU 422 Church Music History**

**3 units**

A course designed to provide students with an overview of the historical church traditions (from Hebrew to contemporary) and to demonstrate the influence of these traditions on the music of the evangelical and Pentecostal church.

**MU 423 Music Teaching Method**

**3 units**

Students study the methods and materials used in teaching brass, woodwind, string, or percussion instruments. The area of emphasis is determined by the student's primary instrument.

**MU 425 Worship Leadership & Perform Seminar**

**3 units**

Worship Leadership and Performance follows up on the material studied in The Programming and Practice of worship and provides hands-on experience in planning and leading worship. Several worship situations will be set up and assigned to students who will plan a worship service, adapting to the assigned context. The worship service will be led with class participants assisting in musical roles as needed, and other students participate as congregational members. Each worship experience will be analyzed and evaluated by fellow students and the instructor, followed by constructive discussion addressing areas of strength and suggestions for improvement.

**MU 431, 432 Introduction of Piano Pedagogy I, II**

**2 units**

The purpose of this course is looking through the piano method of teaching following changing history, educational theory and documents provided in the 21st century and seeking direction for practical education.

**MU 442 MIDI Sequencing**

**2 units**

A course in MIDI sequencing of digital audio including using drum machine, mixer, microphones, recording decks, CD-RW drive, and sound effecter, A quantitative approach to theory in balanced by practical

laboratory instruction.

**MU 443 MIDI & Arranging**

**3 units**

This course on MIDI & Arranging equips students to help the ministries in their mission field on music; by completing this course, the students will be able to ; develop their skills in each individual's musical ability such as group/individual music directing, instrumental term skills, arrangement and understanding of worship music and recording of music.

**MU 453 Film & Music**

**3 units**

This course is intended to give non-film scoring majors an overview of the mechanics of synchronization and the psychological implications of applying music to film. Analysis of special dramatic situations will be followed by applications of scoring and synchronization techniques.

**MU 454 Song Writing, Arranging and Production**

**3 units**

This course will focus on practical application of Jazz and pop music theory and techniques in music composition and songwriting

**MU 486 Contemporary Music History**

**2 units**

This course on Contemporary Music History & Listening will provide a broad knowledge base encompassing the theoretical and historical review, professional applications, case examples and research and development, and implications of the role of music throughout its history and development.

**MU 487 Contemporary Band Workshop**

**2 units**

This course on Contemporary Band Workshop equips students to help the ministries in their mission field on music; by completing this course, the students will be able to ; develop their skills in each individual's musical ability such as understanding the history of each musical style.

**MU 496, 497 Style & Groove I, II**

**2 units**

The objective of this course is for the student to gain confidence in performing a groove pattern/Style to a click/metronome in front of their peers. They also should instantly be able to recognize the appropriate groove to play when given any of the styles that will be taught in this course. Timing and groove are the most important components of Modern Music.

**MU 460 Senior Recital**

**P/F**

A senior recital for students whose emphasis is in Piano, Organ, Accompanying, Choral Conduction, Voice, Composition, Orchestral Instrument, and Praise Ministry, Preparation for and performance of selected pieces in the students principal instrument. The graduates are required to take the course.

**MU 461 Senior Project**

**P/F**

A course project for the students whose emphasis is in Music Business, Composition and Media Production is designed with the assistance of the advisor. The graduates are required to take the course.

**MU 470, 471 Band Ensemble I, II**

**2 units**

A band of individuals play popular music such as jazz, rock, or pop and CCM music.

**MU 481, 482 Analysis of Contemporary Music I, II**

**2 units each**

A course is surveying new experiments through the analysis of contemporary music.

**DESIGN**

*\*Illustration Design Track(ID)*

**DI 107 Composition and Drawing**

This drawing course deals with the understanding and application of perspective, proportion, gesture, and foreshortening. Through the use of line, tone, and modeling, students will learn to depict objects as well as figures. Exploring the variety of organizational and compositional approaches. Skill in drawing handling will be developed using still lifes, figure and landscape as subject.

**DI 110 Color & Light in Painting**

This course is an in-depth look into the fundamentals of color and light. This course will cover various light sources and how they interact with objects and environments. And This painting course will introduce the painting process, beginning with the importance of value and value relationships. Monochromatic and limited pallet color schemes will also be explored and the use of various brushes, painting mediums and surfaces will be demonstrated. Simple compositions will lead to various painting approaches including realism and impressionism.

**DI 120 Figure Drawing I (Life Gesture)**

The ability to draw the human figure is a vital skill for academic and professional success in many areas of art and design. This course is an essential first step for those planning to study fine art, animation, illustration, costume design, character design and concept design. This course develops the artist's ability to represent the human figure in pictorial space. Drawings are based on observation from life and the study of old master drawings. Emphasis is placed on proportional accuracy, foreshortening and the use of form and cast shadows to achieve convincing three dimensional form. Light and shadow are examined, particularly as they apply to defining form and anatomy.

**DI 320 Figure Drawing II (Anatomy)**

This course offers an introductory study of the bones and muscles of the human body. Emphasis is placed on the dynamics of anatomical form and how it relates to figurative art.

**DI 130 Illustration I (Editorial)**

This course introduces the fundamental theories and methodologies of visual communication illustration. Assignments and critiques develop problem-solving and visual storytelling skills with an emphasis on context, concept, audience, and process.

Students will develop a personal communication approach to viewpoints on a specific subject or situation in this course, which includes an exploration of visual design used to illustrate words as well as creating portfolio pieces for the magazine market.

**DI 250 Illustration II (Children's books)**

This course is geared toward developing a portfolio as a children's book illustrator and improving illustration skills. Students will learn children's book illustration and develop an individual style. This course covers the process of developing a picture book submission package including book layout, character sketches and final art. Students will create a detailed thumbnail layout of their book, followed by dynamic character and environment. And Explore the principles of children's books and discover what is needed to approach a publisher. Through the visual presentations, learn the process of writing and illustrating a children's book, including character development, revisions, pacing and design. Discussions will also cover the business side of the industry, including topics like payment, royalties and licensing.

*\*Graphic Design Track(GD)*

**DG 150 Introduction to Graphic design (Photoshop+Illustration)**

'Introduction to Graphic Design' is a foundation course that develops a student's ability to analyze design using basic principles and theory applicable to all forms of art. The course is based on the application of the fundamental elements of art. The student is introduced to tools and techniques used in today's communication

industry. This course lays the foundation for more advanced design courses. This course introduces students to the visual communication design process and culture common in Advertising, Graphic Design, and Web Design and New Media firms and agencies. Students will gain hands-on interdisciplinary practice with creative projects that emphasize ideation and creative problem solving. The role of collaboration and creating solutions that engage the audience will be emphasized.

### **DG 207 Advertising Design**

This course offers a hands-on introduction to the art and business of advertising. Sharpen your conceptual thinking skills as you brainstorm innovative marketing strategies for a range of products and services, then create magazine, newspaper and billboard campaigns that bring those ideas to life in a smart, engaging way. An ideal course for students who are interested in learning how advertising professionals think and how the ad campaigns we see every day are created.

### **DG 210 Brand Identity Design**

Brand Identity Design covers the theory and practice of creating brand identity design products. A brand is expressed in a system of tangible items that fuel the recognition of that brand. These items will typically have a strong identity that separates them or makes them stand out from the crowd of brands on the market. By practice learn how to create design projects such as logos, print ads, stationery, business cards, that support and enhance the brand with the aid of various graphic applications. Brand design is what makes your brand unforgettable, therefore, brand design is one of the most important investments one can make in their business. Learn how to collaboratively build successful brands. Use trends and consumer insights research, interaction design and branding strategy projects to deliver immersive, personalized and enriching experiences for your target audience.

### **DG 230 Product & Packaging Design**

Explore the exciting and changing realm of package design. In this course you will develop creative packaging solutions that attract visual attention through the use of 3D form, packaging materials, typography, color and graphics. The course will also explore sustainability issues and emerging technologies that will change consumer interaction with packaging in the future. An ideal course for designers seeking to add packaging design to their portfolio or increase their awareness of the packaging field.

### **DG 310 Visual Communication Design**

This course focuses on developing design and production skills for print and interactive publications. Students use industry standard digital tools to efficiently and accurately create graphic elements and content. Students will learn about vector and raster graphics, how to design with specific audiences in mind, and edit images using some of the most commonly used photo editing software in the visual design industry. Topics also include the elements and principles of design, color theory, visual perception theories, typography, symbols, brand identity, logos, and information design. Connections to current and historical context of the graphic arts are woven throughout the course. Students will also share their work and learn to take part in design critiques and discussions, as both designers and peers.

### **DG 430 Portfolio Workshop I (Independent study)**

Students will further their skill in specific areas as determined by the Department Director. Professional standards for process, technique, and execution will be emphasized. Outcomes will be topic specific. Department Director approval is required.

### **DG 507 Portfolio Workshop II (Independent study)**

Students will further their skill in specific areas as determined by the Department Director. Professional standards for process, technique, and execution will be emphasized. Outcomes will be topic specific. Department Director approval is required.

### **DG 510 Interaction Design (UX/UI)**

This class focuses on level UI (user interface) and UX (user experience) for mobile platforms. Digital imaging, file structures, and layer organization for changing on demand will be covered. This course focuses on designing and developing native applications for mobile devices. Topics will include the differences between apps, websites, and mobile websites, utilizing design programming languages and industry requirements for developers and publishing apps. Students will create, test, publish, and distribute their mobile applications and games. Students will work within size limitations to create UI, UX, and assets. Adhering to style guides and production timelines will be emphasized.

*\*Motion Design Track(MD)*

### **DM 220 Introduction to Filmmaking**

This course is designed to introduce students to the basic concepts and terminology of computer graphics as it is used in film, visual effects, games, and animation. Students will have a better understanding of the different disciplines that collectively make up computer graphics production

### **DM 307 Motion Graphics**

This course introduces the theory and production of animated 2D graphics for multiple platforms. Concept, research, design and pre-production techniques for motion graphics projects are covered, focusing on animating with typography, graphic symbols, shapes, and color. Industry-leading software tools will be employed with emphasis on classic animation principles and workflow. This advanced graphics for digital media course focuses on complex techniques used in digital graphics production. Students will apply design principles and aesthetics for digital media and use an array of applications to create dynamic graphics for different media including broadcast video, the internet and mobile devices. Students will apply basic audio and video storytelling to produce, direct, shoot and edit short form videos. Creating and analyzing story ideas, teamwork, and effective use of technology will be emphasized.

### **DM 330 Digital Storytelling**

This course is designed to provide students a new skill set in digital storytelling ideas, production, and analysis. In this course students will develop skills to produce creative online stories that will reverberate with the widest audience possible. This course introduces students to some of the tools and skills needed to engage in multimedia storytelling in online environments. Emphasis is placed on demystifying the technical aspects of audiovisual information packaging by engaging in hands-on video, graphic and web exercises. This course is ultimately intended to give students insight into the skill sets needed for the various professions in media and journalism. In this course, students will learn basic video and audio editing techniques and gain an understanding of the purpose and power of editing. Students will also learn techniques for managing and distributing media, and further their knowledge of creative multimedia storytelling.

### **DM 407 Digital Photography w/ Special Effects**

This survey course provides the foundation for all future animation studies by introducing students to principles of animation through the art of experimental and stop motion animation. Students will gain hands-on experience with techniques including the media of clay, paper cutouts, found objects, pixilation, and stop motion puppets.

*\*Entertainment Design Track(ED)*

### **DE 350 Environmental Design (interior/exterior)**

In this course, students will have their first experience employing the design process and applying the principles and elements of design to develop an interior/exterior built environment. This course introduces design basics with a focus on 2D and 3D space and composition problem solving. Students will create a variety of solutions for a problem and present concepts to scale using sketches and models. Utilizing the elements of design to communicate abstract conceptual ideas will

be emphasized. Students will hand-draft architectural construction documents including floor, lighting, electrical, furniture and finish plans, sections, elevations, details and schedules.

### **DE 360 Game Art & Design (Concept)**

Students will be introduced to the fundamentals of game design and development with an emphasis on the various roles that facilitate professional video game production. Students will get basic experience with development tools Photoshop, and

Unity while learning about the concepts and best practices that drive successful studios. Visual storytelling is an increasingly powerful form of communication in society and culture. In this course, students develop visual images to authentically and emotionally communicate story concepts.

### **DE 410 Visual Storytelling & Animation**

This class will focus on storyboarding and developing ideas as key pre-production tools for narrative animation, film, and gaming projects. The lectures, class work, and assignments will help students to expand their own cinematic drawing techniques, and help them to develop clear and dynamic stories for the screen. A variety of live-action and animated films and professional storyboards will be analyzed in class. Students will develop their personal style of boarding through a series of exercises. This course focuses on short-form story concepts for digital video, lighting, green-screen techniques and synchronizing music, sound and video with professional editing techniques.

### **DE 420 Toy Design (Product)**

Students develop an understanding of the creative process of toy design. Students apply skills in drawing, model making and fabrication to create original toys which engage children in imaginative play and shape developmental skills and decision-making, socialization and creativity. Students learn to conduct market research and analysis to ensure that their designs are appropriate for the category of toys they are designing. Using various fabrication techniques, students will translate their idea into 3D models, and present the final products to faculty and visiting toy industry professionals.

### **DE 450 Digital Painting for Entertainment**

Digital painting can seem complicated, but by combining foundation skills with more lateral approaches, you can discover the joy of the medium. This introductory course is designed specifically for aspiring entertainment design, entertainment arts, and illustration students. Digital Painting focuses on the importance of becoming adept at painting all of the various common elements within digital painting. Concept designers for the entertainment industry skillfully design and illustrate unique and compelling characters, environments, vehicles and props for all kinds of stories and eras. In this course, which offers an introduction to the concept design process, you will create original design solutions through sketches and renderings to support a story.

## **MASTER’S PROGRAMS**

### **Master of Arts (M.A.) in Biblical Studies, Master of Arts in Music, and Master of Divinity (M. Div.)**

A graduate program combines the disciplines of academic study with Christian formation and discipleship. As such, students are expected to demonstrate they have acquired knowledge on a graduate level of competency. They are required to advance their knowledge in biblical and theological disciplines, music, translation and interpretation. These programs are designed to integrate knowledge of biblical and theological disciplines with practical skills to help broaden the student’s Christian worldview.

The graduate programs serve the mission of BU by providing professional ministry training that: (1) is academically integrative, (2) teaches and models the highest Christian character for effective ministry, (3) guides students in developing a Christian worldview for ministry, (4) provides students with a high level of biblical exegetical skills for effective preaching, and (5) offers leadership development for ministry.

#### **Degree Objectives**

Students who receive a graduate degree from BU should be able to:

1. Demonstrate effective leadership skills in the practice of ministry.
2. Integrate biblical principles into all disciplines while developing a Christian worldview.
3. Communicate the Gospel effectively to all people.
4. Formulate a systematic program for personal spiritual and professional growth.
5. Respond to challenges to Christianity from critics.

### **Master of Arts in Biblical Studies**

The Master of Arts (M.A.) degree is a two-year professional degree that focuses upon advanced studies in the Word of God. The M.A. in Biblical Studies requires a basic academic core that includes 27 semester units of biblical studies, 18 semester units of theological & historical studies, 12 semester units of practical ministry studies, and 3 semester units of field education. This program is ideally suited to persons who seek greater biblical and theological knowledge, but who do not desire to become pastors. Additionally, pastors who are already established in ministry and have earned a bachelor's degree in religion may desire the M.A. for further study and recognition.

Students who have previously earned a bachelor’s degree in biblical/theological studies may achieve up to 9 units of advanced standing toward the Master of Arts in Biblical Studies.

#### **Degree Outcomes**

Upon completion of this program students will:

1. Demonstrate a general knowledge of the Bible including a synthesis understanding of the major books.
2. Understand the Christian faith in its biblical, historical, and theological dimensions, and in its contemporary implications.
3. Evidence an increasing likeness to Christ as manifested in love for God, love for others, and

- evidence of the fruit of the Spirit.
4. Demonstrate an increasing involvement in the local church or other ministries with which they are associated.
  5. Identify, evaluate, and design effective strategies for leadership and discipleship training and spiritual nurturing for the local church and its surrounding communities.
  6. Articulate major doctrines, historical perspectives, and theological issues including those related to spiritual renewal as they bear on Christian life and mission.

**Degree Requirements: 60 Units**

The M.A. in Biblical Studies requires 60 units of course work comprised of 27 semester units of biblical studies, 18 semester units of theological/historical studies, and 15 semester units of practical ministry studies.

**Biblical Studies: 27 Units**

|          |                           |
|----------|---------------------------|
| GBIB 503 | OT Overview & Application |
| GBIB 508 | NT Overview & Application |
| GBIB 512 | Biblical Hermeneutics     |
| GBIB 522 | Principles of Exegesis    |
| GBIB 535 | Historical Books          |
| GBIB 538 | The Books of the Law      |
| GBIB 545 | Prophetic Books           |
| GBIB 567 | Romans                    |
| GBIB 505 | Hebrew & Greek Overview   |

**Theological/Historical Studies: 18 Units**

|         |  |
|---------|--|
| GTH 505 | Cultural Background of the Bible           |
| GTH 512 | Pentecostal History, Theology and Missions |
| GTH 541 | Systematic Theology                        |
| GTH 545 | Pneumatology                               |
| GTH 549 | Christology                                |
| GTH 596 | Ministerial Ethics                         |

**Practical Ministry Studies: 12 Units**

|          |  |
|----------|--|
| GMIN 546 | Multi-Cultural & Multi-Generational Ministry |
| GMIN 571 | Effective Evangelism & Community Outreach    |
| GMIN 575 | Teaching Methods & Discipleship              |
| GMIN 507 | Bethesda Choral                              |

**Field Education: 3 Units**

|           |                          |
|-----------|--------------------------|
| GMIN 590A | Supervised Ministry 1A   |
| GMIN 591A | Supervised Ministry IIA  |
| GMIN 592A | Supervised Ministry IIIA |



## **Master of Arts in Music**

The Master of Arts in Music degree is a two-year degree designed to provide opportunities for advance study in music and for developing trained, professional musicians in the professional areas of performance and general musicianship. The M.A. in Music program seeks to provide professional musical training in both church and secular music, and to provide opportunities for students to study and experience music, and to share their musical life with the public. The Master of Arts in Music Degree is offered with applied concentrations on piano, organ, accompanying, voice, orchestral instruments, composition, conducting, percussion instruments, praise ministry, contemporary music, film music, computer music and musical theatre. The M.A. in Music degree is awarded upon the successful completion of 48 semester units of graduate work.

### **STUDENT LEARNING OUTCOMES**

**The general objectives of this degree are as follows:**

1. Be held to a professional standard of technical ability, artistry, and difficulty in music.
2. Plan and direct a broad variety of service opportunities in the church and the community.
3. Be assisted to continue their musical preparation at the doctoral level.
4. Be prepared for a professional career in music, for both performers and teachers.

### **Fields of Emphasis:**

Piano, Organ, Accompanying, Voice, Orchestral Instruments, Composition, Conducting, Percussion Instruments, Praise Ministry, Contemporary Music, Film Music, Computer Music and Musical Theatre.

### **Entrance Requirements for Each Emphasis**

#### **Auditions**

An audition is required for all applicants in, Piano, Organ, Accompanying, Voice, Orchestral Instruments, Composition, Conducting, Praise Ministry, Contemporary Music, Film & Music, Computer Music and Musical Theatre.

#### **Audition Repertoire**

##### **Piano**

All works are to be performed from memory

1. Prelude and Fugue from Bach's Well- Tempered Clavier or a major work by Bach
2. Entire sonata by Mozart or Beethoven
3. Major work by Schubert, Romantic, Impressionistic, or Contemporary

##### **Organ**

Applicants will prepare on audition of two contrasting movements from a Baroque, Classical, or Romantic period.

##### **Accompanying**

1. **Two complete** instrumental sonatas, selected from the Repertoire List, Group A, and performed with

- music.
2. **Five** songs from contrasting stylistic periods, representing at least three languages, selected from the Repertoire List, Group B, **prepared in the indicated key**, and performed with music.
  3. **One** aria from the Repertoire List, Group C.
  4. Sight-reading.
  5. One memorized piano solo.

### **Voice**

All works will be performed from memory.

1. An Italian song from the 17th or 18th century
2. A German song from the 17th or 18th century
3. An Opera Aria from the 17th or 18th century

### **Orchestral Instruments**

Applicants will present two contrasting movements from a Baroque, Classical, or Romantic.

### **Composition**

Applicants will submit a portfolio of two representative scores and tapes three weeks prior to the scheduled audition date. An interview with department faculty is required on the audition date.

### **Conducting**

Applicants will perform on instrument or voice. An interview with department faculty is required on the audition date.

### **Praise Ministry / Contemporary Music**

Applicants will perform two major works of instrument or voice.

### **Film & Music**

Applicants will submit a portfolio of two previously written compositions-in any style. An interview with department faculty is required on the audition date.

### **Computer Music**

Applicants will:

1. Pass a Piano Examination
2. Submit a project

### **Musical Theatre**

A portfolio, audition, or interview demonstrating your artistic talent is required for all applicants to Bethesda Music Department. An interview with department faculty is required on the audition date.

## **Classical Music**

### **Degree Requirements: 48 Units**

#### **Biblical/Theological Studies: 3 units (Select one from below)**

GBIB 502 OT Introduction  
 GBIB 507 NT Introduction  
 GMIN 503 Music Ministry  
 GMIN 510 Worship and Liturgy  
 GTH 511 Pentecostal History/Theology

**Professional Studies: 45 units**

**Required: 28 units**

|                                 |         |
|---------------------------------|---------|
| MUS 501 Applied Music I         | 2 units |
| MUS 502 Applied Music II        | 2 units |
| MUS 503 Applied Music III       | 2 units |
| MUS 504 Applied Music IV        | 2 units |
| MU 510 Survey of Music Theory   | 3 units |
| MU 520 Advanced Form& Analysis  | 3 units |
| MU 540 Seminar in Music History | 3 units |
| MU 550 Ensemble I               | 3 units |
| MU 551 Ensemble II              | 3 units |
| MU 581 Conducting I             | 2 units |
| MU 662 Recording Workshop I     | 3 units |

|                            |     |
|----------------------------|-----|
| MU 650 Graduate Recital I  | P/F |
| MU 651 Graduate Recital II | P/F |

or

|                            |     |
|----------------------------|-----|
| MU 660 Graduate Project I  | P/F |
| MU 661 Graduate Project II | P/F |

**Electives: 17 units**

## Contemporary Music

**Degree Requirements: 48 Units**

**Biblical/Theological Studies: 3 units (Select one from below)**

GBIB 502 OT Introduction  
GBIB 507 NT Introduction  
GMIN 503 Music Ministry  
GMIN 510 Worship and Liturgy  
GTH 511 Pentecostal History/Theology

**Professional Studies: 45 units**

**Required: 29 units**

|                                 |         |
|---------------------------------|---------|
| MUS 501 Applied Music I         | 2 units |
| MUS 502 Applied Music II        | 2 units |
| MUS 503 Applied Music III       | 2 units |
| MUS 504 Applied Music IV        | 2 units |
| MU 510 Survey of Music Theory   | 3 units |
| MU 520 Advanced Form & Analysis | 3 units |
| MU 540 Seminar in Music History | 3 units |
| MU 626 Jazz Ensemble            | 3 units |
| MU 614 Jazz Ensemble II         | 3 units |
| MU 662 Recording Workshop I     | 3 units |
| MU 663 Recording Workshop II    | 3 units |
| MU 650 Graduate Recital I       | P/F     |
| MU 651 Graduate Recital II      | P/F     |

or

MU 660 Graduate Project I  
MU 661 Graduate Project II

P/F  
P/F

**Electives: 16 units**

## **Master of Divinity**

The Master of Divinity (M.Div.) degree is the three-year program that is considered the "first professional" ministerial degree. It is the standard by which many denominations evaluate their prospective ministers for ordination. The program offers a balance in biblical, theological, and practical training and is carefully designed to equip prospective ministers for effective pastoral or missionary ministry.

Although the M.Div. is not necessary for ordination in all churches or denominations, it is the degree that BU recommends all prospective pastors to attain. The graduate level of study involved in the M.Div. degree gives pastors greater practical and theological tools with which to accomplish their mission of serving the body of Christ.

Students who have previously earned a bachelor's degree in biblical/theological studies may receive up to 15 units of advanced standing.

### **Degree Outcomes**

1. Demonstrate a general knowledge of the Bible, including a synthesis understanding of the major books.
2. Evidence an understanding of the historical development of theology, and an ability to support one's theological views and apply them to contemporary issues.
3. Evidence an increasing likeness to Christ as manifested in love for God, love for others, and evidence of the fruit of the Spirit.
4. Apply biblical principles in dealing with contemporary moral and social issues.
5. Identify and implement key principles to establish dynamic worship, spiritual warfare, intercession, and release of gifts in ministry of the church.
6. Demonstrate an ability with professional competencies for traditional church ministry and pastoral responsibility, while fostering church growth through discipleship, leadership development, and evangelism.

### **Degree Requirements: 96 Units**

The M. Div. Program requires 96 units of course work comprised of 27 semester units of biblical studies, 27 semester units of theological/historical studies, 36 semester units of practices of ministry studies, and 6 semester units of field education.

#### **Biblical Studies: 27 Units**

|          |                           |
|----------|---------------------------|
| GBIB 503 | OT Overview & Application |
| GBIB 508 | NT Overview & Application |
| GBIB 512 | Biblical Hermeneutics     |
| GBIB 522 | Principles of Exegesis    |

|          |                         |
|----------|-------------------------|
| GBIB 535 | Historical Books        |
| GBIB 538 | The Books of the Law    |
| GBIB 545 | Prophetic Books         |
| GBIB 567 | Romans                  |
| GBIB 505 | Hebrew & Greek Overview |

**Theological/Historical Studies: 27 Units**

|         |  |
|---------|--|
| GTH 500 | Church and Missions History                |
| GTH 505 | Cultural Background of the Bible           |
| GTH 512 | Pentecostal History, Theology and Missions |
| GTH 520 | The Church and Post-Modern Christianity    |
| GTH 541 | Systematic Theology                        |
| GTH 545 | Pneumatology                               |
| GTH 549 | Christology                                |
| GTH 551 | Christian Apologetics                      |
| GTH 596 | Ministerial Ethics                         |

**Practices of Ministry Studies: 36 Units**

|          |   |
|----------|---|
| GMIN 505 | Spiritual Formation                                 |
| GMIN 518 | Fundamentals of Worship and Technological Resources |
| GMIN 546 | Multi-cultural & Multi-generational Ministry        |
| GMIN 507 | Bethesda Choral                                     |
| GMIN 570 | Leadership & Organizational Development             |
| GMIN 571 | Effective Evangelism & Community Outreach           |
| GMIN 572 | Conflict Management & Counseling Ministry           |
| GMIN 575 | Teaching Methods & Discipleship                     |
| GMIN 578 | Effective Communication & Performance               |
| GMIN 596 | Preaching in Contemporary Culture                   |

Electives: 6 units

**Field Education: 6 Units**

|           |                          |
|-----------|--------------------------|
| GMIN 590A | Supervised Ministry IA   |
| GMIN 590B | Supervised Ministry IB   |
| GMIN 591A | Supervised Ministry IIA  |
| GMIN 591B | Supervised Ministry IIB  |
| GMIN 592A | Supervised Ministry IIIA |
| GMIN 592B | Supervised Ministry IIIB |

## **Master of Business Administration**

**Program Objective**

Business Administration impacts many areas of modern society. The study of business administration is interdisciplinary and includes coverage of such areas as business management, e-commerce, marketing, accounting, economics and information technology. The Masters of Business Administration Degree

(M.B.A.) is a 45 credit program (or less, depending on transfer credit etc.), providing students with the key managerial skills necessary for the business environment including essential management skills, marketing, communication, managing individuals and teams, and conducting practical administration affairs. Online MBA courses are also available.

Business Faculty members include those who hold advanced degrees, professional business managers, and seasoned instructors ready to share their knowledge and experience with students. Many facets of today's business environment require knowledge of the advanced managerial and administrative skills taught in this program.

### **Degree Outcomes**

Upon completion of the degree program, students will be able to:

3. Understand how management within different business environments works including the role of managers
4. Gain managerial and business skills necessary in today's business environment
5. Be able to articulate advanced administration and managerial strategies
6. Demonstrate managerial knowledge of areas of business including accounting, finance, marketing, business law and other key business areas.
7. Apply key management and business concepts, including ethical concepts, to certain business situations

### **Degree Requirements: 45 units**

The M.B.A. is conferred after satisfactory completion of forty five (45) semester units and thirty three (33) semester units for students who fulfilled prerequisite requirements. Students must complete all requirements within four (4) years from candidacy.

### **Prerequisite Courses: 12 Units**

(Students who do not have sufficient business and related courses completed in their bachelor's degree are required to complete 12 units from the following prerequisite courses):

BA 130 Financial Accounting I  
BA 220 Managerial Accounting  
BA 255 Business Law I / BA 251 Bus. And Legal Environment  
GM 150 College Math / GM 200 Introduction to Statistics  
BA 120 Introduction to Business Administration  
GS 250 Introduction to Economics / BA 240 Principles of Microeconomics / BA 250 Macroeconomics  
BA 331 Organizational Management / BA 370 Principles of Management  
BA (max 3 elective courses)

### **Core Major Courses: 18 Units**

MBA 500 Accounting for Management  
MBA 501 Human Resource Management  
MBA 503 Marketing Management  
MBA 504 Financial Management & Analysis  
MBA 600 Legal and Ethical Environment for Business  
MBA 611 Leadership & Organizational Behavior

**Elective Courses: 12 Units**

(Select only 4 from list below)

MBA 505 Business Statistics & Analysis  
MBA 506 Corporate Law & Governance  
MBA 610 Entrepreneurial Management  
MBA 612 Management Communication  
MBA 613 Operations and Strategic Management  
MBA 630 Business Taxation  
MBA 631 Government & Non-Profit Accounting  
MBA 640 Risk Management and Derivatives  
MBA 660 International Trade Policy  
MBA 680 Advanced E-Commerce  
MBA (max 3 electives)

**Final Requirements for Graduation: 3 Units**

(Select only one from list below)

MBA 701 Thesis (3 units )  
MBA 711 Project (3 units )

## COURSE DESCRIPTIONS

### M.A. & M.DIV. PROGRAMS

#### Biblical Studies

**GBIB 503 Old Testament Overview and Application****3 units**

A practical and dynamic study of the major doctrines presented in the Old Testament and their formation out of the development of the people of Israel. The content of this course will be contextualized and applied to today's ministry.

**GBIB 505 Hebrew & Greek Overview****3 Units**

This course studies biblical languages in order to explore original and interlinear meanings and words transliterated from original Greek and Hebrew used in the Old Testament and New Testament by reviewing textual and contextual understanding and literature studies.

**GBIB 508 New Testament Overview and Application****3 units**

A dynamic and practical study of the theological content of the New Testament and the development of theology out of the context of the Church in the first century. The content of this course will be contextualized and applied to today's ministry.

**GBIB 512 Biblical Hermeneutics****3 units**

A study of the principles of interpretation of the Bible in the context of evangelical theology. A comparison of interpretation methodology across the theological spectrum is also conducted. Emphasis is placed on accurate understanding of the text based on factors such as the culture of the writer, grammar, context, etc.

Additionally, the content of this course will be contextualized and applied to today's ministry.

**GBIB 522 Principles of Exegesis**

**3 units**

This course is designed to enable students to study the principle, process and task of the Bible exegesis through an analysis and interpretation of selected passages of the Bible. Students will develop skills and familiarity with tools and resources for critical exegesis. In the same way, the content of this course will be contextualized and applied to today's ministry.

**GBIB 530 Pentateuch**

**3 units**

A course which introduces the student to the critical issues of the Pentateuch writing, including its collection and a study of the theological issues which it addresses. The content of this course will be contextualized and applied to today's practical ministry.

**GBIB 531 Genesis**

**3 units**

This course is an interpretative study with particular attention to the creation of the universe and human beings. Special attention will be given to the relationship between God and human beings and patriarchal narratives. In a practical way, the content of this course will be contextualized and applied to today's ministry.

**GBIB 532 Exodus**

**3 units**

This course is an exegetical and theological interpretation of Exodus with emphasis on historical issues, as well as contemporary applications in the life of the believer. Additionally, the content of this course will be contextualized and applied to today's ministry.

**GBIB 535 Historical Books**

**3 units**

Survey of various issues on the historical books and to introduce the background, content, literary quality, and message of the historical books. Furthermore, the content of this course will be contextualized and applied to today's ministry.

**GBIB 538 The Books of the Law**

**3 units**

This course is to study the first five books, Genesis, Exodus, Leviticus, Numbers, and Deuteronomy with the perspective of the covenant and to explore its implications to contemporary Christian lives.

**GBIB 540 Poetic Books**

**3 units**

A literary, expository, and practical study of the books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Songs. The course focuses upon the introduction to the major literary types, motives, and practical emphases of these books.

**GBIB 541 Job**

**3 units**

This course is designed to study the good and evil issue, theodicy and the meaning of human beings' suffering. Additionally, the content of this course will be contextualized and applied to today's ministry.

**GBIB 545 Prophetic Books I**

**3 units**

An introduction to the historical background, forms, and message of the Old Testament major prophets from the conquest through the restoration of Judah after its captivity. Moreover, the content of this course will be contextualized and applied to today's ministry.

**GBIB 546 Prophetic Books II**

**3 units**

An introduction to the historical background, forms, and message of the Old Testament minor prophets from the conquest through the restoration of Judah after its captivity. Moreover, the content of this course will be contextualized and applied to today's ministry.

**GBIB 555 Life and Teachings of Jesus Christ**

**3 units**



This course is an exegetical and theological interpretation of Jesus' life, mission, preaching, and teaching. Emphasis will be on the historical Jesus and His mission for salvation of human beings. The content of this course will be contextualized and applied to today's ministry.

**GBIB 560 Gospels**

**3 units**

A study of the inter-testamental period and the first four books of the New Testament with attention given to their formation, relationship to the first century Christian Church, critical issues, and theology. In the same way, the content of this course will be contextualized and applied to today's ministry.

**GBIB 561 Matthew**

**3 units**

This course is an exegetical study of the Gospel of Matthew. Special attention will be given to its literary uniqueness and theology. Its relationship to the rest of the synoptic Gospel and the fourth Gospel will also be discussed. By the same token, the content of this course will be contextualized and applied to today's ministry.

**GBIB 562 Mark**

**3 units**

This course is an exegetical study of the Gospel of Mark, the first written Gospel. Special attention will be given to its literary uniqueness and theology. Its relationship to the rest of the synoptic Gospel and the fourth Gospel will be discussed. In fact, the content of this course will be contextualized and applied to today's ministry.

**GBIB 563 Luke**

**3 units**

This course is an exegetical study of the Gospel of Luke. Special attention will be given to the issue of the poor in the Gospel, its literary uniqueness and theology. Its relationship to the rest of the synoptic Gospel and the fourth Gospel will also be discussed. Additionally, the content of this course will be contextualized and applied to today's ministry.

**GBIB 564 John**

**3 units**

The purpose of this course is to gain a thorough knowledge and appreciation of the Fourth Gospel, focusing on John's thematic and theological issues. The study will examine the following: comparison of the Fourth Gospel with the Synoptic, consideration of the structure of the Gospel; the Johannine communities and their writings; the relationship of "signs" to faith; the role of the community of faith; John's Christology, eschatology, soteriology, and cosmology; the Johannine view of the Spirit and the Church; John's dualism, sacraments, and symbolism. All of this, contextualized and applied to today's ministry.

**GBIB 565 Acts**

**3 units**

An exegetical study of the book of Acts with attention given to its relationship to the Pauline letters, its depiction of the formation of the Christian Church, and its theology. Great emphasis is given in using the content of this course to be contextualized and applied to today's ministry and missions.

**GBIB 567 Romans**

**3 units**

An exegetical study of the book of Romans and its foundation for Christian theology. Additionally, the content of this course will be contextualized and applied to today's ministry.

**GBIB 570 Hebrews & James**

**3 units**

An analytical study of Hebrews and James. Focuses on the superiority of Christ's passion, priesthood, and power for Hebrew and practical characteristics of the true faith for James. In the same way, the content of this course will be contextualized and applied to today's ministry.

**GBIB-571 Introduction to Biblical Languages**

A practical introduction to biblical Hebrew and biblical Greek and its application to contemporary ministry and sermon and Bible studies preparation.

## Theological Studies

### **GTH 500 Church & Missions History**

**3 units**

A study of the foundations and development of the Christian Church and the history of mission expansion from the first century to the present. In every sense the content of this course will be contextualized and applied to today's ministry.

### **GTH-505 Cultural Background of the Bible**

**3 units**

This course will study the cultural, social, political, and historical background of the Old and New Testaments in order for the student to fully understand and contextualize the Scriptures.

### **GTH 512 Pentecostal History, Theology and Missions**

**3 units**

This course examines Pentecostal history, theology and missions with an emphasis on their contribution to contemporary church development. In the same way, the content of this course will be contextualized and applied to today's ministry.

### **GTH 520 The Church & Postmodern Christianity**

**3 units**

This course explores the various characteristics and broad range of postmodern society and Christianity in postmodern society. A particular focus will be given who a Christian is and what Christianity in postmodern society. Additionally, the content of this course will be contextualized and applied to today's ministry.

### **GTH 541 Systematic Theology**

**3 units**

An introduction to the foundation of theology with particular attention to the doctrine of God, Christ, the Bible (including authority, origins, and canonicity) and humanity. Also emphasizes topics as the nature and authority of the Church, the function and ministry of the Church, different interpretations of millennium, death, resurrection, judgment, heaven, and hell. Additionally, the content of this course will be contextualized and applied to today's ministry.

### **GTH 545 Pneumatology**

**3 units**

This study of the theology of the Holy Spirit is an important part of understanding the triune God and the Pentecostal movement. Issues to be discussed include the history of Pneumatology, God, the Holy Spirit as a part of the Trinity, the empowerment of the Holy Spirit, the work of the Holy Spirit in an individual and in the Christian community, relationship to Pentecostal theology, issues of spiritual warfare and spirituality. The content of this course will be contextualized and applied to today's ministry.

### **GTH 549 Christology**

**3 units**

A study of Christ. This course explores Jesus' ministry, his acts and teachings to arrive at a clearer understanding of who he is in his person, and his role in salvation. In fact, the content of this course will be contextualized and applied to today's ministry.

### **GTH 551 Christian Apologetics**

**3 units**

A study of the major theological points of Christian faith in defense against non-Christian theological systems and philosophies. Additionally, the content of this course will be contextualized and applied to today's ministry.

### **GTH 562 Global Expansion of Christ Missions**

**3 units**

This course surveys the missionary activity that spread the Christian faith over the world, from the formation of the early church down to the twenty-first century. Attention will be given to the characteristics of mission engagement through ages; motivations, principles, methods, and unique trends in doing missions. Students will gain valuable insights for doing missions both relevantly and effectively in this twenty first century, by learning from the mission practice of the past. Additionally, the content of this course will be contextualized and applied to today's ministry.

**GTH 563 World Religions****3 units**

A survey of the religious systems in the world and an analysis of evangelistic outreach among their members. Additionally, the content of this course will be contextualized and applied to today's ministry.

**GTH 564 Biblical Foundation for Missions****3 units**

This course investigates the Bible from a missional perspective. Students will discover God's mission plan and acts through Old and New Testaments, and grasp biblical motives and foundations of missions, and be aware of mission calls both for church and individuals. Additionally, the content of this course will be contextualized and applied to today's ministry.

**GTH 565 Pauline Theology****3 units**

A study of the major doctrines as found in the writings of Paul. Additionally, the content of this course will be contextualized and applied to today's ministry.

**GTH 596 Ministerial Ethics****3 units**

A study of the application of Christian theology to the development of a Christian ethical system of living. Additionally, the content of this course will be contextualized and applied to today's ministry.

### **Practices of Ministry Studies**

**GMIN 501 Educational Research and Writing****3 units**

Basic methods of theological and educational research with assessment of each method for use in religious education. Course will include units on theological research and introduction to research design.

**GMIN 505 Spiritual Formation****3 units**

Addresses a variety of topics in spiritual formation in order to optimize personal resources such as life inventory, discovery, and establishing identity. By the same token, the content of this course will be contextualized and applied to today's ministry.

**GMIN 507 Bethesda Choral****3 units**

Large mixed ensemble performing choral music of all periods appropriate for concert choral ensemble. May be repeated for credit.

**GMIN 518 Fundamentals of Worship & Technological Resources****3 units**

A practical study of worship techniques appropriate for various occasions. The content of this course will be contextualized and applied to today's ministry.

**GMIN 534 Educational Ministry in the Church****3 units**

An introductory study of the church's educational ministry, including its historical, parachurch, philosophical, and theological foundations. Additionally, the content of this course will be contextualized and applied to today's ministry.

**GMIN 536 Human Development in Ministry****3 units**

A survey of human development research with attention given to physical, cognitive, socio-emotional, moral, and faith aspects as they relate to spiritual development of the individual and the family.

**GMIN 537 Mentoring****3 units**

This hands-on course is a study of mentoring for Christian leadership development and ministry. Mentoring is one of the most important means for leadership training and leadership development in today's church. Mentoring can be used in Christian organizations and local churches as a flexible and effective leadership training and leadership development model. Furthermore, the content of this course will be contextualized and applied to today's ministry.

- GMIN 570 Leadership & Organizational Development** **3 units**  
 A hands-on study of the skills of leadership and an evaluation of the student's personal strengths and weaknesses for leadership in a church setting. The student will learn the principles of strategic planning and how to apply them to their current ministry environment.
- GMIN 571 Effective Evangelism & Community Outreach** **3 units**  
 An examination of the most effective and relevant techniques of personal evangelism and the training of others to engage in evangelistic ministry. Special attention is given to the selection of disciples, small-group discipleship, and the training of lay leaders within a church context.
- GMIN 572 Conflict Management & Counseling Ministry** **3 units**  
 A study of the biblical principles to Christian counseling and conflict management. Application and implementation of a biblical model of counseling will be emphasized. Additionally, the content of this course will be contextualized and applied to today's ministry.
- GMIN 575 Teaching Methods & Discipleship** **3 units**  
 A study on assessment of students' needs, preparation of lesson plans, use of teaching aids, and evaluation of the teaching. In the same way, the student will learn the basic principles of Christian discipleship. Additionally, the content of this course will be contextualized and applied to today's ministry.
- GMIN 578 Effective Communication and Performance** **3 units**  
 This course will provide the most effective contemporary communication techniques in order to connect with any kind of audience. Moreover, the student will learn the fundamentals of stage and pulpit performance including voice and body language best practices.
- GMIN 539 Lifelong Development of Christian Leaders** **3 units**  
 This course investigates the nature and process of Christian leadership emergence and development that usually last for one's lifetime. Students will be able to be sensitive to the call for ministry and service and to effectively develop their Christian life and career as leaders. The content of this course will be contextualized and applied to today's ministry.
- GMIN 540 Marriage & Family Counseling** **3 units**  
 This course examines biblical approaches to marriage and families. The principles and concepts presented on this course will be contextualized and applied to today's ministry.
- GMIN546 Multi-cultural & Multi-generational Ministry** **3 units**  
 This course equips students for short term overseas missions. Students will learn their biblical motivation for shorter missions, cultural adaptation, and effective ministry. Additionally, the material of this course will be contextualized and applied to today's ministry.
- GMIN 560 Contemporary Church Planting & Networking** **3 units**  
 An introduction to the tools and methodology of starting and growing churches. In fact, the concepts and methodology learned on this course will be contextualized and applied to today's ministry.
- GMIN 565 Missional Church** **3 units**  
 This course explores a community of God's people that defines itself, and organizes its life around, its real purpose of being an agent of God's mission to the world. Additionally, the content of this course will be contextualized and applied to today's ministry.
- GMIN 596 Preaching in Contemporary Culture** **3 units**  
 This hands-on course is an opportunity to develop and refine a student's ability to prepare sermons, preaching skills and awareness in contemporary culture. This considers the characteristics of contemporary culture, relationship between preaching and culture, and the problem of preaching. This involves the

integration of all other theological disciplines, as well as a student's faith journey and the use of language, public speaking, storytelling, imagination, mass media, and other communication skills.

**GMIN 597 Fundamentals of Music**

**3 units**

The student will learn the basic principles of music in order to be an effective leader at the church's worship ministry.

**GMIN 600 Graduate Capstone Project**

**3 units**

This is a semi-independent or directed-study course wherein the student completes a final original research project for the Master of Divinity degree, based on the proposal developed and submitted to the Chair of Graduate Theology during the last semester of the program. This capstone project culminates the Master of Divinity program and helps the student to transition into the role of an academic scholar as well as a professional in ministry. At the undergraduate level, students "consume" ideas and knowledge, but this aspect of the graduate experience fosters a stronger level of self-direction through the process of academic research/scholarship. As the student works through the entire process of planning a study, collecting the data, analyzing the data to comprehend its meaning, and presenting it to colleagues, he or she will move from consumer to creator of new knowledge. Course content supervised by the professor includes the analysis of quantitative and qualitative data, including statistics, displaying data, writing conclusions and how to compose the two final major sections of the study's report. Students present the entire study at the final class meeting. In addition to guidance from the professor, the Graduate Chair of Theology will provide additional guidance and feedback through this phase of the study. Students will submit rough drafts of the project components throughout the semester to the professor as well as the Chair of Graduate Theology. The culminating product is the complete written report of the investigation and a formal presentation on the project to a professional audience of faculty mentors, the course professor and other peers. Students are expected to be able to answer questions about their research and engage in professional dialogue about the topic during the formal presentation.

**GMIN 699 Seminar in the Practices of Ministry**

**1~9 units**

This course allows for the examination of selected themes within the disciplines of the practices of ministry.

**Field Education**

**GMIN 590A Supervised Ministry IA**

**1 unit**

This course provides the opportunity to be involved in a local church or missional organization.

**GMIN 590B Supervised Ministry IB**

**1 unit**

This course provides the opportunity to be involved in a local church or missional organization.

**GMIN 591A Supervised Ministry IIA**

**1 unit**

Two semesters of Supervised Ministry II are required after completion of the requirements for Supervised Ministry I.

Prerequisite: completion of GMIN 590A, 590B

**GMIN 591B Supervised Ministry IIB**

**1 unit**

This course provides the opportunity to be involved in a local church or missional organization.

Prerequisite: completion of GMIN 590A, 590B, 591A

**GMIN 592A Supervised Ministry IIIA**

**1 unit**

Two semesters of Supervised Ministry III are required after completion of the requirements for Supervised Ministry II.

Prerequisite: completion of GMIN 590A, 590B, 591A, 591B

**GMIN 592B Supervised Ministry IIIB**

**1 unit**

This course provides the opportunity to be involved in a local church or missional organization.  
Prerequisite: completion of GMIN 590A, 590B, 591A, 591B, 592A

**GMIN 593 Ministry Internship**

**3 unit**

An internship provides the opportunity for an intensive supervised ministry experience. This must be a full-time position for one semester.

**MUSIC**

**MUS 501, MUS 502, MUS 503, MUS 504 Applied Music I ~ IV**

**2 units**

One unit private lesson each week for each emphasis. A student must participate in weekly performance as a part of a private lesson.

**MU 508 Evangelism in Music**

**2 units**

A study of effective evangelism through music. This course deals with the basic concepts of evangelism and mission, communicative methods in music evangelism, functions of music in missions, elementary principles of training and promotion, the design of musical worship for evangelism, and the role of indigenous music in missions.

**MU 510 Survey of Music Theory**

**3 units**

The objective of this course is for the student to gain an understanding of the development of western music from the earliest known sources until the present day. The course will include the study of both sacred and secular music in all genres. It will place a strong emphasis on listening to and identifying various styles of music.

**MU 520 Advanced Form & Analysis**

**3 units**

A study of the forms and structures of music, both choral and instrumental, from Bach to the present. Particular attention will be given to the effect of form on interpretation. (3 units; Spring-odd years)

**MU 521 Advances Composition**

**3 units**

For graduate students with evidence of preparation for advanced work, includes Choral writings, instrumental capabilities, modulation, and percussion writing.

**MU 522 Advances Orchestration**

**3 units**

For graduate students wanting an emphasis on contemporary techniques.

**MU 523 Accompanying**

**3 units**

A study of piano and organ accompany skills and their use in promoting a spiritual atmosphere in worship service

**MU 524 Piano Pedagogy**

**3 units**

The purpose of this course is looking through the piano method of teaching following changing history, educational theory and documents provided in the 21th century and seeking direction for practical education.

**MU 527 Contemporary Band Workshop**

**2 units**

This course on Contemporary Band Workshop equips students to help the ministries in their mission field on music; by completing this course, the students will be able to ; develop their skills in each individual's musical ability such as understanding the history of each musical style.

**MU 530 Musical Acting Skill**

**3 units**

A collaborative journey that will further our understanding of human nature spiritually, emotionally, and intellectually, through the exploration of various acting methods from Stanislavsky to Avant-garde theatre. The class will culminate in a musical showcase at the end of each semester.

- MU 532 Advanced Orchestration II** **3 units**  
For graduate students wanting an emphasis on contemporary techniques.
- MU 533 Accompanying** **3 units**  
Advanced study of piano and organ accompany skills and their use in promoting a spiritual atmosphere in worship service.
- MU 536, 537 Style & Groove I, II** **2 units each**  
The objective of this course is for the student to gain confidence in performing a groove pattern/Style to a click/metronome in front of their peers. They also should instantly be able to recognize the appropriate groove to play when given any of the styles that will be taught in this course. Timing and groove are the most important components of Modern Music.
- MU 540 Seminar in Music History** **3 units**  
A survey of performance practices, styles and literature, both choral and instrumental, from all periods. Special emphasis will be placed on techniques of authentic performance. (3 units; Spring-even years)
- MU 544 Music Therapy** **3 units**  
In depth study of diverse music therapy techniques applied for various patient populations will be addressed. Fundamental concepts of therapy structure and the creative process of technique development and application will be informed. Actual application of therapy techniques through case studies, in class group assignments, and activity leading presentations will amply equip the student's knowledge base with application tools on music therapy techniques.
- MU 545 Music Therapy Techniques** **3 units**  
This course provides an introduction of Music Therapy techniques encompassing theoretical review, clinical application, professional skills building, case studies analysis and technical presentation.
- MU 547 Music Therapy Applications in E.C.E** **3 units**  
Application and integration of music therapy techniques to early childhood education programs will be addressed. The course will help ECE providers with broader understanding of significant benefits of music in the process of the whole personal development of the child. Relevant research data will be studied in depth for scientific knowledge base, and fundamental and practical skills of assessment, innovative program development, activity creation, and training programs for child and parents will be instructed.
- MU 548 Physical Phenomenon of Music** **3 units**  
This course provides an introduction to studying the physical phenomenon of music and its significant influence on world society and the inhabitants of the earth. The course will explore how music is a physical phenomenon beyond the playing and listening, but with scientific evidence, promote positive and negative influence on human behavior and functioning. The course will prove how music influences the physical, emotional, and spiritual functioning of humans. The introductory knowledge base of this course will broaden and expand students' understanding of music and its diverse applications.
- MU 550, 552, 552, 553 Ensemble I-IV** **3 units each**  
Large or small instrumental or vocal ensemble. An ensemble may include wind ensembles, chamber ensembles, percussion ensembles, brass ensembles, and other small instrumental ensembles.
- MUS 001 Voice Ensemble I-IV** **3 units each**  
Large or small Voice ensemble.
- MUS 002 Orchestra I ~ IV** **3 units each**  
Large or small orchestral ensemble.

- MUS 003 Gospel Ensemble I ~ IV** **3 units each**  
Praise Ministry ensemble for E. Guitar, Drum, Keyboard, and Gospel Vocal
- MU 556, 557 Chorus I, II** **3 units each**  
Choir and group vocal ensemble performance and practice. Choir practice group numbers for performance at official school functions. Chorus is open to all students and can be counted toward general education requirements by new Music majors who have fewer than three music classes.
- MU 558, 559 Opera Workshop I, II** **3 units each**  
This course is designed for development of Professional Vocalists that are in demand in the field of musicians.
- MU 560, 570 Worship and Praise I, II** **3 units each**  
A study of traditional and contemporary worship service and praise music.
- MU 561, 571 Church Music & Worship I, II** **3 units each**  
This course offers an in-depth discussion of spiritual, technical, and practical learning of contemporary praise leading through dynamic lectures and hands-on lessons. These lessons will include a wide range of topics such as correct singing techniques, basic music fundamentals, and methodology of selecting and arranging songs that is conducive to creating an effective flow of worship terms. Throughout the semester, students will be working individually, as well as, cooperatively with classmates, in preparing and presenting “praise leading terms,” in order to gain first-hand experiences in working with church musicians in praise teams, and receive critical feedback from the instructor.
- MU 562 Jazz Studies & Improvisation** **3 units**  
Include memorization procedure for song melody and harmony, listening skills, chord tone soloing, tempo accuracy, melodic and rhythmic embellishment of song melody, and soloing with full rhythm section accompaniment.
- MU 563 Advanced Rhythm Studies** **3 units**  
An examination of proper recording techniques, including microphone placement, console and signal flow, editing and live recording. Discussion and utilization of limiters, compressors, noise gates, digital delay and other signal processing equipment used in the multi-track recording process. Recording projects are required
- MU 578 Opera Literature** **3 units**  
This course will survey the development of opera literature from 1600 to the present time. Masterpieces of opera repertoire will be covered.
- MU 579 German Diction** **3 units**  
Studies singing and diction of German Text Songs.
- MU 581, 582,583,584 Conducting I ~ IV** **2 units each**  
An advanced study of the skills needed for conducting both choral and orchestra group and rhythm training, score reading, conduct technique.
- MU 585 Music Pedagogy** **3 units**  
Students survey methods of books and repertoire appropriate for elementary, middle school, and high school settings, and study beginning and intermediate media instrumental development in schools, communities, and churches. Students will also examine important issues such as the role of technology in instrumental music; best practices for instrumental techniques, development and maintenance.
- MU 586, 587 Instrumental Pedagogy I, II** **3 units each**



Students study the methods and materials used in teaching brass, woodwind, string, or percussion instruments. The area of emphasis is determined by the student's primary instrument.

**MU 591, 592 Jazz Theory I, II**

**3 units each**

Analysis and transcription of jazz performances and scores encompassing questions of style, form, harmonic and melody language, and consideration of rhythm.

**MU 593, 594 Gospel Song Writing I, II**

**3 units each**

Practice and performance work of Gospel song writing.

**MU 595 Music Teaching Method**

**3 units**

Students study the methods and materials used in teaching brass, woodwind, string, or percussion instruments. The area of emphasis is determined by the student's primary instrument.

**MU 602, 603 Gospel Choir I, II**

**2 units each**

Choir and group vocal ensemble performance and practice. Choir practice group numbers for performance at official school functions. Chorus is open to all students and can be counted toward general education requirements by new Music majors who have fewer than three music classes.

**MU 607 Film & Music**

**3 units**

This course is intended to give non-film scoring majors an overview of the mechanics of synchronization and the psychological implications of applying music to film. Analysis of special dramatic situations will be followed by applications of scoring and synchronization techniques.

**MU 608 Understanding of Film & Music**

**3 units**

During 15 week program one film will be screened each week, ranging from 1980 to present. Each Screening will focus on the analysis and study of a specific aspect of film-making arts and crafts. Every screening will be followed by a discussion on different subject and small project.

**MU 610 Musical Analysis**

**3 units**

Analysis and discussion of the 19<sup>th</sup> and 20<sup>th</sup> century music, seminar subject areas include Bartok's theory and practice, current trends, modern opera, new consonance, Hindemith. Stravinsky and American Neo-classicism, aerialists and others.

**MU 617 Song Production**

**3 units**

This course will focus on practical application of Jazz and pop music theory and techniques in music composition and song writing

**MU 632, 642 Voice Class I, II**

**2 units each**

A study of Vocal technique including breath control, tone production, diction, and the use of appropriate song material.

**MU 640 Multimedia and the Internet**

**3 units**

Students will create multimedia presentations using graphics, digital audio, digital video, and MIDI hardware and software. Each student completes a project demonstrating the ability to effectively use multimedia hardware and software in creating a useful application for education

**MU 641 MIDI**

**3 units**

The use of MIDI technology including basic synthesis, sound design, notation, sequencing and sampling. A detailed study of the hardware and software used to connect digital music devices and personal computers.

**MU 650 Graduate Recital I**

**P/F**

A graduate recital for students whose emphasis is in Piano, Organ, Accompanying, Choral Conduction, Voice,

Composition, Orchestral Instrument, and Praise Ministry, Preparation for and performance of selected pieces in the students principal instrument. Continuous registration in the fall and spring semesters is required until the recital is complete.

**MU 651 Graduate Recital II**

**P/F**

A graduate recital for students whose emphasis is in Piano, Organ, Accompanying, Choral Conduction, Voice, Composition, Orchestral Instrument, and Praise Ministry, Preparation for and performance of selected pieces in the students principal instrument. Continuous registration in the fall and spring semesters is required until the recital is complete.

**MU 660 Graduate Project I**

**P/F**

A graduate project for the students whose emphasis is in Music Business, Composition and Media Production is designed with the assistance of the advisor. The graduates are required to take courses.

**MU 661 Graduate Project II**

**P/F**

A graduate project for the students whose emphasis is in Music Business, Composition and Media Production is designed with the assistance of the advisor. The graduates are required courses

**MU 670 Recording and Mix Techniques for Musicians**

**2 units**

this course is an introduction to modern recording and mixing techniques, oriented toward musicians with the need to record themselves and others in a typical home studio recording environment. Through a series of hands-on projects, culminating in a final recording and mix project, students will learn the fundamentals of microphones and microphone technique, audio signal flow, integration of MIDI with audio tracks, signal processing, editing, and professional mix down techniques.

**MU 671 Advanced Mixing and Mastering**

**2 units**

This advanced course provides students with a deeper understanding of mixing and mastering tools and techniques that can be applied to a wide variety of styles. Students will engage in in-depth, hands-on examinations of several mix techniques, such as EQ, compression, reverb, delays, and tempo maps, unique to jazz, pop/rock, and electronic music. Students will learn to monitor and apply critical listening to their mixes, add character by using lo-fi techniques, multi-band compression in mastering, and mastering mix using EQ and limiting. These skills will be portable to any kind of studio, regardless of software, hardware, or if the studio is digital or analog-based.

**MU 672 Audio Technology I**

**2 units**

This course explores the fundamentals of analog and digital audio. Topics include recording consoles: design, function, and signal flow; principles of signal processing: reverberation, delay, equalization, compression, and other effects; an introduction to microphone and loudspeaker technology; and an introduction to music production and recording techniques in both analog and digital media. Class meetings consist of lecture terms combined with in-class demonstration and some student hands-on training.

**MU 673 Audio Technology II**

**2 units**

This course covers the fundamentals and practical applications of a digital audio system, as well as methods for functioning in an integrated MIDI/digital audio workstation (DAW)/analog studio environment. This includes algebraic, graphical, and other techniques for the analysis and study of audio signals and systems; time and frequency domain measurements; decibels in audio and acoustical applications; systems analysis of contemporary recording and synthesis technology using block diagrams and sequential flow charts; and black box analysis. Course topics include system setup and interconnections; MIDI interface and synchronization; aspects of digital recording consoles/mixers, such as paged architecture, I/O, word clock, sample rate, and bit depth; and basics of a DAW, such as the elements of hard-disk recording, track and file management, digital audio, and sequencing strategies.

**MU 680 Advanced Audio Production****3 units**

Multi-track production techniques explored in the studio by examining the relationship between technology and the artistic content found in sound recordings. Topics include critical listening, capturing musical performances, recording and mixing in stereo and surround sound formats.

**MU 681 Concert Recording****3 units**

Advanced techniques in concert recording. Topics include refinement of microphone placement and surround sound recording techniques. Students will have the opportunity to apply lecture material by recording undergraduate rehearsals, recitals, graduate and faculty concerts.

**Master of Business Administration****MBA 500 Accounting for Management****3 units**

This course offers real world tools for decision making within the context of organizational strategy. Effective tools are linked with management concepts such as strategic position analysis, value chain analyses, and affects on decisions of how a business competes in the marketplace. Both financial and non-financial information is integrated for better strategic, organizational and operational decisions. The course objective is to offer today's managers' effective tools to use comparatively when considering alternative strategies and making decisions. This is the insider's perspective to keeping an entity competitive. Traditional cost behavior concepts, cost-volume-profit (CVP) analysis, and product costing are updated with real world examples and decision cases. New measures for relevant costs and reflective performance reports are prepared with reporting alternatives by segment, with transfer pricing and ending with an overall balanced scorecard.

**MBA 501 Human Resource Management****3 units**

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

**MBA 502 Operations Management****3 units**

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

**MBA 503 Marketing Management****3 units**

This course introduces students to managerial concepts in marketing with a special focus on marketing strategy and planning. It covers important areas such as aspects of marketing management, what can be marketed, segmentation and positioning, branding, marketing mix, product management, IMC, e-marketing, marketing research, CRM and others. Students will prepare a marketing plan based on concepts in the course.

**MBA 504 Financial Management & Analysis****3 units**

This course provides a framework for analyzing financial management and investment decisions. This course examines the theories, techniques and practices required to manage an organization's financial resources effectively. The topics are treated as integral parts of the overall strategic and operating resource allocation processes of the organization. The course methodology is oriented toward analysis of historical and present performance as well as toward the projection of future outcomes, both short-term and long-term. The course

stresses approaches involved in the exploration of a firm's financing strategies, including its access to a variety of capital sources on terms and conditions that assure the organization maintains or improves its competitive position. This includes detailed analysis of sources and uses of capital raised.

**MBA 505 Business Statistics & Analysis**

**3 units**

This course is designed to use statistical methods as analytical tools for understanding and solving business problems and supporting business decision making. It includes descriptive statistics, sampling, inference and regression. It helps students for applications of inferential statistics in managerial decision-making; Measures of central tendency: Mean, Median and Mode and their implications; Measures of Dispersion: Range, Mean deviation, Standard deviation, Coefficient of Variation (C.V.), Skewness, Kurtosis.

**MBA 590 Internship I**

**1 unit**

This is a one (1) unit course that enables the F-1 student to gain off campus authorization for internship in a field of study related to their major. After the student has been enrolled for a full academic year and has a valid F-1 Visa status, the student will do the internship during Fall /Spring Semester. The student must first have a job offer before enrolling in this 1-unit course. This course will be completed within one term (semester/6mos). Completion required before graduation. A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**MBA 591 Internship II**

**1 unit**

This is a one (1) unit course that It can be taken as a continuing progression/supplement for students that have completed MBA590. It enables the F-1 student to gain off campus authorization for internship in a field of study related to their major. After the student has been enrolled for a full academic year and has a valid F-1 Visa status, the student will do the internship during Fall /Spring Semester. The student must first have a job offer before enrolling in this 1-unit course. This course will be completed within one term (semester/6mos). Completion required before graduation. A Faculty member will be assigned as the student's CPT Advisor. And periodic evaluation meetings will be conducted by the Advisor. Resulting in a Final Evaluation.

**MBA 600 Business Ethics**

**3 units**

This course introduces students to legal and ethical concepts for management including basic legal concepts, business litigation, alternative dispute resolution, Constitution, contracts, torts, property, intellectual property, criminal law, discrimination, global business environment, ethics and like topics.

**MBA 610 Entrepreneurial Management**

**3 units**

This course is intended for anyone interested in starting a business, working for an entrepreneurial company or working with entrepreneurial firms as an investor or advisor. The course is designed as a broad overview of entrepreneurial activities and issues, including identifying a winning business opportunity, gathering funding for and launching a business, growing the organization and harvesting the rewards. The class also invites you to consider how your entrepreneurial initiative can make a difference to society.

**MBA 611 Leadership & Organizational Behavior**

**3 units**

This course explores various advanced aspects of leadership and organizational behavior. Practical and theoretical application will be discussed. Topics covered will include the changing environment, behavior and motivation, managing stress and work life balance, decision making and problem solving, leadership theories and practice, communication, leading teams, interpersonal and group behavior, power and politics, conflict and negotiation, and organizational structure/design/culture and change development.

**MBA 612 Management Communication**

**3 units**

This course provides students with the skill necessary to communicate in a management context. It covers key skills including report writing, technology and communications, persuasive and objective writing, and

via methods such as social media.

**MBA 613 Operations Planning and Control**

**3 units**

The course will describe the use of planning and control systems to manage material flow and capacity in operations. Operations planning and control is an integrative function in business that is critical in linking the planning activities in many areas of the business (e.g., marketing, operations, finance, and engineering). Topics covered include forecasting, Sales & Operations Planning (S&OP), master production scheduling (MPS), material requirements planning (MRP), capacity management, inventory management, and production activity control (PAC).

In particular, this course will emphasize the overall structure of the planning and control function in managing manufacturing and service operations and how this function coordinates activities with other business areas.

**MBA 630 Advanced Tax Accounting**

**3 units**

This course provides students with 1) concepts and practices underlying generally accepted accounting principles relating to equity method investments, business combinations, foreign currency transactions and translation, 2) Analysis of how non-controlling interests are reflected in accounting reports, 3) Emphasis on interpreting and applying professional accounting standards, 4) Theory and development of financial accounting practices associated with international transactions, business combinations, and non-profit organizations.

This course will help students 1) gain an in-depth understanding of the theory and current practice of financial accounting for business combinations and equity investments, and foreign currency-related issues, and 2) understand the differences between IFRS and US GAAP and to be able to reconcile these differences.

**MBA 631 Government & Non-Profit Accounting**

**3 units**

This course is designed to provide a framework for understanding the special accounting and reporting requirements of nonprofit organizations. The emphasis is on reporting concepts and budgeting principles for governmental and nonprofit economic entities.

**MBA 640 Risk Management and Derivatives**

**3 units**

This course is designed to provide the students to know when and how to manage risks with derivatives and is expected to understand how risk management creates value. The students will be exposed to the recent risk management development and empirical evidence on current practices and should be able to have a good balance of theory and practice in risk management.

**MBA 660 International Trade Policy**

**3 units**

This course provides a systematic understanding of critical aspects of international trade which is one of the important forces driving toward globalization, that is, the integration of national business activities into globally competitive markets. It examines the role of comparative advantage as a determinant of the location of production and reviews several theories that explain why countries trade with each other. It also examines the effects of government policies toward international trade with special attention to trade tariffs, quotas, voluntary export restrictions and subsidies. Another goal of the course is to study the economic and political forces underlying the creation of trade blocs such as free trade areas, custom unions and common markets.

**MBA 680 Advanced E-Commerce**

**3 units**

This course is designed to examine how e-commerce and e-business affect the digital economy, comparing business models, strategies for e-commerce. This course helps students to analyze business models of pioneering internet companies as well as newcomers that are changing the e-Business environment and it will assist students to develop a business model for an Internet-based enterprise and ideas to promote a product or service of their choosing.

**MBA 711 Project**

**3 units**

This course is designed to equip the student with the skills to prepare and complete a business plan (project) involving various aspects of the MBA program. It involves researching a specific organization (real or fictitious) and preparing a business plan according to set guidelines.

**MBA 701 Thesis**

**3 units**

This course is designed to equip the student with the skills to prepare and complete a research project (thesis) involving one or more aspects of the MBA program. It involves researching a specific question in management and preparing a thesis answering such question utilizing common research methodologies and approaches specific to the field.

**General Electives**

**ITG 500 Speech Recognition**

**3 units**

The Fundamentals of Speech Recognition course consists of two parts: the theory track, which is organized as a series of 45 one-unit lectures; and an implementation track that consists of exercises based on the ISIP public domain recognizer. The goal of this course is to develop a working knowledge of large vocabulary conversational speech recognition. Students will learn the theory behind state-of-the-art systems, and have a chance to experiment with such systems on leading edge tasks such as the conversational speech database known as Switchboard.

**ITG 501 Audio Signal Processing**

**3 units**

This course studies human hearing within a signal processing framework. The human auditory system will be contrasted with man made systems composed of microphones, noise suppression, signal processing, filter bank models, etc. Finally, some amount of classical acoustics will be studied to better understand the signal processing problems inherent in sound processing by man or machine. Major course topics include:

**ITG 502 VoIP using Cisco System**

**3 units**

The Cisco Certified Voice Professional (CCVP) designation recognizes the increased importance placed on IT professionals of today who are responsible for integrating voice technology into underlying network architectures. Earning a CCVP certification validates a robust set of skills in implementing, operating, configuring, and troubleshooting a converged IP network.

**ITG 503 Database using ASP**

**3 units**

This class will teach Microsoft Visual Basic programmers and beginning Web developers the fundamentals of Web application site implementation by using Microsoft ASP.NET and Microsoft Visual Basic .NET. This course focuses on using the Microsoft Visual Studio .NET environment and the Microsoft .NET platform to create an ASP.NET Web application that delivers dynamic content to a Web site.

**ITG 504 Advanced Comm. System**

**3 units**

This class is to create a SIP-based conference service that allows students to participate in a class-room real-time from remote sites. This class tests and characterizes the ability of a wireless mesh network using the CUWIN routing protocol to support SIP-based VoIP applications.

# DOCTORAL DEGREE PROGRAM

## DOCTOR OF MINISTRY

The Doctor of Ministry(D.Min) is an advanced professional degree designed for the spiritual and academic replenishment of ministers or workers currently serving in Christian ministry. The program will provide an environment of growth in which the student can learn, understand, apply, examine, synthesize, and assess biblical, educational, and practical experiences.

**Degree Outcomes:** Upon the completion of the D.Min Program, the student will:

1. *Develop* a comprehensive and critical understanding of ministries in which theories and practices interactively enhance each other;
2. *Learn* and practice biblical and leadership principles of managing disagreements between persons and within Christian organizations;
3. *Gain* an advanced understanding and integration of ministries in relation to spiritual formation and discipleship;
4. *Become* conscious of particular personal issues that have an effect on ministry leadership;
5. *Learn* the process of empirical inquiry and data analysis;
6. *Utilize* cohort learning and assessment through the distance-learning milieu and on-site residency periods;
7. *Explain* biblical and theological truths with sensitivity to the needs of a global society;
8. *Renew* the personal life of faith and servanthood as the participant;
9. *Discover* how to take action as a servant-leader to issues of personal and interpersonal crisis;
10. *Contribute* to the ministry contexts through writing a Doctor of Ministry Project.

### Admission Requirements:

Admission must be granted before a student is allowed to register for courses. Applicants must present a Master of Divinity (M.Div) degree or the equivalent degree from an accredited institution. They must maintain at least 3.0 cumulative GPA during their M.Div study. Applicants must have a minimum of three years of full-time ministry experience before starting this program.

Applicants must submit the following items before being considered for admission:

1. Complete and submit the Online application at [www.buc.edu/admissions](http://www.buc.edu/admissions).
2. All relevant official school Transcripts from all previous colleges or universities showing M.Div or equivalent theology degree program.
3. A biographical Essay (minimum 1,500 words). It should include one's conversion and Christian experience, call to ministry, goals and purpose in enrolling in the program, relationships with one's spouse (if married) and family and a resume of all previous positions in Christian ministry.
4. Personal Ministry Vision Statement (minimum 300 words)
5. Copy of Photo I.D. (e.g., copy of Driver's license or Passport).
6. Non-refundable Application fee: \$100 for international students and \$50 for domestic students.

### Degree Requirements: 42 Units

D. Min Program requires 42 units of course work comprising 12 semester units of Theological and Spiritual Integration for the Ministry, 12 semester units of Ministry Skills, 8 semester units of practices of Missional Strategy, and 10 semester units of Research Project and oral defense of a Doctor of Ministry

Project. The program is a minimum of three years in length and should be finished in five and half years.

**Theological Spiritual Integration: 12 Units**

- BCDM 800 Spiritual Formation Seminar (4 units)
- BCDM 803 Foundation and Growth of Pentecostalism (4 units)
- BCDM 811 Integrating of Ministry and Spiritual Life of the Pastor (4 units)

**Ministry Skills: 12 Units**

- BCDM 820 Team Building and Discipleship (4 units)
- BCDM 821 Leading Christian Organizations and Cultivating Leadership (4 units)
- BCDM 823 Preaching & Communication Skills (4 units)

**Missional Strategy: 8 Units**

- BCDM 807 Developing Missional Church for the World (4 units)
- BCDM 809 Development of Contemporary Evangelism Strategies (4 units)

**Research Project: 10 Units**

- BCDM 840 Research Design and Project Proposal (4 units)
- BCDM 842 Doctor of Ministry Project I (3 units)
- BCDM 843 Doctor of Ministry Project II (3 units)

**Full-time Students**

Doctor of Ministry students enrolled in eight credit units per semester are considered full-time; however, the following exceptions apply:

- 1) After entering candidacy status on completing all required coursework (36 units), a D.Min student may be considered full-time while enrolled in a 3 credit hour Project course (BCDM 842). D.Min candidates may maintain full-time status in this way until completion of the number of Project 6 credit hours.
- 2) Continued enrollment in Project (BCDM 843) credit beyond those that are required will not provide full-time status unless the student also enrolls in Project extension (BCDM 845-849) courses to fulfill the 6 credits units requirement. Permission to enroll in extension courses requires verification by the Chair of Theology department that the student is making satisfactory progress.

**International Students (F-1)**

International students (F-1) are considered to be maintaining status as long as they pursue a full course of study and make normal academic progress toward their degree. A full-time load for F-1 visa holders is defined as 8 credit hours for Doctor of Ministry students. Please note that for F-1 students no more than 3 credits per semester can be taken through distance education to meet their full-time course load. The student must complete the degree requirements within the period of time required when progressing at the minimum full-time rate.



After completion of all Project hours required on the plan of study, should enroll in 3 credit units of Project extension (BCDM 845-849) each semester until project is passed.

## **Requirements for Graduation**

To graduate with the Doctor of Ministry degree the student must:

1. Complete a minimum of 42 semester units of course work with a minimum cumulative grade point average of 2.7.
2. Complete all required courses for the degree and all proficiency requirements.
3. Complete the last 24 units of course work at BU.
4. Complete a Doctor of Ministry Project (6 units), its successful oral defense, and receive a pass grade.
5. Make an application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

## **Doctor of Ministry Capstone**

There are still two semesters to write and research a certain theme called “Ministry Project.” The course work 36 units in D.Min Program help students to equip the Christian servant leaders who affect the churches, communities, and the world. After this course work, students could focus on the one topic that they have studied in the course work, and extra curriculum experiences; and study and research in the literature, biblical, and practical fields. The process of Ministry Project after completion of all coursework is as followings;

### **1. Ministry Project Overview**

A doctoral Ministry project should be a maximum of 150 pages. The project itself will have the same shape as the proposal because the proposal grows into the project. Each chapter should be submitted one at a time to the project committee. Here are more of the details:

- Chapter 1–Introduction–The Problem and Setting–20 pages maximum
- Chapter 2–Biblical and Theological Foundation–40 pages maximum
- Chapter 3–Literature Review–40 pages maximum
- Chapter 4–Project Design–10 pages maximum
- Chapter 5–Results–30 pages maximum
- Chapter 6–Conclusions and Recommendations–10 pages maximum

Any additional material germane to the project bibliography–no page limit

### **2. Two semesters’ Ministry Project Procedure (6 units/ 3 units per semester):**

- Formal project proposal submitted
- Project proposal approved
- Research and writing
- First draft complete
- Oral presentation
- Format editing and final acceptance
- Project uploaded to UMI
- Completion and Graduation

### **3. Ministry Project Rubric**

#### Outcome 1: Theological Integration

Integrate theological reflection with knowledge about the practice of ministry to assess the suitability of various solutions to a ministry problem.

- 1.1. Problem Clarity – There is a clear statement of the problem being addressed.
- 1.2. Theological Relevance - The key theological issues are addressed and applied.
- 1.3. Biblical Relevance – The key biblical passages are addressed and applied.
- 1.4. Evaluation of Options – Various solutions are identified and assessed.
- 1.5. Ministry Competency - The project demonstrates an advanced understanding of the nature and practice of ministry.

#### Outcome 2: Research Design

Utilize library resources and appropriate social science research to develop a research-based solution to a ministry problem.

- 2.1. Research Feasibility - There is a clear researchable question.
- 2.2. Literature Review Specificity - The literature review is focused enough to create a theoretical basis for the project.
- 2.3. Valid Methodology – The research methodology chosen produced a workable solution
- 2.4. Research Instrument - The research instrument chosen is credible and appropriate.

- 2.5. Argumentation - There is compelling argumentation with clear, logical development

#### Outcome 3: Ministry Skill

Implement a reasonable solution to a ministry problem.

- 3.1. Solution – The project implements a workable solution to the ministry problem.
- 3.2. Effectiveness - The solution is assessed for effectiveness
- 3.3. Data Capture Quality - The research instrument captured the critical data.
- 3.4. Use of Data - The data collected is utilized legitimately.
- 3.5. Clear Conclusion – The solution is presented clearly with suggestions for further research.

#### Outcome 4: Spiritual Maturity

Demonstrate Christian virtues and spiritual maturity in academic work.

- 4.1. Humility – There was an obvious humility when representing opposing views
- 4.2. Integrity – The results or outcomes were presented completely and honestly without distortion or bias.
- 4.3. Submission – There was respect for the project committee and a willing acceptance of correction and guidance from them.
- 4.4. Perseverance – There was a patient, steady progress to complete the project within the time allotted.
- 4.5. Compliance – There was a good faith effort to comply with the established project parameters and details of form and style.

In addition to the brief explanation of the Ministry Project in the D.Min Program, details are developed in the D.Min Project Manual.

## **COURSE DESCRIPTIONS**

**BCDM 800 Spiritual Formation Seminar** **4 units**  
This course helps to discover self-spirituality with introspection methods toward the realistic relationships with God and people and live the mature and relational life based on spiritual transformation.

**BCDM 802 Jesus Christ, Scripture, and Foundation for Ministry** **4 units**  
This course examines the historical, philosophical, and theological foundations of church ministry as it relates to the superiority of Jesus Christ and the sufficiency of Scripture.

**BCDM 803 Foundation and Growth of Pentecostalism** **4 units**  
This course studies and appraises dynamics of the early Pentecostal movement, the nature of the significant changes that have occurred, and what it may look like in the twenty-first century.

**BCDM 805 Small Groups and Discipleship** **4 units**  
Students address the need for developing a philosophy of ministry that focuses on building Jesus-followers within the context of small groups. Consideration is given to strategies for designing a disciple-building environment that can be used in church and para-church ministries. Balanced discipleship building will be a document principle and both personal and corporate discipleship will be taken into account.

**BCDM 811 Integrating of Ministry and Spiritual life of the Pastor** **4 units**  
This course helps to reflect spiritual life as a pastor and a human being and integrate life by God's calling and ministry as God's co-worker to live in faith, hope and love in this world.

**BCDM 820 Team Building and Discipleship** **4 units**  
This course gives applicable strategies to develop teams, groups, or organizations using Jesus' discipleship model and through intentional fellowship.

**BCDM 821 Leading Christian Organizations and Cultivating Leadership** **4 units**  
This course is designed to research on biblical leadership, church growth and missional church strategy based on the Pentecostal perspective which is rooted in Acts 2. It will emphasize on Spirit-empowered leadership who is involved in five activities: connect, grow, serve, go and worship in order for church ministry to change individuals, families, and communities with the love and power of God's mighty Spirit.

**BCDM 823 Preaching & Communication Skills** **4 units**  
This course equips students with skills to be able to connect with church members or others in personal and public spheres and to employ communication skills necessary for preaching and teaching.

**BCDM 807 Developing Missional Church for the World** **4 units**  
This course explores the distinguishing contours of the missional church revolution as well as the leadership required by it. This course comprehensively explores foundations, paradigms, strategies and means for impacting believers and contemporary cultures. In addition, global challenges of the urban context and assimilation will be considered.

**BCDM 809 Development of Contemporary Evangelism Strategies** **4 units**  
This course explores effective strategies for outreach to seeking non-Christians in line with the changing time with a point of view of church growth and expansion of God's Kingdom.

**BCDM 840 Research Design and Project Proposal** **4 units**  
This course prepares the student to initiate the Doctor of Ministry Project with research questions and present an acceptable research proposal to the Supervisor. Components of a prospectus research methodologies and writing strategies are examined and utilized.

**BCDM 842 Doctor of Ministry Project I**

**3 units**

Composition and presentation of an acceptable written project which integrates theory and praxis and makes a meaningful contribution to the practice of ministry.

**BCDM 843 Doctor of Ministry Project II**

**3 units**

Doctor of Ministry Project II stage helps students to find results from literature reviews and field research in accordance with the data collection procedure, and then, students suggest the conclusion, implication, and further study.

**BCDM 845-849 Doctor of Ministry Project Continuation I-V**

**3 units each**

This course is for students who did not complete the D.Min project after registering BCDM 843. By registering BCDM 845-849 with payment of 3 units tuition for each course, they will be granted an extension of one semester to complete the project.

# CERTIFICATE PROGRAMS

## Bethesda University ESLP Certificate

### Certificate Program Overview

ESLP students who are part of the certificate program must complete a minimum of 30 units of ESL classes within one year and complete level 4 in order to earn their **ESLP Certificate**.

### Mission Statement

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

### 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.
- 3) Knowledge of American culture.
- 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.

### General Information

Courses are offered in the fall and spring semesters. In each of the semesters, students attend classes for 15 weeks. 12-18 credit units will be offered for each level. For International students, 18 units are considered a full-time load for first semester and 12 units are considered a full-time load for the second semester.

There are four levels of ESL:

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

### **TESTING & PLACEMENT**

New ESL Certificate students will be required to take the ESL 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 level.

Students who score high enough may test out of Levels 1 and/or 2. Each of these students must still complete 30 ESL units in order to receive their ESLP Certificate. After the initial placement test, 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 who do not demonstrate successful completion of a course must repeat that class.

## **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.

### **ESL Classes list**

|  |
|--|
| <p><b><u>Level 1 classes</u></b></p> <p>GL100 ENGLISH AS A SECOND LANGUAGE CORE 1 (6 Units)<br/>GL110 Beginning Academic Reading and Writing (3 units)<br/>GL130 Grammar 1 (3 units)<br/>GL140 Listening Speaking and Pronunciation 1 (3 units)<br/>GL30 Basic English Vocabulary 1 (3 units)</p>                                |
| <p><b><u>Level 2 classes</u></b></p> <p>GL101 ENGLISH AS A SECOND LANGUAGE CORE 2 (6 Units)<br/>GL111 Intermediate Academic Reading and Writing (3 units)<br/>GL131 Grammar 2 (3 units)<br/>GL141 Listening Speaking and Pronunciation 2 (3 units)<br/>GL21 American Culture and Idioms 1 (3 units)</p>                          |
| <p><b><u>Level 3 classes</u></b></p> <p>GL102 ENGLISH AS A SECOND LANGUAGE CORE 3 (6 Units)<br/>GL112 Advanced Academic Reading and Writing (3 units)<br/>GL122 Listening to Academic Lectures 2 (3 units)<br/>GL142 Listening Speaking and Pronunciation 3 (3 units)<br/>GL22 American Culture and Idioms 2 (3 units)</p>       |
| <p><b><u>Level 4 classes</u></b></p> <p>GL103 ENGLISH AS A SECOND LANGUAGE CORE 4 (6 Units)<br/>GL113 Preparation for College Reading and Writing (3 units)<br/>GL123 Listening to Academic Lectures 3 (3 units)<br/>GL143 Listening Speaking and Pronunciation 4 (3 units)<br/>GL23 American Culture and Idioms 3 (3 units)</p> |

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

## Course Descriptions

### 1. ESL Core Classes

Bethesda University's Core ESL classes are required for all students in the ESL certificate program. Each 6 unit class incorporates reading, writing, listening, and speaking skills. The classes are designed in a way that each skill reinforces the learning of new grammar structures, vocabulary, and language functions. While enrolled in core classes, certificate track students are required to take concentration classes. *The availability of each core class is dependent on enrollment.*

#### **ENGLISH AS A SECOND LANGUAGE GL100 (6 Units)** **ESL Core Class, Level 1**

This Level 1 ESL course is designed for students who are learning basic skills in English reading, writing, listening, and speaking. This course is suitable for beginning students needing a thorough presentation of basic functions, grammar structures, and vocabulary. After completing the course, students will be able to read and write basic English sentences and paragraphs. Additionally, they will be able to engage in simple oral communication. Students in this class are allowed concurrent enrollment to all university courses taught in the Korean language.

#### **Prerequisites:**

- No previous study of English is required.

#### **ENGLISH AS A SECOND LANGUAGE GL101 (6 Units)** **ESL Core Class, Level 2**

This Level 2 ESL course is designed for high beginning to low intermediate level students in English reading, writing, listening, speaking, and grammar. This course builds on the foundations established in Level 1 and extends the students' grammatical, lexical, and functional abilities. At the completion of the course, students will be able to read and write short essays and actively participate in English conversations. Students in this class are allowed concurrent enrollment to all university courses taught in the Korean language.

#### **Prerequisites:**

- ESL GL100

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

#### **ENGLISH AS A SECOND LANGUAGE GL102 (6 Units)** **ESL Core Class, Level 3**

This Level 3 ESL course is designed for high intermediate students in English reading, writing, listening, speaking, and grammar. This course bridges the gap between the lower level ESL core classes and the advanced level. It reinforces the integrated skills acquired in Levels 1-2 and extends the students' grammatical, lexical, and functional abilities towards the advanced level. At the completion of the course,



students will be able to comprehend higher level English and express more complex ideas with fluency and accuracy. Students in this class are allowed concurrent enrollment to all university courses taught in the Korean language as well as general education courses taught in English with a written recommendation from the ESL department. Successful completion of this course removes all restrictions for attending college level courses taught in the English language.

**Prerequisites:**

- ESL GL101

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**ENGLISH AS A SECOND LANGUAGE GL103 (6 Units)**  
**ESL Core Class, Level 4**

This Level 4 ESL course is designed for students who are advanced in English reading, writing, listening, speaking, and grammar skills. This course completes the four-part ESL core class series. At the completion of this course, students will be able to comprehend at an advanced level English and actively express complex ideas with fluency and accuracy. Students enrolled in this class are allowed concurrent enrollment to all university courses taught in English with a written recommendation from the ESL department.

**Prerequisites:**

- ESL GL102

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

## **2. ESL Concentration classes**

These are required courses to be taken concurrently with core ESL classes of the same level. Each 3 unit concentration class will have assigned prerequisite courses which can be waived by passing the assessment test of the desired level.

### **GL140 Listening, Speaking and Pronunciation 1 (3 units)**

This introductory English course is designed to improve students' listening and basic conversation skills. The course also includes a pronunciation component that is designed to retrain the students' speech muscles used to produce the phonetic sounds in the English language. This course is meant to be taken concurrently with **GL100**.

**Prerequisites:**

- No prerequisites required.

### **GL141 Listening Speaking and Pronunciation 2 (3 units)**

This beginning English course builds on the skills developed from **GL140** and introduces listening and speaking strategies to facilitate extended situational conversations. Like **GL140**, this course includes a pronunciation component that is designed to retrain the students' speech muscles used to produce the phonetic sounds in the English language. This course is meant to be taken concurrently with **GL101**.

**Prerequisites:**

- GL140

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL142 Listening Speaking and Pronunciation 3 (3 units)**

This intermediate English course builds on the skills developed from **GL141** and introduces listening and speaking strategies to facilitate academic classroom discussions.. Like **GL140** and **GL141**, this course includes a pronunciation component that is designed to retrain the students' speech muscles used to produce the phonetic sounds in the English language. This course is meant to be taken concurrently with **GL102**.

**Prerequisites:**

- GL141

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL143 American Accent Training and Public Speaking (3 units)**

This class is designed to focus on American intonation and stress patterns as well as develop the techniques and skills necessary for public speaking and presentations.

**Prerequisites:**

- GL142

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL110 Beginning Reading and Writing (3 units)**

This basic reading and writing class introduces students to basic reading comprehension as well as sentence and paragraph level composition. This course is meant to be taken concurrently with **GL100**.

**Prerequisites:**

- No prerequisites required.

**GL111 Intermediate Academic Reading and Writing (3 units)**

This academic reading and writing class introduces students to academic reading materials and prepares them for college-level writing. It will focus on paragraphs and introduce students to basic short essay writing. This course is meant to be taken concurrently with **GL101**.

**Prerequisites:**

- GL100
- GL110

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL112 Advanced Academic Reading and Writing (3 units)**

This academic reading and writing class introduces students to longer academic reading materials and equips students for essay writing. It will focus on essay reading comprehension and writing mechanics. This course is meant to be taken concurrently with **GL102**.

**Prerequisites:**

- GL101
- GL111

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL113 Preparation for College Reading and Writing (3 units)**

This academic reading and writing class is a preparatory course for college level writing. It will focus on the various essay types required in the university setting as well as introduce students to research writing. This course is meant to be taken concurrently with **GL103**.

**Prerequisites:**

- GL102
- GL112

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL121 Listening to Academic Lectures 1 (3 units)**

This is an introductory level class in academic listening. The course is designed to prepare students for academic lectures in the North American university setting. This course is meant to be taken concurrently with **GL101**.

**Prerequisites:**

- ESL GL100

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL122 Listening to Academic Lectures 2 (3 units)**

This is an intermediate level class in academic listening. The course is designed to prepare students for academic lectures in the North American university setting. This course is meant to be taken concurrently with **GL102**.

**Prerequisites:**

- ESL GL101
- GL121

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL123 Listening to Academic Lectures 3 (3 units)**

This is an advanced level class in academic listening. The course is designed to prepare students for academic lectures and note taking in the North American university setting. This course is meant to be taken concurrently with **GL103**.

**Prerequisites:**

- ESL GL102
- GL122

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL130 Grammar 1 (3 units)**

This grammar class focuses on basic English word order patterns as well as grammar items like simple present, simple past, simple future, and present progressive verb tenses. This course is meant to be taken concurrently with **GL100**.

**Prerequisites:**

- No prerequisites required.

**GL131 Grammar 2 (3 units)**

This grammar class reinforces basic English grammar and introduces higher level items like modal auxiliaries, the passive voice, and adjective clauses. This course is meant to be taken concurrently with **GL101**.

**Prerequisites:**

- GL100
- GL130

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

### **GL132 Grammar 3 (3 units)**

This English grammar course reinforces intermediate and lower-level grammar and introduces complex items like noun clauses, adverb clauses, and coordinating conjunctions in parallel structures. This course is meant to be taken concurrently with **GL102 or 103**.

#### **Prerequisites:**

- ESL GL101
- GL131

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

### **GL133 Grammar 4 (3 units)**

This English grammar course reinforces high-intermediate grammar knowledge and develops communicative and interactive language skills. This course is meant to be taken concurrently with **GL103**.

#### **Prerequisites:**

- ESL GL102
- GL132

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

## **3. English Christian Ministry Track**

These courses may be taken by ESLP students in place of 9 other required concentration courses.

### **GL150 English Ministry Preparation (Biblical Vocabulary for English Ministry) (3 units)**

This concentration course is designed to equip students for the English Christian Ministry by providing an in-depth review of theological and biblical English terms and vocabulary. Students will improve their ability to listen to, read, write and speak theological and biblical English terms in ministry contexts.

### **GL151 English Ministry Training (English Ministry Training; prerequisite EMP) (3 units)**

This concentration course is designed to train students to improve in interactions, evangelism, preaching and all other parts of ministry in English. Students will receive cultural and linguistic training essential to excel with God's help in the English Christian Ministry.

#### **Prerequisites:**

- GL150

### **GL152 English Ministry Worship (English Ministry Worship) (3 units)**

This concentration course is designed to train students to improve their ability to organize, lead, and sustain an English Worship Ministry. Students will receive practical instruction in cultural and linguistic training as it pertains to English worship ministry, such as in areas of music selection, volunteer management, and worship service scheduling.

#### **Prerequisites:**

- GL150

## **4. Electives**

These are specialty classes that are designed to help students develop important linguistic and paralinguistic skills to complement core and concentration classes.

**GL21 American Culture and Idioms 1 (3 units)**

This beginning-level course introduces students to a more informal and widely used mode of language communication and provides valuable cultural insights to American society.

**Prerequisites:**

- GL100

**GL22 American Culture and Idioms 2 (3 units)**

This intermediate-level course builds on GL21 and covers the more informal and widely used mode of language communication and provides valuable cultural insights to American society.

**Prerequisites:**

- GL101
- GL21

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL23 American Culture and Idioms 3 (3 units)**

This intermediate-level course builds on GL21 and GL22 and covers the more informal and widely used mode of language communication and provides valuable cultural insights to American society.

**Prerequisites:**

- GL102
- GL22

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL30 Basic English Vocabulary 1 (3 units)**

This first course in basic English vocabulary is designed to help intro level students learn the most frequently used words in the English Language. It will cover the first half of the General Service List (GSL), a list of the 2,000 words that make up about 80% of any written or spoken material in English. This course is meant to be taken concurrently with **GL100**.

**Prerequisites:**

- No prerequisites required.

**GL31 Basic English Vocabulary 2 (3 units)**

This second course in basic English vocabulary is designed to help beginning level students learn the most frequently used words in the English Language. It will cover the second half of the General Service List (GSL), a list of the 2,000 words that make up about 80% of any written or spoken material in English. This course is meant to be taken concurrently with **GL101**.

**Prerequisites:**

- GL130
- GL100

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

**GL32 Academic Vocabulary 1 (3 units)**

This first course in academic vocabulary is designed to introduce students to the first half of the Academic Word List (AWL). In this course, students will learn to identify and properly use AWL words and derivatives. This course is meant to be taken concurrently with **GL102**.

**Prerequisites:**

- GL101
- GL131

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

### **GL33 Academic Vocabulary 2 (3 units)**

This second course in academic vocabulary is designed to introduce students to the second half of the Academic Word List (AWL). In this course, students will learn to identify and properly use AWL words and derivatives. This course is meant to be taken concurrently with **GL103**.

#### **Prerequisites:**

- GL102
- GL132

*Prerequisite courses can be waived via placement test or written teacher recommendation.*

### **GL24 TOEFL Preparation (3 units)**

This class is designed to help students prepare for the Test of English as a Foreign Language (TOEFL). Students in this class will learn important TOEFL specific reading, writing, listening, and speaking skills necessary to pass the test. They will also learn different question types and test taking strategies to help them go through the TOEFL more efficiently. This course is only open to students enrolled in Levels 3 and 4 of the core ESL classes.

*Note: Availability of each ESL course is dependent on student enrollment*

## **Preschool Teacher/Director Certificate**

Bethesda University offers programs designed to train teachers and directors of preschools, child care centers, and family child care homes. In order to receive the Preschool Teacher Certificate, students must complete the following courses with an average grade of C or better: EC 101, 102, 103, and 201. Infant and toddler care providers need to complete EC 320. Preschool Director Certificate requires completion of EC 101, 102, 103, 201, 202 and 320.

#### **Objectives:**

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

- 1) Understand children's cognitive, social, emotional, and physical development.
- 2) Demonstrate the principles of curriculum development, analysis of the learning environment, and instructional strategies.
- 3) Identify the value of play in Early Childhood education.
- 4) Understand changing family patterns such as single-parent family, blended family, etc.
- 5) Have classroom management skills including discipline.
- 6) Develop learning centers.
- 7) Have staff management skills such as hiring, evaluation, and supervision.
- 8) Design operating policies such as contracts and job description.

## **COURSE DESCRIPTIONS**

### **EC 101 Development in Early Childhood**

**3units**

A study of the basic principles of development and learning including the young child's cognitive, language,

social, emotional, and physical development. 15 units of field experience is required.

**EC 102 Child and Relations with Home, School and Community 3units**

An investigation of methods to bring about understanding, appreciation, and cooperation between the home, school, and community.

**EC 103 Child Creative Experience 3units**

A study of values of creative experience for children. Dramatic play, art, blocks, and music activities are explored, as well as, skills in curriculum planning, class organization, language arts, social studies, mathematics, and science.

**EC 201 Curriculum and Teaching in Early Childhood 3units**

A study of curriculum development and principles, analysis of learning environment, instructional strategies, organization, and evaluation of programs for childhood education.

**EC 202 Organization and Management of the Child Care Center 3units**

A study of the procedures in organizing child care centers, understanding legal requirements, and learning administrative skills in human relations.

**EC 320 Educational Programs for Infant and Toddlers 3 units**

A study of principles and characteristics of developmentally appropriate education of infants and toddlers in child care setting. Various topics related to the development of infants and toddlers are investigated such as attachment, perception, cognition, motor skills, language, emotions and social skills.

## **PROGRESS / GRADING SYSTEM**

The grading system for the Preschool Certification program follows the normal grading criteria. Minimum grade average required for certifying completion of courses is C-.

### **Interruption for Unsatisfactory Progress**

When the grade average of a student is unsatisfactory for a calendar semester, the student will be placed on probation. If, during the next semester, the student's grade average is still unsatisfactory, the student will be suspended from the program.

### **Conditions for Re-enrollment**

Re-enrollment or re-entrance must be approved by the program director after evidence is shown that conditions which caused the interruption for unsatisfactory progress have been rectified.

## **Accounting Specialist for CPA Preparation Certificate**

Mission for Accounting Specialist for CPA Preparation Certificate program

Our mission of Accounting Specialist for CPA Preparation program is for preparing to pass the CPA Certificate exam. Also this program will train students for developing executive ability by demanding from the current accounting field in practical business. And after passing the CPA

exam, the school provides the practical training class to be a successful Accounting specialist in the real accounting field.

Goals for Accounting Specialist for CPA Preparation Certificate program

The goal of the program is

- To pass the CPA Certificate exam after finishing the required classes.
- To be an Accounting Specialist by taking the following Tax practical classes (Payroll Accounting, Income Tax, Sales Tax, Reap Property Tax, and QuickBooks) after passing the CPA Certificate Exam.

Outcomes for the Accounting Specialist for CPA Preparation Certificate program

- The participant will develop executive ability by demanding from the current accounting field in practical business.
- The participant will get the practical training class to be successful Accounting specialist in real accounting field
- The participant will develop the ability to attain the essential knowledge, skills in the accounting field to successfully acquire and retain employment.

Certificate of Completion

1) Course

| Program                                   | Period             | Total Units |
|---|--------------------|-------------|
| Accounting Specialist Certificate for CPA | 15 weeks per class | 60 Units    |

2) Required Classes

| Period     | Accounting Courses: 36 Units                                       | Business Related Courses: 24 Units                                  |
|------------|--|---|
| 1 Semester | BA 130 Financial Accounting I<br>BA 440 Income Tax Accounting I    | BA 120 Introduction to Business Administration                      |
| 1 Semester | BA 131 Financial Accounting II<br>BA 441 Income Tax Accounting II  | BA 240 Principles of Microeconomics                                 |
| 1 Semester | BA 380 Intermediate Accounting I<br>BA 220 Managerial Accounting I | BA 252 Business Law I<br>BA 371 Operations and Strategic Management |
| 1 Semester | BA 381 Intermediate Accounting II                                  | BA 253 Business Law II<br>BA 460 IT in Business                     |



|                          |  |  |
|--------------------------|--|--|
| 1 Semester               | BA 390 Advanced Accounting<br>BA 431 Auditing I                                  | BA 250 Principles of<br>Macroeconomics |
| 1 Semester               | BA 450 Governmental and<br>Nonprofit Accounting<br>BA 432 Auditing II            |  |
| 1 Semester<br>(Practice) | BA 490 Tax Practice (Income Tax,<br>Payroll Tax, Sales Tax, and<br>Property Tax) | BA 400 QuickBooks                      |

## **Tax Specialist for EA Preparation Certificate program**

Mission for the Tax Specialist for EA Preparation program

Our mission of Tax Specialist for EA Preparation program is for preparing to pass the EA Certificate exam. Also this program will train students for developing executive ability by demanding from the current accounting field in practical business. And after passing the EA exam, the school provides the practical training class to be a successful Tax specialist in the real accounting field. Compared to the CPA exam, students who have already passed the EA certificate can open their own office for tax business right away.

Goals for the Tax Specialist for EA Preparation program

The goal of the program is

- To pass all three parts of the Special Enrollment Exam (SEE) to be an enrolled agent (EA) after finishing the required classes.
- To be a Tax Specialist by taking the following Tax practical classes (Payroll Accounting, Income Tax, Sales Tax, Reap Property Tax, and QuickBooks) after passing for the Special Enrollment Exam (SEE).

Learning Objectives for the Tax Specialist for EA Preparation program

At the end of this course, students will be able to

- Demonstrate the ability to pass the three parts of Special Enrollment Exam including Representation, Practices and Procedures.
- Receive and process written and oral tax information and prepare an appropriate response for the tax return report.
- Demonstrate an understanding and working knowledge of basic tax terminology and skills in the tax field.
- Demonstrate effective use of technology applicable to tax practice and procedures.

Certificate of Completion

1) Course

| Program                           | Period             | Total Units |
|-----------------------------------|--------------------|-------------|
| Tax Specialist Certificate for EA | 15 weeks per class | 15 Units    |

## 2) Required Classes

| Classes.....                           | Units |
|--|-------|
| BA 440 Income Tax Accounting I .....   | 3     |
| BA 441 Income Tax Accounting II.....   | 3     |
| BA 442 Income Tax Accounting III ..... | 3     |
| BA 490 Tax Practice .....              | 3     |
| BA 400 QuickBooks .....                | 3     |
| TOTAL UNITS.....                       | 15    |

## Music Performer Certificate

### Mission for the Music Performer Certificate

Our mission of the Music Performer Certificate program is to provide quality music classes and lessons that teach basic musical instrument techniques and theories from a professional musician.

### Goals for the Music Performer Certificate

The goal of the program is

- To be a professional music performer by learning basic music instruments techniques and theories.
- To create an innovative learning environment so that children and older adults from all backgrounds and levels of education are able to pursue music learning simply for the joy of learning and engagement in a University setting.

### Outcomes for the Music Performer Certificate

- The participant will get practical training for the musical instrumental techniques and theories by group and private.
- The participant will develop the ability to attain the essential knowledge, skills in music and pursue learning simply for the joy of learning and engagement in a university setting.

### Learning Objectives for the Music Performer Certificate

At the end of this course, students will be able to

- Demonstrate their musical instrumental technique with fluency and accuracy.
- Demonstrate the ability to realize a variety of musical styles.

- Demonstrate technical skills requisite for artistic self-expression at a level appropriate for the particular music concentration.
- Demonstrate an understanding of musical forms, processes and structures and the ability to place music in historical, cultural and stylistic contexts.

**CERTIFICATE OF COMPLETION:**

**1. MUSIC CLASS (GROUP LESSON)**

*Certificate of Completion*

1) Course Description

Learn basic musical instrument techniques and theories from a professional musician. 2 units of group instruction will be provided for 14 weeks from children to adult group.

Upon successful completion of the two years course, participants will receive a certificate of completion.

2) Course

| Courses.....                    | Lecture Units |
|---------------------------------|---------------|
| Music Class I.....              | 28            |
| Music Class II.....             | 28            |
| Music Class III.....            | 28            |
| Music Class IV.....             | 28            |
| <b>TOTAL LECTURE UNITS.....</b> | <b>112</b>    |

3) Music Class Contents

|                             |               |
|-----------------------------|---------------|
| Saxophone                   | (Level 1 – 4) |
| Guitar (Classic, Bass)      | (Level 1 – 4) |
| Strings (Violin, Cello)     | (Level 1 – 4) |
| Woodwinds (Flute, Clarinet) | (Level 1 – 4) |
| Vocal Performer             | (Level 1 – 4) |
| Music Theory                | (Level 1 – 4) |
| Music Technology            | (Level 1 – 4) |

**2. MUSIC PRIVATE LESSON**

*Certificate of Completion*

1) Course Description

Learn basic musical instrument techniques and theories from a professional musician. 40 minutes of private instruction will be provided for 14 weeks from children to adult groups.

Upon successful completion of the two years course, participants will receive a certificate of completion.

2) Course

| Courses.....                  | Lecture Units |
|-------------------------------|---------------|
| Music Private Lesson I.....   | 10            |
| Music Private Lesson II.....  | 10            |
| Music Private Lesson III..... | 10            |
| Music Private Lesson IV.....  | 10            |
| TOTAL LECTURE UNITS.....      | 40            |

### 3) Music Private Lesson Contents (Instrumental Performer)

|                             |               |
|-----------------------------|---------------|
| Piano                       | (Level 1 – 4) |
| Saxophone                   | (Level 1 – 4) |
| Guitar (Classic, Bass)      | (Level 1 – 4) |
| Strings (Violin, Cello)     | (Level 1 – 4) |
| Woodwinds (Flute, Clarinet) | (Level 1 – 4) |
| Vocal Performer             | (Level 1 – 4) |
| Music Arranger              | (Level 1 – 4) |

## **Citizenship Preparation Certificate**

### Mission for the Citizenship Preparation Certificate

Our mission of Citizenship Preparation Certificate program at Bethesda University is to provide quality classes to educate non-citizenship students for American Citizenship.

### Goals for the Citizenship Preparation Certificate

The goal of the program is

- To provide quality classes for American history and government to pass the American Citizenship Exam.
- To get fluent English communication skills such as speaking, listening, reading, writing and grammar as an American Citizen.

### Outcomes for the Citizenship Preparation program

- The students will explain the historical foundation, structure and function of the U.S. government system.
- The students will understand the roles and responsibilities of citizenship.
- The students will demonstrate communication skills in English.

### Learning Objectives for the Citizenship Preparation program

At the end of this course, students will be able to

- Explain the basic concepts and principles of the U.S. government system.
- Explain the structure and operation of the government at the federal, state and local levels.
- Examine the foundations of the U.S. judicial and legal systems.
- Demonstrate knowledge of civil liberties and civil rights.

- Demonstrate communication skills in reading, writing, listening, and speaking with fluency and accuracy in English.

*Certificate of Completion*

1) Course Description

This course is to educate non-citizenship students for American Citizenship Exam Preparation. Each course has two and half unit's instruction for 14 weeks. Upon successful completion of the one year course, participants will receive a certificate of completion.

2) Required Classes

- Classes.....Lecture Units
- Citizenship Preparation I..... 35
- Citizenship Preparation II..... 35
- TOTAL LECTURE UNITS..... 70

**Fourth Dimensional Spiritual Training Certificate**

Mission for the Extended Education

Our mission of Fourth Dimensional Spiritual Training program at Bethesda University is to provide an opportunity to get fourth dimensional spiritual training developed by Rev. Yonggi Cho.

Goals for the Extended Education

The goal of the program is

- To provide the fourth dimensional spiritual training developed by Rev. Yonggi Cho.
- To train the spiritual person in the fourth dimension of God's Think, Dream, Faith, and Speech.

Outcomes for the Fourth Dimensional Spiritual Training program

- The students will demonstrate a knowledge and understanding of fourth dimensional spirituality.
- The students will develop spiritual power by learning the essential knowledge, skills of fourth dimensional spirituality.

Learning Objectives for the Fourth Dimensional Spiritual Training program

At the end of this course, students will be able to

- Demonstrate a knowledge and understanding of fourth dimensional spirituality of God's Think, Dream, Faith, and Speech.
- Express themselves with spiritual power by learning of the essential knowledge, skills of fourth dimensional spiritually developed by Rev. David Yonggi Cho.
- *Certificate of Completion*

1) Course Description

This course provides an opportunity to get fourth dimensional spiritual training developed by Rev. Yonggi Cho (founder of university). Each course will be taught by faculty of theology dept., pastor, and specialist of several fields.

Each class has one unit’s instruction for 12 weeks. And upon successful completion of the twelve weeks course, participants will receive a certificate of completion

2) Required Classes

| Classes.....                           | Lecture Units |
|--|---------------|
| Spiritual Leadership Lecture 1.....    | 1             |
| Spiritual Leadership Lecture 2 A.....  | 1             |
| Spiritual Leadership Lecture 2 B.....  | 1             |
| Spiritual Leadership Lecture 3 A.....  | 1             |
| Spiritual Leadership Lecture 3 B.....  | 1             |
| Spiritual Leadership Lecture 4 A.....  | 1             |
| Spiritual Leadership Lecture 4 B.....  | 1             |
| Spiritual Leadership Lecture 5 A.....  | 1             |
| Spiritual Leadership Lecture 5 B.....  | 1             |
| Spiritual Leadership Lecture 6 A.....  | 1             |
| Spiritual Leadership Lecture 6 B.....  | 1             |
| Spiritual Leadership Lecture 7 A.....  | 1             |
| Spiritual Leadership Lecture 7 B.....  | 1             |
| Spiritual Leadership Lecture 8 A.....  | 1             |
| Spiritual Leadership Lecture 8 B.....  | 1             |
| Spiritual Leadership Lecture 9 A.....  | 1             |
| Spiritual Leadership Lecture 9 B.....  | 1             |
| Spiritual Leadership Lecture 10 A..... | 1             |
| Spiritual Leadership Lecture 10 B..... | 1             |
| Spiritual Leadership Lecture 11 A..... | 1             |
| Spiritual Leadership Lecture 11 B..... | 1             |
| Spiritual Leadership Lecture 12.....   | 1             |
| <b>TOTAL LECTURE UNITS.....</b>        | <b>22</b>     |

**Certificate in Paralegal Studies**

Mission for the Certificate in Paralegal Studies

The mission for the Certificate in Paralegal Studies program is for preparing students with foundational knowledge in Paralegal Studies. Also, this program will train students to develop abilities and attitudes for the profession and respect for the legal system.

Bethesda University is a Christ-centered community of higher education preparing men and women with professional competence, academic excellence and spiritual integrity to be servant leaders in the Church, the Community and Global Society. The purpose of this change is to offer a Certificate program that is specifically suited to students interested in the Paralegal Studies area, which provides a more in depth mastery of specific subject matter related to Paralegal Studies. This falls in line with the mission of the University because we wish to prepare students with a solid

foundational criminal justice administration background to serve in the Church, community and in global society.

Outcomes for the Certificate in Paralegal Studies program

- Maintain a current and flexible certificate in paralegal that caters to the needs of an ever changing and broad criminal justice legal environment.
- Prepare participants with basic knowledge of the paralegal and legal system and the various roles within it.
- Provide an understanding of the role of ethics in the paralegal environment.
- Offer a balanced certificate of study which is positioned to teach students the practical and academic skills necessary for understanding the basics of paralegal work.

Learning Objectives for the Certificate in Paralegal Studies program

At the end of this course, students will be able to

- Understand the basics of how the paralegal environment works, the role of law, as well as understand the importance of secondary legal sources.
- Understand how to recognize and identify certain legal issues relevant to the paralegal.
- Understand how to conduct basic legal research and locate applicable law, including case law and secondary sources, for various common paralegal scenarios.
- Examine and interpret basic laws for application to particular scenarios.
- Understand some key legal theories.
- Apply legal concepts to certain everyday paralegal situations.
- Debate some common paralegal situations and take a legal position.
- Apply ethical concepts, including Christian ethical principles, to certain paralegal situations.
- Prepare certain basic paralegal legal documents, forms, and paperwork.

***Certificate of Completion***

1) Course

| <b>Program</b>                   | <b>Period</b>      | <b>Total Units</b> |
|----------------------------------|--------------------|--------------------|
| Certificate in Paralegal Studies | 15 weeks per class | 30 Units           |

2) Required Classes

| Classes.....                            | Units |
|---|-------|
| LA 301 American Constitutional Law..... | 3     |
| LA 302 Criminal Law and Procedure.....  | 3     |
| LA 311 Legal Ethics.....                | 3     |
| LA 305 Contract Law.....                | 3     |

|   |   |
|---|---|
| LA 306 Tort Law.....                            | 3 |
| LA 304 Civil Procedure.....                     | 3 |
| LA 450 Legal Research and Writing.....          | 3 |
| LA 470 Technology in the Legal Environment..... | 3 |

Plus 2 Electives (3 units each) from Paralegal Courses  
(Such as: Family Law, Immigration Law, Corporate and Business Law, Property Law, Wills/Trusts/Probate, Immigration Law, Bankruptcy Law, E-Commerce/IP/Cyberlaw etc.)

TOTAL UNITS..... 30

## **Certificate in Criminal Justice Administration**

### Mission for the Certificate in Criminal Justice Administration

The mission for the Certificate in Criminal Justice Administration program is for preparing students with foundational knowledge in Criminal Justice Administration. Also, this program will train students to develop abilities and attitudes for the profession and respect for the legal system.

Bethesda University is a Christ-centered community of higher education preparing men and women with professional competence, academic excellence and spiritual integrity to be servant leaders in the Church, the Community and Global Society. The purpose of this change is to offer a Certificate program that is specifically suited to students interested in the criminal justice administration area, which provides a more in depth mastery of specific subject matter related to criminal justice administration. This falls in line with the mission of the University because we wish to prepare students with a solid foundational criminal justice administration background to serve in the Church, community and in global society.

### Outcomes for the Certificate in Criminal Justice Administration program

- Maintain a current and flexible certificate in criminal justice administration that caters to the needs of an ever changing and broad criminal justice legal environment.
- Prepare participants with basic knowledge of the criminal justice administration system and the various roles within it.
- Provide an understanding of the role of ethics in criminal justice administration.
- Offer a balanced certificate of study which is positioned to teach students the practical and academic skills necessary for understanding the basics of criminal justice administration

### Learning Objectives for the Certificate in Criminal Justice Administration program

At the end of this course, students will be able to

- Understand the basics of how criminal justice administration works, the role of law, as well as understand the importance of secondary legal sources in criminal justice administration.
- Understand how to recognize and identify certain criminal justice administration issues.



- Understand how to conduct basic legal research and locate applicable law, including case law and secondary sources, for various common criminal justice administration scenarios.
- Examine and interpret basic criminal justice administration laws for application to particular scenarios.
- Understand some key criminal justice administration theories.
- Apply legal concepts to certain everyday criminal justice administration situations.
- Debate some common criminal justice administration situations and take a legal position.
- Apply ethical concepts, including Christian ethical principles, to certain criminal justice administration situations.
- Prepare certain basic criminal justice administration legal documents forms, and paperwork.

***Certificate of Completion***

1) Course

| <b>Program</b>                                 | <b>Period</b>      | <b>Total Units</b> |
|--|--------------------|--------------------|
| Certificate in Criminal Justice Administration | 15 weeks per class | 24 Units           |

2) Required Classes

|   |       |
|---|-------|
| Classes.....  | Units |
| LA 310 Introduction to Criminal Justice Administration..... | 3     |
| LA 301 American Constitutional Law.....                     | 3     |
| LA 302 Criminal Law and Procedure.....                      | 3     |
| LA 210 Ethics and Professionalism for Criminal Justice..... | 3     |
| LA 360 Theory and Practice of Law Enforcement .....         | 3     |
| LA 361 Theory and Practice of Corrections.....              | 3     |

Plus 2 Electives (3 units each) from Criminal Justice Administration Courses  
 (Such as: Introduction to Criminal Court Systems, Introduction to Police Science, Evidence Rules for Criminal Justice, Criminal Investigation, Introduction to Criminology, Police Administration, Substance Abuse Counseling, Introduction to Forensic Science, Juvenile Justice, Cybercrime Law etc.)

|                  |    |
|------------------|----|
| TOTAL UNITS..... | 24 |
|------------------|----|

**Computer Skills Certificate**

Mission for the Computer Skills Certificate

Learn all the basics of using computers with Windows operating system, accessing the Internet, E-mail, MS Word, MS Excel, MS Powerpoint, Adobe Photoshop and QuickBooks. Each class has

three hour's instruction for 6 weeks.

***Certificate of Completion***

1) Courses

| Classes.....                      | Lecture Hours         |
|-----------------------------------|-----------------------|
| EP 110 MS Windows & Internet..... | 18 (3 hours, 6 Weeks) |
| EP 112 MS Excel.....              | 18 (3 hours, 6 Weeks) |
| EP 114 Adobe Photoshop.....       | 18 (3 hours, 6 Weeks) |
| EP 115 Adobe Illustrator.....     | 18 (3 hours, 6 Weeks) |
| EP 117 E-Commercial.....          | 18 (3 hours, 6 Weeks) |

**FINANCIAL INFORMATION**

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

### **TUITION AND FEES\***

|  |   |
|--|---|
| Application Fee (one-time only)                      | \$100.00                                    |
| New Student Enrollment Fee (one-time only)           | \$100.00                                    |
| Tuition per semester unit                            |   |
| Undergraduate:                                       |   |
| Religion   | \$235.00                                    |
| Other  | \$290.00                                    |
| Graduate: (Master)                                   |   |
| Religion   | \$280.00                                    |
| Other  | \$350.00                                    |
| Graduate: (Doctorate)                                | \$320.00                                    |
| Certificate  | \$290.00                                    |
| Audit Fee (per unit)                                 |   |
| Undergraduate  | \$50.00                                     |
| Graduate   | \$75.00                                     |
| Student Association Fee (each semester)              |   |
| Undergraduate  | \$20.00                                     |
| Graduate   | \$30.00                                     |
| Independent Study Fee additional (per semester unit) | \$70.00                                     |
| Library Fee (each semester)                          | \$40.00                                     |
| Technology Fee(each semester)                        | \$70.00                                     |
| Late Registration Fee                                | \$100.00                                    |
| Late Tuition Fee                                     | \$90.00                                     |
| Late Tuition Fee (Intensive course)                  | \$50.00                                     |
| Graduation Fee                                       | \$150.00                                    |
| Transcript Copy Fee                                  | \$5.00 (\$10 for same day processing)       |
| Diploma Replacement Fee                              | \$20.00                                     |
| Identification Card Replacement Fee                  | \$10.00                                     |
| D.Min Project Presentation Assessment Fee            | \$300.00                                    |
| STRF Fee ( <i>non-refundable</i> )                   | \$0 (per every thousand dollars of Tuition) |

\* Tuition and fees are subject to change without notice

### **THE NUMBER OF SEMESTER UNITS REQUIRED FOR DEGREES\*\***

|                              |           |
|------------------------------|-----------|
| Bachelor of Arts in Religion |           |
| Biblical Studies             | 126 units |
| Pastoral Ministry            | 126 units |

|   |           |
|---|-----------|
| Christian Education                           | 126 units |
| Missions                                      | 126 units |
| Bachelor of Arts in Information Technology    | 126 units |
| Bachelor of Arts in Design                    | 126 units |
| Bachelor of Arts in Business Administration   | 126 units |
| Bachelor of Arts in Early Childhood Education | 126 units |
| Bachelor of Arts in Music                     | 135 units |
| Master of Arts in Biblical Studies            | 51 units  |
| Master of Divinity                            | 78 units  |
| Master of Arts in Music                       | 48 units  |
| Master of Business Administration             | 45 units  |
| Doctor of Ministry                            | 42 units  |
| Preschool Teacher Certificate                 | 15 units  |
| Preschool Director Certificate                | 18 units  |
| English as a Second Language Certificate      | 30 units  |

\*\*To comply with INS regulations, international students carrying the F-1 student visa must carry a full-time load (at least 12 units for undergraduate program, 9 units for graduate program, 8 units for D.Min program) during the fall and spring semesters.

| Degree | Program  | Unit (Full-time) | Per unit Charge | Charges for Period of Attendance | Total graduate Unit | Estimated Total Charges |
|--------|----------|------------------|-----------------|----------------------------------|---------------------|-------------------------|
| BA     | BUSINESS | 12               | \$290           | \$3,480                          | 126                 | \$37,580.00             |
|        | ECE      | 12               | \$290           | \$3,480                          | 126                 | \$37,580.00             |
|        | THEOLOGY | 12               | \$235           | \$2,820                          | 126                 | \$30,650.00             |
|        | MUSIC    | 12               | \$290           | \$3,480                          | 135                 | \$40,190.00             |
|        | IT       | 12               | \$290           | \$3,480                          | 126                 | \$37,580.00             |
| MA     | MUSIC    | 9                | \$350           | \$3,150                          | 48                  | \$17,920.00             |
|        | BIB      | 9                | \$280           | \$2,520                          | 60                  | \$17,920.00             |
|        | M.DIV    | 9                | \$280           | \$2,520                          | 96                  | \$28,000.00             |

|        |       |   |       |         |    |             |
|--------|-------|---|-------|---------|----|-------------|
|        | MBA   | 9 | \$350 | \$3,150 | 45 | \$16,870.00 |
| DOCTOR | D.MIN | 8 | \$320 | \$2,560 | 42 | \$14,560.00 |

| PROGRAM     |                       | Per unit Charge | Number of Units | Total Charges |
|-------------|-----------------------|-----------------|-----------------|---------------|
| CERTIFICATE | ESL                   | \$290           | 30              | \$8,960.00    |
|             | E.C.E Teacher         | \$290           | 15              | \$4,610.00    |
|             | E.C.E. Director       | \$290           | 18              | \$5,480.00    |
|             | CPA Preparation       | \$500 per class | 19 classes      | \$10,280.00   |
|             | EA Preparation        | \$500 per class | 5 classes       | \$2,760.00    |
|             | Paralegal Studies     | \$500 per class | 10 classes      | \$5,390.00    |
|             | Criminal Justice Adm. | \$500 per class | 8 classes       | \$4,260.00    |

\*\* Total charges include tuition, technology fee, student association fee and library fees.

## **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 BU. Health Insurances must be submitted before every new semester.

## **TUITION REFUND POLICY**

### **Student Right to Cancel**

Students have the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first class term or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time.

### **Refund Policy**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;
- Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.
- The student has failed to attend class for four (4) consecutive weeks
- The student fails to return from a leave of absence ; and
- Extraordinary cases (serious illness, injury, etc..)

Students have the right to receive a pro rata fund if students have completed 60 percent or less of the scheduled days in the current period of attendance in their program through the last day of attendance. For the purpose of determining the amount of the refund, the date of the student's request to withdraw from the classes will be used for the calculation. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of four (4) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. In addition, even if a doctor's note is submitted due to a serious illness or injury, full refund is not possible, and the refund policy applies the same.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

Partially withdrawals for students receiving Title IV funds will be processed according to Federal regulations. Please refer to the Financial Aid Handbook.

For distance education students scheduled days are based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

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

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **POLICY ON THE COLLECTION OF TUITION**

The University may accept payment in full for tuition and fees including any funds received through federal loans after the student has been accepted and enrolled, and the date of the first class term is disclosed on the enrollment agreement.

## **PAYMENT OF STUDENT ACCOUNTS**

1. Tuition  
All students will be required to make a minimum payment of 50% of their tuition for the current semester during registration. Any students with a remaining balance will not be allowed to register for the next semester's courses until all past due charges have been paid.
2. Payment Plans  
Payment plans are available for returning students only, new students are not eligible. Returning students may sign up for either one of these payment plans.
  - A. Option I - First 50% of the tuition must be paid by the tuition due date. Remaining 50% can be paid off within the next 30 days after the tuition due date. The Payment Plan Fee for this option costs \$50.
  - B. Option II - First 50% of the tuition must be paid by the tuition due date. Remaining 50% can be paid off within the next 60 days after the tuition due date. This second half of the payment can be divided 25% and 25%; either way it needs to be paid off within 60 days. The Payment Plan Fee for this option costs \$100.
3. Finance Charge for Deferred Payment  
There will be a late fee of \$90 if the tuition is not paid on time each semester. If a first payment is not made within the beginning of the semester, you will receive a warning. If a payment is not received within 30 days from the beginning of the semester, if you are an F-1 student, you will be automatically dropped from all of your course/s. And If you are Permanent Resident or US Citizen, B.U. will take all necessary means to collect the amount owed, including submission of unpaid accounts to the collection agency.
4. Unpaid Accounts  
A student may not register for any classes, receive any diploma, grades, transcripts, or letters of recommendation until all fees have been paid off.
5. Policies and Procedures regarding Financial Aid  
If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

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

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

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

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

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



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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## **SCHOLARSHIPS, TUITION DISCOUNTS**

### **A. Selection Procedures**

#### **1. The Composition of the Scholarship Committee**

The Scholarship Committee consists of all full-time professors and staff members, and the chair of student affairs.

#### **2. Rules for Selecting Scholarship Recipients**

- a. The Scholarship Recipient must be a current full-time Bethesda University student. Also, a student needs to have been a full-time student in the previous semester. For full-time undergraduate students, students must be enrolled in at least 12 units and for full-time graduate students, students must be enrolled in at least 9 units to be eligible for a scholarship (units from ESL courses are excluded). However, if the selected recipient is a graduating student and does not require full-time unit course load to graduate, then students do not have to follow the full-time requirement to be eligible.
- b. If a student takes a prerequisite course in the MBA program, this course is not included for 9 units to be eligible for the Merit-Based scholarship.
- c. Students in certificate programs are excluded from scholarships.
- d. There is no scholarship available for both summer and winter terms.

#### **3. Scholarship Disbursement**

Scholarships will be placed in the awarded student’s account to be used for tuition fees. Any student receiving financial aid (Cal Grant, Pell Grant, or student loans) and has an excess of tuition and registration fees will be allowed to use their scholarship for other needs such as housing, books, travel, food or personal expenses. If there is any amount of credit still remaining at the time of graduation, the student will be issued a check for the credit remaining in their account.

#### **4. Policy of Multiple Scholarships**

- a) Students may try and apply to any scholarship they are eligible for, however if they are granted more than one scholarship, only the largest amount scholarship will be awarded.
- b) The only exception to this, is if the student is granted the sibling discount, they may also receive another scholarship.

**5. Standard for Selecting Scholarship Recipients with the Same GPA**

In the case that several selected students happen to have the same GPA, the scholarship will be based on the current semester’s GPA, and the cumulative GPA.

- 6. If the percentage will be applied for scholarships such as Sibling/Family scholarship, it will be applied to tuition only along with all other fees that are not included for scholarship.

**B. Types of Scholarship**

**1. Young-San Scholarship**

APPLICATION

- Apply:** Every semester.
- Amount:** \$1,000
- Who:** (1) Graduate Theology Student with the best GPA.
- Criteria:**

The Scholarship Committee will screen and reward the Young-San Scholarship to one graduate theology 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 theology students.

**2. Merit-Based Scholarship**

APPLICATION

- Apply:** Every semester.
- Amount:** \$500
- Who:** Full-Time New and Current Undergraduate and Graduate Students
- Criteria:**

The Scholarship Committee will screen and reward the scholarships to candidates who have applied and have at least an undergraduate term GPA of 3.7 or a graduate term GPA of 3.7. To be considered for the merit-based scholarship, a letter of recommendation is required from a student’s department chair.

**3. Grace Scholarship (Worship Team)**

APPLICATION

- Apply:** Every semester.
- Amount:** \$1,000
- 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, along with an outstanding academic record.

**4. Athletic Scholarship**  
NOMINATION

**Apply:** Every semester.  
**Amount:** Funds vary.  
**Who:** Current Bethesda University Athlete  
**Criteria:** Athletes who have outstanding performance record and a recommendation from each sports team coach.

**5. 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.

**6. Religious Worker Scholarship**  
APPLICATION

**Apply:** Every semester  
**Amount:** \$850 for Undergraduate and \$720 for Graduate or up to 100% for Full Gospel World Missions member.  
**Who:** An active pastor (or jeondosa) or the spouse or child of an active pastor or Full Gospel World Missions member 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 or Full Gospel World Missions member will receive a Religious Worker Scholarship. However, the applicant must be able to submit a copy of the Pastor's Ordination, and submit a current Church Program or membership 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.

**7. 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.

**8. Student Council Scholarship**  
APPLICATION

**Apply:** Every academic year (can apply up to two academic years).  
**Amount:** Student Committee  
President (\$1,600 for Undergraduate, \$1,250 for Graduate)  
Vice President (\$950 for Undergraduate, \$750 for Graduate)  
Members (\$950 for Undergraduate, \$750 for Graduate)  
**Who:** A member of the Student Body.  
**Criteria:** Must be full-time Bethesda University students.

## FINANCIAL AID

Federal and State financial aid helps students pay for most kinds of education after high school. Federal financial aid includes Federal Pell Grant, Federal SEOG (Supplemental Educational Opportunities Grant), Federal College Work Study, and Stafford Subsidized and Unsubsidized Loans. Grants are awarded based on need and income, and do not have to be repaid. The Stafford Subsidized Loan is also based on need and income, but must be repaid once the recipient graduates or withdraws from the university. However, payments do not have to begin until six months following graduation or if the student withdraws or goes below half time at the school, during which time no interest is accrued. The Stafford Unsubsidized loan accrues interest as soon as the student receives the loan and will continue to accrue the same interest percentage for the life of the loan. Like the Stafford Subsidized Loan, payments for the unsubsidized loan will not begin until six months after graduation, or if the student withdraws or goes below half time at the university. Interest is set by the federal government. The recipient of all loans is responsible for making payments until the loan is fully repaid. Only undergraduates are available to receive Pell Grants, subsidized, and unsubsidized loans. Graduate or Professional students can only receive Unsubsidized loans.

Financial Aid is available to assist those qualified students wishing to attend Bethesda, but not having the means to do so. The primary responsibility for financing an education belongs to the student and his/her family. The Board of Trustees has made a major commitment to assist all students by keeping tuition and fees at a low rate.

Financial Aid at Bethesda is based upon need. Need is defined as the difference between the cost of attending Bethesda and the Student Aid Index (SAI) toward the cost.

### **Student Aid Index (SAI)**

The SAI is an eligibility index number that a college or career school's financial aid office uses to determine how much federal student aid a student would receive if a student attended the school. This number results from the information that a student provides in your FAFSA form.

Most of the tax information used to calculate the SAI is transferred directly from the IRS into the FAFSA form if you provide student's consent and approval. (Some FAFSA applicants may need to manually provide [tax information](#).)

[Learn how the SAI is calculated.](#)

**Note:** The SAI is not a dollar amount of aid eligibility or what a student's family is expected to provide. A negative SAI indicates the student has a higher financial need.

The *Federal Student Aid Estimator* estimates the SAI.

### Need-based Aid

Need-based aid is financial aid a student can receive if a student has financial need and meet other eligibility criteria. A student can't receive more need-based aid than the amount of your financial need.

A student's college or career school first determines whether a student has financial need by using a simple formula:

#### Calculation of Your Financial Need

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Cost of Attendance (COA) – Student Aid Index (SAI) = Financial Need

---

If your COA is \$16,000 and your SAI is 12000, your financial need is \$4,000; so you aren't eligible for more than \$4,000 in need-based aid.

The following are the need-based [federal student aid programs](#):

- [Federal Pell Grant](#)
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
- [Direct Subsidized Loan](#)
- [Federal Work-Study](#)

### Non-need-based Aid

Your school determines how much non-need-based aid you can get by using this formula:

#### Calculating Your Non-need-based Aid

---

Cost of Attendance (COA) – Financial Aid Awarded So Far\* = Eligibility for Non-need-based Aid

\*Includes aid from all sources, such as the school, private scholarship providers, etc.

Non-need-based aid is financial aid that is not based on your SAI. What matters is your COA and how much other assistance you've been awarded so far. For instance, if your COA is \$16,000 and you've been awarded a total of \$4,000 in need-based aid and private scholarships, you can get up to \$12,000 in non-need-based aid.

The following are the non-need-based federal student aid programs:

- [Direct Unsubsidized Loan](#)

- [Direct PLUS Loan](#)
- [Teacher Education Access for College and Higher Education \(TEACH\) Grant](#)

## <COST OF ATTENDANCE>

Cost of attendance is the total amount it will cost a student to go to college each year. It reflects the maximum dollar amount of financial aid a student may receive for the entire academic year.

The COA includes tuition and fees, Books, Books, course materials, supplies and equipment, transportation, and miscellaneous personal expenses fees. It can also include study abroad expenses, cooperative education cost, dependent care, disability-related expenses, Federal student loan fees (may not include the cost associated with non-Federal loans) and professional licensure, certification, or a first professional credential.

### **Definition**

**Tuition and fees**—An amount normally assessed a student carrying the same academic workload, as determined by the institution.

**Books, course materials, supplies, and equipment**—An allowance for books, course materials, and equipment, which must include all such costs required of all students in the same course of study, including a reasonable allowance for the rental or upfront purchase of a personal computer, as determined by the institution.

**Transportation**—An allowance, as determined by the institution, which may include transportation between campus, residences, and place of work.

**Miscellaneous personal expenses**—An allowance, as determined by the institution, for a student attending the institution on at least a half-time basis.

**Living expenses**—An allowance for food and housing costs, as determined by the institution, to be incurred by the student attending the institution on at least a half-time basis, including—

- A standard food allowance that provides the equivalent of three meals each day, regardless of whether a student chooses institutionally owned or operated food services (i.e., board or meal plans). Institutions must provide an allowance for purchasing food off campus for a student that does not elect institutionally owned or operated food services.
- Housing allowances for students residing in institutionally owned or operated housing with or without dependents must be based on the average or median amount assessed to such residents for housing charges, whichever is greater.
- Housing allowances for students living off campus must include rent or other housing costs.
- For dependent students living at home with parents, institutions must include a reasonable standard allowance for living expenses that is not zero.
- For students living in housing on a military base or for which they receive a basic allowance under section 403(b) of title 37, United States Code, institutions must include a reasonable allowance for food on-campus or off-campus but cannot include housing costs.
- For all other students, institutions must include a reasonable allowance based on expenses incurred by such students.

Study abroad expenses—An allowance for reasonable costs, as determined by the institution, for a student in a study abroad program approved for credit by the home institution.

Cooperative education costs—An allowance for reasonable costs, as determined by the institution, associated with such employment for a student engaged in a work experience under a cooperative education program.

Dependent care—An allowance based on the estimated actual expenses incurred for dependent care, based on the number and age of such dependents.

- Such allowance must not exceed the reasonable cost in the community in which such student resides for the kind of care provided; and
- The period for which dependent care is required includes, but is not limited to, class-time, study-time, field work, internships, and commuting time.

Disability-related expenses—An allowance, as determined by the institution, for expenses associated with a student's disability, including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided for by other agencies.

Federal student loan fees—An allowance for the cost of any Federal student loan fee, origination fee, or insurance premium charged to the student or the parent of the student. The allowance—

- May be actual or average costs, as appropriate; and
- May not include the cost associated with non-Federal loans.

Professional licensure, certification, or a first professional credential—An allowance for the costs associated with obtaining a license, certification, or a first professional credential, for a student in a program that prepares them to enter a profession that requires such a qualification.

### Independent Student

| Undergraduate         | Tuition | Fees | Books | Room and Board | Personal Expenses | Transportation | Total |
|-----------------------|---------|------|-------|----------------|-------------------|----------------|-------|
| Business Admin        | 6960    | 260  | 200   | 14515          | 4959              | 1976           | 28870 |
| Early Childhood       | 6960    | 260  | 150   | 14515          | 4959              | 1976           | 28820 |
| IT                    | 6960    | 260  | 150   | 14515          | 4959              | 1976           | 28820 |
| Music                 | 8960    | 260  | 150   | 14515          | 4959              | 1976           | 30820 |
| Theology              | 5640    | 260  | 150   | 14515          | 4959              | 1976           | 27500 |
| Certificate           |         |      |       |                |                   |                |       |
| Preschool Director    | 5220    | 260  | 150   | 14515          | 4959              | 1976           | 27080 |
| Preschool Teacher     | 4350    | 260  | 150   | 14515          | 4959              | 1976           | 26210 |
| Graduate              |         |      |       |                |                   |                |       |
| Doctorate of Ministry | 5120    | 280  | 150   | 14515          | 4959              | 1976           | 27000 |
| MA Biblical / MDIV    | 5040    | 280  | 150   | 14515          | 4959              | 1976           | 26920 |
| Master of Music       | 8700    | 280  | 150   | 14515          | 4959              | 1976           | 30580 |
| MBA                   | 6300    | 280  | 300   | 14515          | 4959              | 1976           | 28330 |

### Dependent Student

| Undergraduate         | Tuition | Fees | Books | Room and Board | Personal Expenses | Transportation | Total |
|-----------------------|---------|------|-------|----------------|-------------------|----------------|-------|
| Business Admin        | 6960    | 260  | 200   | 5543           | 3934              | 1756           | 18653 |
| Early Childhood       | 6960    | 260  | 150   | 5543           | 3934              | 1756           | 18603 |
| IT                    | 6960    | 260  | 150   | 5543           | 3934              | 1756           | 18603 |
| Music                 | 8960    | 260  | 150   | 5543           | 3934              | 1756           | 20603 |
| Theology              | 5640    | 260  | 150   | 5543           | 3934              | 1756           | 17283 |
| Certificate           |         |      |       |                |                   |                |       |
| Preschool Director    | 5220    | 260  | 150   | 5543           | 3934              | 1756           | 16863 |
| Preschool Teacher     | 4350    | 260  | 150   | 5543           | 3934              | 1756           | 15993 |
| Graduate              |         |      |       |                |                   |                |       |
| Doctorate of Ministry | 5120    | 280  | 150   | 5543           | 3934              | 1756           | 16783 |
| MA Biblical / MDIV    | 5040    | 280  | 150   | 5543           | 3934              | 1756           | 16703 |
| Master of Music       | 8700    | 280  | 150   | 5543           | 3934              | 1756           | 20363 |
| MBA                   | 6300    | 280  | 300   | 5543           | 3934              | 1756           | 18113 |

### <TYPES OF AID>

- I. Grants:** Grants are types of financial aid that do not have to be repaid. The following grants are awarded based on financial need:

Federal Pell Grant: This federally funded grant is based upon financial need. Awards range up to \$7,395 per year for full-time students and are available to college students who have not previously earned a bachelor's degree. The Pell Grant award for each term is \$3,698 Fall/ \$3,697 Spring. The Student n (EFC) range for 2023-24 Pell Grant eligibility is 0-\$6,656.



Pell Grant award amounts will vary depending upon the student's EFC. The EFC is an estimated measure of how much the student and his/her family are able to contribute towards the educational expenses for the current academic year. The federal processor uses the information reported on the FAFSA to calculate the EFC using a formula specified by law.

#### General Information

The FAFSA Processing System (FPS) uses data provided by the applicant and contributors on the FAFSA form to determine Max or Min Pell Grant eligibility and calculate the SAI.

#### Maximum Pell Grant Eligibility Criteria

A student is eligible for a Maximum Pell Grant if any of the following is true:

##### *Dependent Student*

- The student's parent(s) is not required to file a federal income tax return; or
- The student's parent is a single parent and has an AGI greater than zero and less than or equal to 225% of the poverty guideline for the applicant's family size and state of residence; or
- The student's parent is not a single parent and has an AGI greater than zero and less than or equal to 175% of the poverty guideline for the applicant's family size and state of residence.

##### *Independent Student*

- The student (and spouse, if applicable) is not required to file a federal income tax return; or
- The student is a single parent and has an AGI greater than zero and less than or equal to 225% of the poverty guideline for the applicant's family size and state of residence; or
- The student is not a single parent and has an AGI greater than zero and less than or equal to 175% of the poverty guideline for the applicant's family size and state of residence.

##### *SAI for Maximum Pell Grant Recipients*

A dependent student whose parents are not required to file a federal income tax return OR an independent student (and spouse, if applicable) who is not required to file a federal income tax return for the prior-prior tax year is assigned an SAI equal to -1500. Other students eligible for a maximum Pell Grant will be assigned an SAI equal to 0 or a calculated SAI, whichever is less.

#### **Summer/Winter Intensive Student Financial Aid**

The student who already granted the max aid from the Fall and Spring semesters, and wants to receive the federal aid for the summer intensive, there would be no remaining loans and grants. The student will be able to receive the federal aid for the summer intensive as long as they are halftime status and the yearly amount for the loans and grant does not reach to the max at that point.

The Winter Intensive is added to the Spring semester. Therefore, the Financial Aid for the Winter Intensive is not available.

#### **Lifetime Limit for Pell Grants**

Pursuant to federal regulations a student's eligibility to receive a Federal Pell Grant will be 12 semesters.

This equates to a 6 year limit to receive Federal Pell Grant funds for undergraduate students.

For information on how the lifetime limits for Pell Grants are calculated for the “equivalent of six years” visit <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2024-2025/application-and-verification-guide/ch3-student-aid-index-sai-and-pell-grant-eligibility>

### Campus Based Programs

- a) Federal Work Study Federal College Work Study Program: Provides employment opportunities for students to assist them in earning the funds necessary to meet college expenses. The student normally works 15- 20 hours a week.
  - b) Federal Supplemental Education Opportunities Grant (SEOG): a. Federal Work Study (FWS) is a government-funded program that helps fund part-time jobs for undergraduate and graduate Financial Aid students with financial need. This program emphasizes employment in civic fields, major-related areas, and community service. The Federal Work Study program operates as a cost-sharing program, with the federal government providing 75% of the funds and the school paying 25%. The only pay requirements are that the student worker is paid in line with the minimum wage and does not work beyond their financial need. Lastly, these Work Study positions must be secular. This means that students must only work in a capacity that is non-religious.
- II. Federal Loans: loan is a low interest loan made by a participating lender. The loan limit is determined by federal guidelines. Loans are available to college students. Repayment begins after a borrower ceases to be enrolled at least half time and makes normative academic progress.
- a. Direct Subsidized Loan A student won’t be charged interest while a student is enrolled in school or during the six-month grace period
  - b. Direct Unsubsidized Loan Interests starts accumulating from the date of a student’s first loan disbursement (when a student receives the funds from the school).
  - c. Parent Plus Loan helps pay for education expenses not covered by other financial aid. Eligible parents through schools participating in the Direct Loan Program. A Direct Plus Loan is commonly referred to as a parent PLUS loan when made to a parent borrower.

### Interest Rates

|   | First disbursed on or after July 1, 2022 |
|---|--|
| Undergraduate Subsidized Direct Loans   | 4.99 %                                   |
| Undergraduate Unsubsidized Direct Loans | 4.99%                                    |
| Graduate Unsubsidized Direct Loans      | 6.54%                                    |

### Annual Loan Limits for Direct Loans

| Year                  | Dependent Student |                                      | Independent Student |                                      |
|-----------------------|-------------------|--------------------------------------|---------------------|--------------------------------------|
|                       | Subsidized Only   | Subsidized and Unsubsidized Combined | Subsidized Only     | Subsidized and Unsubsidized Combined |
| First Year            | \$3,500           | \$5,500                              | \$3,500             | \$9,500                              |
| Second Year           | \$4,500           | \$6,500                              | \$4,500             | \$10,500                             |
| Third Year and Beyond | \$5,500           | \$7,500                              | \$5,500             | \$12,500                             |
| Graduate/Professional | N/A               | N/A                                  | N/A                 | \$20,500                             |

### Aggregate Loan Limit

| Aggregate Limit             | Subsidized Only | Subsidized and Unsubsidized Combined |
|-----------------------------|-----------------|--------------------------------------|
| Undergraduate (Dependent)   | \$23,000        | \$31,000                             |
| Undergraduate (Independent) | \$23,000        | \$57,500                             |
| Graduate/ Professional      | \$65,500        | \$138,500                            |

### Loan Counseling (Required)

The Federal Government requires any student who received a student loan(s) while attending the BU to complete entrance/exit counseling to ensure that the student understands the responsibilities and obligations he/she is assuming.

The applicable student lists are collected when the Office of Financial Aid prepares student financial aid packages and are also collected from the Registrar when there are changes in student enrollment status. The applicable students are notified via email or mail. BU uses the acknowledgement of completion of entrance and exit counseling from COD to track that the requirement has been fulfilled within 30 days.

<Entrance counseling & MPN>

First-time Federal Direct Subsidized Loan, Direct Unsubsidized, Loan, or PLUS Graduate Loan borrowers must complete a MPN and Entrance counseling. Entrance Counseling and MPN (Master Promissory Note) should both be completed online at [www.studentloans.gov](http://www.studentloans.gov).

Both must be on file and completion of all requirements should be verified on COD before loans are awarded.

<Exit Counseling>

Exit counseling informs students of their various loan repayment responsibilities, including repayment options, interest accrual and aggregate loan limits. Also students must provide the lender with certain information about plans after leaving school (for example, your current address, your expected employer, two personal references, etc.).

Once a student has graduated, dropped below a half-time enrollment status, or has withdrawn from school, is transferring to another school, taking leave of absence, and attending a semester abroad,

The Financial Aid Office will send the student notification to complete Counseling. The letter informs the student to visit <https://studentaid.gov/exit-counseling> and complete Exit Counseling.

If a student borrower withdraws from school without the school's prior knowledge or fails to complete the exit counseling as required, exit counseling must, within 30 days after the school learns that the student borrower has withdrawn from school or failed to complete the exit counseling as required, be provided either by mailing written counseling materials to the student borrower at the student borrower's last known address or by sending written counseling materials to an email address provided by the student borrower that is not an email address associated with the school sending the counseling materials.

A Financial Aid Officer is designated personnel in charge of informing the student and conducting the exit interview, making sure that the student completes the exit interview and the student's graduation request won't be approved until the student completes the exit interview. If a student fails to complete exit counseling a hold will be placed on student records. Students will not be able to re-enroll in classes, or obtain other university services and documents including, but not limited to his/her transcripts or diploma.

If the student borrower drops out without notifying the school, the Office of Financial Aid confirms that the student has completed on-line counseling, or mail exit counseling material to the borrower at his or her last known address. The material must be mailed out within 30 days after learning that the borrower has left school or failed to participate in an exit counseling session. A school mailing these exit materials is not required to use certified mail with a return receipt requested. However, the school uses certified mail with a return receipt to make sure that the materials were sent to the student. The school must document them in the student's file. If the student fails to provide the information, the school is not required to take any further action. The school must document them in the student's file.

#### \*Anticipated Graduation Date

When a student enrolls at Bethesda University, the University calculates an anticipated graduation date. This calculated date may not reflect the student's actual expected graduation date and an incorrect expected graduation date may put a student in a situation where their loan repayment is expected too early or too late creating complications with their loan repayment. Since individual circumstances and plans vary, it is important for the student to review and update their expected graduation date on Populi.

## **TO APPLY FOR FEDERAL TITLE IV**

Step1: Check Basic Federal Financial Aid requirements

The Federal Student Aid Manual discusses the eligibility requirements for student and parent borrowers and the responsibilities to ensure that recipients qualify for the aid awards.

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2024-2025/vol1>

Step2: File the FAFSA (School code: 032663)

Students begin the application process by submitting FAFSA. This submission informs the Financial Aid Department that the student wishes to apply for financial aid. The FAFSA is available every year starting on or after October 1.

You will need to go to [www.fafsa.gov](http://www.fafsa.gov) and create an FSA ID. If you are a dependent student, you will also need your parents to create one in order for them to sign on your FAFSA.

When you complete the FAFSA, you will need to provide personal and tax information. It is highly recommended to use the IRS DATA Retrieval Tool which automatically retrieves your tax information from the IRS. After you submit your FAFSA, you will receive your Student Aid Report (SAR) which summarizes the information in your FAFSA.

\*\* Financial Aid is re-determined each year based on a number of criteria. Eligibility for one school year does not guarantee future eligibility. The FAFSA must be renewed each year in order to be eligible for financial aid.

### Step3: Complete your File/ Verification

The Central Processing System (CPS) selects which applications are to be verified, but the school also has the authority to verify additional students. Verification is not required for students who are only eligible for unsubsidized student financial assistance.

Verification is the process used to verify the accuracy of the information a student provides when applying for federal student aid. In this process, we are required by federal law to compare the information from the FAFSA application with the information provided via the Verification Worksheet, IRS tax transcripts, and other required documentation.

#### Verification

Not every student will be asked to submit forms. When additional information is needed, students will be notified by email letting students know there is additional information that is needed. If we are asking for any information, get this information submitted to the Office of Financial Aid. If the student does not submit the requested information, the file will be considered inactive.

#### Deadlines

It is a federal regulation that our institution receives the required verification documents no later than 120 days after their last date of enrollment for the award year. Financial aid cannot be awarded after a term for which you are enrolled has ended. Failure to provide the documentation will prevent a financial aid award from being processed.

If a student's FAFSA is selected for verification after already receiving an award and the student fails to complete verification, financial aid will be retracted and the student will be billed.

#### What happens if there are discrepancies in the application?

The Financial Aid Office will compare all required documents to your information from the FAFSA. If necessary, corrections will be made. If corrections to a student's FAFSA result in a change in the amount of financial aid that was initially awarded, our office will generate a revised financial aid award.

\*\*Selective Service: The *FAFSA Simplification Act* amended Section 484 of the *HEA* to remove the

requirement for male students to register with the Selective Service before the age of 26 to be eligible for *Title IV* aid. This question has been removed from the FAFSA form, and there will no longer be any associated comment codes or messaging that indicates that a resolution is necessary.

\*\* Please monitor your student email account for communications from the Office of Financial Aid.

### **Accept/Decline Financial Aid Awards**

After you are notified by email that you have an estimated award offer, you must access your Populi account and accept or decline each financial aid award item. If you have been awarded a federal, state, or institutional grant, these awards will be placed on “accept” status for you “automatically”.

If you do not accept any aid, funds will not be disbursed unless aid is accepted. If aid is not accepted within 30 days of the offer, your award may be canceled.

1. Select academic year from the “Aid Year”
2. Select “Accept Award” or “Decline Award” for each fund.
3. If you wish to select a partial amount, you may do so by selecting “Accept Award” and entering the amount in the “Accept Partial Amount” field.
4. Click on the “Accept Aid”

### **Monitoring your student email**

The Office of Financial Aid communicates with students using the student email account on Populi account. Please monitor your student email regularly in order not to miss any messages associated with your Financial Aid Award.

### **Receiving your money**

Financial aid award is based on the assumption that you attend and participate in academically related activities for all of your enrolled classes. If you do not begin attending classes, we are not able to disburse your financial aid. Enrollment will be checked beginning the first day of class.

1. Initial Financial Aid Awards are based on full time enrollment. Financial Aid will disburse at the beginning of each semester after the drop/add period for students whose registration matches their award and who have met all other aid eligibility requirements.
2. If you are enrolled in fewer than 12 credits, your Pell Grant will be adjusted based on actual number of enrolled units as of the Census date (the last date of drop/add period)

### **Refund of Financial Aid**

All institutional charges owed to the University will be automatically deducted from your financial aid disbursement before determining your refund. BU requires that all excess financial aid refunds and all other credit balances from student accounts be deposited to the financial institution account of student’s choice. Bethesda University’s preferred method for refunding funds is via electronic transfer, known as EFT. Students need to complete and return the Direct Deposit Authorization form.

If students do not provide the Direct Deposit Authorization form, BU will issue a check to the students if all appropriate papers have been signed and the student is registered for the correct number of units. The disbursement check needs to be picked up by the owner of the check only within 15 days. Otherwise, checks will be mailed to the address of the student on file with the Office of Admissions and Records.

### **Dropping courses during the Drop/Add period**

If a student drops/adds classes during the Drop/Add period, financial aid will be revised based on the enrollment status.

### Official Withdrawal Policy

When a student chooses to officially withdraw from Bethesda University, prior to the end of an academic term, they must first complete the “Withdrawal Request Form”. The student should obtain this form by accessing Populi or contact the Registrar.

### Return of Title IV Funds

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, the student may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. An Institution is required to complete a federal calculation to determine if an adjustment should be made to a student’s Title IV aid if that student ceases enrollment after beginning attendance in at least one class. This calculation is specific to Title IV aid only and has no connection to a student’s institutional charges.

The Return of Title IV funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A prorated schedule is used to determine the amount of federal student aid funds they will have earned at the time of the withdrawal. The percentage of aid earned is calculated by taking the number of calendar days completed in the payment period as of the day the student withdrew divided by the total calendar days in the payment period (excluding institutionally scheduled breaks of 5 or more consecutive days). Thus, a student who withdraws in the first month of classes has earned less of their financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of their financial aid and will not be required to return any funds.

As part of the Higher Education Amendments of 1998, Congress passed provisions governing what must happen to federal financial assistance if a student completely withdraws from school in any term. The policy governs all federal grant and loan programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Perkins Loan, Federal Direct Subsidized and Unsubsidized Loans, the Federal PLUS Loan and any new programs introduced in the future. This Return of Title IV Funds Policy does not affect the Federal Work-Study Program.

### Official Date of Withdrawal

Bethesda University defines a student’s last date of attendance shall be the withdrawal date.

### Unofficial Date of Withdrawal

For a student who discontinues their attendance without completing the official “Withdrawal Request

form, the last date of attendance will be determined by the Registrar's Office. This is considered an unofficial withdrawal. This also applies to students who are dismissed or removed for academic or disciplinary reasons. The student will be administratively dropped/withdrawn from their courses and the last date of attendance will be used to perform the R2T4 calculation.

### **Complete Withdrawal after the Drop/Add period - Return of Title IV funds (R2T4) Policy applies**

Students who are recipients of Title IV funds are covered by Return of Title IV funds (R2T4) regulations. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Students who receive all "W"s or a combination of "W"s " and "F "s are assumed to have withdrawn.

## **R2T4 POLICY**

### **What is a Return of Title IV Funds (R2T4)?**

Return of Title IV Funds are performed when a recipient of those funds ceases to be enrolled (100% withdrawal) prior to the end of a payment period or period of enrollment. These requirements do not apply to a student who does not actually cease attendance at the school. For example, when a student reduces their course load from 12 credits to 9 credits, this is not considered a withdrawal. Therefore, no Return calculation is required.

If a Title IV recipient withdraws or cease attendance from all classes on or before the 60% point in each payment period or period of enrollment, student is required to return unearned portion of the financial aid they were awarded based on the Return of Title IV (R2T4) Calculation.

(2) If a Title IV recipient withdraws or cease attendance from all classes after the at 60% point in the semester, a student is considered to have earned all of his/her financial aid, just as if the student had completed the semester, and will not be required to return any federal funds. However, withdrawal at this point could still affect the student's Satisfactory Academic Progress and future financial aid eligibility.

### **Determination of Withdrawal Date**

The return of Title IV Funds process begins when the student officially and unofficially withdrawals from or stops attending all classes. The following policies and procedures are used to determine the withdrawal date for any student who withdraws, officially or unofficially, from all classes during a semester.

#### **1. Official Withdrawals**

If a student needs to drop all classes enrolled in for a term, he or she must submit a Grade "W" Request form and the form is distributed to the Office of Academic, Office of Financial Aid, and Accounting Office. The Date of Official withdrawal is determined by the date the student begins the official withdrawal process and/or the date the student provides official notification of intent to withdraw, whichever is later.

#### **2. Unofficial Withdrawals**



If a student stops attending classes without notifying Bethesda University, the withdrawal is based on the last date of academically related activity recorded by the class instructor.

## **R2T4 Calculations**

### **1. Percentage of Title IV Aid Earned**

The amount of Title IV federal aid assistance earned by the student is determined on a pro-rata basis up to the end of 60% of the term. The percentage of the period completed is calculated as follows:

$$\frac{\text{Number of calendar days completed in the period}}{\text{Total Number of Calendar Days in the period}}$$

\* Total Number of Calendar Days in the period: The days are counted from the start date of the semester to the end of the semester, excluding scheduled breaks of at least five consecutive days.

\* Number of calendar days completed in the period: The days are the total from the start of the semester to the withdrawal date, excluding scheduled breaks of at least five consecutive days.

### **2. Amount of Title IV Aid earned by the student**

After calculating the percentage of Title IV Aid earned, a calculation of the amount of aid earned will be performed by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

## **Post Withdrawal Disbursements**

If a student did not receive all of the funds that he/she earned, the student may be due a Post Withdrawal Disbursement. Post Withdrawal Disbursements are credited to a student's account to pay for tuition and fees for the semester for which the student is eligible for a Post Withdrawal disbursement or are disbursed directly to the student.

Bethesda University notifies student a written notification within 30 days of date of determination of withdrawal for the following:

1. Types and amount of funds that are crediting a student's account and/or direct disbursements to student/parent
2. Option to accept or decline some or all of the funds
3. Obligation to repay any loan funds disbursed

The student will be given 14 days to respond to the request. If Post withdrawal disbursement includes loan funds, Bethesda University must receive permission from the student or parent borrower prior to disbursement. Students may choose to decline some or all of the loan funds so that they do not incur additional debt.

## **Returning unearned aid by Bethesda University**

Unearned funds, or funds that were disbursed to the student that are greater than their determined eligibility, are returned to the federal government and used to reduce the outstanding balances in individual federal programs. These funds must be returned to the federal government within 45 days of

the student's withdrawal. In accordance with federal regulations, any funds determined to be returned to Title IV financial aid programs must be made by the institution in the following order:

- Federal Direct Unsubsidized Stafford Loans
- Federal Direct Subsidized Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Other Title IV Programs

### **Returning unearned aid by Student**

The Office of Financial Aid will notify the student on the return of the funds process. All funds returned by Bethesda University to Title IV programs will be charged back to the student's account at Bethesda University. The Accounting Office will notify the student of any outstanding balance now due to the institution as a result.

### **Time frame to Return Funds**

Bethesda University must return any unearned funds as soon as possible, but no later than 45 calendar days after the date of determination of withdrawal. Calculation must be completed within 30 calendar days of the date of determination of withdrawal.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

In accordance with Federal and State regulations, these guidelines apply to all students requesting Title IV funds regardless of whether the Student has previously received Title IV aid. Financial aid recipients are required to meet Bethesda University's Satisfactory Academic Progress (SAP) requirements. These standards measure qualitative and quantitative requirements and maximum timeframe for a student's progress toward degree completion.

Satisfactory academic progress is evaluated at the end of each payment period in three categories:

### **1. Grade Point Average Requirement**

Undergraduate and Graduate financial aid recipients must maintain a minimum cumulative GPA of 2.0 each semester, and at the end of the second academic year for programs lasting more than two years.

Only the following grades are counted in your cumulative GPA:

- A, B, C, D, F
- Incomplete and Fail -> F

The following grades are not counted in the GPA:

- P/NP Pass/No Pass
- I Incomplete
- W Withdrawal
- WD Withdrawal by Institution

The following course types will be counted in your GPA calculation:

- All Undergraduate and Graduate Coursework Taken for a Letter Grade
- Repeated Coursework (previous passing/failing grade) : Both grades are counted
- Remedial Coursework

The following course types are not counted in the GPA calculation:

- Transfer Coursework

## 2. Pace of Progression Requirement

You must complete a minimum number of units each semester (Pace) to ensure completion of the degree within the maximum time frame. You are required to successfully complete a minimum of 67% of all attempted units to remain eligible for federal, state financial aid.

| Grade Earned | Count Toward Pace of Progression |                 | Counted Toward Maximum Time Frame |
|--------------|----------------------------------|-----------------|-----------------------------------|
|              | Units Completed                  | Units Attempted |                                   |
| A, B, C, D   | Yes                              | Yes             | Yes                               |
| P            | Yes                              | Yes             | Yes                               |
| F            | No                               | Yes             | Yes                               |
| I, NP, W, WD | No                               | Yes             | Yes                               |

| Course Type                           | Count Toward Pace of Progression |                 | Counted Toward Maximum Time Frame |
|---------------------------------------|----------------------------------|-----------------|-----------------------------------|
|                                       | Units Completed                  | Units Attempted |                                   |
| Undergraduate and Graduate Coursework | Yes                              | Yes             | Yes                               |
| Repeated Coursework                   | Yes                              | Yes             | Yes                               |
| Transfer Coursework                   | Yes                              | Yes             | Yes                               |

## 3. Maximum Time-Frame Allowance

You must complete your degree requirements within a specified amount of time. Units attempted or total enrolled terms may not exceed 150% of the published length of your program.

Maximum time frame for undergraduate and graduate students is based on 150% of the time required to a degree as defined by your school. For example, if you are enrolled in a single-degree, four-year program requiring 126 units, you will be eligible for financial aid for a maximum of 189 total attempted units or a maximum of 12 SAP semesters, whichever comes first.

### SAP Evaluations and statuses

SAP is evaluated at the end of each payment period. Any student who does not meet Satisfactory Academic Progress requirements will be placed on financial aid warning, or Financial aid

probation. You will receive an email notification, notifying you of the results and your SAP Status.

- 1) Financial Aid SAP Warning: You did not meet one or more of the SAP standards after a semester of satisfying SAP. During the SAP Warning Period, you may continue to receive assistance under the Title IV, HEA programs for one payment period.
- 2) Financial Aid Ineligibility (Not meets SAP): If you did not meet one or more of the SAP Standards after a Warning Semester, you will no longer be considered to be making Satisfactory Academic Progress and will become ineligible for financial aid. You may submit an appeal form for reconsidering of your eligibility for FSA funds or you can continue to enroll without financial aid and work to satisfy SAP.
- 3) Financial Aid probation: You did not meet one or more of the SAP standards but SAP appeal is approved. Eligibility for financial aid is reinstated for one payment period. At the end of one payment period on financial aid probation, you must meet the SAP standards to qualify for further Title IV, HEA program funds.
- 4) Financial Aid Ineligibility (Not meets SAP after probation semester): You did not meet one or more of the SAP Standards after your Probation Semester. You are not eligible for financial aid. Eligibility for financial aid will only be re-established when you subsequently meet the Satisfactory Academic Progress requirements.

### **\*\*Financial Aid SAP Appeal\*\***

You have the right to appeal a financial aid SAP by submitting a written appeal form in cases where there have been extenuating circumstances beyond the student's control which prevented him/her/them from meeting financial Aid SAP Standards. Examples include the death of a relative, a serious injury/illness and/or other special circumstance. The appeal form may be given upon your request via email or you may be obtained in person from the Office of Financial Aid.

All appeals must explain why you failed to make satisfactory progress and what has changed in your situation that will allow you to make satisfactory progress at the next evaluation. Incomplete forms will not be considered.

Your SAP appeal will be evaluated and the Financial Aid Office will notify you of the decision via email. If your appeal is approved, you will be placed on Financial Aid probation. During this time, you will remain eligible for financial aid. The Office of Financial Aid will review your academic progress each semester to evaluate SAP Standards. If your appeal is denied, you need to enroll without financial aid and work to re-establish your eligibility.

### **Incarcerated Students**

Section 484(t) of the HEA, as amended by the Act, establishes Pell Grant eligibility for confined or incarcerated students if they are enrolled in a prison education program as of July 1, 2023. The Department published regulations on October 28, 2022, to implement the statutory requirements.

the 2023-24 award year, a confined or incarcerated student as indicated through the new incarcerated applicant flag will only be required to verify their identity and statement of educational purpose. This means incarcerated students selected for Verification Tracking Group V4 and V5 will only be required to verify their identity and submit a statement of educational purpose. In addition, institutions are not required to verify a confined or incarcerated student selected under Verification Tracking Flag "V1."

## **Professional Judgment**

### **PJ Authority & Individuals Who May Exercise It & Possible Actions**

- On a case-by-case basis and consistent with federal guidelines, the Office of Financial Aid may consider a student's special circumstances to either increase or decrease data elements used to the Student Aid Index or to add expenses to a student's budgeted cost of attendance. These adjustments affect only need-based aid. They are permitted because the Free Application for Federal Student Aid (FAFSA) does not afford the opportunity to provide details about any special circumstances that could impact a student's ability to pay costs associated with a program of study.
- The Office of Financial Aid is submitting a request for professional judgment to Campus IVY and Associates. Once FA officers/ staff gather forms from the student we submit an additional package request with notes in the comments section making Campus IVY & Associates aware of what the document is and why it is being submitted for review.
- The final decisions on request are made by Campus IVY & Associates and the FA office is responsible for notifying students the result of their request. The student or parent is notified once the request is approved or denied via a revised award letter or a letter explaining why the Professional Judgment was denied.

### **Forms**

- Dependent/Independent PJ for Income Reduction
- Dependent/ Independent PJ for Unusual Medical Expenses
- Dependency Override Request

### **Additional Flexibility for Assisting Students with Unusual Circumstances**

The FAFSA Simplification Act provides a clearer directive for FAAs to assist applicants with unusual circumstances to adjust dependency status on the FAFSA form to reflect students' situations more accurately. Like other types of professional judgments, institutions must make students aware of their ability to request an adjustment for unusual circumstances by publicly posting the option on their website. For the 2023-24 Award Year, applicants must still indicate an unusual circumstance and request a determination of independence with their school to allow them to process their FAFSA form.

Starting with the 2024-25 Award Year, both initial and renewal applicants who indicate they have an unusual circumstance on their FAFSA form will submit their application under a provisional independent status. This will allow such applicants to receive a Student Aid Index (SAI) with an estimate of their Federal student aid eligibility, subject to a final determination by their school.

Additionally, the Act introduces new requirements for processing and communicating with students who request an adjustment for unusual circumstances. For aid applications for the 2023-24 Award Year and thereafter, schools and financial aid administrators must:

- Notify students of the school's process, requirements, and reasonable timeline to review adjustment requests after their FAFSA form is submitted;

- Provide students with a final determination of their dependency status and financial aid award as soon as practicable after reviewing all requested documentation;
- Retain all documentation, including documented interviews, related to the adjustment for at least 3 years after the student’s last term of enrollment; and
- Presume that any student who has obtained an adjustment for unusual circumstances and a final determination of independence to be independent for each subsequent award year at the same institution unless the student informs the institution that their circumstances have changed or the institution has conflicting information about the student’s independence.

As previously provided by law, if a student pursues an adjustment for unusual circumstances and the financial aid administrator does not determine that the student should be considered independent, the student will only be eligible for dependent-level Direct Unsubsidized Loans unless they subsequently complete the FAFSA form as a dependent student by providing parental information.

### **Timing of Determinations of Independence**

Institutions now have additional guidance on the timing of determinations of independence for certain student populations. These include unaccompanied homeless youth or at-risk homeless youth, foster care youth, orphans, wards of the court, and students with unusual circumstances.

- Institutions must review all requests for a determination of independence as quickly as practicable, but no later than 60 days after the student enrolls.
- Renewal applicants with an eligible homeless youth, foster care youth, orphan, ward of the court, emancipated minor, or legal guardianship flag on their 2024-25 FAFSA form will have their answers to these questions carried over and pre-populated into their 2024-25 FAFSA form. Other answers to dependency questions (e.g., age, dependent children, veteran status) continue to carry over to the 2024-25 FAFSA form.
- Renewal applicants must still affirm that their previous answers to the dependency questions are correct and applicable prior to submitting their FAFSA form.

### **Acceptable Documentation**

In general, when determining a student’s special or unusual circumstances, or in verifying homeless or foster youth statuses, schools must ensure that any supporting documentation they collect is adequate to substantiate the student’s— and, as applicable, the parent’s or spouse’s— circumstances. The Act updates, but does not limit, the types of adequate documentation that a school may request from the student.

### **Special Circumstances**

Acceptable documentation may include:

- A documented interview between the student and the financial aid administrator; or
- Supplementary information, as necessary, about the financial status or personal circumstances of eligible applicants as it relates to the special circumstances.

### **Unusual Circumstances**

Acceptable documentation may include:

- A documented interview between the student and the financial aid administrator;
- Submission of a court order or official Federal or State documentation that the students' parents or legal guardian are incarcerated;
- A documented phone call or written statement from an attorney, a guardian ad litem, a court-appointed special advocate (or similar), or a representative of a TRIO or GEAR UP program that confirms the circumstances and the person's relationship to the student;
- A documented determination of independence made by a financial aid administrator at another institution in the same or a prior award year; or
- Utility bills, health insurance, or other documents that demonstrate a separation from parents or legal guardians.

Acceptable documentation may also include a documented phone call or written statement, which confirms the unusual circumstances with:

- A State, county, or Tribal welfare agency;
- An independent living case worker who supports current and former foster youth with the transition to adulthood; or
- A public or private agency, facility, or program servicing the victims of abuse, neglect, assault, or violence.

### **Unaccompanied Homeless Youth**

In determining independence due to homelessness, FAAs must consider documentation from the following entities—provided through a documented phone call, written statement, or verifiable electronic data match—to be adequate:

- A local educational agency homeless liaison, as designated by the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), or a designee of the liaison;
- The director of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other program serving individuals who are experiencing homelessness, or a designee of the director;
- The director of a Federal TRIO program or a Gaining Early Awareness and Readiness for Undergraduate program (GEAR UP) grant, or a designee of the director; or
- A financial aid administrator at another institution who documented the student's circumstance in the same or a prior award year.

In the absence of documentation from any of the individuals described above, FAAs must make a case-by-case determination:

- Based upon a written statement from, or a documented interview with, the student that confirms that they are an unaccompanied homeless youth, or unaccompanied, at risk of homelessness, and self-supporting; and
- Made without regard to the reasons that the student is unaccompanied and/or homeless.

### **Foster Care Youth**

If an institution requires that a student provide documentation that they were in foster care at age 13 or older, FAAs must consider any of the following documentation to be adequate in the absence of conflicting information:

- Submission of a court order or official State documentation that the student received Federal or State support in foster care;
- A documented phone call or a written statement from an attorney, guardian ad litem, or Court Appointed Special Advocate;
- Verification of the student's eligibility for an education and training voucher under the John H. Chafee Foster Care Program under section 477 of the Social Security Act (42 U.S.C. 677); or
- A documented phone call or written statement from a financial aid administrator who documented the student's circumstance in the same or a prior award year.

FAAs must also consider a phone call, written statement, or verifiable electronic data match from one of the following sources to be adequate documentation:

- A State, county, or Tribal agency administering a program under part B or E of title IV of the Social Security Act (42 U.S.C. 621 et seq. and 670 et seq.);
- A State Medicaid agency; or
- A public or private foster care placing agency or foster care facility or placement.

All supporting documentation, including documented interviews, used in the financial aid administrator's final determination must be maintained in the student's file for a minimum of 3 years after their last term of enrollment. This is in line with standard record keeping requirements outlined under 34 CFR 668.24.

### **Professional Judgment During a Disaster, Emergency, or Economic Downturn**

The Act codifies previous guidance from the Department (as issued in earlier Dear Colleague Letters) to use statutory authority to exercise professional judgment during a disaster, emergency, or economic downturn.

Financial aid administrators may, during a qualifying emergency:

- Determine that the income earned from work for an applicant is zero, if the applicant can provide paper or electronic documentation of receipt of unemployment benefits or confirmation that an application for unemployment benefits was submitted; and
- Make additional appropriate adjustments to the income earned from work for a student, parent, or spouse, as applicable, based on the totality of the family's situation, including consideration of unemployment benefits.

Acceptable documentation of unemployment should be submitted not more than 90 days from the date it was issued. However, institutions may use discretion to accept documentation older than 90 days under an institution's general professional judgment authority if they do not have reason to believe there is conflicting information.

Further, the Department will adjust the program review selection model to account for an increase in the use of professional judgment by schools during the award years applicable to the qualifying emergency.



## **CAL GRANT**

Bethesda University requires all applicants who are California residents seeking financial assistance from the University to apply for Cal Grants. University grant assistance will not replace Cal Grant funds lost through a student's negligence in completing state application procedures. However, students who do not meet Cal Grant eligibility requirements, but who have sufficient need according to Bethesda University's analysis, will receive University grant funds according to the packaging policies outlined in this booklet. The Cal Grant reduces Bethesda University need-based grant assistance dollar for dollar.

Priority deadline for California is March 2nd. The FAO will begin announcing the deadline for FAFSA applications beginning January and remind students year round. This deadline is crucial for students who want to receive Cal Grants. Any submissions past the March 2<sup>nd</sup> deadline will not be considered for Cal Grants.

If a student has already been awarded a Cal Grant and is enrolled at Bethesda University, the renewal evaluation will be conducted by the Bethesda University Office of Financial Aid. Renewal students are not required to file a new GPA Verification Form.

### **Cal Grants (for California Residents Only):**

- 1) The California Student Aid Commissions (CSAC) administers a number of student financial aid programs designed to assist California students.
- 2) Bethesda University requires all applicants who are California residents seeking financial assistance from the University to apply for Cal Grants. University grant assistance will not replace Cal Grant funds lost through a student's negligence in completing state application procedures. However, students who do not meet Cal Grant eligibility requirements, but who have sufficient need according to Bethesda University's analysis, will receive University grant funds according to the packaging policies outlined in this booklet. The Cal Grant reduces Bethesda University need-based grant assistance dollar for dollar.
- 3) Priority deadline for California is March 2nd. The FAO will begin announcing the deadline for FAFSA applications beginning January and remind students year-round. This deadline is crucial for students who want to receive Cal Grants. Any submissions past the March 2nd deadline will not be considered for Cal Grants.
- 4) If a student has already been awarded a Cal Grant and is enrolled at Bethesda University, the renewal evaluation will be conducted by the Bethesda University Office of Financial Aid.
- 5) Renewal students are not required to file a new GPA Verification Form.
- 6) A student who is denied a Cal Grant their first year may be eligible for the Cal Grant in subsequent years, but must file a FAFSA and submit a Cal Grant GPA Verification Form by the March 2nd deadline.
- 7) Students are required to submit their financial aid applications on an annual basis. Priority considered for financial aid funds administered by the Financial Aid Officer shall be given to students who submit all required documentation by the assigned deadline. Students must also pass verification, if required.

## Types

### 1. Cal Grant A Entitlement Awards and Cal Grant B Entitlement Awards

Cal Grants A and B provide need-based grant assistance to low- and middle-income full-time students to offset tuition/fee costs and other costs. Recipients must also meet financial and GPA requirements. Funds are first disbursed to eligible undergraduate students, and then requests are submitted to the California Student Aid Commission (CSAC) for reimbursement. If the student limits enrollment to 6.0 units, the Cal Grant must be reduced to the amount of tuition fees. Students must be California residents and be enrolled at least half-time to qualify.

### 2. Cal Grant Community College Transfer Entitlement Awards

The Cal Grant Community College Transfer Entitlement Award is given to community college students who do not already have a Cal Grant if they have at least a 2.4 grade point average when transferring to a baccalaureate degree granting institution. Eligible applicants must meet financial criteria, have graduated from high school in 2000-01 or later, and be under the age of 28.

### 3. Competitive Cal Grant Awards

The Competitive Cal Grant Award is given to students who do not qualify for one of the entitlement programs. A limited number of Cal Grant awards are currently made available each year on a competitive basis for these students.

### 4. California Chafee Grant

The California Chafee Grant is free money for current or former California foster youth to help pay for college or career and technical training. Chafee Grants do not have to be paid back and can be up to \$5,000 a year. A Chafee Grant is a federal- and state-funded grant subject to yearly availability of funds. To separate the Chafee Grant from the Cal Grant activity, due to associated reporting requirements, a new FNAT key (131097) with a new project code (CHFEE), and also revenue object code (503207), were created and are valid in CSU Fund 424.

### 5. California Dream Act

The California Dream Act (CDA) is a group of California State laws that allows students who have a California Assembly Bill 540 (AB540) affidavit on file with the CSU campus to apply for state and institutional financial aid. The California Dream Act is not a new financial aid program that contains a revenue or funding source, but rather allows for an additional avenue for students to obtain existing financial aid. Investment earnings accrued within this fund should be credited back to this fund per EC 89722. The intent for the earnings could help build up wealth in the program so it could be self-sustaining one day.

California Dream Act (AB130 and AB 131) allows undocumented and documented students who meet AB 540 eligibility requirements to apply for and receive non-state funded scholarships for public colleges and universities and apply for and receive state-funded financial aid such as Cal Grant, Chafee, community college fee waiver and institutional grant. A student must meet all AB 540 eligibility requirements to be considered eligible for the Cal Grant:

- Have attended a CA high school for at least 3 years
- Graduated from a CA high school
- Enrolled in an accredited and qualifying CA University or university
- If applicable, complete an affidavit to legalize immigration status as soon as you are eligible
- Meet current requirements for Selective Service

### **Cal Grant Payments and Disbursement**

The recipient meets all eligibility and program requirements specified in the CED, applicable regulations, Agreement and the Cal Grant Program Handbook at the time Cal Grant funds are paid to the recipient or the recipient's account.

Student enrollment status is locked in at the census for payment. Payments should be disbursed based on enrollment status at census date or its equivalent. Dates as follows:

Census Date: Oct 11. 2024 / Apr 11 2025

Disbursement Date: Oct 18. 2024 / Apr 18 2025

#### **Payments**

Report payment transactions through Webgrants as early as practicable, but no later than sixty (60) calendar days following the end of the payment period or the final determination of eligibility

Report payments within fifteen (15) business days of disbursement but no later than sixty (60) calendar days following the end of the term.

#### **Disbursements**

- 1) Disburse Cal Grant funds to eligible recipients within fifteen (15) business days of determination of enrollment status when Cal Grant funds are available in the Bethesda's account.
- 2) Disburse no more than that which the recipient is eligible to receive per payment period. The award to a half-time or three-quarter-time recipient shall be prorated based on the participant's enrollment status.
- 3) Disburse Cal Grant payments based on the recipient's enrollment status using Bethesda's add/drop date, financial aid census date, or its equivalent.
- 4) Any funds disbursed to a recipient in excess of that which the recipient is eligible to receive is considered an overpayment. Correct any Cal Grant overpayment and return the overage to the Commission, if necessary.
- 5) Make all disbursements and adjustments no later than the month of September, following the end of the award year.

Disbursement for Cal Grant B recipient

Cal Grant B recipients may elect to receive the full disbursement of their “Access” or “Book and Supplies” awards to use towards educational expenses or have it applied to any outstanding balances on the student’s account. By choosing the first option, Cal Grant B recipients are responsible to resolve any account balances with Bethesda University.

**\*\* Cal Grant B Access Authorization Form:**

Establish and publish a policy that informs students of their options regarding receipt of their Cal Grant B Access award. Must have a student’s written authorization to credit Cal Grant B Access funds to the student’s account every award year.

**Reconciliation**

Per the 2023-27 Cal Grant Institutional Participation Agreement, “Institutions are required to reconcile payments no later than 60 calendar days after the end of the payment period.”  
“Reconciliation does not preclude adjustments or payments after that date.”

Reconciliation is the verification that all Cal Grant funds have been disbursed to each student in the correct amounts. Also, it confirms that all payments have been properly reported to the Commission.

**Interest**

Cal Grant funds must be held in an interest-bearing account, an investment account, or an equivalent account. The financial institution must be in California whose accounts are insured by the Federal Deposit Insurance Corporation.

Annual interest earned on Cal Grant funds constitute State funds and must be remitted to the Commission on behalf of the State no later than March 1 following the calendar year for which the interest accrued. BU shall calculate interest on Cal Grant funds in the same manner used by its financial institution or investment pool. If a negative balance exists as a result of the Institution paying recipients in excess of the Cal Grant funds available for disbursement, the Institution shall not adjust or otherwise offset its Institutional expenses against interest earned on Cal Grant funds.

No bank fees, unearned interest on Institutional funds (i.e. “negative interest”), or other cost shall be deducted nor offset against the interest earned by the advance of State funds for the Cal Grant Program.

**Education Level**

As a Cal Grant recipient, you may receive up to the equivalent of four years of full time grant payments. The duration of your eligibility will be based on your education level at the time you receive your first Cal Grant payment. Your eligibility will be reduced by each term that you receive payment.

Bethesda University determines education level (EL) at the time of initial payment based on the number of units completed. The EL is based on all accepted transfer units at the institution and established institutional policy.

1. EL 1 = 0 to 29.9semester units

2. EL 2 = 30 to 59.9 semester units
3. EL 3 = 60 to 89.9 semester units
4. EL 4 = 90 or more semester units

### **More information**

A student who is denied a Cal Grant their first year may be eligible for the Cal Grant in subsequent years, but must file a FAFSA and submit a Cal Grant GPA Verification Form by the March 2<sup>nd</sup> deadline.

Students are required to submit their financial aid applications on an annual basis. Priority consideration for financial aid funds administered by the Financial Aid Officer shall be given to students who submit all required documentation by the assigned deadline. Students must also pass verification, if required.

For more information, visit [www.csac.ca.gov](http://www.csac.ca.gov) or [www.calgrants.org](http://www.calgrants.org)

### **Veterans**

If you are a veteran or a dependent intending to use your Veterans Benefits Administration benefits to cover tuition expenses or to help with other costs as you attend school, it is your responsibility to apply for benefits with the VA and request benefits at Bethesda University.

What classes will the VA pay for?

The VA will pay only for classes that are degree-applicable. Anything outside the degree program will not be eligible for benefits.

Repeated Courses

If you fail a course or did not receive the minimum grade considered “passing”, credits to repeat the class can be recertified. They will not pay for repeated courses in order to get a better grade if you already passed the course.

Grading system and Grade period

The VA uses the same grading system and grade period listed in the Bethesda University Catalog.

Satisfactory Academic Progress

The VA uses the same SAP requirements listed in the Bethesda University Catalog. Any student who does not meet Satisfactory Academic Progress requirements will be placed on financial aid warning, or financial aid probation. The Financial aid probation will be reported to the VA.

Veterans Benefits and Transition Act

Bethesda University will adhere to the requirements of and comply with the Veterans Benefits and Transition Act of 2018, specifically S2248 PL 115-407 Section 103.

Bethesda University permits any covered individual utilizing VA Chapter 31 or 33 to attend or participate in their course of education during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance.

Bethesda University does not impose any penalties due to the delayed disbursement of funding from the VA under chapter 31 or 33. Students with payment delays will not be charged late fees, prevented from enrolling, or denied access to courses, libraries, or other institutional facilities. Nor are students required to borrow additional funds due to the delayed disbursement of funding from the VA under chapter 31 or 33.

#### Step1: Apply for Benefits with the VA

##### \*\* New Students\*\*

If you are using VA education benefits for first time, you can begin the application process in one of the following ways:

- Apply online if you know which benefits you want to use at <https://gibill.va.gov/apply-for-benefits/> or <https://www.benefits.va.gov/gibill>.
- Visit your nearest VA regional office to apply in person
- Call 1-888-GI BILL-1 (1-888-442-4551) to have the application mailed to you

##### \*\* Transfer Students\*\*

Students who have received benefits previously at another institution and who are applying for benefits at Bethesda University for the first time, you must submit Request for Change of Program or Place of Training (VA form 22-1995) to the VA Regional Processing Office\* and to the Office of Financial Aid.

\* VA Regional Processing Office: PO BOX 8888 Muskogee, OK 74402-8888

#### Step2: Request benefits at Bethesda University

If you've applied for benefits with the VA, you will be issued a Certificate of Eligibility letter from the VA. Please submit the Certificate of Eligibility (COE) to the Office of Financial Aid. Once enrolled in classes, the office of financial aid will certify your number of registered units, degree program, and tuition and fees, if applicable to the VA.

#### Step3: Changes in Enrollment

All changes made after your initial certification should be notified to the Office of Financial aid immediately so the change can be reported. The amount of your benefits may be affected. The most common changes include:

- changes in units registered (dropping or adding classes)
- changes in courses/enrollment
- changes in major
- withdrawal from school

- changes in previously reported or incomplete grade

Failure to report changes may result in termination of benefits, delays in future certifications, delays in receiving benefit payments and underpayment/overpayment with the VA.

### **GI Bill Trademark Policy**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

- The GI Bill trademark is not to be incorporated or included in Bethesda University, or Bethesda University product names, trademarks, logos, or internet domain names.
- The term “GI Bill®” is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol.
- Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith.
- Bethesda University will not use the GI bill trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist.
- Disparagement or misrepresentations of VA services through use of the mark, or by the use of confusingly similar wording, are strictly prohibit

# STUDENT LIFE

## STANDARDS OF CONDUCT

### **I. PURPOSE (PHILOSOPHY)**

Bethesda University(BU) expects students to exemplify the highest moral and ethical standards. Student behavior-both social and academicians 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.

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.

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.

### **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 Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

### **III. 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 another 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 the same work for credit to more than one course.

### ***Plagiarism***

- i) Directly quoting the words of others without using quotation marks or indented format 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 and 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. or with the requirements of appropriate discipline.
- 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 post term, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, designer drug.
- b) The post term 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.

**(10) 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.

**(11) 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.

**(12) Gambling**

- a) Engaging in any form of gambling that is in violation of the law.

**(13) 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, a tend to incite an immediate breach of the peace or provoke a violent response.

**(14) 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.

**(15) 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.

**(16) Sexual Assault**

- a) Any sexual conduct that takes place without the victim's consent.

**(17) 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:

- (i) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing.
- (ii) Submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual, or
- (iii) Such conduct unreasonably interferes with an individual's work, living environment, academic performance, or creates an intimidating or hostile work or academic environment.

**(18) 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.

**(19) 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.

**(20) 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

**(21) 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.

**(22) Tobacco**

- a) The use of all forms of tobacco products on property owned, leased, rented or in the posterm 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.

**(23) 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 units without proper authorization;
- c) Remaining overnight in public areas of the residence hall or surrounding areas without approval from University Housing staff.

**(24) Unauthorized Use**

- a) Unauthorized use of University's equipment.
- b) Unauthorized use of bathrooms, exits, or windows.
- c) Unauthorized use or duplication of keys.
- d) Unauthorized use or post term of any parking permit (hang tag).

**(25) 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 protection must be updated at least every two weeks.
- i) Any violation of the University's computer usage policies.

**(26) 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.

**(27) 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.

**(28) 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: fire arms, explosives, tasers, other weapons, or dangerous chemicals.
  - d) Any violation of federal or state Law against carrying a weapon.

#### **IV. 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. This call to responsibility to God and others cultivates a culture within our university that encourages a strong sense of self-discipline.

However, when inconsistent behavior elicits disciplinary actions from the university, the attitude and approach of BU is based on a commitment to help the student grow into wholeness. BU is here to provide support, counseling, and guidance alongside its disciplinary actions.

Each student is a part of a complex set of inter-relationships with their peers, community, and the institution. Due to this, each student has a responsibility to one another in the BU community.

For instance, if a BU member becomes aware of behavior inconsistent with the standards of the BU, that he/she has a responsibility to address the concern with the person(s) involved. If the inconsistent behavior of the person persists, this person should then be made aware that unless there is change, the BU member addressing the concern will have to seek the authority figure for help.

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

##### **1) Counseling**

Students 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 issues or minor infractions.

##### **2) Warning**

Students may receive a written notification of the infraction(s) or violation(s). A copy of this notification will 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 primarily for plagiarism, cheating, or other inappropriate 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 and 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 the university's 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 and unresponsive behavior problems, or behavior(s) requiring the immediate removal of the student. Suspension may be for a definite period of time, or may be conditional depending on the restitution made by the student or the investigation conducted by 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 and unresponsive behavior problems, or dangerous and/or criminal behavior. Dismissal from the university is recorded on the student's permanent record and reinstatement will not be granted.

## **V. 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 presented in writing to a Student Affairs Officer. Upon receiving an Incident Report, the Dean of Students Affairs will review the report and initiate the procedures for each case.

### **2) Determination of Disciplinary Action**

Once an Incident Report has been filed, a Student Affairs Officer will determine if disciplinary action is applicable. No further action will be taken if the Incident Report is not substantive. However, the University may resume action on any Incident Report(s) if further relevant information becomes available. If the Incident Report is substantive by having sufficient evidence to convene a hearing, the Incident Report will be referred to a Hearing Body.

### **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) university days and will not be more than twenty (20) calendar days after the student has been presented with the charges.

- a) An email will be sent to the student 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 for 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 the disciplinary action has been determined, a Student Affairs Officer will review the schedule(s) of those parties involved and schedule a hearing. Proper Written Notification or an 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 the 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, email 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 Officer may make an audio recording of the 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 for 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 student's own choosing and may be an attorney. The Student Affairs Officer will present the case for the complainant and the university. Advisors, including attorneys, are not permitted to represent accused students in any portion of the Student Conduct Board proceedings, but may only offer advice to the accused student. The accused student may question his or her witnesses, including each other. The accused student will be permitted to review and examine evidence during the hearing, if approved by the university's 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 Chair of Student Affairs.
- f) Procedural questions are subject to the final decision of the Chairperson of the Student Conduct Board.
  - g) After the hearing, the Student Conduct Board, along with the Chairperson will go into closed term. The Chairperson may participate in the deliberations of the board. After deliberations, the findings and considerations will be forwarded to the appropriate approving body.
  - h) The Student Conduct Board's findings and considerations will be made on the basis of the preponderance of the evidence presented at the hearing.
  - i) Upon reaching a decision made by the Hearing Officer or Conduct Board, taking into account the Student Conduct Board, a Student Affairs Officer will inform the student of the decision and the penalty via email.
  - 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 and be given a written statement of the disciplinary actions.
  - 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. The decision notification 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.

## **VI. 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 requests 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. 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 Chair of Student Affairs 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.

## **VII. 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 submit a Complaint Form to the Dean of Student Affairs. The Dean of Students Affairs has the responsibility of examining the complaint and dealing with the involved parties on a one-to-one basis. He/she has the authority to impose appropriate discipline or the student may refer the case to the Chief Academic Officer for appropriate action.

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

Grievance procedures and the 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 manner that brings division or factions.

## **VIII. 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.

## **STUDENT GRIEVANCE, COMPLAINT and DUE PROCESS PROCEDURES**

Your concerns are welcome. To facilitate our desire to hear from you, BU provides Complaint Forms and also solicits opinions in occasional surveys.

At BU, we have a goal of providing prompt and equitable resolution to student and staff concerns. Such concerns can include grievances, complaints, issues related to sexual harassment and issues related to discipline or dismissal. Where possible, we encourage parties to follow policies outlined in Matthew 28. Students are always welcome to discuss concerns with the student dean. Employees are always welcome to speak to their supervisors or the CEO.

In cases related to discipline or dismissal, a complainant has the right the following rights:

- Right to present his or her case: This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.
- Right to be notified of the time frame within which: (a) the school will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file an appeal, if applicable.
- Right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).
- Right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings: ♣ Schools must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall. ♣ Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to postsecondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore, colleges and universities may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.

The grievance procedures include an option for voluntary informal methods (e.g., mediation) for resolving some types of complaints (including some sexual harassment complaints). However, the complainant has the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not an option.

## **1. Procedure**

### **A. Stage One (Informal Process)**

Any student who believes he/she has grounds for a grievance shall make an attempt in good faith to resolve the problem through early informal discussion of the matter with the academic, administrative, or staff member directly involved. If the student is not satisfied, the student shall attempt to resolve the grievance through either of the following channels:

- a. In the case of faculty, through the chairperson of the department, and if resolution still cannot be attained, the Chief Academic Officer.
- b. In the case of support staff or administrative personnel, through the employee's supervisor, and if resolution still cannot be attained, the Vice President.

### **B. Stage Two (Formal Procedures)**

If the student wishes to file a formal grievance, he/she must fill out a Complaint Form and submit it to the Student Affairs Office. Upon receipt of the written and signed Complaint Form, the Student Affairs Officer shall promptly forward a copy to the Dean of Student Affairs. The Dean of Student Affairs has the responsibility of examining the complaint and dealing with the involved parties on a one-to-one basis. He/she has the authority to impose appropriate discipline or 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 is not satisfactorily resolved, the student may appeal directly to the Vice President.

### **C. Stage Three (Appeal)**

If the grievant is dissatisfied with the decision of the Dean of Student Affairs or Chief Academic Officer, he/she may, within five (5) working days of the receipt of the decision, file a written request to the Vice President to review. 1) The Vice President may uphold the ruling of the grievance officer and deny hearing on the basis that the grievance is without merit. 2) The Vice President may recommend that a Grievance Hearing Committee be convened.

## **2. Grievance Hearing Committee Process (Due Process)**

The Grievance Hearing will be scheduled within fifteen (15) days of the request for review. The process for the hearing shall be as follows:

1. All information in the posterm of the Student Affairs Officer that concerns the formal grievance shall be provided to the Hearing Committee by the Student Affairs Officer.
2. The Hearing Committee shall discuss issues, hear testimony, examine witnesses and consider all relevant evidence pertaining to the grievance.
3. Arguments about legal validity or constitutionality of the college policies or procedures will not be entertained by the Hearing Committee.

4. The Hearing Committee shall judge the relevance and weight of evidence and make its findings of fact. No evidence other than that received at the hearing shall be considered by the Hearing Committee.
5. Following presentation of evidence, the Hearing Committee shall privately consider the evidence and prepare a written report of its recommendation and deliver the same to either the Vice President. The report, which shall be submitted to the Vice President within five (5) working days of the date of the hearing.
6. A tape recording made of the proceedings shall be submitted by the Hearing Committee and kept in a confidential file by either the Vice President and shall be maintained for at least one year after which time it will be erased. Upon request, either party to the grievance may listen to all or portions of the tape.

### **3. Final Action (Disciplinary Procedures)**

The Vice President shall review the report of the Hearing Committee and may clarify it with one or more members of the Committee. The Vice President may uphold, reverse, or modify the recommendations of the Hearing Committee. The decision of the Vice President and a copy of the Hearing Committee report will be delivered to the grievant, the employee against whom the grievance was filed, and the Student Affairs Officer.

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

Bethesda University allows students to contact the Bureau for Private Postsecondary Education to file a grievance prior to filing a grievance with the school. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone: (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897.

In addition, students who find that their concerns have not been adequately addressed or solved by the school administration may contact the accrediting agencies, the Association for Biblical Higher Education (ABHE), or the Transnational Association of Christian Colleges and Schools (TRACS) at the following addresses:

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

Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, Virginia 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)

## **SEXUAL HARASSMENT & TITLE IX COMPLIANCE**

A school has a responsibility to respond promptly and effectively to incidents of sexual harassment. If BU knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school will take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.

If you have any concerns pertaining to sexual harassment issues, please contact our Title IX Coordinator:

Prof. [Mary De La Rosa](mailto:marydelarosa@buc.edu)  
marydelarosa@buc.edu  
Office 309  
(714) 683-1214

As Title IX Coordinator, she is responsible to oversee all complaints of sex discrimination and identify and address any patterns or systemic problems that arise during the review of such complaints. If you wish to make a formal complaint, see the above Grievance, Complaint and Due Process Procedures.

Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student's behalf, if we know or reasonably suspect possible sexual harassment or sexual violence, we will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

#### **Who to Contact:**

If you or someone you know is experiencing sexual harassment or sexual violence, please contact the Title IX Coordinator, Prof. Mary De La Rosa ([marydelarosa@buc.edu](mailto:marydelarosa@buc.edu)) (714) 683-1214 to receive information and assistance.

If you or someone you know has experienced any form of sexual violence, including sexual assault or rape, you are strongly encouraged to report the incident to the Anaheim Police Department, 911 or (714)765-1900 or the Title IX/Sexual Harassment Office, (714) 683-1214.

## **STUDENT LEADERSHIP**

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

More information regarding student life at Bethesda University is contained in the Bethesda University Student Handbook.

## **CHRISTIAN SERVICE AND SUPERVISED MINISTRY**

Just as medical doctors have internships, those preparing to serve God and the Christian community more effectively should have hands-on experience in Christian service. Since Bethesda University is uniquely concerned with preparing God's people to become full-time or lay leaders in Christian ministry, all bachelor level students are required to participate in ministry outside of the classroom experience. BA students enroll in six Christian Service classes, each worth 0.5 credits and M.A. students enroll in three Supervised Ministry classes and M.Div. students enroll in six Supervised Ministry classes, each worth 1.0 credit. Supervision,

evaluation and recommendations will be provided by the Christian Service Director, and in some cases by a ministry supervisor or mentor. Jesus provided the model of equipping disciples by including practical ministry as a part of training. This model enables students to practice in their field of study. 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. The input of various Christian leaders who serve as Student Ministry (Christian Service) mentors is also valuable. Of additional importance is the fact that student ministries give students the opportunity to glorify God and meet human needs.

## **STUDENT ADVISEMENT**

Academic advising is available to all students through either the office of the Chief Academic Officer or through individual faculty members. Each new student is assigned a faculty mentor who will meet with him/her several times each semester. Full-time faculty members are required to maintain regular units for advising students.

Mentor meetings are required twice per semester. The Mentor Group list will be posted at the beginning of each semester and students need to meet their Mentor by group or individually at the suggested mentor meeting date.

Students desiring counseling of a personal nature are encouraged to talk with faculty and administration concerning these issues. The Student Dean's office can refer students to competent Christian professionals when therapy or psychological counseling is needed or requested.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **INTERNATIONAL STUDENTS**

The needs of students studying at Bethesda University on an F-1 visa are unique and require additional attention to meet their needs. Bethesda University recognizes that these students need more help than domestic students in adjusting to student life at Bethesda University. Although the university does not operate dormitories, ample housing is available within the local community.

### **VISA SERVICES**

Bethesda University is approved by the Student and Exchange Visitor Program (SEVP) and welcomes international students. Accepted international students will receive an acceptance letter and an initial I-20 form, which are required for the visa application process. Students transferring from another SEVP-approved institution will receive an acceptance letter and a transfer release form. These documents will be emailed to the student.

The university does not offer visa services beyond issuing the I-20, answering basic F-1 visa questions, and handling change-of-status students. Any fees related to visa matters are the student's responsibility. Bethesda University will only vouch for international student's status to verify their enrollment and degree received, supply documents to prove legal status, and endorse students for F-1 student benefits. Bethesda University

will not charge a fee to vouch for a student.

## **HOUSING**

Bethesda University has no on-campus housing or dormitory facilities. Most of our students rent apartments near the school. The International Student Program assists students with housing information upon their arrival.

Apartments are available in Anaheim and areas around Bethesda University. Students are encouraged to contact the owners or managers of apartments directly for rental arrangements. Rent ranges from approximately \$900 to \$1300 per month. Bethesda University will assist but is not responsible to find housing for students.

## **STUDENT HANDBOOK**

The students and staff of Bethesda University have written a student handbook in which the specific requirements of student conduct have been detailed. This handbook also contains specific information on community resources, school procedures, student organizations, and student activities.

## **NEW STUDENT ORIENTATION**

At the beginning of each semester, all new students are required to attend a new student orientation. Basic information about Class Registration, each Major Coursework, Financial Aid, Scholarship, Campus Life, Library, International Student Regulation will be provided.

## **STUDENT PARTICIPATION AND SUPPORT**

- Students must attend a minimum of 80% of class terms. However, a class syllabus may require a stricter policy.
- Each student is assigned to a faculty advisor and a small group. Students are strongly encouraged to participate in these groups and other campus activities.
- 

## **ACADEMIC COMPLETION ENGAGEMENT (ACE) PROGRAM**

### ***Mission Statement***

Academic Completion Engagement (ACE) program is a comprehensive academic support program designed to help students complete their academic journey to a bachelor's degree. ACE provides intensive academic advisement, career development and resources to increase students' knowledge of academic success behaviors and habits.

### ***Goal***

To provide academic support through a variety of instructional methods, educational services, and school resources that help students accelerate skill acquisition and learning progress, meet expected



school requirements and competencies, and succeed in their education.

**We are committed to your academic success and making college more meaningful and for you!**

ACE students will receive:

- A dedicated academic advisor to guide your progress from entry to graduation
- Enhanced career development and academic support services
- Workshops to help your academic success
- Weekly Tutoring Services

### ***Program Requirements***

Students who are placed in ACE program:

- Meet regularly with your academic advisor and attend any required program activities
- Participate in career development workshops and co-curricular learning activities each term at least twice a semester
- Commit to graduating and adhering to course schedules and degree maps outlined by your advisor
- Weekly Mandatory Computer Lab hours
- Tutoring upon request
- **\*\*Student Athletes\*\*** will obtain additional assistance and requirements from their coaches

### ***Eligibility***

- New students who have a G.P.A. of 2.5 or below and have failed more than 2 courses
- Current student who are already on academic probation and/or have failed 2 or more courses in a semester.
- Department Chairs can recommend students to the program at any time if they identify they need additional resources.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

Bethesda University permits enrolled students visual access to previous educational records such as high school transcripts, college transcripts, SAT score reports and transcript of work completed at Bethesda University. This policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). To obtain transcript copies of work completed at Bethesda University, all financial obligations to the University must be paid in full. An appointment with the Registrar's Office is recommended.

Parents or eligible students have the right to inspect and review the student's education records maintained by

the school. The University is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

No other information contained in the student's permanent educational record is released to others, including parents or spouse, without the written consent of the student, unless the student is claimed as a dependent. The only exceptions are staff members, administrative officers and faculty who have a legitimate professional right to the information. Bethesda University reserves the right to contract a student's parent(s) or guardian(s) when a situation is deemed extreme, endangering the student or Bethesda University community.

Bethesda University considers the following to be "Directory Information" and may disclose such information to third parties without consent of the student unless the student has directed the University (in writing) not to release such information about him/herself: name, gender, enrollment status, permanent address, dates of enrollment, classification, degree programs, majors, date of graduation (anticipated or actual) from Bethesda University, telephone number and financial information.

A student's academic record and placement file will be kept confidential by the Office of Registrar. Students wishing to inspect and review their education records should submit a written request to the Registrar's office, Room 101, identifying the pertinent record(s). Students wishing to amend a record should write to the college official responsible for the record and clearly identify the part of the record the student wants changed and specify why it should be changed. General questions and comments may be directed to the Office of Registrar at 714-517-1212.

## **STUDENT RIGHT TO KNOW ACT**

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>.

Bethesda University, acting in compliance with the Student Right to Know Act, post the graduation rates of our cohorts of full-time, first-time, degree-seeking undergraduates, and student athletes that have received financial aid at BU school homepage ([www.buc.edu/web2/20\\_student\\_right\\_to\\_know\\_act](http://www.buc.edu/web2/20_student_right_to_know_act)). Also Student Body Diversity and Retention Rates are posted.

All inquiries for information, assistance or questions related to student body diversity, graduation/completion rates, retention rates and additional institutional statistical data should contact the Academic office at 714-683-1402.

## **SELF-MONITORING POLICY**

Bethesda University Policy for Self-Monitoring and Compliance with the BPPE Regulations that affect the operations of the institution. Those would include the California Private Postsecondary Education Act of 2009, SB Bill 1192, Student Tuition Recovery Fund, Title 5, Division 7.5 California Code of Regulations, and Discipline Guidelines. Copies of the documents are kept at the Office of Academics.

<http://www.bppe.ca.gov> (This link will open a new website outside of Bethesda University on the State of California BPPE website.)

Bethesda University is committed to fostering the academic achievement and personal development of its students to become servant leaders.

The institution continuously gathers information and assesses how well we carry out our mission and consider how to become more effective in fulfilling it. It includes an evaluation of the value added to students and of the services and material provisions we have available.

This assessment is used to monitor program effectiveness, to recognize educational trends and opportunities, and to develop a sound, factual basis for academic planning. Each graduate student is expected to participate in the school's assessment efforts.

Academic programs use various assessment methods. Student participation in these activities may be a completion requirement for the degree programs.

It shall be the policy of Bethesda University to comply with all applicable standards, regulations, rules and laws promulgated by local, state and federal regulators. The Chief Academic Officer annually follows up the BPPE updates on its policies and procedures, highlights them in the executive committee meeting, and implements the updates to the school catalog.

We also invite outside accreditation special consultants regularly to review the institution's maintenance and operation in compliance with the Act and this Division of the Bureau.

Bethesda University posts School Performance Fact Sheets and an annual report as required by BPPE as they become available annually. Additional information is available here: <https://www.buc.edu/bppe-publications>

[How to File a Complaint - Bureau for Private Postsecondary Education](#) (This link will open a new website outside of Bethesda University on the State of California BPPE website.)

## **STUDENT ASSISTANCE AND RELIEF**

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

# LIBRARY

## Hours of Operation

Monday thru Friday ----- 9:30 am – 6:00 pm

Saturday ----- Open upon requests

Sunday ----- Closed

Notice of any exceptions to regular hours will be posted.

## Locating Library Materials

To help students locate materials in the collection, the library is equipped with computers for searching the library catalog. All computers are connected to the internet for student use. Patrons may use a computer for up to 20 minutes if another patron is waiting. Users can search the collection by visiting the following address.

Library website: Go to the school website to [www.buc.edu](http://www.buc.edu) and click on “Library” on the menu. The address of the library website is [www.buc.libp.net](http://www.buc.libp.net).

Users can access the library catalog in Korean or English by

- Title
- Author
- Publisher
- Year of publication
- ISBN
- Subject
- Serial Title
- Translator

## Online Databases BU Library subscribes to:

### ProQuest Dissertations & Theses Global: The Humanities and Social Sciences Collection

- Over 2.1 million full-text dissertations and theses in humanities and social sciences from thousands of universities around the world.
- Access link: <http://www.proquest.com>

Click “Log in through your library to access more features” on top of the main page. Click “More access options” and log in under “ProQuest Account”.

Username: bethesdalibrary

Password: Bethesda21!

### **OmniFile Full Text Select (H. W. Wilson)**

- Full-text articles from more than 2,700 publications covering several core subjects including Humanities, Education, Social sciences, Business, General Science, Art and Technology, etc.
- Access link: <http://search.ebscohost.com>

User ID: buc  
Password: bethesda23!

### **eBook Collection (EBSCOhost)**

- Provides course related English eBooks.
- Access link: <http://search.ebscohost.com>

User ID: buc  
Password: bethesda23!

### **Kyobo Korean eBook**

- Provides course related Korean eBooks.
- Access link: <http://bu.dkyobobook.co.kr>

User ID: Same as your BU library ID  
Password: Same as your BU library ID

### **DBpia**

- Provides more than 3,200 journals and 230,000 full-text academic articles in all subjects published in Korea.
- Access link: <http://www.dbpia.com>

Click “Institutional Access” and search “bethesda” in “Find your institution”.  
Click “Representative Account authentication”.

User ID: BethesdaU  
Password: BethesdaCA2013

**E-Journal BU Library subscribes to:**

### **목회와 신학 (Ministry and Theology)**

- A Korean theological journal that presents biblical, pastoral and evangelical theology.
- Access link: <http://moksinduranno.com>

ID (회원번호): 18560  
Password (구독번호): 12345

## **Mutual Lending of Library Materials Policy**

BU Library has mutual lending agreements with following schools' libraries. Currently enrolled students, faculty, and staff of Bethesda University may establish borrowing privileges at these libraries on a mutual use basis.

- Biola University Library
- Hope International University Library
- Presbyterian Theological Seminary in America Library
- Vanguard University Library
- World Mission University Library
- Hansei University Library

The libraries above provide a direct loan service to eligible and properly identified members of the Bethesda University for unrestricted and available materials upon presentation of ID, the completion of the library card registration form, and the issuance of a library card.

The borrower is subject to the rules and regulations established by the lending library including those rules that govern access to and the availability of library materials, loan periods, renewals, delinquency, and lost materials charges. The borrower is responsible for knowing these library rules.

The borrower is expected to protect materials and return them directly to the lending library by the due date. Charges for late materials are due upon return of the late item(s).

Replacement costs for library materials will be determined by the lending libraries in accordance with existing policies. The present agreement remains in force until canceled in writing by either party.

## **SCATLA Interlibrary Loan and Cooperative Borrowing**

BU Library is a member of SCATLA (Southern California Theological Library Association). Theology graduate students and faculty may use the following SCATLA libraries' resources. Users visiting SCATLA libraries are required to present a SCATLA card issued by the BU library along with their student ID.

### **SCATLA Member List**

- Azusa Pacific University
- Bethel Seminary
- Bethesda University
- Biola University
- California Baptist University
- Loyola Marymount University
- Master's Seminary
- Pepperdine University
- Point Loma Nazarene University
- Presbyterian Theological Seminary in America

- Concordia University Irvine
- Fuller Theological Seminary
- Gateway Seminary
- Grace Mission University
- Hebrew Union College-Jewish Institute of Religion
- Hope International University
- International Theological Seminary
- Life Pacific College
- Logos Evangelical Seminary
- St. John's Seminary
- Shepherd University
- Southern California Seminary
- University of San Diego
- Vanguard University
- Veritas Evangelical Seminary
- Westminster Seminary California
- World Mission University

### **Library Orientation**

A library orientation is given at the beginning of each semester for both students and faculty members. A brief guide about using the library and searching the library resources on the library website are included in the “Library Student Handbook” which is distributed to all new students. Library tours are given upon request.

## ADMINISTRATION & STAFF (Officer)

**CHO, SEUNG JE JEREMIAH, B.A., M.A., D.B.A.** **President**  
 D.B.A. (Honorary), Bethesda University (2019)  
 M.A., International Economics, Keio University, Tokyo, Japan (1999)  
 B.A., International Economics, University of California, Los Angeles, CA (1995)

**WANG, SHENG YU, B.S., M.B.A.** **Vice President / CFO**  
 M.B.A., Pepperdine University, Malibu, CA (1997)  
 B.S., Business Administration, University of San Francisco, CA (1995)

**WINNEY, GEORGE, B.A., M.A., D.Min., Ph.D.** **Chief Academic Officer**  
 Ph.D. Intercultural Studies, Biola University, La Mirada, CA (2018)  
 D.Min, Biola University, La Mirada, CA (2014)  
 M.Div, Liberty University, Lynchburg, VA (2011)  
 B.A., Theology, Global University, Springfield, MO (2002)

**HWANG, RACHEL, B.A., M.L.I.S.** **Head Librarian**  
 M.L.I.S., Chungnam National University (2019)  
 B.A., Chungnam National University (2009)

|                                      |                   |
|--------------------------------------|-------------------|
| Registrar                            | Dr. Ashita Parmar |
| Financial Aid Director               | Ms. Young Hwa Kim |
| Financial Aid Officer                |                   |
| Accountant                           | Ms. Woo Jung Lee  |
| Admissions Officer                   | Michael Kocharian |
| Distance Education (Online) Director | Zongze Chen       |



## **BOARD OF TRUSTEES**

|          | NAME           | OCCUPATION                     | Note |
|----------|----------------|--------------------------------|------|
| Chairman | Soon Bum Heo   |                                |      |
| Member   | Kyong Hwan Ko  |                                |      |
| Member   | Chi Tae Chung  |                                |      |
| Member   | Kwon Tae Kim   |                                |      |
| Member   | Myung Ho Seo   |                                |      |
| Member   | Dong Hwan Choi |                                |      |
| Member   | Eric Choi      |                                |      |
| Member   | Seung Je Cho   | President, Bethesda University |      |
| Member   | Bum Kyu Sohn   |                                |      |

## ACADEMIC CALENDAR (2024-2025)

### **FALL SEMESTER, 2024**

|   |                 |
|---|-----------------|
| New Student Orientation & ESL Placement Exam    | Aug 13          |
| New Student Registration                        | Aug 13 - 16     |
| Semester Kick-Off Day                           | Aug 15          |
| First Day of Classes                            | Aug 19          |
| ADD/DROP Period                                 | Aug 19 - 23     |
| Last Day to ADD/DROP Classes with a Full Refund | Aug 23          |
| Last Day to request Drop without a “W” Grade    | Aug 30          |
| Labor Day- No School                            | Sep 2           |
| Last Day for Refund                             | Oct 18          |
| Winter Session 2025 Course Registration         | Oct 28 – Nov 1  |
| Veterans Day- No School                         | Nov 11          |
| Spring Semester 2025 Course Registration        | Nov 18 - Dec 6  |
| Thanksgiving Reading Week                       | Nov 25 - 29     |
| ESL Final Week                                  | Nov 18 – Nov 22 |
| Last Day to Request “Incomplete”                | Nov 29          |
| Final Examination Week                          | Dec 2 - Dec 6   |
| Official End of Semester                        | Dec 6           |
| Final Grade Deadline                            | Dec 20          |
| Christmas Holiday – No School                   | Dec 23-27       |
| End of Year – No School                         | Dec 30- Jan 1   |
| Grade Change Request Deadline                   | Jan 10, 2025    |

### **WINTER SESSION, 2025**

|   |                |
|---|----------------|
| Winter Session 2025 Course Registration | Oct 28 – Nov 1 |
| First Day of Class                      | Jan 6          |
| Martin Luther King Jr. Day – No School  | Jan 20         |
| Official End of Session                 | Feb 14         |

### **SPRING SEMESTER, 2025**

|  |             |
|--|-------------|
| New Student Orientation & ESL Placement Exam | Feb 11      |
| New Student Registration                     | Feb 11 - 14 |

|   |                 |
|---|-----------------|
| Semester Kick-Off Day   | Feb 13          |
| President's Day – No School   | Feb 17          |
| First Day of Classes  | Feb 18          |
| ADD/DROP Period   | Feb 18 - 24     |
| Last Day to ADD/DROP Classes with a Full Refund   | Feb 24          |
| Last Day to request Drop without a “W” Grade  | Mar 3           |
| Last Day of Refund  | Apr 18          |
| Good Friday - No School   | Apr 18          |
| Easter Break – No School  | Apr 21 – Apr 25 |
| Summer Session 2025 Course Registration   | Apr 28 – May 2  |
| Fall Semester 2025 Course Registration  | May 26 - June 6 |
| Memorial Day Holiday – No School  | May 26          |
| ESL Final Week  | May 26 – 30     |
| Last Day to Request “Incomplete”  | May 30          |
| Final Examination Week  | June 2 – June 6 |
| Official End of Semester  | June 6          |
| Commencement  | June 13         |
| <i>*Commencement date is subject to change and will be confirmed during the Spring 2025 semester.</i> |                 |
| Final Grade Deadline  | June 20         |
| Grade Change Request Deadline   | July 7          |

**SUMMER SESSION, 2025**

|   |                |
|---|----------------|
| Summer Session 2025 Course Registration | Apr 28 – May 2 |
| First Day of Class                      | June 23        |
| Independence Day – No School            | July 4         |
| Official End of Session                 | Aug 15         |

# MAP

## Bethesda University (Anaheim)

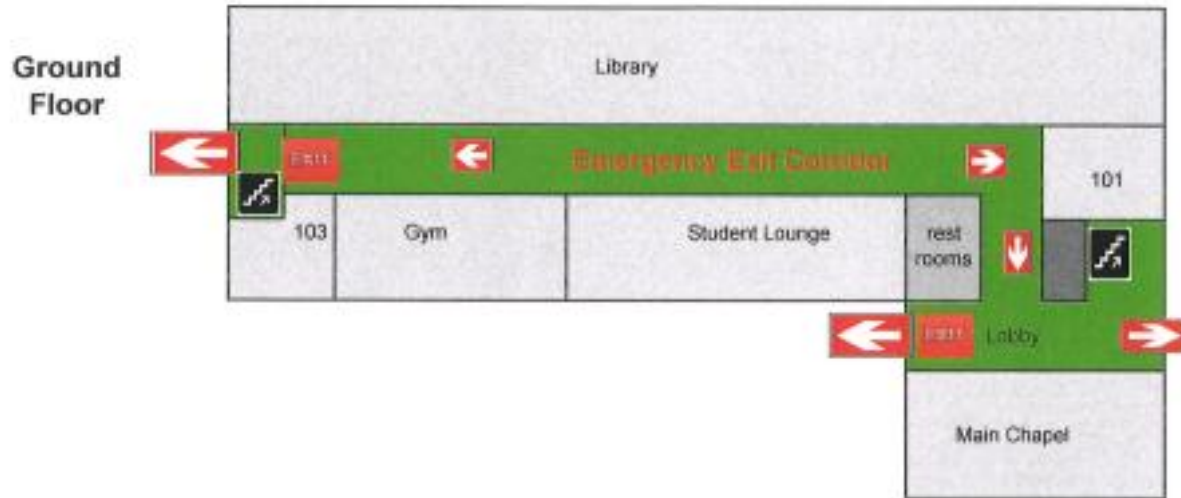
730 N. Euclid St., Anaheim, CA 92801

Tel: (714) 683-1212

Fax: (714) 683-1205



## EMERGENCY MAP



(1<sup>st</sup> Floor)

**EMERGENCY PHONE #911**



3rd  
Floor



(3<sub>rd</sub> Floor)

**EMERGENCY PHONE #911**