

CATALOG

(Spring – Fall 2025)



Kernel University

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The Message from the President

Dear students, faculty members, and staff

There are many universities and colleges in the US. However, Kernel University (KU) was established to be a light of truth for this dark world. Many religions and their leaders have come and gone like flood and extreme selfishness and lost morality overflow the world.

And yet, KU's educational goal remains the same: to contend for the truth and discover the visionaries who are willing to serve, thus chasing away the shadows and recovering the community that has long lost its moral value and truthfulness.

KU has a great plan and educational ideology to suit your need for righteousness so that we may be the steppingstone to your promising future. Our vision is based on the word of God: "You are the light of the world" (Matthew 5:14).

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

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

Matthew Woo
President

Mission Statement

Kernel University is committed to equipping students with academic, professional, and spiritual resources to express and represent Christ -that is, to be God-men – who function effectively in their careers, communities, and lives.

Institutional Objectives (Goals):

At Kernel University, all students will be equipped with the following:

Academic Resources

1. Academic enrichment, as demonstrated by satisfactory academic progress in their current and advanced degrees.
2. Access to educational resources, including books and online resources in each academic area.

Professional Resources

1. Professional development, as demonstrated by annual surveys on professional and volunteer work related to their fields of study.
2. An enhanced understanding of God's purposes for their lives, as demonstrated by a capstone project based on various assessments, a study of opportunities in their field of study, and an overview of work in their area.

Spiritual Resources

1. A capstone portfolio essay and an interview with a faculty member demonstrated an understanding of biblical principles related to meeting and seeking God.
2. A growing commitment to spiritual growth, as demonstrated by first-year students, seniors, and alums Spiritual Disciplines surveys.

Student Achievement and Educational Effectiveness

Assessment of student achievement includes evaluation of student learning outcomes at the course, institutional, and programmatic levels, along with retention rates, course completion rates, graduation rates, and placement rates. This information is summarized in annual reports and made available to the public through Kernel University's official website.

kernel.edu/wp-content/uploads/2024/11/SchoolPerformanceFactSheet2023.pdf

Faith Statement

- 1) We believe in the Bible as the only inerrant and infallible Word of God and the plenary, verbal inspiration, and authority of the Scriptures.
- 2) We believe in one God in three persons: the Father, the Son, and the Holy Spirit existing eternally as the Trinity.
- 3) We believe in God the Father, perfect in holiness, wisdom, power, love, and righteousness. He rules mercifully over all things and is worthy of worship forever.
- 4) We believe in the Lord Jesus Christ, who is fully divine and human. We believe in His virgin birth, redemptive death, bodily resurrection, personal ascension, and future return.
- 5) We believe in the Holy Spirit and His work of regeneration, sanctification, and preservation of all believers in Christ. We believe that a spiritual gift is not required as evidence of salvation.
- 6) We believe in the creation of the universe and humanity as described in the Scriptures. We believe in the fall of Adam and Eve and the existence of Satan, the chief adversary of God.
- 7) We believe in personal salvation by grace through faith only in Jesus Christ. We believe that this salvation is based upon the sovereign grace of God and the redemptive economy of God through the progressive works of Christ's incarnation, death, resurrection, and ascension. Christ became the life-giving Spirit who dwells in believers for the work of deification and sanctification.
- 8) We believe in the Church, the spiritual body of Christ, and the great commission to go into all nations, preaching the gospel, baptizing, and making disciples. We believe that building the Body of Christ is what Christ is currently working on in the world. We must fulfill His need by growing into full maturity in our life and nature.
- 9) We believe in the future return of Jesus Christ, the bodily resurrection of the saved and lost, and divine judgments, rewards, and punishments in the millennium and the New Jerusalem.

Philosophy of Education

Kernel University maintains its Educational Philosophy reflected in the institution's curriculum and operation.

- A good education should do more than just introduce a student to thinking in various fields.
- A good education should equip them with skills to serve, whether in the workplace or as a volunteer.
- As a Christian institution, we believe that God has designed everyone with unique gifts and calling, and that part of our mission is to assist them in understanding and fulfilling their purpose. Since God has a plan for good things in each individual's life, it is our calling to help them identify their gifts and calling so that they can make a positive impact in the world.

The quality of the education at Kernel University is enhanced by the close relationship between students and faculty, as well as the exchange of ideas. Kernel University is committed to building a learning community that values diverse backgrounds and cultures encouraging intellectual pursuits.

The university's instructional programs are designed to challenge students not only to acquire knowledge but also to develop the skills of critical analysis, careful reasoning, creativity, and self-expression. Additionally, students learn to understand and evaluate the sources and methods of knowledge appreciating the contingency of all knowledge and understanding that education is a life-long process.

Kernel University's unique character emanates from its commitment to effective teaching, high standards of scholarship, ongoing professional development, and its policy of promoting diversity among the faculty, staff, administration, and student population.

History of the Institution

Kernel University (KU) began in 2001 as a nonprofit religious institution offering theological degrees and certificates. The founder, Hyun Rhee, and first president, Dr. Tae M. Park, started the institution. In 2021, KU moved to Anaheim, and President Samuel Lee took over with a new vision, determination to fix various problems, and upgrade the school's quality.

In 2014, President Lee began to lead KU in Orange County, CA, as a mission-oriented university after feeling a spiritual calling from the Lord. On Jan. 14, 2020, KU earned the approval of change from Exempt to Approved school status from the California Bureau for Private Postsecondary Education (BPPE) under California Education Code (#36945056, section 94874(e)(1)).

KU has been striving to provide a better education program for the next generation and international students. In April 2016, KU gained approval from the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to enroll foreign, non-immigrant F-1 students for academic degrees. As a result, KU can issue I-20s for international students, resulting in more than a hundred new students per year.

The newly appointed president, Matthew D. Woo, continued the accreditation process. KU was awarded Candidate for Accreditation status by the Transnational Association of Christian Colleges and Schools (TRACS) on April 24, 2018. On April 16, 2019, KU was granted Accredited Status as a Category III institution by the TRACS Accreditation Commission. This status is effective for a period of up to five years. KU also expanded its Bachelor of Science in Business Administration and Doctor of Ministry program and became a Category IV institution in July 2020. In 2019, TRACS approved KU's teaching site in Elkins Park, PA. On May 10, 2022, the Commonwealth of Pennsylvania Education (PDE) approved the teaching site to offer programs.

On October 24, 2023, KU was granted Reaccredited Status for a period of up to ten years.

Kernel University focuses on teaching students the biblical truth and meaningful subjects from a biblical perspective. This will equip our students to provide helpful services to the churches and their community. KU is committed to equipping students with biblical insight and hopes to inspire them to go out into the world to serve people and to glorify God.

Name of the Institution

The institution's name, "Kernel University" or KU, reflects its mission. The term "kernel" refers to a seed that has the potential to grow into something significant. Similarly, KU aims to plant seeds in the lives of its students, providing them with the necessary tools to grow into their full potential under God's guidance.

Ethical Values and Standards

The Kernel University community is dedicated to maintaining the highest ethical standards in pursuing our teaching, research, and public service missions. Our guidelines, procedures, and principles offer direction on how to apply the ethical values outlined below in our everyday lives and work as members of this institution.

At the core of Kernel University's ethical values is a deep commitment to Christlikeness. These values are founded on the Word of God and adhere to biblical principles, as understood, and taught within the Evangelical faith community.

In light of this, as members of the Kernel University community, we strive to:

- Honor God and dedicate ourselves to the person and example of Jesus Christ.
- Cultivate personal integrity and character by incorporating biblical values into our lives.
- Acknowledge and embrace the responsibilities of living in a diverse, multicultural society.
- Rise above the limitations and inaccuracies of the prevailing culture, selecting and adhering to the path of a biblically faithful life.

To continuously support the development of Christian character and service within our community, Kernel University encourages its members to lead lives that respond to the teachings of the Kingdom of God. By doing so, we aim to apply the gospel's transformative power to the real-life challenges we face as citizens of the 21st century.

Nondiscrimination Policy

KU is committed to ensuring equal opportunity and does not discriminate based on race, color, creed, sex, national origin, age, physical disability, marital or veteran status, personal appearance, family responsibilities, political affiliation, source of income, sexual or affectional preference, the exercise of statutorily or constitutionally protected rights, or any conduct consistent with the university's policy on academic freedom. The University does not refrain from equal employment opportunities for all individuals and refrains from including any considerations in its employment policies that are not directly and substantially related to merit and performance. The University's nondiscrimination policy aligns with and enforces the legal intent of various statutes while also providing procedures to address discrimination complaints under the::

- * Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq. (concerning handicap/disability).
- * Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq. (regarding race, color and national origin).
- * Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq. (related to employment discrimination based on race, color, religion, sex, and national origin).

- * Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (related to sex).
- * The Age Discrimination in Employments Act of 1975; and
- * The Americans with disabilities Act of 1990.

In compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the University ensures that it does not discriminate against any employees or applicants for employment based on their status as special disabled veterans, veterans of the Vietnam era, or their medical condition. In compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the University ensures that it does not discriminate against any employees or applicants for employment based on their status as special disabled veterans, veterans of the Vietnam era, or their medical condition. As part of its ongoing efforts to enrich the academic environment and provide equal educational and employment opportunities, the University acknowledges the essential role of a multicultural and diverse workforce and student body. The institution aims to bolster pluralism in its programs, student body, faculty, and staff by actively inviting applications from members of all underrepresented groups in higher education.

However, the University retains the right to choose students based on academic achievement, religious dedication, philosophical alignment, and their readiness to work cooperatively with the University's administration while adhering to its policies, procedures, rules, regulations, and standards.

Approval/Accreditation

1. BUREAU OF PRIVATE POSTSECONDARY EDUCATION(BPPE)

The university received approval to operate from the Bureau for Private Postsecondary and Vocational Education (BPPVE). Full approval was granted on January 14, 2020, by the Bureau for Private Postsecondary Education (BPPE). As a private institution, this approval signifies compliance with state standards outlined in the CEC and Title 5, CCR. The University may not imply that the Bureau endorses programs, or Bureau endorses its programs or that Bureau approval signifies the university surpassing the minimum state standards.

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

Physical Address:

1747 N. Market Blvd. Ste 225
Sacramento, CA 95834

Mailing Address:

P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959 Fax Number: (916) 263-1897

2. **TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS**

KU is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org] having been awarded Reaccredited status as a Category III institution by the TRACS Accreditation Commission on October 24, 2023; this status is effective for a period of ten years. KU was designated as a Category IV institution as it expanded its Doctor of Ministry program on August 27, 2020.

TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Transnational Association of Christian Colleges and Schools

15935 Forest Road

Forest, Virginia 24551

info@tracs.org

Phone Number: (434) 525-9539

tracs.org

Pennsylvania Department of Education

333 Market Street, Harrisburg, PA 17126

(717) 783-9780

ABOUT THE CATALOG AND DISCLOSURE

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

“Prospective students are advised to review this catalog before signing an enrollment agreement. Additionally, students should examine the School Performance Fact Sheet, which must be provided before signing an enrollment agreement.” If students cannot understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they have the right to request a clear explanation of the terms and conditions, as well as all cancellation and refund policies, in their primary language from a qualified school officer.

If a student has any unanswered questions regarding this catalog, they may contact the Bureau for Private Postsecondary Education for further assistance.

Address: 1747 N. Market Blvd, Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818
Web site address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

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

“The transferability of credits earned at KU is subject to the discretion of the institution to which you may wish to transfer. Similarly, acceptance of the degree or certificate obtained in the education program is also at the discretion of the receiving institution. If the degree or certificate earned at KU is not accepted by the institution you plan to transfer to, you might be required to retake some or all of your coursework at that institution. Therefore, it is essential to ensure that attending KU aligns with your educational goals. This may involve contacting the institution you intend to transfer to after attending KU to determine if your degree or certificate will be accepted.”

Location and Contact Information

Main Campus

Kernel University
905 South Euclid St, STE 213, Fullerton, CA 92832
Web site: www.kernel.edu
E-Mail: info@kernel.edu
Tel. 714-995-9988

Branch Campus

Email: info@KUniversity.com
PDE has a formal complaint procedure. If you have a dispute that you have not been able to resolve directly with the school, you may contact the Bureau at PDE.

333 Market Street, Harrisburg, PA 17126
Tel. 717-783-9780
www.education.pa.gov

Notice to Prospective Degree Program Students

This institution is approved by BPPE to offer degree programs. To sustain this authorization, the

institution must fulfill the following requirements:

- Obtain institutional accreditation from an accrediting agency recognized by the United States Department of Education, ensuring that the accreditation covers at least one degree program.
- Secure accreditation candidacy or pre-accreditation, as outlined in regulations, by July 1, 2017, and achieve full accreditation by July 1, 2020.

If this institution discontinues its pursuit of accreditation, it must:

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

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

Institutional Representative Initials: _____ Student Initials: _____

Date: _____ Date: _____ "

INSTITUTIONAL POLICY

ACADEMIC POLICIES

Admission Procedures

KU welcomes applications from students who will contribute to and benefit from the university experience, and who are creative, motivated, self-disciplined, and committed to Christian learning. The following materials are required before an admission decision can be made.

For enrollment in the bachelor's program:

- High school diploma or its equivalent.
- Bachelor of Theology (B. Th), Bachelor of Science in Business Administration (BSBA), and Bachelor of Science in Computer Science (BSCS).

For enrollment in the master's program:

- Student must have completed a bachelor's degree.
- Master of Divinity (M. Div.) and Master of Business Administration (MBA)
- Completion of a bachelor's degree from a college or university accredited by an agency recognized by the U.S. Department of Education, from an institution approved by the Bureau for Private Postsecondary Education or from a national or international institution that meets these standards.
- A cumulative grade point average of 2.5 or higher (on a four-point scale) in all baccalaureate work.

For enrollment in the Doctors' program:

- Student must have completed master's degree.
- M. Div. degree and 3 years' field ministry experience for admission to the Doctor of Ministry (D. Min.) program.
- A cumulative point average (GPA) of 3.0 in master work

KU does not grant credit for life experience and currently does not offer any special or alternative admissions procedures (e.g., exams, certificates, assessment of prior learning). In the event a potential student believes their situation warrants an exception to this policy, they should request the academic dean to form a faculty committee for reviewing their request.

To apply for admission to KU, you may download the application form directly from our website (www.kernel.edu.link) or contact the Admissions Office.

General admission requirements are:

1. Submission of the application for admission along with the non-refundable application fee of \$100 (\$200 for international students) to the Admissions Office.
2. Arrangement for official transcripts from secondary school and all previously attended colleges/universities to be sent directly to the Admissions Office.
3. Recommendation letters (optional): If provided, they should be from two individuals who have known the applicant for at least one year and are over 30 years of age.
4. Student Enrollment Agreement
5. Attendance Policy
6. Insurance
7. Faith Statement

APPLICATION ACKNOWLEDGMENT

Student applicants may expect to receive acknowledgment of their applications within three weeks of filing an application. KU advises prospective students that they must supply complete and accurate information on the application for admission and on all other university forms. Further, applicants must submit authentic and official transcripts of all previous academic work attempted as well as all records of military and vocational training. Transcripts will be evaluated, and credit will be given, as appropriate, in accordance with the university's transfer credit and assessment of prior training policy. Failure to file complete, accurate and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion. A transcript is official if:

- (a) it is sent directly from the school of origin to the Office of Admissions and Records at KU
- (b) bears the official seal of the school of origin and the Custodian of Record's signature.
- (c) is approved after being reviewed by KU's Office of Admissions of Records.

The responsibility for assuring that official transcripts reach the Office of Admissions and Records rests with the applicant. All transcripts submitted to KU become the property of the University. The Office of Admissions and Records will not provide copies. Unofficial transcripts will be accepted for preliminary evaluation; however, official transcripts must be on file before official admission to a degree or certificate program is granted to qualified applicants.

Classification of Students each student applicant will be placed in one of the following enrollment categories:

Regular Standing — Students who meet all the admission requirements to the University and for a program, i.e., have no deficiencies and there are no reservations, are admitted to KU and are granted the status of Regular Standing in their selected program. Only students with Regular Standing may officially become candidates for the degree.

After all application materials have been submitted, and the Admission Office has received all official secondary school transcripts and previous college/university work, the Admission Committee will evaluate the application. The Committee's recommendation is forwarded to the Academic Dean for last action. If the applicant is accepted for admission, a letter of acceptance will be sent to the applicant.

Application Deadlines

International students

Fall Semester: May 1

Spring Semester: October 1

Students in the United States

Fall Semester: June 1

Spring Semester: November 1

Provisional Standing

Students who meet the entrance requirements for the University and a specific program but only have unofficial transcripts on file due to the unavailability of official transcripts may be admitted under Provisional Standing. If the Office of Admissions and Records does not receive the official transcripts within one semester, the student will be prohibited from undertaking further coursework until the official documents are received.

Once the Office of Admissions and Records receives the official transcript, the student becomes eligible for reclassification as a Regular Standing student. Satisfactory coursework completed under Provisional Standing counts towards graduation if it meets program requirements.

Special Standing (Non-Matriculated) — Students who satisfy the entry requirements for a program and course prerequisites but do not plan to earn a degree may be granted Special Standing status. These students must successfully petition the course instructor for approval before course registration. Petitions are considered on a space-available basis.

Auditor — Students who wish to attend classes for personal enrichment without seeking academic credit may be granted Auditor status. Auditors are not obligated to participate actively in coursework or course activities. However, to audit courses in a degree program, an Auditor must qualify as a Regular Standing student and meet any course prerequisite or requisite requirements. Students who wish to audit a course must first gain the instructor's approval. An abbreviated admission process is available for auditors, with admission to courses granted on a space-available basis.

Ability-to Benefit, Prior Experiential Learning, Challenge Exams, and Achievement Tests

KU does not acknowledge Ability-to-Benefit policy, student's prior experiential learning, challenge exams or achievement tests.

KU has not established any articulation or transfer agreements with other colleges or universities.

International Students

U.S. Consulates/Embassies grant F-1 visas to international students accepted for full-time study at KU. To apply for a Student Visa, students should contact the U.S. Consulate in their country for current instructions. The DHS code for KU is LOS214F52197000.

KU is authorized under federal law to enroll non-immigrant international students by the issuance of SEVIS I-20 Form as certification of eligibility for admission. F-1 visa students at KU have unique needs and may require additional support to adjust to student life. KU acknowledges that these students may need more assistance than domestic students.

KU welcomes international students and is authorized by the U.S. Government to issue I-20 forms. New international applicants must pay a \$200 I-20 processing fee, while transfer students pay \$100. However, KU does not provide visa services or vouch for student status.

In compliance with INS regulations, international students with an F-1 visa must maintain a full-time course load (minimum 12 units for undergraduate programs and 9 units for graduate programs) each semester.

International students must meet the United States Citizenship and Immigration Services (USCIS) requirements to study in the USA by obtaining an F-1 visa. To apply for an F-1 visa, students must secure an I-20 form from KU or another approved institution.

1. Visa document requirement:
 - a. Copy of your passport information pages and expiration page.
 - b. If you are a transfer student:
 - Copy of current visa page
 - Copy of I-94 (front and back)
 - Copy of form I-20 from current school
 - Transfer-in recommendation form
 - c. If you are a change of status student:
 - Copy of current visa page
 - Copy of I-94 (front and back)
 - Copy of form I-20 if you are on F-2 status.
 - Copy of page 1 of DS-2019 if you are on J status.

2. Applicants under 18 years old at time of application (exclude F1 International student)
 - Complete Minor Health Consent Form. This form is valid if signed by your parent.
 - Complete Assigned Guardian Statement. The form is only valid if signed by your parent.

International students must complete the same admissions process as domestic freshmen or transfer students.

- Complete and sign the “International Student Application.”
- One passport size photograph 2X2 inches (5 X5 cm)
- Submit in an application and all required documents and financial payment.
- Be approved for their degree program.
- Complete the International Student Sponsor Affidavit form. This form is valid only if signed by your sponsor. Submit annual financial certification showing financial sponsorship for duration of planned study. Financial aid, except for institutional talent scholarships, is not available for international students.
- Submit a Certificate of Bank Deposit in US dollars, covering 100% of basic costs for the first academic year before the I-20 form is issued (in English, for the last 3 months, \$20,000).
- New students, including transfer students, are required to pay a non-refundable \$200.00 I-20 initial processing fee before KU processes the I-20 (paid to Kernel University).
- Additional \$50 fee for international express shipping of I-20 (for international applications only, payable to Kernel University).
- If the original language is not English, a certified English translation must accompany all transcripts, certificates and diplomas.
- Receive an I-20.
- Obtain an F-1 visa to attend as a non-immigrant international student.
- Arrive approximately within 30 days of when the semester begins.
(It is mandatory that you make an appointment and visit the Dean of Academic Affairs and SEVIS officer)
- Receive counseling regarding their studies in the United States, and an updated I-20, indicating their registration and attendance.
- Update any information changes:
 - New address
 - Spouse or children information
 - New child
 - Legal employment needs
 - CPT, OPT, or OCE
 - Change of employment
 - Unemployment
 - Marital status
 - Traveling in and out of the U.S.A.
 - Transferring out of KU
 - Change of status

Approval for the I-20 is granted after a student has fulfilled all financial and academic requirements and provided evidence of their intention to return to their home country after graduation. Students interested in obtaining an I-20 should contact KU to request a specialized I-20 admissions packet.

Transfer

To be eligible for a transfer to KU from another American college, students must obtain approval from the previously attended school and the US Immigration and Naturalization Service.

English Proficiency

KU's educational instruction is in English. Students whose first language is not English or whose previous education was in a different language must demonstrate English proficiency.

International students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and submit their scores to the Admissions Office. A minimum TOEFL iBT score of 45 (bachelor) or 60 (graduate) is required for applicants from countries where the native language is not English unless they earned a diploma in an English-speaking country.

Exemption:

- Official Transcript or diploma providing completion of U.S. high school or its equivalent.
- Official Transcript showing at least one year of higher education taught in English from an institution in the United States.
- Official Transcript or certificate confirming completion of an advanced level of ESL course at an institution in the United States.

If you cannot provide any of these documents, you must take an additional proficiency test (ACTFL English L&R cat) or KU's ESL replacement Test with a minimum score of 70%.

Off-campus employment

The international student is prohibited from working unless they receive authorization from the Dean of Student Affairs and SEVIS Officer.

Enrollment

International students must enroll as full-time students, which means 12 units for BA students and 9 units for master's degree students.

Students with E, R, or H visas and their spouses are permitted to study at KU. Students studying under E, R, and H visas must carefully monitor their nonimmigrant visa expiration dates and allow 3-4 months for a change of status application to be processed and a final decision to be made.

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

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

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

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

REGISTRATION PROCEDURES

Registration is the process by which students sign up for specific classes and pay all assessed fees. Registration instructions for students are included in the Class Schedule issued prior to the beginning of each semester. Upon registration, the student's social security number becomes the student's identification number.

International students and U.S. students who prefer not to use their social security number as their identification number will be issued unique student identification numbers. Credit for a course is granted only when a student is properly registered with the university and successfully completes the course. An individual is considered properly registered only when all required registration forms have been filed with the Office of Admissions and Records and all fees have been paid.

Late Registration

Students may register during the first two weeks of instruction. Tuition payment is due at the time of class enrollment, and without it, the class registration will not be valid.

The tuition fee may be paid in installments, with a \$50 installment fee charged each time. The full tuition payment must be made 30 days before the last day of the semester. Students are allowed up to four installments per semester, totaling eight installments per year.

Students who fail to register during the regular registration period are subject to a \$50.00 late registration fee. Students registering late will be required to obtain the appropriate approval to be added to class enrollment lists. Information regarding late registration approval can be found at the Office of KU Admissions and Records.

Reapplication after Failure to Enroll

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

Academic Freedom

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

Education relies on the free expression and exchange of ideas in the search for truth. Academic freedom is the liberty to express any popular or unpopular view and defend that perspective in open dialogue.

In the fullest sense, academic freedom requires a community where mutual tolerance and understanding flourish. It depends on the freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right to privacy, and the right to fair hearings. The nature of the university's community necessitates these freedoms. It obligates its members to maintain them in practice and observe the responsibilities accompanying these freedoms in all aspects of their university activities and experiences.

- I. The Christian faith directs all thought and life toward God, the source of truth, the judge of all human thoughts, and the ultimate end of all theological inquiry.
- II. The freedom of the Christian always involves a commensurate responsibility toward God and our neighbor. It is never freedom to be left alone or ignore basic obligations.
- III. Christian freedom exists within the confession of the Christian faith. A theological school may acknowledge specific confessional adherence in its charter and constitution. A concept of freedom appropriate to a theological school will respect this confessional loyalty, both in the institution and with its members. At the same time, no confessional standard obviates the requirement for responsible liberty of conscience in the Christian community and the practice of the highest ideal of academic freedom.
- IV. While freedom must be realized through the spirit and loyalties of humanity, it must take form and be protected through concrete institutional practice standards. Every statement of such standards moves in the sphere of law and regulation. We recognize that the effectiveness of stated principles depends finally upon the dedication within the Christian theological school to a genuine concern for the liberty of mind and spirit in theological teaching. With these assumptions in mind, KU has as its policy of academic freedom the following:

Faculty members are free to express views and opinions concerning their areas of teaching responsibility within the confines of the school's statement of fundamental beliefs and within the larger statement of fundamental beliefs of the Christian Evangelical Association. If faculty members find that they have differing opinions in regard to these statements, it is within the context of maintaining Christian unity and community that the faculty member must first discuss these divergences with the school administration before disseminating these opinions in the classroom. While we recognize that it is well within the right of the faculty member to arrive at

differing views, we do hold that the responsibilities of Christian ethics require a higher responsibility toward a community of believers concerning how they act upon the freedom that we hold. Faculty members, who hold differing and potentially contentious theological views, may be asked to step down from their faculty positions. When this happens, KU will still hold the resigning faculty member in the highest regard, realizing that the human perspective on theological truth is never complete and clear.

Faculty members are encouraged to follow their conscience into numerous studies and conclusions. It is natural that this pursuit of knowledge will be reflected in class materials. Faculty members, who are also instruments of this school, are responsible for teaching within the confines of the school's mission, goals, objectives, and statement of faith. If these two roles seem to come into conflict, faculty members are expected to discuss the difficulty with the academic dean.

In non-theological, non-biblical, and non-professional courses, it is expected that the course will be taught in accordance with an Evangelical Christian worldview and consistent with the KU's statement of beliefs.

Conflict of Interest

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

Academic Integrity

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

At KU, all forms of academic dishonesty are considered severe offenses and violate university policy. Academic dishonesty encompasses:

- **For faculty:** Plagiarism and falsifying university documents. Plagiarism involves a faculty member intentionally or knowingly presenting others' words, ideas, or work as their own.
- Falsifying any university document includes forging signatures on university forms,

papers, or documents, or altering university documents presented as originals.

- Breaches of academic integrity are addressed by the program director, department chairperson, school dean, or vice president. All faculty and staff must be aware of what constitutes academic dishonesty and adhere to the policy.
- **For students:** Plagiarism involves intentionally or knowingly presenting others' words, ideas, or work as one's own. Plagiarism includes copying homework, lab reports, or computer programs; using another's work without crediting the source; paraphrasing without attribution; and borrowing ideas without giving credit.
- Cheating during exams includes using unauthorized materials, copying from others, viewing another student's exam, opening books without permission, obtaining exam copies in advance, and altering exams for re-grading. Exam cheating applies to in-class exams, final exams, and standardized tests.
- Use of unauthorized study aids involves using others' computer programs or solutions, copying copyrighted computer programs without permission, using old lab reports, having others complete one's lab work, and using materials prohibited by the instructor.
- Falsifying any university document includes forging signatures on forms like add/drop and withdrawal forms and falsifying prerequisite requirements.
- It is the responsibility of all students to be informed about academic dishonesty and adhere to the policy. A student who becomes aware of another student's academic dishonesty should report the incident to the instructor, test administrator, school dean, department chairperson, program director, or other appropriate supervisor or administrator to ensure proper disciplinary action is taken.

Attendance Requirements

At the beginning of each semester or course session, instructors must inform students of their policy regarding excessive absences. If a student's unexcused absences exceed the number of hours the class meets in one week, or if the instructor believes a student's absences are so excessive that successful course completion is impossible, the instructor is required to drop the student from the class.

Attendance Policy

1. Absence – Absences will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the class instructor, program director, department

chairperson, or school dean, as appropriate. All other absences will be considered unexcused.

2. Tardiness – Tardiness disrupts a conducive learning environment and should be discouraged. Tardiness without a legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. Cutting Classes – Cutting classes will be considered unexcused absences.
4. Make-Up Work – Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

The class attendance policy assumes that students enrolled in the University demonstrate maturity, the seriousness of purpose, and self-discipline. Students are expected to attend all registered classes, arrive punctually, and remain for the entire class period. The University acknowledges that absences can arise due to unforeseen circumstances or a student's failure to uphold their responsibility to attend classes regularly.

At the start of each semester or session, instructors must announce their policy on excessive absences to their students. If unexcused absences surpass the total hours a class meets in a week, or if an instructor deems a student's absences excessive to the point that it prevents successful course completion, the instructor has the authority to remove the student from the class.

Definition of Credit Hour

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

- A credit hour is defined as (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester).
- At least an equivalent amount of work as required in paragraph of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

In specific terms, a semester unit of credit represents one hour per week of lecture or recitation led by the instructor for 15 weeks and two hours of outside preparation by the student per week for 15 weeks, totaling 30 hours per unit of credit (15 hours of lecture plus 30 hours of preparation). A 3-unit course equates to 45 hours of instruction/recitation and 90 hours of

preparation.

Student Responsibility for Drop/Withdrawal

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

Prerequisites and Requisites

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

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

Course Information/Syllabi

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

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

Scheduling and Cancellation of Classes

KU operates on the semester system. The university's academic year is divided into two 15-week semesters, which include 13 weeks of instruction and two weeks of mid/final examinations. The University publishes a schedule of classes prior to the beginning of each semester. A schedule is given to students when they register or file an application for admission in the Office of Admissions and Records. The University reserves the right to cancel

classes if student enrollment is insufficient or for other compelling and justifiable reasons. However, every effort will be made to cancel any such classes well in advance of their start date. Students in canceled classes receive refunds in accordance with the university's refund policy and the California Education Code.

Adding Courses

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

Dropping Courses — Withdrawal

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

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

Administrative Drop

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

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

Grading System

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

By putting forth your best effort while in school, you will have additional future options and opportunities. Note that for each semester credit, a student will have 15 classroom hours and up to 30 hours of class assignments or projects.

Grading Rubric

Activity	Points
Attendance	10
Participation and reading	10
Book reviews	10
Quizzes	10
Papers or projects	30
Tests	30
Total	100

Academic Records and Symbols

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

- A: Excellent – 4.0 grade points
- B: Good – 3.0 grade points
- C: Satisfactory – 2.0 grade points
- D: Passing – 1.0 grade points
- F: Failing – 0 grade points

LETTER GRADE DESCRIPTION

- A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C Sufficient grasp of facts and a general competence of subject.

- D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F Failure to achieve minimal quality or production of work.
- W Withdrawal - Indicates that a student has officially withdrawn from a course. Withdraw from a class until the 8th week of the semester.
- I Incomplete - 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 - Indicates that a student has **passed** a course with a grade equivalent to a "C" or better.
- NP Non-Pass - Indicates that a student has **not passed** a course with a grade equivalent to a "C" or better.
- CR Credit - Indicates satisfactory completion of a course taken on a credit/no credit basis.
- NC No Credit - Indicates unsatisfactory completion of a course taken on a credit/no credit basis.
- RD Report Delayed Grade - The RD grade indicates that the instructor has not submitted the grade for this class yet. It is recommended that you reach out to the instructor to inquire about the assignment of your grade. An "RD" grade has no impact on your term, campus, or overall unit totals or your grade point average.

Detailed Letter Grade Range:

Grade	Points	Grade Points	Quality of Performance
A	93-100	4.0	Outstanding
A-	90-92	3.7	Excellent
B+	86-89	3.3	Good +
B	83-85	3.0	Good
B-	80-82	2.7	Good -
C+	76-79	2.3	Satisfactory+
C	73-75	2.0	Satisfactory
C-	70-72	1.7	Satisfactory-
D+	66-69	1.3	Poor
D	63-65	1.0	Very Poor
D-	60-62	0.7	Extremely Poor
F	59 or below	0	Failure

Plus/Minus Grading

A plus/minus grading system is utilized at KU. Plus/minus grading is not mandatory but is used at the discretion of the instructor. The grades A+, F+, and F- are not issued. Faculty

members use all grades from A to F to distinguish among levels of academic accomplishment. The required grade for graduate-level achievement is B, and for undergraduate-level achievement, a C. The Grade Point is the numerical value assigned to each letter grade.

Limitations on Student Election of Credit/No Credit Evaluations

- 1) Certain courses, at the discretion of the instructor and/or the program, department, or school, may not be taken on a CR/NC basis. These courses are designated in the semester schedule of classes.
- 2) The maximum number of units that may be taken CR/NC in certificate programs is determined by the department chairperson or the program director.

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

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

Incomplete Grade

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

Grade Point Average (GPA)

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

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

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

Transfer of Credit Policies

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

KU 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.

Academic work completed at accredited institutions in the US and Canada, or at schools in other countries that have recognition from the ministry of education, may be transferred into KU programs if the work aligns with our curriculum. Students must earn at least 40% of the credits required for a degree through KU.

2. Credits earned at unaccredited institutions may be transferred on a conditional basis through official transcripts subject to the following:
 - a. No more than 40 percent of completed hours will be considered.
 - b. Credits to be validated and transferred must meet specific criteria.
 - c. The student must complete twelve academic hours in residency at KU with a 2.0-grade point average.
 - d. The qualifications of each professor must be verified through the office of the Chief Academic Officer.
 - e. A course must fit the appropriate major or be applied as a general elective.
 - f. A full course description from the college catalog must be provided.
 - g. Credits accepted in transfer must be at the grade level of 'B' or higher.
 - h. Only credit hours are accepted in transfer. Grades for transferred hours are not transferable, meaning transfer hours will not be computed in the student's grade point average.
 - i. Courses acceptable for transfer need not be identical to a course offered at KU, but they must align with the requirements of each program, even as a general elective.
 - j. For work from other countries, the student may need to pay a fee for KU to have credits evaluated by an outside agency.

Credits from an unaccredited school are typically more difficult to transfer. Students

should not assume KU credits will transfer to another specific school, particularly before KU is accredited. Instead, the student should contact the registrar of the other school to inquire about accepting KU credits. Students are encouraged to discuss the likelihood of transfer with the academic dean.

Transfer of Credit Procedures

To request transfer of credits, students must arrange for their previous schools to send official, sealed transcripts to the student. The student must not open the envelope or disturb the official seal. The student should bring the transcripts to the academic dean for evaluation with the credit transfer form.

If the student believes that denied credits should have been approved, they may inform the academic dean of their intent to appeal the decision. In such cases, the academic dean will ask two faculty members to review the decision.

It is crucial for students to know which courses will or will not be transferred to KU before they begin taking courses here to avoid taking unnecessary courses or neglecting required courses. Students must confer with the Chief Academic Officer before or during their first semester at KU. Upon review of the transcript, the Dean will complete a transfer evaluation.

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transfer of credits earned at KU is entirely subject to the discretion of the institution you may wish to transfer to. The acceptance of the degree or certificate you earn in your program also depends on the institution you plan to transfer to. If your credits, degree, or certificate earned at KU are not accepted by the institution you wish to transfer to, you might be required to retake some or all of your coursework at that institution. Therefore, it's essential to ensure that attending KU meets your educational goals, which may involve contacting an institution you may want to transfer to after attending KU to determine if your credits, degree, or certificate will transfer.

Concurrent Course Scheduling

Students are not allowed to enroll in two or more courses with overlapping schedules in any given academic semester without official written approval from the instructors of the courses and the Office of Admissions and Records.

Substandard Work and Course Repetition Policy

Students may repeat any course in which they received a grade lower than "C." Courses with a "C" or better grade cannot be repeated. Undergraduate, master, and doctoral students may repeat any course in which they received a B- or lower or an NC final grade.

A course may only be repeated once under these policies. After completing a repeated course, the original grade will be removed from the cumulative totals on the student's permanent record while maintaining the integrity of the student's academic history. Only the most recent grade will be considered for CGPA and academic standing, and only those units will be counted toward graduation.

Waiver or Substitution of a Course

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

Auditing Courses

Students who wish to attend a class for personal enrichment without earning academic credit may be granted auditor status. Auditors attend class without any obligation to actively participate in course activities. However, to audit courses in a degree program, auditors must qualify as Regular Standing students and meet any course prerequisite or corequisite requirements. Only courses approved by the instructor for auditing may be audited. An abbreviated admission process is necessary to obtain this status, and audit fees are required for each class a student enrolls in.

Standards of Academic Progress

Probation and disqualification policies are based on the principle that the University has a responsibility to help students who may struggle to realize their potential due to unsatisfactory academic performance.

Academic Probation

Undergraduate students with a GPA below 2.0 and graduate students with a GPA below 2.5 will be placed on academic probation.

- a) A student on probation must meet with their academic advisor to review their academic progress.
- b) A student on probation may be assigned a restricted program of studies.
- c) Undergraduate students on academic probation whose grade point average for

coursework completed in the most recent semester is 2.0 or better, but whose overall or cumulative grade point average for all coursework attempted is still below 2.0, will remain on academic probation. Graduate students whose GPA is 2.5 or better for coursework just completed, but whose cumulative GPA is still below 2.5, will also remain on probation.

Removal from Probation

A student placed on academic probation will be removed from probation when their cumulative grade point average at KU has improved to 2.0 for undergraduate program students and 2.5 for graduate students.

Academic Disqualification and Reinstatement

A student can remain on academic probation for up to two semesters. Any program student on academic probation whose grade point average for coursework undertaken in the semester just completed is less than 2.0, and any graduate student whose GPA is less than 2.5 will be academically disqualified.

Academically disqualified students may not attend the University during the following semester. Re-enrollment or re-admission will be approved only after the student demonstrates to the satisfaction of the appropriate university official (program director, department chairperson, school dean, or director of admissions and records) that the conditions causing the unsatisfactory progress to have been rectified. A re-applying student must meet all the University and the program's entrance requirements when re-applying. Should a student, undergraduate or graduate, wish to re-apply for admission to the same program they were disqualified from, the appropriate administrator will decide whether to re-admit the student to the program and, if so, what the student's status or standing in the program will be.

Reinstatement

Any student who believes they have been unjustifiably disqualified may file a petition with the Office of Admissions and Records requesting reconsideration of their disqualification.

Grade Change Policy

The authority to issue or change grades for students enrolled in a class lies with the instructor who teaches that class. If a student wishes to request a grade change, they may take the following steps:

- a) a) Contact the instructor. If there is an error in reporting the grade, the instructor will initiate a grade change through the Office of Admissions and Records.
- b) If the instructor denies the request for a grade change, the student may request a grade review by the school dean, department chairperson, or program director.

- c) Any grade change after it has been submitted to the Office of Admissions and Records must be done within one year following the end of the term in which the grade was assigned. No grade will be changed after one year without supporting evidence of extenuating circumstances and approval from the Director of Admissions and Records and the appropriate administrator – program director, department chairperson, or school dean.

Leave of Absence

When a student needs to interrupt progress toward a degree for a reason related to their educational objectives and acceptable to the appropriate university authorities, they may be granted a leave of absence.

If an extreme emergency prevents a student from attending classes for a brief period, the student may petition the instructor for a leave of absence. Petitions are obtained from the Office of Registrar. Absences incurred while on a leave of absence are not counted toward excessive absence. Approval is at the instructor's discretion and may be for periods not exceeding five days. Instructors will be asked to provide make-up assignments for all work missed during the leave of absence. The leave petition, approved by the appropriate academic administrator, shall specify the reasons for and duration of the leave.

A student granted a leave of absence has a commitment from the University to be reinstated in good standing. The reason(s) for requesting a leave must be stated clearly and completely. Reasons for a leave of absence may include, but are not limited to:

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

Approval depends on the leave's significance in furthering the student's educational objectives. It is the student's responsibility to demonstrate a significant relationship between the leave of absence and progress toward their educational objective.

Leaves may be granted for a maximum of two years or eight consecutive semesters. A request for a leave of absence must be filed before the period of absence. Retroactive leave requests will not be approved.

Failure to return from a leave of absence as specified in the approved petition will be considered a withdrawal from the University. Under such circumstances, re-enrollment will require a full application for readmission under the same circumstances as any new or returning

applicant, including enrollment in the curriculum in effect at the time of re-enrollment.

Any continuing KU student who is eligible to register may maintain registration priority during an absence of two years or six consecutive semesters by taking an extended official leave of absence.

A student on a leave of absence may, upon return from the leave, continue in the same program that the student had before the leave. The student retains the right to elect requirements in effect at the time of entrance or reentrance into the curriculum. Only students in good standing are eligible for a leave of absence.

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

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

*Leaves may be granted for a maximum of two years or four consecutive semesters. A request for a leave of absence must be filed before the period of absence. Retroactive leave requests will not be approved. (*International students are subjected to SEVIS regulations.)*

Leave of Absence for international students

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

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

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

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

The administration strongly encourages international students to maintain their full-time

"active" status at matriculation, according to SEVIS laws and regulations. Although permission from the CAO and SEVIS Officer may be granted (following SEVIS laws and guidelines) to international students experiencing ill-health or academic problems, students should not expect to pursue a significant portion of the curriculum through part-time study.

- KU will not assist students and their spouses who wish to study and need to change their status to F-1. Students and spouses must utilize the services of an attorney to change their status. Students must understand that applying for a change of status does not guarantee approval, and KU is not responsible for SEVIS's final decision.
- KU will accept transfer students from another college who are “terminated” F-1 status on an individual basis after careful review of the situation by the SEVIS officer. A reinstatement will be required by the “terminated” status student and the time duration for this process can be 3-4 months. Those interested in a reinstatement must utilize the services of an attorney. The student will be allowed to enroll and take classes while the reinstatement request is processed. If the reinstatement is denied, the student will no longer be able to continue their studying at KU. Only one reinstatement petition is permitted per student.
- Student Ministry and Fieldwork are designed to provide students with curricular practical training (CPT) in their field of study. Students can register for 0.25 or 0.50 units per semester and begin part-time CPT. Students are encouraged to participate in CPT for educational development and learning. This also allows students to work legally within USCIS laws and SEVIS guidelines and apply for a social security number. Under the Dean of Student Affairs' leadership, students will plan ministry assignments and receive feedback on growth and development. For more information, see the Student Ministry Handbook or contact the Dean of Student Affairs. International students must contact the SEVIS Officer for further information. Personal tax reporting obligations belong to students.
- For Foreign Education Credential Review and Evaluation, the University requires international education transcripts/documents to be submitted to a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) Inc. (at the applicant's expense). This verifies authenticity and approximates credit received to comparable levels of educational achievement in the U.S. International students can also submit a Foreign Education Review Application (FERA) directly to the American Association of Collegiate Registrars and Admission Officers (AACRAO), along with all educational documents, to receive an evaluation of their foreign credentials. AACRAO applications can be downloaded from their website. AACRAO typically completes credential reviews within eight weeks after receiving the student's application, official transcript(s), and diploma(s).

Withdrawal from the University

To withdraw officially from KU, a student needs to follow the procedure of a withdrawal:

- 1) Fill out the Withdrawal Form, which is located in the Registrar's Office
- 2) Sign the form
- 3) Turn in to the Registrar's Office

The student may be entitled to a tuition refund according to the institution's refund policy. The student who withdrew unofficially will not receive reimbursement of tuition or fee. The date of withdrawal is the date, which the Registrar receives the completed withdrawal form.

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

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

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

Students must procure an Add/Drop form from the Office of Admissions and Records, complete the form, including the required signature(s), and return the completed form to the Office of Admissions and Records.

Failure to withdraw officially, therefore, may lead to future problems in transferring credits to other graduate institutions or when applying for readmission. Students who follow the proper procedures in withdrawing, due to justifiable personal circumstances, will be classified as having withdrawn in good standing.

Change of Major

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

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

Curriculum Deviation

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

Election Requirements

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

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

Full-Time Equivalent and Full-Time Student

Enrollment in KU is measured in full-time equivalent(FTE) students. One FTE is the equivalent of 15 units of student course credit. One FTE could represent one student carrying 15 course-units, three students each carrying five course-units, or any other student/course combination the sum of which equals 15 course-units. The university's FTE enrollment is the total course-units taken by all students divided by 15. FTE is not related to full-time student status. A full-time student is not necessarily a full-time equivalent student.

Name Change

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

Transcript Requests

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

Each student who has an academic record on file at KU is entitled to one transcript of record without charge. Additional copies may be obtained at ten dollars (\$10.00) per copy, payable in advance.

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

Dismissal from Class and/or the University

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

Academic Advisors

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

Registration

Students may register for a course or courses after the cut-off date given, but for no more than the number of credits equal to the number of full weeks remaining in the semester (including the week of final examinations), and then only with the permission of the Office of the School, the student's academic advisor, and the instructors involved.

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

Student Academic Load

A full-time academic load in a BA program is twelve (12) credit hours or more per semester. For a MA program is nine(9) credit hours or more per semester. Exceptional students may enroll for up to 15 credit hours upon the approval of their academic advisor. Students may not enroll for more than 15 credit hours in a regular semester without the recommendation of their academic advisor and the approval of the Office of the School Dean.

Student Grades

In order to graduate, students must achieve a minimum grade point average of 2.5 on a 4.0 scale. A grade point is a numerical value assigned to a letter grade. Each credit of a grade of A is assigned four (4) grade points. Each credit of a grade of B is assigned three (3) grade points, et cetera. Thus, for example, a four (4) credit hour courses with a grade of B is assigned a total of twelve (12) grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of credits (units) attempted for which grade points are assigned. Grade point averages are determined based on courses completed at KU. The cumulative GPA is calculated and entered on the transcript of the student's academic record at the end of each full semester.

Incomplete Policy

All course work is due on the dates assigned. Students who fail to submit assignments on time will be subject to the course's late grading policy. In all other cases and unless otherwise stated by the instructor, all course work is due by 12 a.m. on the last day of the semester.

A grade of incomplete will only be awarded to students who cannot physically complete their course work by the last day of the semester due to an unavoidable situation such as a serious illness. In such cases, students must provide valid evidence of their condition. After a semester has ended it is no longer possible to request an incomplete. Incompletes will not be granted simply because of poor time management. Students who assume that an incomplete will be issued because they failed to finish their course work by the end of the semester will automatically receive a grade of F.

The Academic Affairs office must first approve Incompletes. To apply for an incomplete, students must fill out an incomplete-grade-request form and submit it to the office by DESIGNATED DATE. After receiving approval from the office, the student must then obtain approval from his or her instructor.

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

Readmission Policy

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

All former students of KU who have not registered for two or more consecutive semesters must apply for readmission and be admitted through the normal admission process before they will be allowed to register. A student on probation at the close of the last semester of enrollment will be readmitted on probation provided he or she is eligible. The student must have official transcripts of any college work earned during the absence and sent to KU.

The readmission of a previously disqualified student is by special action only. KU will not normally consider a student for reinstatement until after two semesters of non-attendance and until after all recommended conditions have been fulfilled. In every instance, re-admission action is based upon evidence, including transcripts of work completed elsewhere subsequent to disqualification and objective evidence, and that causes of previous low achievement shall have been removed. A written petition of reinstatement must be made in order for a student to be considered for a reinstatement.

Branch Campus

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

Students earn any educational program at the branch campus.

FINANCIAL INFORMATION

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

Tuition and Fee

KU will implement the tuition payment policy for all Kernel Students. It will be in effect from the Spring Semester of 2023.

Application Fee \$ 200 (Non-Refundable)

School of Theology

Bachelor of Theology: \$4,320/year (\$180 X 24 units)

Master of Divinity: \$4,500/year (\$250X 18 units)

Doctor of Ministry: \$5,200/year (\$325 X 16 unit)

Business Administration

Bachelor of Science in Business Administration: \$4,800/year (\$200 X 24 units)

Master of Business Administration: \$5,400/year (\$300X 18 units)

Computer Science

Bachelor of Science in Computer Science: \$9,600/year (\$400X 24 units)

- \$ 100 (audit, \$75 for alumni)

Student Tuition Recovery Fund \$ (Non-Refundable)

- Credit Card Payment Fee: 2% of the payment amount will be charged for the payment made by any credit card.
- Students are encouraged to pay by Zelle.

All fees listed here are subject to change and are non-refundable.

Application—U.S. citizens or permanent residents	\$100
Application—international students	200
Course credit by examination	250
Returned checks	20
Deferred payment plan	25
Graduation	300
Late payment	50
Registration	50
Late registration	50
Student activity	15
Transcript—each copy	20
Student ID card	20

Estimated Annual Costs

	<u>Master</u>	<u>Bachelor</u>	<u>D. Min.</u>
Tuition and fees (30 credit hours per year)	\$6,000	\$5,550	\$4,000
Books and Supplies	800	800	800
Personal	4,600	4,600	4,600
Room and Board	8,400	8,400	4,600
Transportation	1,000	1,000	1,000
Total	\$20,800 (3 years)	\$25,400(4 years)	\$15,000(3years)

Payment Option

Minimum down payment of 40% of total cost for all tuition and fees, with balance to be paid in three monthly installments of 20% each starting with the month following the beginning of the term. Bi-monthly deferred plans are available in exceptional cases. Payment plans are available only for courses spanning five weeks or more. Short-term courses, two days to four weeks length must be paid in full upon registration.

\$25 deferred payment fee will be assessed against each account if the student chooses to pay on a deferred payment plan. A late charge of \$50 will be charged for each installment not paid when due. A fee of \$20 will be charged for returned checks.

All deferred payment plans require the completion of an agreement between the student and the and KU. If the student is listed as a dependent on an income tax report, a cosigner is required on the agreement. No student is allowed to register for a semester term if a debt is owed from previous semester.

Holding of Records

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

Refund Policies

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

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

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

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

Refund

$$\text{Tuition Refund} = \text{Semester Tuition Paid} \times \left(\frac{\text{Number of weeks of Instruction Remaining in Semester}}{\text{Total Number of Weeks in Semester}} \right)$$

Example: Total Number of Weeks in Semester Example: (\$4,000 Tuition Paid; Student Dropped at End of 4th Week; 15 Weeks per semester) Tuition Refund = [\$4,000.00] x (11 weeks / 15 weeks) = \$2,934.00

- 1) Student must complete and submit a signed and dated Withdrawal Notice Form to the Registrar.
- 2) Verbal, email, or telephone cancellations or withdrawals will not be accepted.

- 3) The refund formula above shall be based on the date the school's office receives the completed Withdrawal Notice Form.
- 4) No refunds may be disbursed to the student until the Financial Aid Program has been repaid, if applicable.

Refunds will be made as appropriate to the student or funding agency involved (if any).

- 1) The official withdrawal date of any student is considered to be the last day of recorded attendance.
- 2) For students officially withdrawing or terminating from the program, refunds will be issued within fourteen (30) calendar days of the official withdrawal date.
- 3) All other financial, equipment, etc. must be satisfied. Refunds do not include books, supplies, uniforms, etc.
- 4) The student is responsible for all expenses incurred while traveling to and from KU as well as expenses for food and lodging while attending classes at KU.
- 5) KU reserves the right to change the opening and closing dates of its classes, hours of instruction, equipment, facility, tuition rates, and fees. However, there will be no price change for any student enrolled under the terms of the contract he/she signed.

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

- Cancellation may occur when the student provides a written notice of cancellation at the school.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- KU reserves the right to change the opening and closing dates of its classes, hours of instruction, equipment, facility, tuition rates, and fees. However, there will be no price changes for any student enrolled under the terms of the contract he/she signed.
- In the event of labor disputes, KU reserves the right to suspend classes until resolved.
- KU reserves the right to enact and provide notice or rules and regulations governing the conduct of the student while attending the school. Violation of these rules and regulations will constitute sufficient grounds for dismissal of the student. Excessive absences or tardiness and lack of academic progress will also be grounds for dismissal.
- The student will be held accountable for all costs involved in the replacement or repair of any equipment or facilities which are damaged by the result of the student's abuse or misuse, or which are damaged as a result of the student's carelessness, including legal fees if necessary.
- Notice of cancellation is to be mailed or delivered to:

Kernel University
905 S. Euclid Street, Fullerton, California 92833

STUDENT TUITION RECOVERY FUND (STRF)

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

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

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

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

1) The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2) You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3) You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4) The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5) The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6) You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

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

Outstanding Balances

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

STUDENT'S RIGHT TO CANCEL

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

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

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

Student Refunds in Case of University Closure

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

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

You are not a California resident, or are not enrolled in a residency program, or Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

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

Financial Aid

KU does not currently participate in federal and/or state financial aid programs. Therefore, students enrolled in KU are not eligible for federal financial aid. On the other hand, KU offers a

limited number of tuition assistance scholarships each year based on needs. These scholarships are given to those who are full-time degree students who demonstrate the greatest need.

Scholarships

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

Work-Study Scholarship:

A limited number of work-study scholarships are periodically available. These need-based scholarships require that recipients provide the three most recent bank statements, are in good academic standing (including attendance), have a minimum GPA of 2.5 and are verified to be regularly attending church. To apply request a meeting with the president. For international students, we must issue a social security letter enabling them to obtain a temporary work permit.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Freedom of Information for Students

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

The University Catalog and the Schedule of Classes shall be the principal means by which information concerning academic programs and policies shall be transmitted to students. While the University has the responsibility of providing students with clear, accurate and timely

information on matters that affect their rights, it is the student's responsibility to act appropriately on such information. Lack of knowledge of information which has been made accessible to students shall not relieve a student of this responsibility.

Student-University Relationship

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

Student Rights

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

1. Students shall have the right to an impartial and objective evaluation of their academic performance and to receive in writing at the beginning of course information outlining the method of evaluating student progress toward and achievement of course goals and objectives, including the method by which the final grade is determined.
2. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students shall be free from the imposition of disciplinary sanctions without proper regard for due process.
4. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.
5. Students shall be encouraged to participate in the formation of policies affecting them.
6. Students shall have the right to petition to organize interest groups pursuant to university policies.
7. Students shall have the right to join student associations approved pursuant to university policy.
8. Students shall have the right to invite and hear speakers in accordance with current university policy.
9. Students shall have the right to develop student publications in accordance with standards established by current university policies and procedures.

10. Students shall have the right to exercise freedom of expression and inquiry consistent with university policies and in conformity with federal, state and local laws.

Student Responsibilities and Code of Conduct

Failure to maintain standards of conduct appropriate to the mission of our school may result in suspension, expulsion, or denial of graduation (even if all academic requirements have been met). Note that a degree from KU is perceived as a recommendation to a church for a ministry position. Therefore, a student's conduct is as important as his or her academic achievements in earning such a recommendation. To graduate, students must participate in a local church, must not use illegal drugs, must not be involved in sexual immorality, or must not in other ways bring shame on the name of Jesus Christ. A student struggling with character issues is encouraged to meet with the Director of Student Services. A student who struggles with character issues (e.g. addiction) may still graduate if he or she shows satisfactory progress in dealing with the problems.

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

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

1. Academic cheating or plagiarism- to take and pass off as one's ideas or work of another.
2. The physical or verbal disruption of instructional activity, administrative procedures, public service functions, authorized curricular or co-curricular activities; or the prevention of authorized guests from carrying out the purpose for which they are on campus.
3. Use, possession, or distribution of alcoholic beverages, except as permitted by law.
4. Alteration or misuse of university documents, including acts of forgery and furnishing false information.
5. Acts of threat or damage to, or theft of, property belonging to or located on/in university- controlled property or facilities.
6. Violation of university policies concerning the registration of student organization and the use of campus/university facilities.
7. Disorderly, lewd, indecent or obscene conduct; or the expression or habitual use of profanity or vulgarity. Any such expression either verbal or in written form which is obscene, libelous or slanderous according to current legal standards; or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the University.

8. Assault, and/or battery upon a student, upon university premises or while under the authority of university personnel; or abuse of university personnel, assault or battery upon university personnel; or any threat of force or violence directed toward university personnel, at any time or place, provided such conduct is related to university activity or university attendance.
9. Participation in hazing constitutes a misdemeanor pursuant to the California Education Code which imposes additional penalties as well upon any participating person, corporation or association.
10. Possession of or assault with weapons, explosives, dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
11. Participating in activities which are in violation of state or federal laws, the city of Los Angeles, ordinances while on university premises or at university supervised activities.
12. Failure to comply with directions of staff members of the University who are acting within the scope of their employment; continued and willful disobedience or open and persistent defiance of the authority of university personnel, providing such conduct is related to university activities or university attendance.
13. Smoking on university premises including, but not limited to, university facilities used as classrooms, libraries, elevators, meeting rooms, restrooms, or service lines; plus, designated posted nonsmoking areas as well as university vehicles used for transporting students, except as permitted by applicable ordinances, laws, and university policies.
14. Use, possession, or distribution of narcotics, hallucinogenic drugs or any controlled substances, except as provided by Law, constitutes a violation of California Health and Safety Code section 11350 or Business and Professions Code Section 4230. Controlled substances include, but are not limited to, marijuana, cocaine, heroin, peyote, opiates, opium and opium derivatives, mescaline, hallucinogenic substances, stimulants and depressants.

Student Grievance and Complaint Process

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

Students may initiate a grievance for any of the following reasons:

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

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

Information on the procedure to be followed in the case of grievance may be obtained from the Office of Director of Student Services. Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions that interfere with or exert a harmful affect upon the functions of the College. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body, and the interest of the University. Student input can be received by the Director of Student Services and will remain confidential. The office of the Director of Student Services securely maintains all information and records of complaints, appeals, proceedings.

- The student has a right to know the charges against him and to receive them in writing.
- The student has a right to have a hearing consisting of a committee of two disinterested faculty and one student and the student dean. This committee will make a recommendation to the administrative council, which will make the final decision. The final decision will be signed by the president and a copy will be given to the student.
- The student also has a right to confront his or her accusers (e.g., explain his or her side of the story, cross-examine witnesses, bring his or her own witnesses)
- A student may be represented or assisted (e.g. a character witness's testimony) by anyone he or she chooses
- The student has a right to the minutes of the proceedings and a written copy of the decision.
- The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the president and a copy will be given to the student.

Student Grievance Procedure:

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

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

If the informal efforts of resolution are not successful, the student should set forth in writing the substance of the alleged offense, the grounds on which the student is basing the complaint and the efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should be submitted to the Director of Admission, Chief of Academic Director, Dean, or other school administrator in a timely fashion, i.e., normally within thirty days of the end of the academic term in which the alleged offense occurred or should have reasonably been discovered.

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

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

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

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

Any appeal to the Vice President must be received within thirty days from the school official's decision. The Vice President may agree or decline to entertain further appeal. Should the Vice President decide that there are grounds for a further appeal, either on substantive or

procedural ground, the student may appeal in writing to the President. The President's decision, made in 30 days, is final. Details of the grievance will become part of the student's permanent file.

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

Physical Address:

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

Mailing Address:

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

Transnational Association of Christian Colleges and Schools(TRACS)

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

STUDENT SUPPORT SERVICES

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

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

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

- Contain information directly related to a student and
- maintained by the University or by a person acting for the University.

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

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

records is:

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

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

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

Student records are confidential and are maintained and released in accordance with applicable law.

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

1. Contain information directly related to a student,
2. Maintained by the University or by a person acting for the University.

Facilities

KU campus is located at 905 South Euclid St, STE 213, Fullerton, CA 92832, second floor. The university is close to the Harbor (110), San Diego (405), and Santa Monica (10), Los Angeles (5) freeways, for easy access to the sites and surroundings in Orange County. The university's facilities including classrooms, offices, student lounge, and library are housed on the third floor in a modern second-story building.

Classrooms are spacious and air-conditioned. The general classroom equipment including

desks, chairs, board, and projectors and other learning resources being used for instructional purposes comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

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

Library/Learning Resources

Library is centrally located in the campus, where students, faculty, and staff can access without distance walking. It has two computers and a copy machine that are designed to serve and support numerous services and research for all Kernel community. It has a study area and rest area near-by. There are ample power outlets for students to connect their laptops and other devices (i.e., smartphone charger).

There are over more than 2,000 volumes both in Korean, English languages, which includes DVD, CD, and multi-media tapes, journals and articles. The collections of the library are growing as well. A librarian and an assistant serve KUP library.

The library's collections are continually being updated and expanded to meet the needs of new programs and curricula. KU students also have access to the university's on-line library system, Small Library Solutions (SLS), which can be accessed anywhere and at any time by students with their laptop computers. The SLS provides KU students with library services like large on-campus libraries.

The library is open from 10:00 AM-5:00 PM Monday-Friday. The library is closed on Saturday and Sunday.

Learning Resources

KUP students have LIRN e-books for research. The LIRN Academic Collection is the tool to us, and it is available at our library.

Delivering just the results you need. Offering more than 170,000 e-books, this collection includes titles from leading university presses across the country. The growing subscription package contains a wide selection of multidisciplinary resources representing a board rage of academic subjects such as business and economics, education, language arts, philosophy, political science, religion, social science, technology, and engineering. Any current students have the right to use and access to the service as well as using the library in the campus. They must show their

students ID or proof of their current enrollment status. If they need the ID, students can contact the librarian or staff.

KU students have full access to LMS for their bible and theological research and preparing their assignments. Any current students have the right to use and access to the service as well as using the library in the campus. They must show their students ID or proof of their current enrollment status. If they need the ID, students can contact the librarian or staff.

Currently, KU has a reciprocal inter-library loan agreement with Albert Career College, Elkins, PA. Students can access the service by visiting or through the internet.

Library Learning Resources Instruction

Library Catalog

KU website: <http://www.kernel.edu/>

Library World

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

Username: blixablue77

Password: Jester53

Learning Resources (LIRN)

KU website: <http://www.lirn.net/>

Health Care Services

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

Bookstore

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

Housing

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

Although the university does not operate dormitories, ample housing is available within the local community.

Parking

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

Job Placement Services

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

Catalog Accuracy Statement

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

Responsibility for Meeting Requirements

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

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

Statement of University Rights

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

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

While every effort has been made to ensure the accuracy and timeliness of information in

this catalog, changes in laws, rules and policies that occur from time-to-time may alter information contained in this publication. Further, the General Catalog is a generic publication; it is not intended or possible to be inclusive of all the information which pertains to the student and the University.

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

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

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

Policy on Sexual Harassment

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

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

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

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

For employees, no supervisor shall threaten or insinuate, either explicitly or implicitly,

that any employee's submission to or rejection of sexual activities will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Students, faculty or staff of KU who believe that they have been subjected to any form of sexual harassment should promptly contact the Office of the Student Affairs. The complaints will be reviewed and investigated in accordance with the provisions of this policy.

Policy on Sexual Assault

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

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

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

Policy on Prosecution for Theft and Bad Checks

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

Faculty Committee

The M.A. Committee and Students' Advisors when a student is admitted to a M.A. degree program, the School Dean selects a M.A. Committee composed of three School of Theology faculty members to direct the student's progress through the degree program and to

administer and evaluate his/her exit option, including the M.A. thesis option, if the student selects this exit option. Additional Theology faculty may join the M.A. Committee as deemed appropriate and desirable by the student and his/her committee members.

Faculty Qualifications

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

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

Desirable qualifications may include the following:

1. Academic qualifications beyond the minimum set by law and regulation, if they would provide the basis for better teaching or other service without adversely affecting staff diversity/gender equity goals.
2. Pedagogical skill as demonstrated by relevant experience, education, training, and effectiveness as an instructor, clinician, counselor, or librarian.

ACADEMIC PROGRAMS AND COURSES

KU currently offers bachelor's degree programs, master's degree program, and doctor's degree program. According to the standards set forth by the State of California, the nomenclature "university" can be used for the institutions offering bachelor's program or higher.

Bachelor of Theology(B. Th.) Program

B. Th. program provides students with a broad perspective of the field of theology with basic professional training. The B.Th. curriculum is designed to train students for a variety of ministry opportunities in local churches and other settings. Some students enroll for personal development and to engage in a variety of volunteer ministries more effectively.

PROGRAM OBJECTIVES:

B. Th. program provides students with a foundation for the study of theology by incorporating both basic courses in humanities and theological disciplines. Students will increase in understanding both basic theology and liberal arts. Students will be interested in developing their personality and career. Students will be able to effectively have intimate relationships with Christ.

PROGRAM LEARNING OUTCOMES:

- 1) Students will be able to communicate effectively in writing that is clear, coherent, well-developed and expressive of complex thought.
- 2) Students will be able to articulate fundamental issues that frame the academic study of religion by constructing well-formed arguments to describe, analyze or explain Biblical theologies and theories including texts.
- 3) Students will grow in ministerial and public leadership skills, professional and ministerial ethics, the ability to think theologically about the practice of ministry and the development of the ability to think theologically about the practice of ministry and the development of habits of life- long learning.

Admission Requirements

- High school diploma or its equivalent
- All previously attended college transcripts if applicable.

Graduation Requirements

- Completion of 120 semester credits (4 years, with at least 60 semester credit hours at KU)
- A minimum total GPA of 2.0

Curriculum Requirements

A Student Progress Worksheet, similar to the following, will be kept in each student file so that progress can be tracked and academic advising can be facilitated.

Student Progress Worksheet: B.Th. (120 Credits, 4 Years)

<p>General Studies - 39 Credits</p> <p>English and Communication(EC) ___EC 110 College English I (Grammar) ___EC 120 College English II (Composition) ___EC 210 Oral Communication ___EC 220 Intercultural Communication ___GE 240 Research and Writing</p> <p>Humanities/Social Science(HS) ___HS 110 Introduction to Philosophy ___HS 120 Introduction to Sociology ___HS 130 Introduction to Psychology ___HS 220 Introduction to Humanities</p> <p>Technologies and Sciences (TS) ___TS 110 College Algebra ___TS 120 Introduction to Business ___TS 130 Introduction to Economics ___TS 210 Introduction to Computer & IT ___TS 220 Health and Nutrition Science</p> <p>Major Studies – 60 units</p> <p>___ PM 310 Introduction to Bible ___PM 410 Christian Apologetics ___BL 310/320 Greek I/ Hebrew I ___CH 310 Church History I ___MI 310 World Missions ___NT 109 Life and Teachings of Jesus ___NT 310/320 NT Survey/ Gospels ___NT 330/340 Book of Acts/ Pauline Epistle ___NT 350/360 General/ Johannine Epistles ___OT 310/320 OT Survey/ Pentateuch ___OT 330 Joshua & Judges ___OT 360 Poetic & Wisdom Books</p>	<p>___ST 310/312 Systematic Theology I or II</p> <p>Advanced Studies – 27 units ___BL 410/420 Greek II/ Hebrew II ___BL 430/ NT 450 Hermeneutics/ Book of Revelation ___CH 410 Church History II (Post-Reformation) ___NT 410/ 420 Gospel of Matthew/ Luke ___NT 430/440 Book of Romans/ Hebrews ___NT 441 New Testament Theology ___OT 410 Genesis ___OT 450 Psalms</p> <p><u>Elective Studies – 21 Units</u></p> <p>___CC 310 Marriage and Family Counseling ___CC 330 Christian Counseling ___CE 310 Christian Education ___CE 410/420 Christian Leadership/ Christian Ethics ___HIST 102 American Church History ___OT 350 Minor Prophets ___PT 310 Evangelism & Outreach ___PT 410 Homiletics ___PT 490 Capstone ___ST 420 World Religion & Cults</p> <p>Two Additional General Studies Electives</p> <p>_____</p> <p>_____</p>
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Bachelor of Science in Business Administration(BSBA) Program

PROGRAM OBJECTIVES:

BSBA program prepare students to serve as a Christian business leader. Students will see business as their ministry and develop excellence in leadership in their career. Students will articulate faith and vocational integration so that they will make an impact for God in this time and place.

PROGRAM LEARNING OUTCOMES:

- 1) Students will develop knowledge of business and implicate to their business area.
- 2) Students will demonstrate the ability to identify, analyze, and evaluate alternative solutions to a wide range of business problems.
- 3) Students will be equipped to serve in their life as Christian business leaders.
- 4) Students will articulate their knowledge of biblical principles and their application to ethical business behavior.

Admission Requirements

- High school diploma or its equivalent
- All previously attended college transcripts if applicable.

Graduation Requirements

- Completion of 120 semester credits (4 years, with at least 60 semester credit hours at KU)
- A minimum total GPA of 2.0

Curriculum Requirements

A Student Progress Worksheet, similar to the following, will be kept in each student file so that progress can be tracked and academic advising can be facilitated.

Student Progress Worksheet: BSBA (120 Credits, 4 Years)

Name: _____ Date Entered: _____

<p>General Studies - 42 Credits</p> <p>English and Communication(EC) <input type="checkbox"/> EC 110 College English I (Grammar) <input type="checkbox"/> EC 120 College English II (Composition) <input type="checkbox"/> EC 210 Oral Communication <input type="checkbox"/> EC 220 Intercultural Communication <input type="checkbox"/> GE 240 Research and Writing</p> <p>Humanities/Social Science(HS) <input type="checkbox"/> HS 110 Introduction to Philosophy <input type="checkbox"/> HS 120 Introduction to Sociology <input type="checkbox"/> HS 130 Introduction to Psychology <input type="checkbox"/> HS 210 Introduction to Ethics <input type="checkbox"/> HS 220 Introduction to Humanities</p> <p>Technologies and Sciences (TS) <input type="checkbox"/> TS 110 College Algebra <input type="checkbox"/> TS 120 Introduction to Business <input type="checkbox"/> TS 130 Introduction to Economics <input type="checkbox"/> TS 210 Introduction to Computer & IT <input type="checkbox"/> TS 220 Health and Nutrition Science</p> <p>Major Studies – 60 units</p> <p><input type="checkbox"/> PM 310 Introduction to Bible <input type="checkbox"/> PM 410 Christian Apologetics</p> <p><input type="checkbox"/> CM 310 Principles of Management (Pre. TS 120) <input type="checkbox"/> CM 320 Principles of Economics (Pre. TS 130) <input type="checkbox"/> CM 330 Organizational Behavior <input type="checkbox"/> CM 340 Marketing Management <input type="checkbox"/> CM 350 Financial Management <input type="checkbox"/> CM 360 Management Science (Pre. TS 210) <input type="checkbox"/> CM 370 Business Statistics (Pre. TS 110) <input type="checkbox"/> CM 380 Strategic Management</p>	<p>Advanced Studies – 30 units</p> <p><input type="checkbox"/> AM 310 Principles of Accounting <input type="checkbox"/> AM 320 Principles of International Business <input type="checkbox"/> AM 410 Principles of Microeconomics (Pre. CM 310) <input type="checkbox"/> AM 412 Principles of Macroeconomics (Pre. CM 310) <input type="checkbox"/> AM 420 Human Resources Management (Pre. CM 330) <input type="checkbox"/> AM 430 Marketing Research (Pre. CM 340) <input type="checkbox"/> AM 440 Investment Management (Pre. CM 350) <input type="checkbox"/> AM 450 Operations Research (Pre. CM 360) <input type="checkbox"/> AM 460 Management Information Systems <input type="checkbox"/> AM 470 Business Law and Ethics</p> <p><u>Elective Studies – 18 Units</u></p> <p><input type="checkbox"/> EM 410 Leadership and Motivation (Pre. CM 330) <input type="checkbox"/> EM 420 Consumer Behavior (Pre. CM 340) <input type="checkbox"/> EM 422 Advertising and Promotion <input type="checkbox"/> EM 430 Corporate Finance (Pre. CM 350) <input type="checkbox"/> EM 440 Project Management <input type="checkbox"/> EM 450 Franchise Management <input type="checkbox"/> EM 460 Venture Management <input type="checkbox"/> EM 470 e-Commerce Management <input type="checkbox"/> EM 480 Small Business Management <input type="checkbox"/> EM 490 Global Entrepreneurship</p>
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Bachelor of Science in Computer Science(BSCS) Program

PROGRAM OBJECTIVES:

The CS degree is designed to provide students with CS courses so that students learn basic CS concepts and principles. Direct practice will be coupled with the CS coursework. This includes the study of computer programming, databases, network, and operating systems. The principles, concepts, and skills necessary for a successful CS career are provided. Students will have opportunities finding employment in the world of computer science, business, computer security, government, information technology or even positions of greater responsibility.

PROGRAM LEARNING OUTCOMES:

- 1) Define the computer science theories and software programs to integrate computing-based systems.
- 2) Demonstrate the ability to analyze, model, and solve a complex computing problem.
- 3) Evaluate professional responsibilities and make informed judgments in computing practice based on biblical, legal and ethical principles.

Admission Requirements

- High school diploma or its equivalent
- All previously attended college transcripts if applicable.

Graduation Requirements

- Completion of 120 semester credits (4 years, with at least 60 semester credit hours at KU)
- A minimum total GPA of 2.0

Curriculum Requirements

A Student Progress Worksheet, similar to the following, will be kept in each student file so that progress can be tracked and academic advising can be facilitated.

Student Progress Worksheet: BSCS (120 Credits, 4 years)

Name: _____ Date Entered: _____

<p>General Studies - 51 Credits</p> <p>English and Communication(EC) EC 110 College English I (Grammar) EC 120 College English II (Composition) EC 210 Oral Communication EC 220 Intercultural Communication GE 240 Research and Writing</p> <p>Humanities/Social Science(HS) HS 110 Introduction to Philosophy HS 120 Introduction to Sociology HS 130 Introduction to Psychology HS 210 Introduction to Ethics HS 220 Introduction to Humanities</p> <p>Technologies and Sciences (TS) TS 110 College Algebra TS 120 Introduction to Business TS 130 Introduction to Economics TS 220 Health and Nutrition Science</p> <p>Theology PM 310 Introduction to Bible PM 410 Christian Apologetics PT 490 Capstone</p> <p>Mathematics: 9 Credit Hours MA 150 Calculus MA 200 Discrete Mathematics MA 290 Linear Algebra</p>	<p>Major: Required 45 Units</p> <p>CS 100 Introduction to Computer Science CS 110 Data Structures and Algorithms CS 200 Introduction to Programming CS 210 C Programming CS 240 Assembly Language Programming CS 245 Programming Languages CS 250 Computer Security CS 300 Database CS 320 Operating System CS 330 Programming and Design CS 350 Networks CS 400 Software Engineering CS 420 Computer Communications CS 440 Computer Hardware Maintenance CS 450 Software Engineering Project</p> <p>Electives: 15 Credit Hours</p> <p>CS 130 Introduction to Information System CS 220 Introduction to Web Design CS 270 Cybersecurity CS 370 Python Programming CS 371 Java Programming CS 372 NET Programming CS 376 Introduction to Applied Cryptography CS 421 Systems Design CS 430 Windows Programming CS 470 Topics in Computer Science CS 490 Digital Forensics</p>
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Master of Divinity(M. Div.) Program

M. Div. program provides students with a basic ministerial training with a solid foundation in the traditional areas of theology. The M.Div. curriculum is designed to prepare students for the pastoral leadership role in the local church and other settings (although we recognize that some students enroll for personal enrichment and to engage in a variety of ministries).

PROGRAM OBJECTIVES:

M. Div. program prepares students for vocational ministry including the pastorate, Christian education, and evangelism. Students will demonstrate the capacity for theological reflection grounded in both scholarship and experience. Students will plan and be enthusiastic about developing their professional ministerial identity. Students will show evidence of growth in and commitment to one's personal and spiritual formation.

PROGRAM LEARNING OUTCOMES:

- 1) Student will gain a comprehensive understanding of the Christian tradition, including the Scripture and theological traditions of Christian communities of faith.
- 2) Students will be creatively engaged with the cultural realities within which the church community lives and accomplishes their missions.
- 3) Students will grow not only in personal faith and moral integrity but also in ministerial and professional leadership and social and public ethics.

Admission Requirements

- Applicants must hold a bachelor's degree, or its equivalent, with a minimum GPA of 2.5.

Graduation Requirements

- Satisfactorily complete at least 95 semester credits (3 years, 48 of which must be completed at KU).
- Over 50% of the total credits required for the degree must be completed at Kernel.
- The M.Div. curriculum is designed to be completed in three years. The maximum period granted for the student to complete theirs is 4 years.
- with a minimum cumulative grade point average of 2.5 or better.

Curriculum Requirements

A Student Progress Worksheet, similar to the following, will be kept in each student file so that progress can be tracked and academic advising can be facilitated.

Student Progress Worksheet: M.Div. (96 Credits, 3 years)

Name: _____ Date Entered: _____

<p>Major Studies - 72 Credits</p> <p>Pre-Major Studies – 12 Credits ___BL 510 Greek I ___BL 520 Hebrew I ___NT 500 New Testament Survey ___OT 500 Old Testament Survey</p> <p>Core Major Studies – 30 Credits ___CH 510/512 Church History I/II ___NT 510/520 Gospels/ Book of Acts ___NT 530/540 Pauline Epistles/ General Epistles ___NT 550 Romans ___NT 570 Life and Teachings of Jesus ___OT 510 Pentateuch ___OT 540/550 Major Prophets/ Minor Prophets ___ST 510 Systematic Theology I ___ST 512 Systematic Theology II</p> <p>Advanced Studies – 30 Credits ___BL 610/ 620 Greek II/ Hebrew II ___BL 630/640 Exegesis in the NT/ OT ___BS 620 Biblical Hermeneutics ___CH 610/620 American/ Korean Church History ___NT 610/620 Gospel of Luke/ John</p>	<p>___NT 630/650 Hebrew/New Testament Theology ___OT 610 Genesis ___OT 630/640/650 Isaiah/ Jeremiah/ Old Testament Theology ___ST 620/ 530 Christian Apologetics/ World Religion & Cult</p> <p>Minor Studies – 24 Credits ___CC 510 Christian Counseling ___CC 530 Biblical Counseling ___CC 560 Pastoral Care ___CC 610 Christian Psychology ___CE 510 Christian Education ___CE 520 Spiritual Formation ___CE 550 Youth Ministry ___CE 610 Christian Ethics ___CH 531 Christianity in America ___MI 610 Cross Cultural Ministry ___MI 620 World Mission ___PT 600 Research & Writing ___PT 620 Christian Leadership ___PT 630 Christian Worldview ___PT 680 Homiletics ___PT 690 Capstone</p>
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Master of Business Administration(MBA) Program

PROGRAM OBJECTIVES:

The mission of the MBA program is to equip students in mind and character to impact the world for Christ through business as ministry. The MBA degree is providing students with the key managerial skills necessary for the business environment including management, marketing, accounting, communication, managing individuals and teams, and conducting practical administration affairs.

PROGRAM LEARNING OUTCOMES:

- 1) Describe the professional knowledge of business including accounting, finance, marketing, business law, e-commerce and other key business areas.
- 2) Demonstrate the ability to evaluate a situation, apply advanced business concepts in order to improve the performance of an organization.
- 3) Develop how to manage within different business environments including the role of managers.
- 4) Evaluate how to make ethical and knowledgeable decisions with character and integrity in their works based upon the application of biblical principles.

Admission Requirements

- Applicants must hold a bachelor's degree, or its equivalent, with a minimum GPA of 2.5.

Graduation Requirements

- Satisfactorily complete at least 95 semester credits (2 years, 48 of which must be completed at KU).
- Over 50% of the total credits required for the degree must be completed at Kernel.
- The M.Div. curriculum is designed to be completed in three years, although typically it is completed in four or more years.
- A minimum total GPA of 2.5

Student Progress Worksheet: MBA (48 Credits, 2 Years)

Name: _____ Date Entered: _____

<p>Core Major Courses: 27 units</p> <p>MBA 500 Foundations of Business MBA 510 Financial Accounting MBA 515 Business Statistics and Analysis MBA 520 Human Resource Management MBA 530 Small Business Strategy MBA 540 Financial Management MBA 545 Strategic Venture Management MBA 600 Business Law and Ethics MBA 620 Leadership & Organizational Management</p>	<p>Elective Courses: 21 units</p> <p>MBA 550 Information Management in Business MBA 605 Corporate Law & Governance MBA 610 Operations Management MBA 625 Managerial Communication MBA 626 Risk Management and Derivatives MBA 630 Government and Nonprofit Accounting MBA 640 Franchise Finance and Marketing MBA 650 Business Taxation MBA 660 International Business MBA 670 E-Commerce Management</p>
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Doctor of Ministry(D. Min.) Program

The needs of the pastoral field are complex and varied, beyond the academics and spirituality that have been learned in a seminary. In the meantime, we will provide this program for balanced pastoral development and the development of the true pastor's ideals and realities, along with the globalization of the gospel and the urgent needs of pastoral and missionary ministry at home and abroad. We hope the students will complete the model of the incarnate character and ministry of Jesus Christ through excellent faculties with a variety of pastoral and missionary experience.

PROGRAM OBJECTIVES:

D. Min. program seeks to develop knowledge and practice of its students. While the program is structure around certain areas of concentration, there are outcomes we feel are important to evaluate as outcomes for all students. The following are its program outcomes.

- 1) Critically reflect on, articulate, and apply biblically based principles and values for excellence in the personal life and ministry.
- 2) Conduct research and implement an intervention in response to ministry challenges and trends in a global context, related to the primary field of service.
- 3) Integrate knowledge and skills acquired into an effective ministry practice and evaluate the resultant impact on one's personal experience and ministry.

PROGRAM LEARNING OUTCOMES:

D. Min. seeks to develop the person (Being), knowledge (Knowing), and practice (Doing) of its participants. Following are objectives that are important to the student development. The graduate will be able to:

- 1) Critically reflect on, articulate, and apply biblically based principles and values for excellence in the personal life and ministry.
- 2) Conduct research and implement an intervention in response to ministry challenges and trends in a global context, related to the primary field of service.
- 3) Integrate knowledge and skills acquired into an effective ministry practice and evaluate the resultant impact on one's personal experience and ministry.

Admission Requirements

- M. Div. or equivalent degree
- Transcript of a M. Div. or equivalent degree GPS 3.0 or higher.
- Two letters of recommendation
- 3 years of ministry experience after receiving a master's degree or equivalent degree

- One copy of ministry history

Graduation Requirements

Graduation requires 48 credit units of the course work(3 years) and completion of dissertation (1 year, 8 units) with 3.0 or better GPA. Students who receive a blow C grade must seek permission from the D. Min. Director to restart with another cohort and seek a new program time limit. Such request are considered by the D. Min. program committee and not guaranteed. No tuition refunds are considered.

Curriculum Requirements

Student Progress Worksheet: Doctor of Ministry(D. Min.) Program

- DM 700 Project (Proposal) Writing I
- DM 800 Project (Dissertation) Writing II
- FC 720 Life Cycle & Psychological Development
- FC 730 Group Counseling Theory & Practice
- FC 850 Crisis & Trauma Counseling
- FC 860 Couple (Family) Counseling /Mentoring
- NT 710 Theological Themes of the New Testament
- OT 710 Theological Themes of the Old Testament
- PT 710 Pastoral Care & Counseling
- PT 760 Current Issues in the Church
- PT 870 Leadership & Coaching
- PT 890 Integration of Ministry & Theology

Distance Education

1. Mission Statement

Our mission of Distance Education(DE) at KU is to utilize technology effectively to provide affordable and accessible learning opportunities for students who choose not to attend traditional, on-site classes. The efforts of DE aim to promote innovative and accommodative development and delivery of online courses to meet the educational needs of our students and faculty. Measures have been established to ensure faculty who are well-prepared to confidently develop and deliver high-quality, engaging, and academically rich distance learning courses- providing students with a challenging and rewarding educational experience.

2. Purpose and Context of Manual

KU offers online courses with the same high quality instruction as courses offered on campus. The main purpose of this manual is intended to inform faculty, administrators, and students about the guidelines and procedures for distance education at KU. Programs for which the learning outcomes can be effectively achieved through distance learning methods are selected. This manual is intended to ensure that all DE programs conform to best practices in DE and the policies articulated in this manual apply to all distance learning programs offered by KU.

3. Definition of Distance Education

KU's distance education is regulated by the definition of California Education Code in section 94834 of the Code. KU defines DE as a formal educational process in which the majority of the instructional interaction occurs when student and instructor are separated geographically. Such instruction may be synchronous or asynchronous, and may include the use of internet: one-way and two-way transmission through open broadcast, closed circuit or wireless communications devices. KU's DE program is appropriate for delivery methods, quality of education, and management.

4. Admission

The admission requirements are same as the on-campus students. A student who applies to distance education program must have consultation for his/her ability to take DE. The student needs appropriate technical knowledge and skills to receive educational materials and to interact with the professor. A student can get help from the technological department of KU to learn the appropriate technical knowledge and skills for taking DE.

1) Resident Students

Resident students can take unlimited Distance Education.

2) International Students

A F-1 international student must register for a minimum of 12 undergraduate or 9 graduate credits each semester. An international student 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 minimum nine units campus classes and one or more classes can be online. For graduate students, six units must be campus classes and one or more classes can be online classes.

5. Student Privacy Policy

KU protects the privacy of all students, adhering to the same privacy standards for online students as it does for students studying on the campus. KU 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. 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 student's assessments and grades is maintained within the course management system.

Students are automatically enrolled in courses through a batch process run by the administrative team each semester. 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 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.

6. Distance Education Responsibilities

Administrative Responsibilities

- 1) To provide ongoing technical and personnel support for the development, and continuation of the distance learning program subject to budgetary constraints.
- 2) To ensure reasonable and adequate access to a range of appropriate academic support services and resources.
- 3) To ensure assessment of distance learning programs.
- 4) To develop processes to ensure the integrity of student work.

Academic Unit Responsibilities

- 1) To propose distance learning programs.
- 2) To develop and schedule of distance learning courses and programs.
- 3) To assess distance learning programs.
- 4) To provide academic advisement to distance learning students.

- 5) To develop processes to ensure the integrity of student work.
- 6) To apply KU's substantive change policy when creating distance learning programs.

Information and Instructional Technology

- 1) To provide a secure computer network ensuring the integrity and privacy of the communications and records exchanged.
- 2) To provide technical support for distance learning instruction.
- 3) To support and promote technological infrastructure online programs.

Faculty Responsibilities

The online instructor performance expectations are as follows:

- 1) **Technology Access:** the instructor is responsible for meeting the same technology requirements as required for students. The instructor is expected to:
 - Secure access to a high-speed bandwidth connection for class activities.
 - Test all course-related technology prior to the start of the course.
- 2) **Course Management and Instruction:** the instructor is responsible for managing and teaching the class from start to finish. The instructor is expected to:
 - Follow the established and published course schedule.
 - Conduct the course within the scheduled time limit.
 - Make and communicate schedule adjustments as necessary.
 - Provide each student equal opportunity to succeed.
- 3) **Preparation:** the instructor is responsible for assuring that they possess the required skills and competencies for teaching online. The instructor is expected to:
 - Be operationally proficient in the course technology.
 - Be prepared with the skills to teach online.
 - Be able to complete the required administrative tasks necessary to complete the course.
- 4) **Course Familiarity:** the instructor is responsible for being adequately familiar with the online course. The instructor is expected to:
 - Be familiar with the syllabus including course milestones, due dates and critical course activities.
 - Review and be familiar with the course content.
 - Identify and report inaccurate course content, confusing information and/or instructions, broken links, and other course design issues.
 - Review the course teaching guidelines to gain an understanding of the intent/context of the course such as the author's teaching philosophy, content, learning activities, and assessment.

- 5) Availability: the instructor is required to be available to the online learner for the duration of the course. The instructor is expected to:
 - Regularly access the online course no less than two days of the week.
 - Notify students and appropriate administrative units if unable to log in to the course.

- 6) Communication: the online instructor is responsible for managing course-related communications. The instructor is expected to:
 - Clearly communicate student expectations.
 - Communicate instructor class schedule and access.
 - Actively participate in course-related discussions and activities where appropriate.

- 7) Feedback: the online instructor is responsible for communicating with and providing constructive feedback to students. The instructor is expected to:
 - Provide prompt feedback.
 - Inform the learner of when they can expect a response if the instructor cannot provide a detailed response within 24 hours.
 - Provide clear and concise feedback to explain the degree to which the student is achieving the course/lesson outcomes.
 - Communicate with students when they can expect to receive graded feedback on assignments and exams.

- 8) Documentation & Record Keeping: the online instructor is responsible for maintaining records of course transactions and communications. The instructor is expected to:
 - Keep a record of communications with students including when other modes of communications are used.
 - Record and communicate student progress information such as assignment and quiz grades.
 - Post the final course grade promptly.

Student Responsibilities

By the start of classes an account is established for every student for Populi courses.

- 1) To ascertain possession of the appropriate skills, competency levels, course prerequisites, and equipment (including browser, operating system, and software) required for the distance learning program at <https://Populi.kernel.edu/>.
- 2) To determine that the course meets individual degree requirements.
- 3) To assume responsibility for contacting assigned advisor/instructor.
- 4) To complete all assigned coursework by deadlines and before the end of the semester (Homework for the week is usually assigned at the beginning of the week, and students

will have until Friday or Saturday to complete it. Students will be expected to watch the lecture, complete assignments, and participate in discussion).

- 5) To participate in the evaluation of the course content.
- 6) To follow all relevant university guidelines, including the student code of conduct and academic integrity policy.
- 7) To read and adhere to KU Computer and Network Usage Policy and other related university policies.
- 8) To observe copyright laws and guidelines as they pertain to the Internet, the World Wide Web, software, and the use and reproduction of materials.
- 9) To participate weekly discussions on board.
- 10) To submit weekly assignment paper.
- 11) Weekly learning procedure and time plan.

Course Descriptions

General Education

EC 110 College English I (Grammar)

This course begins with instruction in grammar and writing then moves on to instruction in how to write college-level narrative, descriptive, analytical and persuasive essays, as well as an introduction to writing research papers.

EC 120 College English II (Composition)

This writing course focuses on reading and writing as integrally related skills. Students will study and practice reading comprehension, the writing process, and critical thinking. Students will create clear and correct sentences as they develop the skills necessary to write a variety of focused, developed, organized paragraphs and/or short essays. Students will be responsible for writing multiple full-process paragraphs/essays. The course may include a departmental proficiency test or portfolio assessment.

EC 210 Oral Communication

This course will provide students with the basic concepts of oral presentations. Students will be able to develop and deliver effective individual and group presentations in classroom and professional settings. The course is also designed to provide a maximum opportunity for practice and evaluation of presentation.

EC 220 Intercultural Communication

This course examines the basic elements of interpersonal communication and culture as the two relate to one another. Emphasis is given to the influence of culture on the interpretation of the communication act and to the communication skills that enhance cross-cultural communication.

HS 110 Introduction to Philosophy

In this course students will be introduced to basic philosophical concept, learn to navigate condensed questions, and unpack difficult concepts through the use of logical reasoning. Students will aim to sharpen their use of critical thinking, analytical reasoning, reading comprehension, pattern recognition, and other useful mental tools for the purpose of asking good questions, seeking correct answers, and increasing their worldview.

HS 120 Introduction to Sociology

The major objective of this course is to introduce students to sociology - the scientific study of human society and social behavior. All areas of social life will be examined including work, community, religion, schools, family, gender, race, class, stratification/inequality, and crime/deviance. Both the theories and methods of sociology will be reviewed. Primary concerns of the course will include the ways in which our behavior is influenced by groups; the nature and functions of the social institutions which we have created; and the relationship that exists between the individual and society.

HS 130 Introduction to Psychology

This is an introductory course to Psychology which is geared toward developing a greater understanding of the reasoning behind individual's behavior and thought processes. The emphasis for this class will be placed on researching the interests of the students within the parameters of the text. Areas of study for this course include topics such as personality development, emotional development, mental health, parenting principles, psychoanalysis, learning and intelligence, family and social relationships, communications, the history and systems of fundamental psychology, and the systematic integration of Christian/biblical principles to human behavior and cognition.

HS 210 Introduction to Ethics

This course is an introduction to the philosophical study of morality, including the theory of right and immoral behavior, the theory of value (goodness and badness), and the theory of virtue and vice.

HS 220 Introduction to Humanities

This course is to introduce the study of social and cultural values as expressed through the major art forms, including painting, sculpture, architecture, literature, drama, music, dance, photography, and film. Topics include literature, philosophy, visual and performing arts, theater, music, science and religion.

PM 310 Introduction to Bible

This course is an overview of the Old and New Testaments with an emphasis on historical and cultural background, literary genre, themes, people, and events.

PM 410 Christian Apologetics

The course will seek to formulate the rational basis for believing in Christian theism, with responses to objections and critiques of competing worldviews.

TS 110 College Algebra

This course is designed to provide students with fundamental algebraic concepts and necessary logical thinking and critical thinking skills needed to solve and formulate algebraic problems. Topics include inequalities, polynomials, linear and quadratic equations, and logarithmic and exponential functions.

TS 120 Introduction to Business

This course introduces to a broad overview of the primary functions of business, such as management, accounting, finance, marketing, organization, and operations. Topics include current business trends, entrepreneurship, competition in global markets, ethical behavior and social responsibility.

TS 130 Introduction to Economics

This course introduces an understanding of basic economic concepts, theories and principles. This course will help to students prepare for effective participation in society as citizens, producers, and consumers. Topics include a personal effectiveness through an understanding of contemporary economic issues.

TS 210 Introduction to Computer & IT

This course is an introduction to computers that focuses on the primary computer skills needed by all college students. The student who successfully completes this course should be able to create a paper using Microsoft Word; present the results of research using Microsoft PowerPoint; use the features of Microsoft Windows to create, edit, store, and search for files on a personal computer.

TS 220 Health and Nutrition Sciences

This course is designed to provide students with an understanding of the fundamental concepts of health & nutrition, including digestion, absorption, metabolism, and the function of nutrients as they related to human health and disease.

B. Th. COURSE DESCRIPTION

BL 310 Greek I

This course introduces the basic Greek grammar, syntax and vocabulary of biblical Greek. It is an introductory level class for those who have no prior Greek language knowledge. The class will help preparing the learner to translate, interpret and apply Scripture. Throughout the process instructor encourages the learner by consistently illustrating the interpretive benefits of Greek study. The class will adopt Dr. Mounce combines the best of both inductive and deductive methodologies. The class attempt to make learning Greek as intuitive yet as organized as possible and finally encourages the students to continue studying and making Greek for a lifetime of its student.

BL 320 Hebrew I

This course is a beginning study of biblical Hebrew with emphasis on the essentials of grammar and basic vocabulary. This course is the first half of an introduction to biblical Hebrew which encompasses two semesters of study. We will master the `aleph-bet' and build following vocabulary. We will focus on the rudiments of classical and biblical Hebrew grammar.

BL 410 Greek II

As a continuation of Greek I, this course marks the completion of Greek Grammar and forms the basis for developing proficiency in translation. Prerequisite: Greek I.

BL 420 Hebrew II

As a continuation of Hebrew I, this course marks the completion of Hebrew Grammar and forms the basis for developing proficiency in translation. Prerequisite: Hebrew I.

BL 430 Hermeneutics

The term hermeneutics can be intimidating. It sounds academic and is foreign to most of our vocabularies. The act of interpretation, however, is as common as communication itself. This course will instruct in various parameters for biblical interpretation and will show how specific methods are applied to Bible study.

CC 310 Marriage and Family Counseling

An overview of marriage and family counseling issues relating to the content and process of counseling. Topics include a biblical review of marriage and relationships, gender differences, communication, conflict, divorce counseling, spouse abuse, in-law problems, and step-families.

CC 330 Christian Counseling

This class is a general introduction to Pastoral Counseling, including an overview of current trends in counseling theory and practice and the role of counseling in public, private and church settings. Basic counseling skills taught in this course include interviewing, assessment, listening and referral. Application is made to premarital, family crisis, grief and addiction counseling, with emphasis on developing strategies and applying scriptural principles. Several case studies will be reviewed as well as a system for mediation.

CE 310 Christian Education

This course aims at a study of educations for pastoral counseling to individuals and families in ministry settings. The course touches on psychological theories and the development of personal counseling skills.

CE 320 Spiritual Formation

This course is an introductory study into the nature of spiritual formation and the meaning and importance of soul care within spiritual community. Emphasis will be given to the nature of personal character, virtues and vices, and the spiritual disciplines as means of spiritual growth into the image of Christ.

CE 410 Christian Leadership

This course introduces the importance of Christian leaders' professional knowledge in leadership itself, because until recently most churches have focused on the leader's faith in God, knowledge of the Bible and personal piety. This course is designed to give students not only general knowledge in tasks, styles and models of leadership in a broader sense, but also specific knowledge of the biblical guidelines and church context of Christian leadership.

CE 420 Christian Ethics

This course will study the objective moral truth of the Christian ethic and examine how it differs from the subjective value systems of the atheist, moralist, humanist and evolutionist. Most importantly, through the examination of the Christian ethic, the student will ideally come to see that this study is not simply an academic study of values and truths; this type of life is God's desire for us. Christian ethics is a way of life.

CH 310 Church History I

An exploration of the people and events that have become the story of the Christian community from the time it left the context of the first Jewish Christian community. From the close of the apostolic age (A.D. 100), the period before the Later Middle Ages and the Reformation (A. D. 1500's) to Modern period, this course will cover the church and the Roman Empire; Ecclesiastical organization; development of early and medieval theology; Christian life and worship, and the growth of power of the Papacy; the rise of development of monasticism, scholasticism and doctrinal controversies; Mysticism and the Mystics; popular piety and religious life; and demand for reform; as well as historical information about the formation of various denominations, as needed.

CH 410 Church History II (Post Reformation)

This course manages the history of the church from the Reformation to the present with an emphasis on the key Continental and English Reformers, including Zwingli, Luther and Calvin. The course discusses the Counter-Reformation, Protestant scholasticism, the Enlightenment, the development of the modern mission movement, the growth of the non-Western church and important theological development.

MI 310 World Missions

This course is designed to study theology and strategy of missions from the perspective of the local church, including approaches to mission education, and mobilization; disciple making, prayer, and member care; partnerships, church-based teams, and responding to contemporary global issues.

NT 109 Life and Teachings of Jesus

The course will review the life and teachings of Jesus by first introducing and reading the 4 Gospels (Matthew, Mark, Luke, & John), then studying through the basic story of Jesus' life, surveying his teachings and reviewing his actions. In this course Life of Jesus including His Incarnation, Human Living, Death on the cross, Resurrection and Ascension will be discussed and His Teachings such as Sermons on the Mountain, Teachings concerning Kingdom of God, resurrection, material offering, Sabbath, Marriage, etc.

NT 310 New Testament Survey

This course explores the basic theme and general content of every New Testament book, showing the relationship of books, placing them in historical and geographical context and presenting the teachings of Christ and the apostles to the early church. Two exams cover the content of the New Testament. Two papers allow students to focus on the world of the New Testament and the early church.

NT 320 Gospels

In this course topical and exegetical studies are made in the Synoptic and/or Johannine gospels with emphasis on important theological concepts and magnificent events in the life of Christ, such as the Messianic consciousness of Jesus, His miracles, and His parabolic teachings. The focus of this course will be on the Synoptic Gospels. This includes issues surrounding the harmonization of the Gospels, the Synoptic Problem, and various issues related to the contents of the first three Gospels.

NT 330 Book of Acts

This course seeks to understand the message of Acts by examining the following issues: origin and purpose, history of interpretation, theology, and the preaching and teaching of Acts. Special emphasis is given to using the book of Acts in understanding church growth.

NT 340 Pauline Epistles

This course is a study of the ministry and teachings of the Apostle Paul as recorded in the Pauline Epistles. The life setting of each letter is related to Paul's journeys described in the book of Acts. Special attention is given to the major theological themes of the epistles.

NT 350 General Epistles

This course will be an introduction to, and discussion of, the epistles of 1 & 2 Peter, 1, 2, & 3 John, James and Jude.

NT 360 Johannine Writings

This course is an exegetical study of the Gospel and Epistles of John. The study explicates the literary and theological themes related to these books. Key historical issues, such as authorship, date, and community, are also investigated.

NT 410 Gospel of Matthew

This course is based upon the Gospel of Matthew. Matthew, a former despised tax collector, penned the gospel that bears his name. He addressed the deteriorating state of the church and set out to bring correction to disillusioned, wayward and overconfident believers. Matthew left his readers a true meaning of righteousness of the gospel, the standard of discipleship, the reason for the Lord's delay in returning. This message is applicable for the church in every generation in all lands.

NT 420 Gospel of Luke

At the heart of Luke's gospel are questions about God's plan, His Messiah, and emerging new community of Gentile Christians. This course highlights these and other significant theological themes found in the gospel of Luke. Students will examine the gospel of Luke and its message by working through the argument of Luke at one chapter per lecture. Main purpose of this course is to show "how Jesus' life, teaching, death, and resurrection actually reflect divine events fulfilled among us" (Lk.1:1). The course enables students to prepare this narrative material for teaching in ministry, and to apply the message of Luke to life.

NT 430 Book of Romans

This is an expository study of Paul's epistle to the Romans that stresses its contribution to the doctrines of salvation and sanctification, and to understanding the place of Israel and the church in the divine plan. This course also assesses important perspectives on how to interpret Romans, as well as explores how the theological and ethical principles of the epistle contribute to spiritual formation and relevant issues in contemporary society.

NT 440 Book of Hebrews

This course is an exegetical examination of the Book of Hebrews, focusing on the author's goals, rhetorical strategy, theology, and use of the OT Scriptures.

NT 450 Book of Revelation

The objectives in this course are to study symbolism, Old Testament background, modes of interpretation, hermeneutical questions and approaches, the seven churches, the seven seals, the seven trumpets, and the seven bowls of wrath. Applications of the Apocalypse also are considered: hope for the church and victory for believers.

NT 441 New Testament Theology

This course introduces students to understand the theology expressed in the entire New Testament and help them to see the New Testament within God's Redemptive History. The course focuses on the primary themes and fundamental issues shared by New Testament. Students present papers for formal critique and discussion on relevant topics within the discipline of Biblical Theology.

OT 310 Old Testament Survey

This course provides a bird's eye view of the entire Old Testament, showing how the various books fit together, giving historical perspective and laying a foundation for interpreting all of Scripture. The entire Old Testament will be read. Two exams cover the content of the Old Testament as emphasized in the study guide. Two papers allow you to draw specific personal benefits from your reading and study of particular parts of the Old Testament.

OT 320 Pentateuch

This course is designed to introduce the student to the historical, literary, and theological interpretation of the Pentateuch. It will begin with an overview of the critical issues surrounding the Pentateuch and its individual books, followed by focused study of several so-called "problem passages" that have presented interpretive difficulties. While much of the overview will be in a lecture format, the individual passages will be discussed using a seminar approach.

OT 330 Joshua & Judges

This course examines Israel's history from conquest to the end of the united kingdom as portrayed in Joshua, Judges, 1 & 2 Samuel. The course focuses on the rulership of Judges and finale is by the prophet Samuel who introduces king Saul.

OT 340 I & II Kings/Chronicles

This course investigates Israel's history from the united Kingdom of David and division of Solomon's kingdom through the end of Assyrian Crisis as portrayed in 1st Kings(Chapters 12-22), 2nd Kings (Chapters 1-20), and 2nd Chronicles (Chapters 10-32).

OT 360 Poetic & Wisdom Books

This course provides a study of both the poetic and wisdom literature of the Old Testament in light of their origin and usefulness as inspired Scripture. An interpretive study of several Psalms and the Book of Proverbs will also be undertaken.

OT 410 Genesis

In this course, students will be introduced to and become familiar with the major themes of the book of Genesis, including the themes of creation, the fall, the promise of redemption, God's covenant, and His unfolding plan of the ages as revealed in Genesis. With vital dependence on the historical-grammatical method of Biblical interpretation, students will become better acquainted with Genesis itself, and with the important theology and life application of the book.

OT 450 Psalms

This course examines the Psalter as literature, giving attention to Hebrew poetry, figures of speech, Old Testament worship, biblical theology, and interpretive method. It considers the types of psalms, emphasizing the purpose, message, and structure of the Psalter as a whole in order to reclaim its practical use and teaching for the church.

PT 310 Evangelism & Outreach

This course offers the biblical principles and practice of evangelicalism and discipleship. The purpose of this course is to train students to be effective evangelists and to understand and use biblical principles and methods of church growth. The class will seek to develop the skills of personal evangelism, outreach strategies, and strategies for a discipleship ministry. Emphasis is placed on having an intense desire to reach the lost for Christ. The value of small group ministries and mobilizing the laity for growth and ministry are considered.

PT 410 Homiletics

This course is designed to help students understand the nature and principles of preaching along with application of these principles in sermon construction from textural exegesis to written manuscript. This course will deal with the elements of sermon preparation and delivery. This course also emphasizes the essence of the biblical preaching and the qualification of the preacher. This course will teach students how to effectively deliver the gospel in today's cultural milieu. By taking this course students will gain an understanding of the essence of biblical homiletics and will also receive training as Christian leaders to establish Christ's Church by spreading the gospel globally.

PT 490 Capstone

As a look back at what has been learned and a look forward at where students may aim for in the future, this course focuses on self-analysis and reflection. This is facilitated by personality /aptitude tests, a look at how careers are found, the place of personal/emotional/spiritual resources and an understanding of how to find one's niche and even a job. Every student will demonstrate an understanding of salvation by both drafting an essay on how to become a Christian (including quoting assigned verses and basic principles of growth), and presenting the way of salvation to the professor (i.e., in a personal interview).

ST 310 Systematic Theology I

The goal of this course is to increase understanding and confidence in historic Christian doctrine, to present our creation and fall in Adam and our salvation accomplished by Christ, and ways of speaking of them faithful to Holy Scripture, and to elicit a greater love for Christ our Lord.

ST 312 Systematic Theology II

This course is a study of both the nature and purpose of the Church and a study of the end times. The purpose of this course is to orient students to the program of God throughout the ages, understanding how the Church fits in to His program. The vital relationship between one's view of the Church and one's view of the end times will be emphasized.

ST 420 World Religions

This course surveys each of the major non-Christian religions of the world with a focus on their history, primary tenets as distinct from Christianity, and some contemporary practices. These will include Islam, Hinduism, Buddhism, Confucianism, Judaism, and Shintoism.

BSBA Course Description

AM 310 Principles of Accounting

This course focuses to introduce an accounting principles, practices and techniques. This course covers the accounting cycle, financial statements, control of cash, inventories, plants assets, current liabilities, and payroll accounting.

AM 320 Principles of International Business

This course focuses the theories on trade, integration, and international business and management on a global basis. This course covers the growth of global markets for goods and services, changing international patterns of resource use, enablers that promote trade, and constraints on conducting business internationally.

AM 410 Principles of Microeconomics

This course is considered the basic tools of economic phenomena from the perspective of the individual. This course covers the basic concepts and tools needed to undertake the analysis that arise due to the law of scarcity. Topics include how individuals, households, and firms make decisions to allocate limited resources, typically in markets where goods or services are being bought and sold.

AM 412 Principles of Macroeconomics

This course is considered the basic tools of economic theory used to study markets, individual consumer behavior, and the behavior of companies. This course covers an overview such as determination of output, unemployment, inflation, determinants of growth, interest rates, monetary and fiscal policies, exchange rates, and international economic issues.

AM 420 Human Resources Management

This course focuses to study what can or should be done to make working people more productive, satisfied, and focused on achieving the company's objectives, and also to learn how to manage employee performance through human resource planning and development. Topics include job analysis and specification, recruitment, selection and training, job evaluation, supervision of employees, salary and wage administration, and labor relations.

AM 430 Marketing Research

This course is to enable students learn the concepts, process, tools and techniques of marketing research. This course also emphasizes the basic methodologies, such as a variety of techniques, and demonstrates how research applies to strategy, including marketing, advertising, sales and product design and development.

AM 440 Investment Management

This course focuses to acquaint the types of investment products, concepts, tools, and techniques that are available to help the individual investor. The topics cover investment alternatives, organization and regulation of securities markets, market efficiency, securities valuation, portfolio theory and management.

AM 450 Operations Research

This course is designed to introduce the students to the principles of operations research techniques and their applications in decision making. Topics cover parametric and sensitivity analysis, inventory control models under uncertainty, applied queuing models, networks models, portfolio management problem, replacement models and policies, dynamic programming, and reliability models.

AM 460 Management Information Systems

This course focuses on understanding information system is used in organizations. Topics include strategic use of IT, computer security and ethics, Its infrastructure including hardware/software and networking, organizing data, and systems development and implementation.

AM 470 Business Law and Ethics

This course examines law and ethics and values in business, investigating the moral responsibilities within the organization, reviewing several approaches to examining ethical issues, and examining justice from the perspective of procedures, compensation, and retribution.

CM 310 Principles of Management

This course presents a through and systematic coverage of management theory and practice. This course focuses applications of management theories to practical problems in planning, organizing, finance, marketing, operations, and controlling business activity, and managerial responsibility for effective and efficient achievement.

CM 320 Principles of Economics

This course presents the basic tools of microeconomic and macroeconomic topics. Microeconomics focuses consumer, companies, markets and income distribution, and macroeconomics focuses national production and income, employment, inflation and interest rates and money.

CM 330 Organizational Behavior

This course focuses to explore problems in introducing change in organizations, theory, and methods of intervention in organization development. This course covers the behavior of individuals, the dynamics of teamwork, various leadership strategies, dynamics of organizational change, the processes of small groups, decision-making, problem solving, and conflict management.

CM 340 Marketing Management

This course provides an overview an understanding of the concepts, strategies and issues of marketing processes and marketing principles. This course covers marketing concept, marketing environment and its constituents, SWOT analysis, market segmentation, targeting, differentiation and positioning(STP), marketing decisions, and strategic marketing planning.

CM 350 Financial Management

This course is designed as an introduction to fiscal management. Topics include time value of money, sources of finance, investment decisions, stock and bond valuation, cash flows, capital markets, capital structure, working capital management, internal financing, and divided policy.

CM 360 Management Sciences

This course is the application of mathematical modeling and quantitative techniques to management decision making. Topics include linear programming, modeling and decision technology, distribution problems, network models, project management, and decision analysis.

CM 370 Business Statistics

This course focuses statistics to solve management problems. Topics cover business data description and interpretation, probability, discrete and continuous random variables, estimation, hypothesis testing, and regression analysis.

CM 380 Strategic Management

This course focuses the opportunity to study administrative processes under conditions of uncertainty including an integrating analysis applied to business. This course provides the knowledge and skills necessary to manage the long-term performance of a company, to analyze the sources of competitive success among companies, and to develop knowledge and skills necessary to effectively analyze and formulate strategy.

EM 410 Leadership and Motivation

This course examines the foundational concepts of leadership reviews traditional theories of leadership, and investigate critical issues in leadership and motivation as they apply in the contemporary workplace. Applications develop critical thinking skills about the concepts.

EM 420 Consumer Behavior

This course presents an eclectic and multi-disciplinary understanding of consumer behavior based on the wheel model that is useful and practical in its approach to conduct effective sales and marketing operations in addition to setting adapted marketing strategies. Topics include marketing strategy, consumer involvement and decision making, information search process, evaluative criteria and decision rules, consumer motivation, information processing, and consumer perception.

EM 422 Advertising and Promotion

This course is designed as an introduction to the field of advertising and promotions management. Topics include an integrated communication to meet marketing objectives, planning, implementation, and evaluation of advertising and promotional programs.

EM 430 Corporate Finance

This course introduces the theory, the methods, and the concern of corporate finance. Topics include discounted cash flow techniques, corporate capital budgeting and valuation, investment decisions under uncertainty, capital asset pricing, and market efficiency. The course will also analyze corporate financial policy, including capital structure, cost of capital, dividend policy, and related issues.

EM 440 Project Management

This course presents the use of projects to accomplish goals, produce products, improve processes, and meet objectives. Topics include the role of the project manager in managing the project life cycle including defining tasks, scheduling, allocating resources, monitoring, and controlling.

EM 450 Franchise Management

This course is an overview of the concepts and principles of franchising management to pertain the economic sustainability of both the domestic and global markets. Topics include the characteristics of the franchisor and franchisee, an evaluation of franchising opportunities, the legal concerns of franchising, the development of appropriate strategies and the successful planning, implementation and launching of a new business.

EM 460 Venture Management

This course provides the issues, challenges and opportunities involved in the creation and management of a new venture business. This course is designed to study the development of analytical and conceptual skills, and opportunity, recognition, and value creation with limited resources in the management of new enterprises and new venture organizations.

EM 470 e-Commerce Management

This course introduces the managerial applications of Internet technology for a successful Web-based organization. Topics include the application of management principles to electronic business models, including business-to-consumer, business-to-business, and intra-business commercial ventures.

EM 480 Small Business Management

The course presents current theory and practice relating to starting and managing small companies. Topics include legal forms of ownership, financial planning and resources, and basic considerations in operation and control, also provides a comprehensive coverage of critical small business management issues and numerous real-world examples.

EM 490 Global Entrepreneurship

The course is to understand the process nature of entrepreneurship, and ways to manage the process, and to recognize the entrepreneurial potential in environment, and to learn the role of entrepreneurship within society, at the level of the organization. Topics include trading blocks, trade barriers, and standardization and adaptation of global entrepreneurship.

BSCS Course Description

CS 245 Programming Languages

The purpose of this course is to study fundamental concepts in programming languages and major tools and techniques to implement them. Learning to write functional programs will provide students with a deeper understanding of programming concepts. The languages explored include Python, FORTH, Prolog, Lisp, and Awk.

CS 250 Computer Security

This course introduces the concepts and understanding of the field of computer security and how it relates to other areas of information technology. Topics include security threats, hardening systems, securing networks, cryptography and organizational security policies. Students will examine application of effective security management policies while addressing issues related to privacy, ethical behavior, and law in relation to computer security.

CS 270 Cybersecurity

Students study threats to the security of information systems as well as the responsibilities and basic tools for information security. Topics include a discussion of the new risks, threats, and vulnerabilities associated with how businesses, governments, and individuals operate in a cyber-environment today with the goal of mitigation. Students will learn to identify attack phases, understand the adversary's motivations, and learn principles for mitigating threats.

CS 300 Database

It provides a study of data models, data description languages, and query facilities including relational algebra and SQL, data normalization, transactions and their properties, physical data organization and indexing, security issues and object databases.

(required for CS 450)

CS 320 Operating System

Students will develop the skills necessary to manage, use, and control computing resources. This course covers the classical internal algorithms and structures of operating systems, including CPU scheduling, memory management, and device management. It covers topics including file systems, virtual memory, disk request scheduling, concurrent processes, deadlocks, security, and integrity.

CS 330 Programming and Design

This course covers the logic of programming and how to break problems down into algorithmic solutions. It includes problem solving, basic logic constructs, testing and debugging programs, modular programming, and secure coding. Object-oriented concepts as encapsulation, inheritance, and polymorphism will be demonstrated in projects using the C++ programming language.

CS 350 Networks

This course introduces computer networks, with a special focus on the Internet architecture and protocols. Topics include layered network architectures, addressing, naming, forwarding, routing, communication reliability, the client-server model, web and email protocols. This course introduces the OSI model of networking and provides the student with practical insight into each layer through programming projects.

CS 400 Software Engineering

This course is a discipline that allows us to apply engineering and computer science concepts in the development and maintenance of dependable, usable, and dependable software. This course discusses the methodologies of software engineering including software specification, prototyping, design, coding, and testing. The course is designed to present software engineering concepts and principles in parallel with the software development life cycle.

(required for CS 450)

CS 370 Python Programming

Students will learn the Python programming language and will write multiple applications implementing various concepts within the core Python language and standard library.

CS 371 Java Programming

Students will gain experience writing both Java applications and applets. Multi-threading, client/server processes, security and encryption, and other common development techniques will be presented and applied in projects.

CS 372 NET Programming

This course will demonstrate the development of event-driven programming and graphical user interfaces (GUI) on the Windows platform. The class is taught using an object-oriented approach in the Visual Studio .NET development environment. An emphasis will be placed on the current Microsoft Windows programming techniques and technology.

CS 376 Introduction to Cryptography

Students will explore the application of symmetric and asymmetric cryptography within and between information systems. Topics include cryptographic protocols, tools, and techniques for strengthening security across the various important aspects of computer information systems. Students will explore several types of attacks against encrypted data and will discuss appropriate policies and processes to defend against them.

CS 377 Ethical Hacking

Students learn principles, methods, and techniques related to ethical hacking and penetration testing. Students learn how to utilize various tools to discover and exploit system vulnerabilities with the intent of preparing students to defend information systems against today's cyber threats. Emphasis will be placed on both the legal and ethical implications related to engaging in these types of activities.

CS 420 Computer Communications

The course emphasizes a fundamental understanding of basic network design, routing, dimensioning and control. The students will study various network functions such as error-recovery algorithms, flow control, congestion control, routing, multi-access, and switching, etc.

CS 421 Systems Design

The purpose of this course is to train students in developing a small business computer application. The students will participate in teams to consider the current and future requirements of the application. The teams will develop the entire application including analysis, design, planning, coding, testing, documenting, and implementing.

CS 440 Computer Hardware Maintenance

Topics include introduction to computer systems, computer system parts, maintenance techniques, approaches and tools; diagnostic techniques; system assembly and installation; troubleshooting and repair of computer systems and accessories; portable computers, etc. Projects will focus on installing a variety of hardware including video boards, sound cards, network cards, RAM, and many other system-related devices.

CS 450 Software Engineering Project

Students will use material from previous courses to design, create, test, implement, and maintain a large software system. The focus of this course will be the completion of the initial phases of software development in a team setting. Students will complete the requirements analysis, specification, design, and prototyping phases of the project. Students will gain experience in presenting their work both orally and in writing for each of these stages of the process.

CS 470 Topics in Computer Science

Overview topics include an introduction to computer science and its history, computer hardware, operating systems, digitization of data, computer networks, Internet and the Web, security, privacy, AI, and databases.

CS 480 Computer Graphics Programming

Popular topics in computer graphics programming will be discussed and explored. Students will examine programming and formatting issues relating to both 2-D and 3-D graphics. Algorithms and formulas necessary in processing 2-D and 3-D graphics will be discussed and examined. Students will produce several projects designed to broaden their technical and programming skills.

CS 490 Information Security Management

Students learn the fundamentals of security from a managerial perspective with regards to design, implementation, maintenance, and disaster recovery. Students learn commonly used frameworks and methods and evaluate the suitability of these for addressing today's organizational security needs.

CS 491 Digital Forensics

Students will learn tools and techniques for incident response as well as forensic examination and presentation within the legal framework.

M. Div. Course Descriptions

BL 510 Greek I

This course is a general overview of New Testament Greek grammar and syntax. We will begin translating from Greek to English during the second class period, learning grammar, syntax, exegesis, and diagramming. There is little memorization required in this course because we focus on using tools like Greek-English Interlinear and Analytical Lexicon.

BL 520 Hebrew I

This is an introductory course to the Hebrew alphabet, vowels, morphology, and essential Hebrew grammar, this course seeks to build a modest vocabulary and basic familiarity with translation as preparation for more advanced courses in the exegesis of the Hebrew Old Testament. This course cannot be credited as a Bible elective.

BL 610 Greek II

This course is a general review of New Testament Greek grammar with an emphasis on syntax. We will translate the book of Colossians from Greek to English, learning more grammar, syntax, exegesis, and diagramming. There is little memorization required in this course because we focus on using tools like a Greek-English Interlinear, Analytical Lexicon, Manual Grammar, and Commentaries. You will do research on your own and then come together for a time of discussion and sharing your findings.

BL 620 Hebrew II

A continuation of Hebrew I, this course introduces syntax and lexical work while focusing on vocabulary development and morphology essential to translation. An inductive analysis is done in key portions of the Hebrew Old Testament to solidify grammatical and syntactical forms. Prerequisite: Hebrew I.

BL 630 Exegesis in the New Testament

This course constitutes an intense exegetical study of a discrete portion of the New Testament such as the Sermon on the Mount, John, 1 Timothy, Ephesians, etc. (Prerequisites include Greek I, Greek I).

BL 640 Exegesis in the Old Testament

This course constitutes an intense exegetical study of a discrete portion of the Old Testament such as the book of Judges, the life of David, the Elijah narratives, Song of Songs, etc. Prerequisites include Hebrew 1, Hebrew 2, and Hebrew Exegesis.

BS 620 Biblical Hermeneutics

This course introduces the process of investigating the meaning and significance of biblical texts. The general, historical, literary, and contextual principles of interpreting texts will be investigated through readings, lectures, discussions, assignments, and a research project. A variety of special issues in hermeneutics will be considered.

CC 510 Christian Counseling

This class is a general introduction to Pastoral Counseling, including an overview of current trends in counseling theory and practice and the role of counseling in public, private and church settings. Basic counseling skills taught in this course include interviewing, assessment, listening and referral. Application is made to premarital, family crisis, grief and addiction counseling, with emphasis on developing strategies and applying scriptural principles. Several case studies will be reviewed as well as a system for mediation.

CC 530 Biblical Counseling

This course provides students with the biblical basis for organizational management and leadership. The course examines the process of planning, organizing, leading and supporting from a biblical basis and made applicable to Christian service and ministry.

CC 560 Pastoral Care

Essential to good pastoral care is the ability to reflect theologically on conversations with persons in various contexts. In addition, it is important to develop skills in listening, leading a conversation, issuing an invitation for persons to share, and creating a space in which the sharing can take place. This course will involve students in active learning through the use of role-plays, critical reflections on conversations, and the development of skills necessary for pastoral care in the parish or other ministry context.

CC 610 Christian Psychology

This introductory course provides the foundation for all other courses in psychology. The historical, theoretical, and research foundations for psychology are examined. A survey is made of human development, learning, perception, motivation, personality, neurological development, and emotions. The focus of the course is on the development of a Christian perspective on psychology.

CE 510 Christian Education

This is an introductory course of Christian education. Biblical and theological foundation of Christian education will be emphasized. In discussion of some methodological issues in education, Christian and secular models as well as Reformed and non-Reformed models will be also compared.

CE 520 Spiritual Formation

This is the foundational course in the Division of Practical Theology and an introductory course to M.Div. program. This course explores a working knowledge of spiritual formation leading to a lifetime of continuing education. In this course spiritual exercise and small group practice will be done for personal application and for leadership in the church.

CE 550 Youth Ministry

This course offers an exploration and assessment of various contemporary approaches to teenagers. The course includes practice in the development of ministry strategies involving family, community, and church resources.

CE 610 Christian Ethics

This course will study the objective moral truth of the Christian ethic and examine how it differs from the subjective value systems of the atheist, moralist, humanist and evolutionist. Most importantly, through the examination of the Christian ethic, the student will ideally come to see that this study is not simply an academic study of values and truths; this type of life is God's desire for us. Christian ethics is a way of life.

CH 510 Church History I (Early Reformation)

This course deals with the history of the church from the Apostolic Fathers to the eve of the Reformation with an emphasis on the development of doctrine. The course discusses key thinkers, such as Origen, Tertullian, Augustine, Anselm, Aquinas and Scotus.

CH 512 Church History II

This course is a continuation of General Church History I (CH101). This course will include a survey of Christianity from the Reformation to the present. Emphasis will be given to the influence of Bible translations, the rise of numerous sects originating after the Reformation, and the secularization of Christianity.

CH 531 Christianity in America

This course explores the history of Christianity in America, from the colonial times to the present. Examined topics include Puritanism, relationship between church and state, and between fundamentalism and liberalism.

CH 620 Korean Church History

The Korean Church is one of the popular cases in discussion of the church growth today. This course explores the possible reasons for this phenomenon through historical overview, and suggests points of emulation as well as its pitfalls.

MI 610 Cross Cultural Ministry

This course focuses on a study of the theory and practice of cross-cultural ministry within the contexts of a single predominant culture and of multiple cultures. The course examines ways of reformulating and presenting the Christian message in culturally specific ways. It also includes an introduction to world religions.

MI 620 World Missions

To preach the gospel to every person is the command the Lord Jesus Christ has given to each Christian, and it is the defining mandate of the Church. This course is an introduction and overview of the mission of the Church. The biblical foundation, mission history, and current issues in world mission are discussed.

NT 500 New Testament Survey

This course is an overview of the New Testament with emphasis on historical and cultural background, literary genre, structure, themes, people, and events.

NT 510 Gospels

The Gospels are the stories of Jesus, the preaching of the first witnesses to God come in the flesh to dwell among us. If we want to understand the Christian faith, we need to understand and meet Jesus. In this course we will learn (1) the Old Testament background for the preaching and teaching of Jesus, (2) the literary features of each Gospel writer (3) how each Gospel writer told the story of Jesus a bit differently (4) and how we can encounter Jesus through praying the Gospel texts in our communities of faith.

NT 520 Book of Acts

This course is designed to introduce the student to historical, literary, and theological aspects of the Book of Acts. The class will study Acts from the perspective Christian experience, exploring ways that the message of the biblical texts and the experience of the first Christians speak to the life of faith and the mission of the Church today. Attention is given to the historical context of the work, the literacy techniques of the author, and the abiding theological lessons for Christian faith and practice today.

NT 530 Pauline Epistles

This course is a study of the ministry and teachings of the Apostle Paul as recorded in the Pauline Epistles. The life setting of each letter is related to Paul's journeys described in the book of Acts. Special attention is given to the major theological themes of the epistles.

NT 540 General Epistles

This course will be an introduction to, and discussion of, the epistles of 1 & 2 Peter, 1, 2, & 3 John, James and Jude.

NT 550 Romans

This course is an analytical and exegetical study of Romans, giving attention to the great doctrinal issues of condemnation, justification, sanctification, the place of Israel, and practical Christian living. Students will study Paul's letter to the Romans with due attention to the skill in the methods of biblical exegesis and theological and ethical implications of Paul's thought.

NT 610 Gospel of Luke

At the heart of Luke's gospel are questions about God's plan, His Messiah, and the emerging new community of Gentile Christians. In this course these and other significant theological themes found in the gospel of Luke will be highlighted. It also concerns an exegetical study of selected portions of the Greek text with special attention to Luke's theology drawn from redaction-critical analysis. The course enables students to prepare this narrative material for teaching in ministry context.

NT 620 Gospel of John

This course applies students' exegetical skills to a study of the Greek text of John's Gospel. The content, situation, historicity, literary character, and particularly theological message of John's Gospel will be examined in relation to a careful exegesis of selected passages from John. The course also introduces the student to intermediate Greek as he or she prepares translations of particular passages for each meeting of the class.

NT 630 Book of Hebrews

This course is an exegetical and theological analysis of the Epistle to the Hebrews. The course aims at improving and advancing the student's exegetical and interpretative skills. Although various ideological perspectives which guide our reading of Hebrews will be explored, our reading will evolve from a marginal perspective as were the original readers (cf. Hebrews 13:9-14). In particular our study of Hebrews will emphasize the Rhetorical argument of the Epistle, the Use of Hebrew Scriptures (O.T.) in the epistle, the place of Hebrews in the development of Christian self-identity, and its role in Christian understanding of Soteriology.

NT 650 New Testament Theology

The goals of this course are for the student to become acquainted with the following: (1) some of the important literature in the field, especially with respect to the various approaches to doing a theology of the New Testament; (2) relationship of biblical interpretation to a method of doing biblical theology; (3) the theological relationship of the Old Testament to the New Testament; (4) the integral relationship of New Testament theology to the ideas of the kingdom, inaugurated eschatology, and the new creation.

OT 500 Old Testament Survey

This class is an overview of the Old Testament with an emphasis on historical and cultural background, literary genre, themes, people, and events.

OT 510 Pentateuch (Genesis – Deuteronomy)

This course presents the major developments in the history of redemption: e.g., creation, covenant, promise, and fulfillment of the promises. This portion of the biblical revelation covers the period from Adam and Eve in the Garden of Eden to the second giving of the Law. Thus this study contains a biblical-theological analysis of God's covenantal administration of His kingdom during the period covered by the Pentateuch. Emphasis will be put on Mosaic authorship, historical and cultural backdrop, themes, theological issues, literary structure, and content of each book.

OT 540 Major Prophets

In this course the content and literary qualities of the major prophets such as Isaiah, Jeremiah, Ezekiel and Daniel will be introduced in light of their historical background and their developing theological content. It also provides an exegetical examination of selected passages with background issues and exegetical methodology.

OT 550 Minor Prophets

In this course the historical backgrounds and themes of the twelve minor prophets, their lifestyles, theological themes, and their reception and subsequent proclamation of the Word of the Lord will be dealt with. Exegesis of selected passages will be made, and special attention is given to the messianic theme and eschatological patterns.

OT 560 Wisdom Literature

A systematic study of biblical Wisdom Literature including the Book of Job, Proverbs, and Ecclesiastes, together with the impact of Wisdom Literature on the New Testament.

OT 610 Genesis

This course explores the Book of Genesis, which is, in some ways, the most important book of the Bible. Without the Book of Genesis, the rest of the Bible cannot be understood. It sets the stage for the entire drama of redemption, which unfolds in the rest of the book. All-important doctrines and teachings have their foundation in the Book of Genesis: the doctrines of sin, redemption, justification, Jesus Christ, the personality and personhood of God, the kingdom of God, the fall, Israel, the promise of the Messiah, and more. Genesis is either quoted or referred to at least 165 times in the New Testament.

OT 630 Isaiah

This course examines the book of Isaiah, giving attention to historical background and the critical surrounding the book while focusing primarily on detailed analysis of the content. Emphasis is on the theological significance of the purpose and message of the book for both Old and New Testaments.

OT 640 Jeremiah

This course surveys the book of Jeremiah, the legacy of the prophet who interpreted the momentous events of Judah's last three decades and laid the theological foundations for its future. Discussion considers the book's historical background, composition, literary nature, and message. The course focuses primarily on inductive study of sample passages and their implications for Christian living and ministry today.

OT 650 Old Testament Theology

This course explores the theological thought of the Old Testament. The course will examine the major themes which give unity to the writings of the Old Testament. Special attention is given to God's salvation for Israel and the world and to the interpretation of the Old Testament in the New and its application in contemporary culture.

PT 600 Research and Writing

This course help students learn the basic research and writing skills that are necessary for clear and accurate written communication. The primary goal is to prepare students for research and project requirements for courses within KU, but also in any academic endeavor they might pursue. The ultimate goal of this course is to equip students to deliver clear written communication, not just in their studies, but throughout their lives.

PT 620 Christian Leadership

In this course the historical development and biblical principles of management theory and leadership style are examined. Attention is given to personal and spiritual development as a leader, development of future leaders, managing normal hindrances to leadership in ministry, vision casting and strategic planning, setting goals, budgeting, and overseeing the church organization.

PT 630 Christian Worldview

How do you view reality? What is the source of your knowledge? Do you live what you believe? Such are the questions that a worldview answer. This course examines the nature and function of belief structures, and the value of developing and living a distinctly Christian life. The course develops a Christian worldview from a redemptive history model of biblical theology, which is then clarified using the philosophical categories of metaphysics, epistemology, and axiology. Learners will gain an understanding of modern and postmodern thought and how to critique them biblically, and are encouraged to develop and apply a Christian worldview to life and ministry.

PT 680 Homiletics

This course is designed to help students understand the nature and principles of preaching along with application of these principles in sermon construction from textural exegesis to written manuscript. This course will deal with the elements of sermon preparation and delivery. This course also emphasizes the essence of the biblical preaching and the qualification of the preacher. This course will teach students how to effectively deliver the gospel in today's cultural milieu. By taking this course students will gain an

understanding of the essence of biblical homiletics and will also receive training as Christian leaders to establish Christ's Church by spreading the gospel globally.

PT 690 Capstone

This course focuses on self-analysis and reflection. This is facilitated by personality/aptitude tests, a look at how careers are found, the place of personal/emotional/spiritual resources and an understanding of how to find one's niche and even a job. Every student will demonstrate an understanding of salvation by both authoring an essay on how to become a Christian (including quoting assigned verses and basic principles of growth), and presenting the way of salvation to the professor (i.e., in a personal interview).

ST 510 Systematic Theology I

A major examination of the doctrines of God, Christ, and Holy Spirit.

ST 512 Systematic Theology II

A major examination of the doctrines of Man, Sin, and Salvation.

ST 530 Cults and World Religions

Cults and World Religions is an apologetics class to help acquaint Christians with several of the major religious groups that one will encounter from time to time. This course will embrace two major kinds of topics, namely, cults and major world religions. The former consists primarily of religious groups that claim some type of significant identification with Jesus, but deviate from biblical Christianity. The latter would be those religions that do not claim such an elevated level of commitment to Jesus as do some of the cultic groups. These groups may (and often do) make statements that suggest a favorable view of Jesus. However, these groups have faith systems that are quite different than Christianity. Some illustrations might include religions like Islam, Hinduism and Buddhism.

ST 620 Christian Apologetics

This course introduces the Christian worldview and how it transforms all of our mind, our heart, and our entire lives. The course will also explore the necessity and principles of apologetics: the defense, by reasoned arguments, of the Christian faith. In this course students will examine the various approaches to apologetic methodology and engage the most frequently raised objections to the Christian faith.

MBA Course Descriptions

MBA 500 Foundations of Business

This course presents a thorough and systematic coverage of management theory and practice. This course focuses applications of management theories to practical problems in planning, organizing, finance, marketing, operations, and controlling business activity, and managerial responsibility for effective and efficient achievement.

MBA 510 Financial Accounting

This course offers the real tools for decision making within the context of organizational strategy. The effective tools are linked with management concepts such as strategic position analysis, value chain analyses, and effects 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. Traditional cost behavior concepts, cost-volume-profit 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 515 Business Statistics and Analysis

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 520 Human Resource Management

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 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 530 Small Business Strategy

This course introduces managerial concepts in marketing with a special focus on marketing strategies and planning. It covers key 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.

MBA 540 Financial Management

This course provides a framework for analyzing fiscal 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 545 Strategic Venture Management

This course focuses on the opportunity to study administrative processes under conditions of uncertainty including an integrating analysis applied to business. This course provides the knowledge and skills necessary to manage the long-term performance of a company, to analyze the sources of competitive success among companies, and to develop knowledge and skills necessary to effectively analyze and formulate strategy.

MBA 550 Information Management in Business

This course focuses on understanding information system is used in organizations. Topics include strategic use of IT, computer security and ethics, Its infrastructure including hardware/software and networking, organizing data, and systems development and implementation.

MBA 600 Business Law

This course examines law and ethics and values in business, investigating the moral responsibilities within the organization, reviewing several approaches to examining ethical issues, and examining justice from the perspective of procedures, compensation, and retribution.

MBA 610 Operations Management

This course 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 620 Leadership & Organizational Management

This course explores various aspects of leadership and organizational management. Practical and theoretical application will be discussed. Topics include the changing environment, management 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 625 Managerial Communication

This course provides students with a model for educators who are looking for a comprehensive introduction to essential communication topics and skills in the context of an MBA program. It focuses on an integrated planning process for all communication elements, including consumer and trade advertising, public relations, direct and database marketing, promotions, personal selling, and new media to achieve cooperation in communicating with various constituencies.

MBA 626 Risk Management and Derivatives

This course is designed to provide the students to know when and how to manage risks with derivatives and is expected 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 630 Government and Nonprofit Accounting

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 Franchise Finance and Marketing

This course is intended for anyone interested in starting a business, working for an entrepreneurial company or collaborating 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 be effective to society.

MBA 650 Business Taxation

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 660 International Business

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 review 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 E-Commerce Management

This course is designed to examine how e-commerce and e-business affect digital economy, compares business models, strategies for e-commerce. This course helps students 1) to analyze business models of pioneering internet companies, such as Google and eBay, as well as newcomers that are changing the e-Business environment, such as Facebook and Threadless, 2) to develop a business model for an Internet-

based enterprise, and will create a publicly hosted working website to promote their proposed product or service.

D. Min. Course Descriptions

DM 700 Project (Proposal) Writing I

This seminar equips students with tools required for the completion of the D. Min. thesis, including basic instruction in research methods. The first project would be writing a proposal for future dissertation.

DM 800 Project (Dissertation) Writing II

This seminar equips students with tools required for the completion of the D. Min. thesis, including basic instruction in research methods.

FC 720 Life Cycle & Psychological Development

This course helps the students to apply scientific knowledge of the mind to recognize people's behavior and to understand why they act in the way they do. Students develop useful and transferable skills in problem solving, communication, critical thinking and evaluation. By the end of the course, students will be equipped with all of the necessary skills and knowledge to design and create their own investigation and experiments.

FC 850 Crisis & Trauma Counseling

Psychological trauma is damage to the mind that occurs as a result of a distressing event. In such instances, seeking counseling in appropriate mental health services is in the best interests of both the patient and family member. This course will provide a basic understanding of the post-trauma reaction and the etiology of traumatic distress.

FC 860 Couple (Family) Counseling /Mentoring

Modern people are encountering a huge challenge of familial conflict and problem in and out home. As church leaders, we need to know the root problem of familial issues. There is a well-developed program for premarital and marital relationship. We need to know how to manage marriage problems as well as church congregations. The program will lead the students to practical proficiency in dealing couple & familial relationship.

NT 710 Theological Themes of the New Testament

This course examines several key points at which the study of the New Testament intersects with informs, or critiques contemporary understandings of modern issues, with primary focus on the figures of Jesus and Paul.

OT 710 Theological Themes of the Old Testament

This course explores topics related to God's core commitment to working through human vessels to bring about God's purposes on earth, with particular attention to the formal leadership roles found in the Old Testament -prophet, priest and king- in the light of particular characters who filled them and their institutional contexts.

PT 710 Pastoral Care & Counseling

This concentration emphasizes crucial aspects of pastoral care through transformational leadership, and addresses deeper issues surrounding pain and suffering. Students will explore the most common spiritual, mental health, and relational issues encountered in ministry, plan appropriate strategies for care and

guidance, examine how their spiritual, mental, emotional, theological, and cultural formation affects their ministries.

PT 760 Current Issues in the Church

We are encountering a various kind of challenges as church leaders, all kinds of heretic groups epidemic flow of prosperity gospel and limit of Christian involvement in political issues. We need to ponder upon the root problems of those issues in relation to our church and find some solutions for those critical issues.

PT 870 Leadership & Coaching

His concentration provides space to dive into congregational systems and styles and teach students how to capitalize on their leadership traits for effective leadership practice. Students will develop personal and spiritual well-being for ministry effectiveness and satisfaction, refine their ability to lead congregations effectively in situations of change, and develop in one or more of the major strategic areas of ministry leadership.

PT 890 Integration of Ministry & Theology

This course is designed for those engaged in the practice of ministry leadership in diverse settings, including church, para-church, non-profit, and cross-cultural settings as they learn to navigate the complex and changing realities of the world, students will be challenged to develop innovative and research-based solutions to the leadership demands. This concentration is completed with a cohort of fellow students and enhanced with mentoring and faculty oversight.

Curriculum Map

Course schedules are designed so that a full-time student can graduate with a bachelor's degree within four years and with a master's degree within three years. Because classes are only scheduled to be repeated every two years, it is important that students prioritize taking unmet required courses when they are offered

4 Year Curriculum Map: B.Th.

Year/Semester	Fall	Spring
Year 1	EC 110 College English I (Grammar) HS 110 Introduction to Philosophy PM 310 Introduction to Bible TS 110 College Algebra TS 120 Introduction to Business Offer two or more electives	EC 120 College English II HS 120 Introduction to Sociology OT 310 Old Testament Survey PM 410 Christian Apologetics TS 130 Introduction to Economics Offer two or more electives
Year 2	EC 210 Oral Communication HS 130 Introduction to Psychology NT 310 New Testament Survey OT 350 Minor Prophets ST 420 World Religion & Cults Offer two or more electives	GE 240 Research and Writing CE 420 Christian Ethics CH 310 Church History I NT 109 Life and Teachings of Jesus TS 210 Introduction to Computer & IT Offer two or more electives
Year 3	BL 310 Greek I CE 310 Christian Education HS 220 Introduction to Humanities NT 330 Book of Acts ST 310 Systematic Theology I Offer three core courses and three or more electives	BL 410 Greek II CC 310 Marriage and Family Counseling MI 310 World Missions ST 312 Systematic Theology II TS 220 Health and Nutrition Sciences Offer four core courses and two or more electives
Year 4	EC 220 Intercultural Communication CC 330 Christian Counseling CH 410 Church History II NT 350 General Epistles OT 410 Genesis Offer three core courses and three or more electives	CE 410 Christian Leadership HIST 102 American Church History NT 441 New Testament Theology OT 360 Poetic & Wisdom Books PT 490 Capstone Offer four core courses and two or more electives

4 Year Curriculum Map: BSBA

Year/Semester	Fall	Spring
Year 1	EC 110 College English I (Grammar) HS 110 Introduction to Philosophy PM 310 Introduction to Bible TS 110 College Algebra TS 120 Introduction to Business Offer two or more electives	CM 370 Business Statistics EC 120 College English II HS 120 Introduction to Sociology PM 410 Christian Apologetics TS 130 Introduction to Economics Offer two or more electives
Year 2	AM 310 Principles of Accounting CM 310 Principles of Management CM 320 Principles of Economics EC 210 Oral Communication HS 130 Introduction to Psychology Offer two or more electives	AM 410 Principles of Microeconomics CM 330 Organizational Behavior GE 240 Research and Writing HS 210 Introduction to Ethics TS 210 Introduction to Computer & IT Offer two or more electives
Year 3	AM 412 Principles of Macroeconomics CM 340 Marketing Management CM 360 Management Sciences EM 410 Leadership and Motivation HS 220 Introduction to Humanities Offer three core courses and three or more electives	AM 420 Human Resources Management AM 430 Marketing Research CM 380 Strategic Management EM 420 Consumer Behavior TS 220 Health and Nutrition Sciences Offer four core courses and two or more electives
Year 4	AM 440 Investment Management AM 450 Operations Research EC 220 Intercultural Communication EM 422 Advertising and Promotion EM 430 Corporate Finance Offer three core courses and three or more electives	AM 450 Operations Research AM 460 Management Information Systems EM 440 Project Management PT 490 Capstone Offer four core courses and two or more electives

4 Year Curriculum Map: BSCS

Year/Semester	Fall	Spring
Year 1	CS 100 Introduction to Computer Science EC 110 College English I HS 110 Introduction to Philosophy PM 310 Introduction to Bible TS 110 College Algebra	CS 200 Introduction to Programming EC 120 College English II HS 120 Introduction to Sociology MA 150 Calculus TS 120 Introduction to Business
Year 2	CS 210 C Programming CS 240 Assembly Language Programming EC 210 Oral Communication MA 200 Discrete Mathematics HS 130 Introduction to Psychology TS 130 Introduction to Economics	CS 220 Data Structures and Algorithms CS 245 Programming Languages CS 250 Computer Security HS 210 Introduction to Ethics MA 290 Linear Algebra
Year 3	CS 300 Database CS 320 Operating System CS 350 Networks GE 240 Research and Writing HS 220 Introduction to Humanities	CS 330 Programming and Design CS 400 Software Engineering PM 410 Christian Apologetics TS 220 Health and Nutrition Sciences Offer one or more electives
Year 4	CS 420 Computer Communications CS 440 Computer Hardware Maintenance EC 220 Intercultural Communication Offer two or more electives	CS 450 Software Engineering Project CS 470 Topics in Computer Science PT 490 Capstone Offer two or more electives

3 Year Curriculum Map: M. Div.

Year/Semester	Fall	Spring
Year 1	BL 510 Greek I CC 510 Christian Counseling CE 520 Spiritual Formation NT 500 New Testament Survey ST 510 Systematic Theology I Offer two or more electives	CE 510 Christian Education CH 510 Church History I NT 510 Gospels OT 500 Old Testament Survey PT 600 Research and Writing Offer two or more electives
Year 2	BL 610 Greek II CE 610 Christian Ethics MI 620 World Missions NT 550 Romans OT 610 Genesis Offer two or more electives	BL 520 Hebrew I CH 512 Church History II NT 570 Life and Teachings of Jesus PT 620 Christian Leadership ST 620 Christian Apologetics Offer two or more electives
Year 3	BL 620 Hebrew II CC 610 Christian Psychology CH 531 Christianity in America NT 530 Pauline Epistles (NT 540 General Epistles) OT 510 Pentateuch Offer three core courses and three or more electives	BS 620 Biblical Hermeneutics NT 650 New Testament Theology OT 540 Major Prophets PT 690 Capstone ST 512 Systematic Theology II Offer four core courses and two or more electives

3 Year Curriculum Map: D. Min.

1 st Year	2 nd Year	3 rd Year
PT 760 Current Issues in the Church	DM 700 Project (Proposal) Writing I	DM 800 Project (Dissertation) Writing II
FC 720 Life Cycle & Psychological Development	PT 710 Pastoral Care & Counseling	FC 850 Crisis & Trauma Counseling
NT 710 Theological Themes of the New Testament	PT 870 Leadership & Coaching	PT 890 Integration of Ministry & Theology
OT 710 Theological Themes of the Old Testament	FC 730 Group Counseling Theory & Practice	FC 860 Couple (Family) Counseling /Mentoring

ACADEMIC CALENDAR 2025

2025 Spring Semester

Feb. 3 ~ May 17

New student orientation	Jan. 27
Spring Registration	Jan 13 – 25
Semester Begins	Feb 3
Last day to Drop or Add Classes	Feb 15
Last day of refund (10 th week)	April 12
Final Exams	May 12 ~ 17
School Closed: Presidents Day(Feb. 17), Spring Break(April 7-12)	

2024 Fall Semester

Aug. 25- Dec. 9

New Students Orientation	Aug 18
Fall Registration	Aug 4-16
Fall Class Begins	Aug 25
Last Day to Drop or Add Classes	Sept 13
Last day of refund (10 th week)	Nov 1
Labor Day	Sept 1
Veteran's Day	Nov 11
Thanksgiving Day	Nov 24-29
Final Exams	Dec 1 ~ 6

Board of Directors

Wha Young Kim

Chairperson

President, Albert Career School

Hee Gwang Pae

Director, Albert Senior Care Center

Tae Moon Park

President of Global Kernel Mission

Matthew D Woo

President of Kernel University

Youngchan Yoon

Board member of Kernel University

Administration (Main campus, Fullerton, CA)

Matthew D Woo, PRESIDENT

Graduated from Fulltime Training in Anaheim (2000)

Evangelist in Cambodia (since 1995)

B.A., Sungkyunkwan University (1988)

Shin Ho Kim, Chief Academic Officer

Ph.D. Drew University (NJ)

M.Div. Drew Theological Seminary (NJ)

B.A. Psychology, Seoul National University

David Cheung, LIBRARIAN

M.A., Library & Information Science, San Jose State University

B.A., Philosophy & History, University of California, Los Angeles

Daniel Park, Director of Admissions/Registrar

M.A., Talbot Theological Seminary (Present)

B.A., Biola University

Trang Le, Chief Financial Officer

B.A., Banking Academy

Administration (branch campus, Elkins Park, PA)

Jung Hee Kim, Director.

B.S., Cho Sun University (Korea)

Brandon Kim, Assistant Director.

Doctor of Pharmacy, Rutgers University (NJ)

MBA, Rutgers University (NJ)

Woojin Kim, ACADEMIC Officer

B.S. Thomas Edison State University (NJ)

Drexel University (PA)

Dongyang University (Korea)

Byung Ae Lim, LIBRARIAN

M.A., Hankook University (Korea)

B.A., Sudo Women's University (Korea)

Sanghoon Huh, Finance Officer, PA

B.A., Yon Sei University (Korea)

Kyung Ho Lee, Student Recorder Officer

Ph.D., Kyunghee University (Korea)

M.Div. Presbyterian University (Korea)

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Ph.D., Marriage and Family, Fuller Theological Seminary (2002)

M.Div., Talbot School of Theology (1989)

B.S., Psychology, University of California, Irvine (1985)

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MBA, Hope International University
BS, Marketing, Hampton University

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MBA, Claremont Graduate
MA, Communications, Fairfield University
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Th.D., Wycliffe College, University of Toronto (1998), (Short of Thesis)
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Certificate, Early Childhood Education & Supervision Administration, International Christian Education College (2003)

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Ph.D. Westminster Theological Seminary (PA) (1994) (Short of Thesis)

Th.M., Calvin Theological Seminary (1989)

M.Div., Calvin Theological Seminary (1988)

B.A., Political Science, University of California, Los Angeles (1984)