

Student Handbook

2014-2015

Last Revised on Nov. 03, 2014



*Grace Mission University
exists to serve God and God's People*

Grace Mission University

1645 W. Valencia Dr., Fullerton, CA 92833
714.525.0088 Fax. 714.525.0089 www.gm.edu

CONTENTS

CONTENTS	iii
WELCOME	1
GENERAL INFORMATION	2
Authorization and Accreditation	2
Non-Discriminatory Policy	2
Mission Statement	2
Institutional Goals	2
Philosophy of Student Development.....	3
Doctrinal Statement.....	3
Partner in Your Own Equipping (Prayer & Competencies).....	5
Competency Prayer List for the BA Program	5
Competency Prayer List for the M.Div. Program	9
ACADEMIC MATTERS.....	13
Registration	13
Curriculum/Student Progress Worksheet.....	13
Transfer Credit Policies.....	20
Grades and Grade Points.....	21
Incompletes	22
Satisfactory Academic Progress Policy (SAP)	22
Satisfactory Academic Progress Standards:.....	22
Satisfactory Academic Progress Standards: Baccalaureate Students.....	23
Satisfactory Academic Progress Standards: Graduate Students	23
SAP Probation.....	24
Disqualification	24
Reestablishing eligibility:	24
General Probation and Dismissal.....	25
Academic Suspension	25
Dismissal.....	25
Time Limits for Programs.....	25
Transcripts.....	25
Scholarships (Financial Aid).....	25
Institutional Scholarships Information	25
Federal Financial Aid.....	27
State Financial Aid (Cal Grants)	27
Department of Defense Tuition Assistance.....	27
Library.....	28
Computer Lab.....	28
Student Ministry/Fieldwork	28
Differences between Graduate and Undergraduate Expectations	28
BA vs. Graduate Assignment Requirements.....	29
Classes to Require Major Term Papers	29
STUDENT LIFE	31

Social Activities	31
Spiritual Activities	31
Student Government.....	31
Student Clubs	32
MEETING STUDENT NEEDS.....	34
Housing	34
Parking	34
Student Employment.....	34
Health Insurance.....	34
Medical Provisions.....	34
Student Counseling	35
Personal Needs	35
Academic Counseling	36
Career Counseling.....	36
Faculty Mentoring.....	36
Suggestions and Complaints	36
Using Equipment & Facilities Policies	37
Scheduling Use	37
Equipment	37
Property	37
Responsibility for Guests and Family Members.....	37
Parking	37
Maintenance and Inspection.....	37
Insurance	37
Safety & Security	38
Fire Drills	38
Fire Alarms	38
Fire Equipment.....	38
Earthquakes.....	38
Reporting Possible Hazards, Suspicious Activities, and Suspicious Strangers	39
Security Tips	39
Emergency Evacuation Plan	40
Cultural Resources	41
Disneyland Park	41
Balboa Park	41
Cabrillo Marine Aquarium.....	41
Other sites of Cultural Resources.....	41
STUDENT CONDUCT	50
Standards of Conduct	50
Sexual Harassment.....	51
Student Discipline	52
Student Rights and Due Process	52
Disciplinary Procedures	52
Grievance and Complaint Procedures.....	53
APPENDIX.....	55

Incomplete Request Form	56
Student Government Bylaws	58
Academic Calendar 2010-2012.....	61
Office Phone Number and Location	63
Campus Map & Directions:	64

WELCOME

It is an honor for us to train godly men and women who set their hearts on service to the Kingdom of God. As stewards of your noble ambitions, we strive to develop an effective training program. Many people have helped provide you with this training opportunity. People have prayed, worked, studied, given large amounts of money, and volunteered hours of time because training you is a ministry worth performing. Now, as you take advantage of the training these people have provided for you, you are stewards of the effort they have given for your equipping. Study hard. What you gain here will serve you for the rest of your life. Strive to

- develop your mind
- gain experience and skills in ministry
- let the Holy Spirit reveal and improve your character
- and press on to know God

Thus, you will make us proud to someday tell future students that we fellowshipped with you while you trained for ministry.

In addition to being a place of equipping and education, this is a place where you will make lifelong friends. We welcome you to this community and ask you to reach out to welcome those around you. Let us love one another. For love is of God. Someday, your ministries may be helpful to each other. We also invite you to get to know our instructors. We ask them to be mentors, disciplers and friends – not merely distant lecturers. You can help them do this by speaking with them after of class, asking them to pray about your personal needs, meeting with them during office hours, sitting with them in the dining area, and otherwise reaching out to them while they also try to reach out to you.

Finally, this is a place to consider your future. God is big enough to have some surprises for you. As you study, listen for any guidance God may give you. All gifts, callings, and parts of the body are important. Zealous laymen, ministers, pastors, missionaries, and other types of leaders are crucial. Remember that there is never a shortage of opportunities to serve God. Instead of striving for the most prestigious positions, ask God what He longs to see done. Consider that there is not a shortage of Korean people who want to engage in traditional ministries. There is a serious shortage of people who want to serve God on many mission fields. There are other types of needs that could be met if you were to start some type of organization or ministry (e.g. among people in jail, among children without fathers, using visual or performing arts to communicate a Christian message among non-believers, encouraging people in difficult ministries, helping believers in communist lands).

Study hard, love each other, and surrender to any purpose God may have for your life. Then, come back to campus after you graduate to tell future students about how God is using you and how God can use them. Encourage them to also study hard, love each other, and surrender to any purpose God may have for them. Welcome!

GENERAL INFORMATION

Authorization and Accreditation

Grace Mission University is a nonprofit religious corporation under the Corporations Code of California and qualifies for religious exemption pursuant to California Education Code CEC # 94739 (b) (6). The university is registered with the California Bureau of Private Postsecondary Education (BPPE) for the purpose of offering its educational programs. Furthermore Grace Mission University achieved candidate status with TRACS and ABHE (Association of Biblical Higher Education).

The following degrees are currently offered by Grace Mission University:

- Bachelor of Art in Theology
- Master of Art in Christian Education
- Master of Divinity

Non-Discriminatory Policy

Recognizing that all persons are God's creation, Grace Mission University is committed to providing equal opportunity and access in its educational and spiritual programs and activities. The institution provides full compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

GMU does not discriminate on the basis of race, color, gender, national or ethnic origin, handicaps, or age in any of its policies, procedures, or practices. This includes its admissions policy, educational programs, treatment, employment, and all other activities that it provides.

Mission Statement

Grace Mission University is a higher education institution that equips students so they will be academically enriched and spiritually empowered to lead others

- To Christ
- To deeper lives of discipleship
- And to help fulfill the Great Commission.

This mission is an expression of our passion that our students will spread the knowledge of God throughout the world as the waters cover the sea.

Institutional Goals

To fulfill its mission, Grace Mission University is committed to provide its students with:

- Theological knowledge
- Ministry skills and field experience
- Spiritual passion
- God's heart for all nations
- Background to pursue advanced degree programs geared to professional Christian ministry and world missions

As an institutional goal, GMU aspires to

- Supply leaders (Pastors, Associate pastors, Missionaries, Lay Leaders) for the Presbyterian Church International General Assembly and associated churches
- become one of the most outstanding missionary training programs in the Korean-American community

Philosophy of Student Development

It is the philosophy of Grace Mission University (GMU) that a student's experience should be more than exposure to academic studies. The results of the GMU experience should enable students to develop:

- A deeper sense of devotion and spiritual formation
- A deeper commitment to the Word of God and to applying it in your life
- A deeper personal integrity (shalom) that is reflected in right relationships with God, self, neighbors, and the created world
- Enhanced Leadership and Human Relations Skills
- Development of Christ-likeness
- Commitment to a lifetime of ministry regardless of vocational calling

Because of these goals, the leadership of GMU endeavors to provide not just classes, but also social events, spiritual events, ministry opportunities while studying, and opportunities for meet the pastors of our presbyteries.

Doctrinal Statement

God

We believe in the one and only God who is perfect and eternal. He is the Triune God: God the Father, God the Son, and God the Holy Spirit.

Jesus Christ

We believe in Jesus Christ, the Son of God, our Savior, and Lord. We believe that He is an infinite God and a true man who was incarnated by the Holy Spirit through Virgin Mary. He, being righteous, is able to bring sinners to righteousness through His sacred blood which was shed on the cross. We believe that Jesus Christ rose from the dead according to Scripture, ascended into heaven, and sits at the right hand of God as our high priest and the

king of the universe. We believe that He will come again with glory to build a kingdom of righteousness and peace.

Holy Spirit

We believe in the Holy Spirit, the third person of the Godhead, who dwells in the hearts of true believers. He came to lead us, teach us, and grant us abilities. We believe He convicts the world of its sins, regenerates sinners, and brings both righteousness and judgment.

Holy Bible

We accept the Holy Scriptures, the Old and New Testaments, as inspired by God. Scripture is the Word of God which is accurate and inerrant. The purpose of this revelation is to show God's concern for the salvation of all humans. We believe the Holy Scriptures to be the only perfect rule for faith, doctrine, and Christian conduct.

Creation

We believe in the historicity and primeval history of the biblical record of creation and the reality of heaven and hell and the literal existence of the devil.

Human Beings

We believe that humans were created in the image of God. However, this perfect image was impaired through Adam and Eve's disobedience to the point of total degradation. Following the Fall, humans experienced the process of death in both body and spirit. Therefore, humans which were set apart from God, carry the characteristics of original sin from birth.

Salvation

We believe that the salvation of all persons is brought through the substitutionary and redemptive sacrifice of Jesus Christ through His literal physical death, burial, resurrection, and bodily ascension into heaven. Whosoever repents of her/his sins and believes in Jesus is born again by the Holy Spirit, receives the gift of everlasting life, and becomes a child of God.

Sanctity and Purity

God wants His children to be holy by being filled with the Holy Spirit; to live a life of righteousness in contrast to sinfulness, to dedicate their lives to His will, and to live a life of effective service.

Healing

We believe in divine healing which we can receive for our physical illness through the work of redemption by Jesus Christ. We believe that the Holy Scriptures encourage us to pray for the sick. This is a privilege for all contemporary Christians.

The Church

We believe the Church is composed of all believers in Christ who are redeemed by His blood and born again by the Holy Spirit. Christ is the head of His Church. We believe that it is our duty to spread His Gospel as God's witness to all nations of the world. Our local

churches are gatherings of believers who come together to worship Father God, to be taught from His Word, to pray and fellowship with one another, to share the Gospel with others, and to participate in Holy Communion and Baptism.

Resurrection

We believe in the physical resurrection of both the righteous and the unrighteous respectively. The righteous will resurrect unto eternal life and the unrighteous will resurrect unto judgment in the place of eternal punishment which was prepared for all who die outside of Christ.

The Second Advent

We believe in the imminence of Jesus Christ's second coming. He will return in physical form and will be visible to anyone in the world. We believe that His second coming is a blessed hope to all believers and motivates us to lead a faithful life in sincere service to the Lord.

Partner in Your Own Equipping (Prayer & Competencies)

We have carefully studied what units of knowledge, ministry skills, and character qualities are necessary for your success in various ministries. This careful study (seen in the list of program competencies below) became the basis of the curriculum we have developed for you. However, classroom work alone will not adequately equip you for ministry. Two other things will be helpful:

1. Minister while you study. Seek as many types of ministry experience as you can while you are studying. The problems you encounter will drive you to the learning resources we provide for you. Thus, the ministry helps you learn, and the learning helps you minister effectively. A front-loaded training model where you study now and minister after you forget most of it is much less effective. (Our student ministry/fieldwork program will help you with this need.)
2. Use the following lists of program competencies as prayer lists. As you pray that God help you develop these competencies, God may provide you with special experiences. As you pray through the list, you will become more familiar with your training needs and what your classes are trying to accomplish. When you hear something that relates to the competencies you have been praying about, you will wake up and pay special attention. This may happen in class, in church, or elsewhere. A baby bird merely opens its mouth for mother to pour in pre-digested food. A future leader in ministry must be more actively involved.

Competency Prayer List for the BA Program

Mondays

Goals Relating to Piety

1) A deeper sense of devotion and spiritual formation

1. Hungers and thirsts for spiritual growth
2. Committed to maintain an effective prayer life
3. Understands the purposes and true meaning of Christian prayer
4. Maintains a spiritual attitude in times of affliction and trials

2) A deeper commitment to the Word of God and to applying it in your life

5. Can apply Biblical principles to everyday life
6. Committed to accurate interpretations of scripture
7. Knows and loves the scripture

3) A deeper personal integrity (shalom) that is reflected in right relationships with God, self, neighbors, and the created world

8. Understands that a spiritually is not only devotional, but also Christ-likeness in ethics, character and compassion
9. Committed to being trustworthy so as to build a good reputation
10. Lives a life worthy of the gospel
11. Understands that God has individualized plans & purposes for oneself, and appreciates how God has provided physical attributes (e.g. appearance), experiences, opportunities, disappointments, talents, spiritual gifts, etc. to empower oneself for those purposes.
12. Committed to stewardship of possessions, responsibilities, opportunities, and the created world

Tuesdays

4) Enhanced Leadership and Human Relations Skills

13. Maintains good relationship with church members
14. Submits to and cooperates with the senior pastor
15. Committed to Keep confidences (i.e. does not gossip about what one hears while counseling)
16. Knows effective principles of human relations
17. Knows and can apply principles of conflict management
18. Knows leadership principles

Goals Relating to Science

5) A foundation of Academic Knowledge and Research skills

19. Can find research materials (i.e. in the library, on the internet)
20. Can evaluate the quality of reference materials, articles, books, websites, etc.
21. Can use proper format to cite references
22. Can write an introduction which captures attention and directs it toward a thesis (e.g. of a speech, sermon, essay, etc.)
23. Can write a body with exegesis, illustrations, and application
24. Can write a conclusion with a summary and final appeal
25. Can make an effective vocal presentation (e.g. tone, speed, pauses, gestures, eye contact)

Wednesdays

26. Understands worldview
27. Understands differences between American and Korean culture
28. Knows taboos of American culture
29. Understands difference between Christianity and cultural expression of Christianity (i.e. can Biblically evaluate customs and cultural norms)
30. Can answer theological challenges of universalism and religious pluralism
31. Knows basic history of world civilizations (e.g. West, East Asia, Middle East, Africa, Latin America)
32. Knows major events of Church history
33. Knows major events of Korean church history
34. Knows significant figures of church history
35. Knows information about the character qualities of significant people who have impacted the Church
36. Values and promotes commitment to family and family harmony in relationships
37. Has knowledge about the impact of divorce on spouses and children
38. Understands secular views of the origins of the universe and of man (e.g. what “scientific” evidence might unbelievers use to try to discredit the Bible)
39. Understands various Biblical Views of the origins of the universe and of man
40. Knows evidence for and against various views of origins

Thursdays

6) A solid biblical and theological foundation

41. Understands and can explain foundational doctrines
42. Understands how historical, contextual, cultural background sheds light on the content of Bible books
43. Has an integrated understanding of the scriptures as a whole

7) Enhanced Ministry Skills

44. Eager to help with whatever tasks the pastor asks (i.e. is a flexible and willing assistant)
45. Knows how to make meaningful visits to church members
46. Is comfortable making visits to church members
47. Can develop programs to support and enrich family life (e.g. marriage seminars, parenting classes, family budgeting)
48. Has resources for assisting in family crises (e.g. divorce, death, unemployment, retirement, empty nest)
49. Has resources for marital and premarital counseling
50. Understands family dynamics and relationships
51. Understands social development and pressures of adolescents
52. Can articulate the temptations typical to adolescents, the unmet needs that make them vulnerable, and how they should address such issues
53. Can use creative means to communicate spiritual truth with adolescents

54. Can recruit adolescents to be involved in meaningful ministries (e.g. mission trips, evangelism, community service, peer counseling)

Fridays

55. Understands childhood development
 56. Knows how to evangelize children
 57. Knows how to disciple children
 58. Can use creative means to communicate spiritual truth with children
 59. Knows how and has a heart to partner with parents
 60. Knows how and embraces opportunities to extend the ministry through a child to his or her family
 61. Can work well with various generations of immigrants (i.e. first generation, 1.5 generation, second generation, other ethnic groups within the church)
 62. Understands generational conflict in immigrant communities
 63. Understands differences in appropriate ministries to first and second generation immigrants
 64. Can teach about the authentic meaning of worship services
 65. Knows a variety of evangelistic presentations
 66. Understands how to conduct friendship evangelism
 67. Can follow up new believers until they are established in the faith
 68. Knows a variety of effective teaching methods
 69. Can build a warm and comfortable relationship with class or group members
 70. Committed to prepare well (e.g. writes class plans, practices presentations, prepares clear and understandable and interesting material)
 71. Can teach others to pray (e.g. priority, methods, sequence)
 72. When preaching or teaching, is reverently aware of standing before God

Saturdays

73. Understands Reformed Theology (e.g. TULIP, Westminster Confession, 12 Confessions of the Presbyterian Church)
 74. Values the Presbyterian Church International General Assembly, as well as the broader Presbyterian heritage, and prayerfully considers service in the Presbyterian Church International General Assembly

10) A deeper understanding of missionary theory and practice

75. Can provide basic mission education to congregation
 76. Can guide members in short term mission trips
 77. Basic knowledge of the theology of missions
 78. Basic knowledge of the history of missions
 79. Basic knowledge of cultural anthropology (including bonding with nationals, avoidance of paternalism, the needs of indigenous expressions of Christianity, cross-cultural communication)
 80. Basic knowledge of mission strategy (e.g. church planting, church growth, unreached peoples, receptivity to the Gospel)

Competency Prayer List for the M.Div. Program

Mondays

Goals Relating to Piety

1) A deeper sense of devotion and spiritual formation

1. Hungers and thirsts for spiritual growth
2. Practices regular spiritual devotions
3. Committed to follow the example of Jesus in significant prayer before important tasks
4. Maintains a spiritual attitude in times of affliction and trials
5. Is sensitive to guidance from God

2) A deeper commitment to the Word of God and to applying it in your life

6. Committed to applying Bible knowledge to one's life and ministry
7. Committed to accurate interpretations of scripture
8. Has a passionate desire to continuously study the Word of God
9. Has an integrated understanding of the scriptures as a whole

Tuesdays

3) A deeper personal integrity (shalom) that is reflected in right relationships with God, self, neighbors, and the created world

10. Committed to be a model of Christian life
11. Maintains healthy marriage and family life
12. Committed to high standards of sexual purity
13. Wholehearted commitment to God
14. Committed to live consistently with what one preaches
15. Committed to handling money with integrity (e.g. not using church funds for personal use, assuring that money is used for designated purposes, assuring careful accounting, etc.)
16. Committed to the understanding that as a single component of the body, he or she is dependent upon others and their gifts to carry out a mature and balanced ministry
17. Committed to a spiritual discipline of practicing love (e.g. forgiveness, reconciliation, patience, kindness, self sacrifice, focused on removing the log from one's own eye more than criticizing others, etc.)
18. Applies Biblical principles to relationships
19. Committed to the Bible as the source of Christian ethics
20. Pursues personal holiness
21. In spite of the pressure to conform to this world, has the courage to not tolerate what should not be tolerated

Wednesdays

4) Enhanced Leadership and Human Relations Skills

22. Humble & teachable (e.g. receives counsel & criticism graciously, properly expresses one's own opinions and feelings)
23. Maintains a good relationship with elders, other church workers, and senior pastor (or other pastors in the church)
24. Knows leadership principles
25. Can devise and articulate strategies for achieving organizational goals (i.e. can engage in strategic planning)
26. Can communicate a vision that recruits the efforts of followers
27. Can recognize spiritual gifts in self and others
28. Can help followers find a niche where they can make meaningful contributions
29. Delegates responsibility (and with appropriate authority)
30. Cares about and takes care of followers

Thursdays

Goals Relating to Science

5) A foundation of Academic Knowledge and Research skills

31. Has a basic understanding of the grieving process
32. Can make an effective vocal presentation (e.g. tone, speed, pauses, gestures, eye contact)
33. Can write an introduction which captures attention and directs it toward a thesis (e.g. of a speech, sermon, essay, etc.)
34. Can write a body with exegesis, illustrations, and application
35. Can write a conclusion with a summary and final appeal
36. Can write a thesis using a proper format
37. Understands worldview
38. Understands differences between American and Korean culture
39. Knows taboos of American culture
40. Understands difference between Christianity and their cultural expression of Christianity (i.e. can Biblically evaluate customs and cultural norms)
41. Knows major events of Church history
42. Knows major events of Korean church history
43. Knows how theological challenges have shaped church history
44. Can answer theological challenges of universalism and religious pluralism

Fridays

6) A solid biblical and theological foundation

45. Understands and can explain foundational doctrines
46. Understands and is committed to an Evangelical theological position
47. Understands how historical, contextual, cultural background sheds light on the content of Bible books
48. Committed to the position that the Bible is inerrant
49. Understands that God is active throughout history and is sovereignly moving history toward the final goals
50. Knows Biblical teachings on spiritual gifts

7) Enhanced Ministry Skills

51. Can plan a worship service
52. Can lead worshipers to focus on God
53. Can teach about the authentic meaning of worship services
54. Can lead Church rituals (e.g. baptisms, Lord's supper, weddings, funerals)
55. Has resources for marital and premarital counseling
56. Knows a variety of evangelistic presentations
57. Can follow up new believers until they are established in the faith
58. Knows training areas that are appropriate to discipleship (e.g. consistent devotions, prayer, Bible study, committed relationships with fellow disciples, serving God, witnessing, full-dedication, production of Christ-like character, stewardship and giving, commitment for disciples to become disciplers, ...)
59. Knows techniques of making disciples
60. Understands ministry as a work of God, and not just a result of our abilities, money, or effort

Saturdays

61. Knows a variety of effective teaching methods
62. Can build a warm and comfortable relationship with class or group members
63. Committed to prepare well (e.g. writes class plans, practices presentations, prepares clear and understandable and interesting material)
64. Can choose relevant sermon or lesson topics
65. Can teach others to pray (e.g. priority, methods, sequence)
66. When preaching or teaching, is reverently aware of standing before God
67. Being committed to God's purposes for the organization instead of being committed to one's own status
68. Can communicate a vision that recruits the efforts of followers
69. Can skillfully engage in strategic planning (seeing and devising plans to address opportunities and threats)

8) A balance of spiritual resources, theological knowledge, and ministry skills

9) An understanding of and appreciation for Presbyterian distinctives (e.g. theology, polity, history)

70. Understands Reformed Theology (e.g. TULIP, Westminster Confession, 12 Confessions of the Presbyterian Church)
71. Understands Presbyterian Polity
72. Knows Presbyterian History (e.g. Calvin, Knox, Presbyterianism in USA, Presbyterianism in Korea, Presbyterian Church International General Assembly)
73. Values the Presbyterian Church International General Assembly, as well as the broader Presbyterian heritage, and prayerfully considers service in the Presbyterian Church International General Assembly
74. Understand how the Reformed movement impacted the development of capitalism, democracy, and the freeing of the Church from state control

Sundays**10) A deeper understanding of missionary theory and practice**

75. Can provide basic mission education to congregation
76. Can guide members in short term mission trips
77. Keeps a good (close, harmonious) relationship between missionaries on the field and the supporting church
78. Faithfully continues support of their missionaries with finances and prayers
79. Basic knowledge of the theology of missions
80. Basic knowledge of the history of missions
81. Basic knowledge of missions to and from Korea (including Nevius, 3-Self Strategy, the birth and growth of the Korean mission movement, and possibilities of reaching North Korea)_
82. Basic knowledge of cultural anthropology (including bonding with nationals, avoidance of paternalism, the needs of indigenous expressions of Christianity, cross-cultural communication)
83. Basic knowledge of mission strategy (e.g. church planting, church growth, unreached peoples, receptivity to the Gospel)

ACADEMIC MATTERS

Registration

Registration opens two weeks before a new semester. Within the preceding two months, current students receive class schedules and registration information by mail. They are to compare the new class schedules with their Student Progress Worksheets (see below). After deciding the courses in which to enroll, and during the two-week registration period, a student is to meet with the Academic Dean (or the Dean of Administration) for academic counseling. After the first day of class, a \$10 late registration fee will be charged. Registered students may drop or add classes without fees during the first and second week of the semester. During the third week, a \$10 fee will be charged for dropping or adding each course. Thus, dropping or adding two classes would incur a charge of \$20. However, replacing a class (i.e. dropping one and adding one) will only incur a fee of \$10. After three weeks, no new classes can be added.

Curriculum/Student Progress Worksheet

Depending on your program, you will use one of the following worksheets to keep track of your progress toward your degree. A similar worksheet is kept in your student file and is consulted by the person who advises you during registration.

After you complete (and pass) a course, use the blank to record the semester and year (e.g. F08, Sp09, Su09). For electives, you will also have to write the course number and course title. The unmarked courses are the requirements you still need to fulfill in order to graduate. At registration time, check whether each course offered is one of your yet unfulfilled requirements. Since a required course might not be offered again for another two or more years, make sure to register for your required courses. If a course is not a required course, it is an elective. You only have room for a few electives. You may choose to take additional electives for your own personal benefit, but additional electives do not help you graduate. Use pencil when marking your curriculum progress worksheet. Changes may have to be made for various reasons. One reason for bachelor students is that after they have chosen a concentration, some of their electives may be moved to the concentration requirements.

Degree Completion Plan (Master of Divinity, 105 credits)

All courses are 3 units if there is no indication.

<p>General & Leadership – 21 credits</p> <p>___ RW513 Research & Writing (or GI533)</p> <p>___ GI533 Info. Literacy & Technology (or RW513)</p> <p>___ BL518 Greek II</p> <p>___ BL558 Hebrew II</p> <p>___ CH508 Church History II</p> <p>___ CE583 Christian Education</p> <p>___ LT543 Leadership & Administration</p> <p>___ GS513 Integrative Exit Seminar</p> <p>Biblical/Theological Studies – 36 credits</p> <p>___ BT503 Intro. to the Bible</p> <p>___ NT518 The Gospels (or NT533)</p> <p>___ OT513 The Pentateuch</p> <p>___ OT643 Historical Books & Wisdom Lit.</p> <p>___ OT543 Major Prophets</p> <p>___ OT553 Minor Prophets</p> <p>___ NT573 Acts & Pauline Epistles</p> <p>___ NT598 General Epistles & Revelation</p> <p>___ BT513 Hermeneutics</p> <p>___ NT533 Life & Ministry of Christ (or NT518)</p> <p>___ ST513 Systematic Theology I</p> <p>___ ST523 Systematic Theology II</p> <p>___ ST533 Systematic Theology III</p> <p>Practical Theology – 30 credits</p> <p>___ MT513 Intro. to Mission</p> <p>___ SF533 Spiritual Formation</p> <p>___ SF543 Equipping Believers in Spiritual Formation</p> <p>___ PT503 Cells & Church Planting</p> <p>___ PT513 Homiletics</p> <p>___ PT533 Preaching Practicum</p> <p>___ CO593 Pastoral Counseling</p> <p>___ ST583 Christian Apologetics</p> <p>___ PT603 Pastoral Theology & Ministry</p>	<p>PT505 Ministry Formation (0.5 credit, 6 Semesters)</p> <p>___ 0.5 credit, ___ 0.5 credit</p> <p>___ 0.5 credit, ___ 0.5 credit</p> <p>___ 0.5 credit, ___ 0.5 credit</p> <p>Elective & Special Courses – 18 credits</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>Spiritual Enrichment Activities</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>ESL (Only International Students with I-20)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>___ _____ (__crd)</p> <p>Bible Knowledge Tests</p> <p>1st _____ (), Exit _____ ()</p>
---	--

Start: Dean's Signature: _____ Date _____ Transfer units:

Finish: Dean's Signature: _____ Date _____ Total units completed:

Students must consult with academic dean and get signature before graduation to complete the degree!

Degree Completion Plan (Bachelor of Theology, 128 credits)

All courses are 3 units if there is no indication.

<p><i>General Studies-39 credits</i></p> <p><input type="checkbox"/> CH103 History of Christianity</p> <p><input type="checkbox"/> GA133 Cultural Anthropology</p> <p><input type="checkbox"/> GH143 World Civilization</p> <p><input type="checkbox"/> GM153 Intro. to Music</p> <p><input type="checkbox"/> GE163 Intro. to Philosophy</p> <p><input type="checkbox"/> GS163 Intro. to Physical Science</p> <p><input type="checkbox"/> GI133 Info. Literacy & Techno. (or GE223)</p> <p><input type="checkbox"/> GE223 Research & Writing (or GI133)</p> <p><input type="checkbox"/> GE233 English Literature</p> <p><input type="checkbox"/> SO283 Sociology & Immigrant Comm.</p> <p><input type="checkbox"/> CO213 Intro. to Psychology</p> <p><input type="checkbox"/> GE343 Public Speaking</p> <p><input type="checkbox"/> BL313 Greek I</p> <p><input type="checkbox"/> BL353 Biblical Hebrew I</p> <p><i>Biblical / Theological Studies-30 credits</i></p> <p><input type="checkbox"/> BT123 Bible Survey</p> <p><input type="checkbox"/> ST122 Bible Doctrine I</p> <p><input type="checkbox"/> ST123 Bible Doctrine II</p> <p><input type="checkbox"/> OT203 The Pentateuch</p> <p><input type="checkbox"/> OT213 Historical & Poetic Books</p> <p><input type="checkbox"/> BT313 Hermeneutics</p> <p><input type="checkbox"/> OT363 The Prophets</p> <p><input type="checkbox"/> NT203 The Gospels (or NT483)</p> <p><input type="checkbox"/> NT483 Life & Ministry of Christ (or NT203)</p> <p><input type="checkbox"/> NT413 Acts & Pauline Epistles</p> <p><input type="checkbox"/> NT468 General Epistles & Revelation</p> <p><i>Ministry (Professional Studies)-39 credits</i></p> <p><input type="checkbox"/> GE173 Intro. to Education</p> <p><input type="checkbox"/> CE153 Christian Education (or EC108)</p> <p><input type="checkbox"/> EC108 Child Education (or CE153)</p> <p><input type="checkbox"/> CO253 Intro. to Counseling</p> <p><input type="checkbox"/> MT273 History of Missions</p> <p><input type="checkbox"/> LT303 Foundations of Leadership</p> <p><input type="checkbox"/> PT333 Sermon Preparation</p> <p><input type="checkbox"/> SF323 Readings in Spirituality</p> <p><input type="checkbox"/> ST333 Christian Apologetics</p> <p><input type="checkbox"/> LT423 Discipleship & Cell</p> <p><input type="checkbox"/> PM413 Pastoral Theology</p> <p><input type="checkbox"/> PT443 Christian Ethics</p> <p><input type="checkbox"/> PT493 Senior Integrative Seminar</p>	<p>PT405 Ministry Formation (0.5 credit, 6 Semesters)</p> <p><input type="checkbox"/> 0.5 credit, <input type="checkbox"/> 0.5 credit</p> <p><input type="checkbox"/> 0.5 credit, <input type="checkbox"/> 0.5 credit</p> <p><input type="checkbox"/> 0.5 credit, <input type="checkbox"/> 0.5 credit</p> <p><i>Electives & Concentration-20 credits</i></p> <p><i>Check One (At least 15 units should be taken for Concentration area)</i></p> <p><input type="checkbox"/> Ministry <input type="checkbox"/> Church Music <input type="checkbox"/> Counseling</p> <p><input type="checkbox"/> Missions <input type="checkbox"/> Education <input type="checkbox"/> Bible/Theology</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><i>Spiritual Enrichment Activities</i></p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><i>ESL (Only International Students with I-20)</i></p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><input type="checkbox"/> _____ (__ crd)</p> <p><i>Bible Knowledge Tests</i></p> <p>1st _____ (), Exit _____ ()</p>
---	---

Start: Dean's Signature: _____ Date _____ Transfer units:

Finish: Dean's Signature: _____ Date _____ Total units completed:

Students must consult with academic dean and get signature before graduation to complete the degree!

Master of Divinity Curriculum (M.Div) (Three-Year Plan)

Fall Semester			Spring Semester		
Code No.	Courses	Units	Code No.	Courses	Units
First Year			First Year		
BT503	Intro. to the Bible	3	ST523	Systematic Theology II	3
CH503	Church History I. (Early to Reformation)	3	CH508	Church History II. (Modern & American)*	3
ST513	Systematic Theology I	3	LT543	Leadership & Administration	3
BL518	Greek II* (Greek I은 여름학기에)	3	NT518	The Gospels (or NT533 Life & Ministry of Christ)	3
BL553	Biblical Hebrew I (Elective)	3	RW513	Research and Writing (or GI533)	3
GI533	Info. Literacy & Technology (or RW513)*	3	BL558	Biblical Hebrew II*	3
PT505	Ministry Formation	0.5	PT505	Ministry Formation	0.5
		18.5			18.5
Second Year			Second Year		
SF533	Spiritual Formation	3	NT573	Acts & Pauline Epistles	3
PT513	Intro. to Homiletics	3	BT513	Hermeneutics	3
OT643	Historical Books & Wisdom Literature	3	PT533	Preaching Practicum*	3
OT513	The Pentateuch	3	SF543	Equipping Believers in Spirit Formation	3
ST533	Systematic Theology III	3	PT503	Cell & Church Planting	3
PT573	Christian Ethics (Elective)	3	PT505	Ministry Formation	0.5
PT505	Ministry Formation	0.5		Elective	3
		18.5			18.5
Third Year			Third Year		
MT513	Intro. to Missions	3	OT553	Minor Prophets	3
OT543	Major Prophets	3	GS512	Integrative Exit Seminar	3
NT598	General Epistles & Revelation	3	ST583	Christian Apologetics	3
PT563	Planning & Leading Worship	3	PT603	Pastoral Theology & Ministry	3
CE583	Christian Education	3	CO593	Pastoral Counseling	3
CH593	Korean Church History (Elective)	3		Elective	3
PT505	Ministry Formation	0.5	PT505	Ministry Formation	0.5
		18.5			18.5

- Total 105 credits are required to graduate.
- Total 87 required credits and total 18 credits of open electives
- Many electives are taken during the Summer and Winter Interims in Languages and Specific Electives.
- BL513 Greek I is offered only in Summer (August)
- * To take these courses, students need prerequisites such as Greek I, Hebrew I, Church History I, Intro. to Homiletics, and Research & Writing (or Info. Literacy & Technology). Many students have achieved first levels of proficiency in these areas through their B.A. studies.

Bachelor of Theology Curriculum (B.Th) (Four-Year Plan)

Fall Semester			Spring Semester		
Code No.	Courses	Units	Code No.	Courses	Units
First Year			First Year		
BT123	Bible Survey	3	BL313	Greek I	3
CH103	History of Christianity I	3	GE163	Intro. to Philosophy	3
GH143	World Civilization	3	GM153	Introduction to Music	3
GI133	Info. Literacy & Technology (or GE223)	3	GA133	Cultural Anthropology	3
GE173	Intro. to Education	3	GS163	Intro to Physical Science	3
	Elective	3		Elective	3
PT405	Ministry Formation	0.5	PT405	Ministry Formation	0.5
		18.5			18.5
Second Year			Second Year		
GE233	English Literature	3	GE223	Research & Writing (or GI133)	3
ST122	Bible Doctrine I	3	OT203	The Pentateuch	3
CO213	Intro. to Psychology	3	ST123	Bible Doctrine II	3
CE153	Christian Education (or EC108 Child Education)	3	CO253	Intro. to Counseling	3
MT273	History of Missions	3	SO283	Sociology & Immigrant Com.	3
	Elective	3	GS233	Intelligent Design (Elective)	3
PT405	Ministry Formation	0.5	PT405	Ministry Formation	0.5
		18.5			18.5
Third Year			Third Year		
BL353	Biblical Hebrew I	3	OT303	Historical Books	3
ST333	Christian Apologetics	3	NT203	The Gospels (or NT483 Life & Ministry of Christ)	3
SF323	Readings in Spirituality	3	PT443	Christian Ethics	3
LT303	Foundations of Leadership	3	GE343	Public Speaking	3
BL318	Greek II (elective)	3	BT313	Hermeneutics	3
PT405	Ministry Formation	0.5	PT405	Ministry Formation	0.5
	Elective	3		Elective	3
		18.5			18.5
Fourth Year			Fourth Year		
OT353	The Poetic Books	3	OT363	The Prophets	3
NT413	Acts & Pauline Epistles	3	NT468	General Epistles & Revelation	3
LT423	Discipleship & Cell Leading	3	PT493	Senior Integrative Seminar	3
PT333	Sermon Preparation	3	PM413	Pastoral Theology	3
PT463	Church Planting & Growth	3	PT401	Ministry Formation	3
PT405	Ministry Formation	0.5	PT405	Ministry Formation	0.5
	Elective	3			
		18.5			16.5

- Total Bachelor of Theology Hours = 128, 108 required credits and 20 credits of open electives
- Many electives are taken during the Summer and Winter Interims in Languages and Specific Electives.

Transfer Credit Policies

Students from accredited institutions may be admitted to GMU providing that they meet the admissions requirement of the institution. Credit may be given for courses in which a grade of “C” or above for undergraduate courses (“B” or above for graduate courses) has been earned and which correlates with the courses required for the completion of the program to which the student was admitted. The maximum credit transferable is 50% of total graduate credits for each program. Therefore, the transferable credit is 64 semester units for the bachelor degree, 34 semester units for the M.A., and 52 semester units for the M. Div. In special cases, exceptional transfer will be accepted by the process of the evaluations of faculty and admission committee.

Academic work done at accredited institutions, or at schools in Korea that have recognition from the ministry of education, will be transferred into GMU programs if the work fits into our curriculum (e.g. there is not room for 55 credits of engineering classes in the electives and general education portions of our curriculum). The transfer policy for work done at unaccredited American schools or schools in Korea that have not achieved recognition by the Ministry of Education is as follows:

Full credit may be granted for each credit earned at a school that has achieved candidacy with an accrediting agency that is approved by the US Department of Education or the Council for Higher Education Accreditation (if the class fits into our curriculum).

It is the student’s responsibility to request that each institution attended send official transcripts directly to Grace Mission University Office of Admissions for evaluation. Coursework that fits into our curriculum and was earned from an accredited school is normally transferred into our program on an equal credit for credit basis. The procedure for determining whether transfer credit from unaccredited institutions is as follows:

1. The academic dean or registrar will research the institution in question (e.g., do internet or telephone research to determine faculty credentials, hours of coursework per credit, library resources, names of accredited schools accepting coursework from this institution...).
2. The student is expected to demonstrate the equivalence between the courses in question, e.g., by showing the syllabus of the course previously taken.
3. The Dean of Academic Affairs, in consultation with the GMU instructor who teaches the equivalent course, determines the transferability of the credit by reviewing the material presented by the student.
4. The grade for the course for which the credit transfer is sought must be at least “C” for undergraduate courses and “B” for graduate courses.
5. A faculty and academic staff committee will award credit for unaccredited coursework will be awarded as follows:

- 1/2 of a credit may be granted for each credit earned at an unaccredited American school that has achieved applicant status with the ABHE and TRACS (the class must fit our curriculum)

- 1/3 of a credit may be granted for each credit earned at an unaccredited American school that has achieved state approval (the class must fit our curriculum)
- 1/3 of a credit may be granted for each credit earned at an unaccredited American school that has not achieved state approval – with a limit of 20 credits accepted (for 60 or more credits work)
- 1/3 of a credit may be granted for each credit earned at a Korean school that has not achieved recognition by the Ministry of Education – with a limit of 20 credits accepted (for 60 or more credits work)

Students wishing to transfer credits into GMU should include a note in their application packet indicating which transcripts should be assessed for transferable credit. When receiving an acceptance letter into a GMU program, the letter should include the list of accepted transfer classes. If the list is not included, please contact the office of the academic dean.

In some cases, students take transferable courses while attending GMU (or did not ask for transfer credits when applying to GMU). It is important that students request transfer credits as soon as possible. In some cases, a student may take a GMU class that could have been transferred from a previous transcript. Since we cannot give credit for taking the same class twice, the student has wasted time and money. In other cases, a student may assume that a class would be transferred. By the time the student learns that the course was not accepted for transfer (or not accepted for full credit), he or she may have missed the chance to enroll in a class needed for graduation.

Grades and Grade Points

Letter grades correspond to the following numerical grade points:

- 4.0 = A
- 3.7 = A-
- 3.3 = B+
- 3.0 = B
- 2.7 = B-
- 2.3 = C+
- 2.0 = C
- 1.7 = C-
- 1.0 = D
- 0.7 = D-
- 0.0 = F

Bachelor programs at schools accredited by the Association for Biblical Higher Education average a 2.8 to 3.0 Grade Point Average (GPA). If your GPA is higher, you may be an outstanding student.

Incompletes

We must remember that students who need a grade of “incomplete” for courses must first obtain permission from the Dean of Academic Affairs' office. A form is provided in the student handbook appendix. Before the form can be submitted to the academic dean, it must be signed by the student and professor. After obtaining a signature from the academic dean, the students will give the form to the professor. The student is to attach a course syllabus and submit one copy (of Incomplete Request Form and course syllabus) to the professor, one to the academic dean, and keep one himself or herself. If the student does not complete the requirements within one semester, the “I” will be turned into an “F”. To erase the “F”, a student must take the course again.

Satisfactory Academic Progress Policy (SAP)

Grace Mission University has developed standards of satisfactory academic progress policy to monitor student’s academic progress. The Satisfactory Academic Progress Policy is comprised of two Standards: (1) Qualitative Standard; and (2) Quantitative Standard. The Quantitative Standard has two components (a) acceptable passing rate and (b) Unit and a time limit for student’s to complete an educational program.

Satisfactory Academic Progress Standards:

1. Qualitative Standard

Students must be in good academic standing, as defined by the current University Catalog. Undergraduate students must maintain a C (2.0) average in all courses attempted at Grace Mission University and a C (2.0) cumulative. Graduate students must maintain a B (3.0) average in all courses attempted at Grace Mission University and a B (3.0) cumulative.

2. Quantitative Standards

- a. **Acceptable Passing Rate:** To monitor the Acceptable Passing Rate an overall ratio of Grace Mission University units earned to Grace Mission University Units attempted is calculated. Students must complete 70% of units attempted. Transfer units are not included in this calculation. Grades of: F, IC, IN, Cr, NC, W, WU count as units attempted with Zero units earned.
- b. **Unit and Time Limit:** Attempt no more than 150% of the number of units required to complete an educational program. For determining satisfactory academic progress, ALL attempted units at Grace Mission University are counted whether or not financial aid was received. For Transfer students only those attempted transferred units that apply to their degree program are counted.

Students who change their majors may receive aid until they attempt 150% of the additional number of units required for the new degree.

Students pursuing a double major may attempt 150% of the number of units required to complete ONLY one degree.

Satisfactory Academic Progress Standards: Baccalaureate Students

1. Qualitative Standard

Students must be in good academic standing, as defined by the current University Catalog. Undergraduate students must maintain a C (2.0) average in all courses attempted at Grace Mission University and a C (2.0) cumulative.

2. Quantitative Standards

- a. **Acceptable Passing Rate:** To monitor the Acceptable Passing Rate an overall ratio of Grace Mission University units earned to Grace Mission University Units attempted is calculated. Students must complete 70% of units attempted. Transfer units are not included in this calculation. Grades of: F, I, IC, IN, Cr, NC, U, W, WU count as units attempted with Zero units earned.
- b. **Unit and Time Limit:** Attempt no more than 150% of the number of units required to complete an educational program. For determining satisfactory academic progress, ALL attempted units at Grace Mission University are counted whether or not financial aid was received. For transfer students only those attempted transferred units that apply to their degree program are counted.

Earned units include: A, A-, B, B+, B-, C, C+, C-, D, D+, D-, CR, P, and all transfer units.

Attempted units include: A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, IC, IN, CR, NC, RD, W, WU, repeat, and all transfer units.

Satisfactory Academic Progress Standards: Graduate Students

Students pursuing a graduate degree may receive financial aid until they complete their academic program, or their total number of units attempted (including a reasonable number of prerequisites) reaches or exceeds 150% of the number of units required for the program, whichever comes first.

1. Qualitative Standard

Students must be in good academic standing, as defined by the current University Catalog. Graduate students must maintain a B (3.0) average in all courses attempted at Grace Mission University and a B (3.0) cumulative.

2. Quantitative Standards

- a. **Acceptable Passing Rate:** To monitor the Acceptable Passing Rate an overall ratio of Grace Mission University units earned to Grace Mission University Units attempted is calculated. Students must complete 70% of units attempted. Transfer units are not included in this calculation. Grades of: F, IC, IN, Cr, NC, W, WU count as units attempted with Zero units earned.
- b. **Unit and Time Limit:** Attempt no more than 150% of the number of units required to complete an educational program. For determining satisfactory academic progress, ALL attempted units at Grace Mission University are counted whether or not financial aid was received. For transfer students only those attempted transferred units that apply to their degree program are counted.

Earned units include: A, A-, B+, B, B-, C+, C+, C, C-, D+, D, D-, CR, RP*, and all transfer units required for the completion of degree.

Attempted units include: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, IC, IN, CR, NC, RD, W, WU, repeat, and all transfer units required for the completion of degree.

SAP Probation

The first time that a student does not complete 70% of units attempted during an academic year, or after any semester when his or her GPA falls below requirements for satisfactory academic progress (i.e., at least 2.0 for bachelor's and 3.0 for master's programs) he or she may be placed on a "One-year SAP probation. To be placed on probation, a student must complete at least 50% of attempted units during an academic year. A "One-year Sap probation" is granted only once. During a probation period, student will continue to receive financial aid.

Once students have been placed on probation, they must complete at least 70% of attempted units annually during their probation year, and any remaining time in pursuit of their degree, or they will be disqualified from receiving financial aid.

Students on probation have an initial appointment with either the student dean or academic dean to assess the cause. In some cases, further meetings will not be required (e.g., an illness or car accident could have caused a temporary inability to maintain quality work). In other cases, regular appointments with a dean or faculty member will be arranged.

Disqualification

Students who do not meet the standards of satisfactory progress are disqualified and become ineligible for financial aid.

Reestablishing eligibility:

1. Students may regain eligibility when there is a determination that the student is again meeting the qualitative and quantitative standards.
2. Students who feel they were disqualified due to extraordinary circumstances may submit an appeal in writing to the Center for Financial Aid.

Examples of extraordinary circumstances:

- Personal illness or injury
- Death of a family member
- Other unusual hardships causing the student lack of success.

General Probation and Dismissal

Academic Suspension

A student is subject to academic suspension from the University after one semester on academic probation, unless in the judgment of the Academic Dean significant academic improvement is made during the probationary semester. Academic suspension precludes further enrollment in the University.

Dismissal

The institution reserves the right to dismiss any student failing to make satisfactory academic progress towards his/her program, who violates academic honesty standards or the school's lifestyle policy, and /or fails to meet his/her financial obligations.

Time Limits for Programs

Time limits may be extended under special circumstances. Undergraduate students can take minimum 9 units and maximum 19 units in a semester. Graduate students can take minimum 6 units and maximum 19 units in a semester. However, the time limit for completion of a two-year degree program is three years, 4 and 1/2 years for three year degree program, and six years for four year degree programs. The time limits include any leaves of absences taken by a student.

Transcripts

Students can request transcript for transferring credits earned in GMU. They can visit and get counseling for transferring. The transcript will be issued to the student or the institution the students desired to transfer in. There is a fee for issuing transcripts. A transcript will not be issued to, or on behalf of any individual who has a past due financial obligation to the institution until such obligation has been cleared. Other fees are not refundable once the request or the work has been done.

Scholarships (Financial Aid)

Institutional Scholarships Information

Students cannot be awarded more than one scholarship per semester except in the case of Work – Study Scholarship. Scholarships are awarded at the beginning of each semester and recipients will receive the credit for the amount of the scholarship toward their tuition. The total scholarship cannot exceed the tuition that the student should pay. There are several types of scholarships which are available for students.

Types of Institutional Scholarships

Academic Achievement Scholarship

One fulltime BA student and one fulltime M.Div. student with the highest grade point average (GPA) for the study in a program at the graduation. This scholarship is normally between \$200 and \$500 each. Students who will receive this scholarship will be notified by the academic dean before graduation.

Active Pastor and Missionary Scholarship

The active assistant pastors, senior pastors, and missionaries abroad may receive this scholarship benefits. The assistant pastors and senior pastors of local church must submit a verification of the ministry and its position from their respective church authority. The missionaries must submit verification from their sponsoring organization or church. After reviewing the application and the verification, the applicant may receive up to thirty percent (30%) of their current tuition, except the missionaries abroad who may receive up to 50%. To receive this scholarship, the application must be received within the first two weeks of the semester (within Add/Drop period). Any application submitted after this period will take effect during the following semester. The GMU's Scholarship Committee will make the scholarship awards decision and the amount based on the availability of the existing scholarship fund.

Family Scholarship

A couple or family members enrolled at GMU concurrently may submit an application for scholarship. After reviewing the application, the students who carry less credit points may receive up to 50% of the tuition reduction. The GMU's Scholarship Committee will make the scholarship awards decision and the amount based on the availability of the existing scholarship fund.

Financial Need Scholarship

Students who have financial needs are invited to obtain an application from the school office. They are to complete the application and submit it to the student dean. Each May the Scholarship Committee will consider applications for the following academic year. By the end of May, Student Dean will post the names of students to receive this scholarship. (If a student does not want his or her name posted as a winner of a financial need scholarship, he or she should include a stamped, self-addressed envelope along with the application. He or she should tell the Student Dean not to post his or her name. He or she should also note this at the bottom of the application.)

Work – Study Scholarship

At the beginning of each semester, on-campus job descriptions will be posted on the bulletin board. Interested students should contact the school office. Money earned will be applied to any outstanding balance (e.g. tuition and fees). A student who does not owe any money to the school will receive cash.

Sponsor Matching Scholarship - Designated Scholarship

A church or organization may choose a student to support, or may provide a scholarship for a particular type of student (e.g. a pastor's son, a student who wants to become a missionary). The later type of scholarship is announced when available. Students should see the student dean to apply for a designated scholarship.

Scholarship Applications

All applicants for scholarships must attain a 2.5 GPA or higher in the previous semester. Students desiring to receive financial assistance must submit a scholarship application at the time of registration each semester. The application is supplied at registration or can be obtained at the administrative office.

Scholarship Committee

The Scholarship Committee has the task of screening the awarding of scholarships, fundraising, and managing scholarship funds. It is organized as follows: President (Chair), Chief Academic Officer, Dean of Students, CFO and Financial Aid Office.

All matters that are not stipulated clearly shall be discussed and decided by the Scholarship Committee of the school which ordinarily meets once each semester.

Federal Financial Aid

The cost of higher education has increased significantly and paying for higher education is a challenge for many students. Many students are forced to rely on some outside help to pay for the rising costs of postsecondary education. Some students work while attending school, others seek educational loans. Federal Student Aid (FSA) is available for GMU students. GMU is committed to helping students apply and receive FSA based on their eligibility.

The financial aid office at GMU will do its best to assist students in the application process for FSA, answer questions, and process all FSA in a professional and timely manner.

State Financial Aid (Cal Grants)

Cal Grants are California State Awards based on state residency, GPA, and financial need. To qualify for Cal Grant, a FAFSA form and a GPA verification form must be filed by the March 2nd deadline (current Cal Grant recipients need not file the GPA verification form but must file the FAFSA form).

Students attending GMU may qualify for the Cal Grant A or the Cal Grant B programs. Students attending GMU are not eligible for the Cal Grant C program.

Department of Defense Tuition Assistance

A student who is in serving Department of Defense can apply Department of Defense Tuition Assistance for his/ her tuition when the student is attending GMU programs.

Library

A library card is issued upon receipt of the library card application. A proof of registration is required to receive a library card.

The library is open on Monday through Friday from 10:30 a.m. to 9:00 p.m. Up to 10 books may be checked out in one visit and be kept for one month.

When studying in the library, you will remove books from the shelves. Please do *not* place these books back on the shelves when you are done. This is because we must keep records on how many of our books are used. We report this data to our accrediting agency.

For more information see the *Library User Handbook* that you received during new student orientation. If you misplace your copy, additional copies of the *Library User Handbook* are available in the library.

Computer Lab

Several computers are available on a walk-in basis for student access. All are web enabled. To print assignments or other documents, students pay five cents per page.

Student Ministry/Fieldwork

Classroom work alone is not adequate for equipping you for ministry. Therefore, every student is required to complete two hours per week of ministry. In your last year, you will complete eight hours per week of ministry. You will submit monthly reports and reflection papers at the end of each semester. Use this as an opportunity to try a variety of types of ministry so that you may discover and refine your gifts. For more information, see the *Ministry Formation Handbook*.

Differences between Graduate and Undergraduate Expectations

Graduate studies are fundamentally different than undergraduate studies. This is not merely a matter of reading more pages and writing longer papers. Graduate students are expected to take significant responsibility in determining what to learn, how to learn it, and in finding learning resources. In addition to submitting course work to professors, graduate students will often submit or orally present work to their peers for comments, suggestions, and ideas for improvement. Sometimes this involves team projects. A research paper at the BA level may primarily require that a student report what authors have said. Instead of simply reporting what authors say, graduate students will often be required to evaluate an author's work, or suggest applications to their ministries. In short, graduate students are responsible to take initiative – they are partners with their professors in their own equipping.

BA vs. Graduate Assignment Requirements

In addition to qualitative differences between graduate and undergraduate studies, there are also differences in the quality of work required. The following table helps illustrate some quantifiable differences between graduate and undergraduate expectations:

	BA	Graduate
Average Number Of Pages To Read Per Course	300-600	400-1000
Number Of Pages Expected In Major Term Papers (double spaced, 12 pt font)	8-12	15-30
References Cited (different books, articles, websites, online databases)	Minimum 8 citations with at least 2 from books and 2 from periodicals or full-text data bases	Minimum 12 citations w at least 4 from books and 4 from periodicals or full-text data bases
Number Of Major Term Papers In Degree Program	9	10
Additional Graduate Requirement		In the earlier part of some graduate courses, students are to make outlines for three term papers on different topics assigned by the professor. In each outline, they are to cite two or three references that provide material for each point (e.g. a roughly evenly divided combination of books, print serials such as magazines or journals, and electronic resources such as NuriMedia, electronic thesis collection from Korean seminaries, and websites). Students could be asked to choose one of these outlines for writing a term paper. Other classes will require these outlines (without a term paper).

Classes to Require Major Term Papers

BA – 9 Classes Requiring Major Term Papers	M.Div. - 10 Classes Major Requiring Term Papers
<ol style="list-style-type: none"> 1. Research & Writing 2. Hermeneutics 3. Introduction to Asian Philosophy 	<ol style="list-style-type: none"> 1. Korean Church History 2. Pastoral Counseling 3. Church Growth in the Korean-American Context

4. Christian Ethics	4. Church Leadership and Spirituality
5. Leadership	5. Hermeneutics
6. Christian Education	6. Exegesis of the Old Testament
7. Systematic Theology 1	7. Exegesis of the New Testament
8. Systematic Theology 2	8. Old Testament Theology
9. Human Development	9. New Testament Theology
	10. Theology of Mission

STUDENT LIFE

Social Activities

A balanced life includes recreation and opportunities to build friendships. Therefore a variety of activities are planned by the student government:

- Sports Days (once per semester)
- Intercollegiate Sports Day (meeting with other Korean schools in Southern California)
- Intercollegiate Thesis Competition (with other Korean schools in Southern California)
- Welcome Parties Honoring New Students (beginning of each semester)
- Graduation Party

Students take turns providing lunches on Mondays through Thursdays. All are invited to attend. Additional social activities are provided through student clubs.

Spiritual Activities

A balanced life includes spiritual activities. Various spiritual activities are provided for all students. Chapel services are held Tuesday. An off-campus spiritual retreat is scheduled in the middle of each semester. Students are to schedule appointments with their faculty mentors each semester. Students are also encouraged to see each other as spiritual resources (and to be spiritual support to each other. Seek to find and be iron that sharpens iron. Labor with us in prayer for the spiritual life of our community

Other activities are for certain groups of students. Each spring semester, graduating students have a special retreat led by the president. Optional student clubs often focus on prayer, worship, or other spiritual themes.

Students are also expected to be active members of a local church. We encourage students to join Presbyterian Church International General Assembly churches so that they can be recommended to take the Presbyterian Church International General Assembly ordination exams.

Student Government

Student government elections are held each May for the following academic year. One month before student elections, the student government announces and the date of the election meeting. To qualify as a candidate, a student must have completed 24 credits by the end of that academic year, must not be planning to graduate before the end of the upcoming academic year, and must submit to the secretary of the student government a petition with signatures of ten current students. Once a petition has been submitted, a student may engage in campaigning activities (e.g. submit a poster to the school office for display, distribute literature, request from the school office the use of a room for a meeting). At the election meeting, each qualified candidate will be given five minutes to make a presentation. Voting will take place by means of written ballots.

The student government consists of eight members (i.e. president, two vice presidents, two general secretaries, secretary, and two treasurers). The president and vice presidents are elected annually. The general secretaries, secretary, and treasurers are appointed by the president.

The activities of the student government include:

- Promotion of spiritual, social, and academic development of the student body
- Arrange social events for students
- Contribution to the development of the school
- Communicating to the administration on behalf of students

To accomplish their duties, the student government is provided with a budget that is generated by a student registration fee as well as additional money provided by the school. This money is kept in a special account that requires signatures of the student dean and one student government treasurer. At the beginning of the semester, the student government is to propose a budget. Once this budget is approved by the student dean, the student government may request funds. For each request, the student dean will see whether there is adequate money in that budget category. If so, the money will be released to the student government. In return, the student government is to report a receipt for the expense.

Typical student government expenses include:

- Social events for the student body
- Special scholarships
- Inviting a special chapel speaker
- Gifts for new students
- Gifts for graduating students
- Honoring and thanking alumni at an annual alumni meeting

The student dean supervises the student government. The student government is to operate according to the Student Government Bylaws.

Student Clubs

Students are encouraged to form or join official student organizations. Such clubs have the right to meet in unused classroom or other campus space (after receiving approval from the student dean to meet in a particular location and at a particular time) and to promote their clubs by posting flyers on bulletin boards (after receiving approval from the school office).

To apply for official recognition of a student organization, a minimum of three charter members (i.e. students who plan to join) must find a faculty advisor, and submit an Application for Recognition of a Student Organization to the student dean.

Application for Recognition of a Student Organization

Name of Organization	
Purpose of Organization	
Proposed Activities	
Proposed On-Campus Meeting Times	
Faculty Advisor	
First Charter Member Name, Address, Phone Number, E-mail Address	
Second Charter Member Name, Address, Phone Number, E-mail Address	
Third Charter Member Name, Address, Phone Number, E-mail Address	
Will the standards of behavior, meetings, and activities of this organization be consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of GMU?	

MEETING STUDENT NEEDS

Housing

We do not provide student housing. However, we do help students to rent local apartments. For help arranging housing, contact the Dean of Administration.

Parking

GMU has enough parking lots. Please do not double park.

Student Employment

On-campus opportunities: Various on-campus jobs are available (e.g. maintenance, cleaning, office work, library assistance). To apply for employment, contact Dean of Administration.

Off-campus employment: Churches occasional contact us for workers. To inquire about church appointments, contact the Student Dean.

We recommend that students not take on such large workloads and class loads that their spiritual and personal well-being is compromised.

Health Insurance

We ask all students to acquire medical insurance. There are several insurance agents to recommend. If you need help contacting an insurance agent, please ask the student dean for assistance.

Medi-Cal funded by the government of California is recommended for low income students and their family. With the insurance program, the children under five will get medical service with no cost. Students can access www.medical.ca.gov or 916-445-4171 for more information or application.

Healthy Families funded by the government of California is also recommended for mid-low income students and their families. Healthy Families is a State of California sponsored low cost insurance for children, teens and pregnant mothers. With small amount of insurance cost, the students and their family will get medical service with minimum cost. Students can access www.healthyfamilies.ca.gov or contact 1-800-880-5305 for more information or application.

For the other health insurance providers and services, students can contact Korean Community Center. Grace Mission University has contract with the service center to provided health insurance information and other services. The contact phone number is 714-449-1125 and the website is www.koreancommunity.org. Students can also visit the office at 7212 Orangethorpe Ave., Suite 8, Buena Park, CA 90621.

Medical Provisions

If you have a minor accident, a first aid kit is kept in the office to help you. If you have a more serious medical need that demands immediate attention, the office will arrange for your transportation to a doctor or hospital. If you have a medical need that does not require immediate attention, please discuss the issue with the student dean.

If you need to find a Korean-speaking medical doctor, Shin Dong Soo, M.D., will be happy to treat our students:

11524 La Mirada Blvd. La Mirada, CA 90638	(562) 943-4747
--	----------------

If you need to find a nearby urgent care facility (i.e. a facility that should be quicker and cheaper than a hospital, but not be suitable for major emergencies), you may want to go to Urgent Care America Corp:

13470 E Telegraph Rd. Whittier, CA 90645	(562) 906-7766
---	----------------

More serious medical emergencies need to be treated in a hospital emergency room. A nearby hospital (with emergency room) is Whittier Hospital Medical Center:

9080 Colima Road Whittier, CA 90605	(562) 945-3561
--	----------------

Keep in mind that any American hospital or emergency room has access to translators (e.g. on staff or via a telephone translating service). Also keep in mind that even if you have no insurance and no money, emergency rooms cannot turn away a seriously ill individual. They must treat you until you are out of danger. However, emergency rooms are more expensive than other medical facilities.

Another nearby hospital is the Presbyterian Intercommunity Hospital (which has some Korean-speaking medical staff):

12401 Washington Blvd. Whittier, CA 90602	(562) 698-0811
--	----------------

If you need to find a Korean-speaking an Oriental medicine therapist, You Jung Kim LAc will be happy to treat our students. Oriental medicine is especially helpful for pain control, arthritis, stomach ailments and more. If you would like, he can arrange to meet you on campus.

7191 Kensington Dr. Buena Park, CA 90621	(714) 228-0106
---	----------------

Student Counseling

Personal Needs

All faculty members are available to discuss personal concerns with any student. Many faculty members are experienced pastoral counselors. However, the student dean

and your faculty mentor are especially available to discuss such matters. Please do not suffer quietly. If you are experiencing stress, have concerns for safety, having difficulty with relationships, or are otherwise concerned, please meet to talk and pray with the student dean or your mentor.

Academic Counseling

Students are required to meet with the academic dean or dean of administration during registration. However, students are invited to discuss academic plans with the academic dean at any point in the semester. Please make an appointment.

Career Counseling

Our school offers limited career counseling. The Dean of Administration and the Student Dean both are available to discuss this. The director of PCIGA denomination and BA seniors will also receive career guidance in the Senior Integration Seminar.

Faculty Mentoring

Although students are encouraged to approach any faculty member for help, each student is formally related to a particular faculty member. The student dean gives students an application for them to note first three preferences as faculty mentors. After all applications are received, the student dean makes mentoring assignments. All full-timer faculty members and some part-time faculty members serve as mentors.

Students are to meet individually with faculty mentors at least once per semester. At this meeting, the faculty member and student discuss progress toward graduation, ministry ambitions, personal problems, etc.

There is also at least one small group meeting per semester. This small group is composed of the mentor and all students assigned to him or her. The small group meeting normally includes prayer for each other and refreshments (Sometimes the small group meets at a restaurant.). Students are encouraged to pray for and contact the other members of their small group.

Suggestions and Complaints

The student dean welcomes you to discuss various types of concerns. If you have a complaint or grievance with an employee or fellow student, please refer to the pattern outlined in Matthew 18. If appropriate, go to the offending party. If that fails (or does not seem appropriate), write out the concern and submit this to the student dean. The dean will schedule an appointment to explore the facts (and write a report), further investigate (and write a report) and either offer satisfactory resolution or refer the problem to the administrative council (with final report). If the complaint involves the student dean, the student should submit the written complaint to the president.

Using Equipment & Facilities Policies

Scheduling Use

To avoid double scheduling any room or facility, the Dean of Students (or a delegated assistant) maintains a calendar showing reservations for using all campus facilities. Any reservations must be approved by the Dean of Students.

Equipment

GMU property and equipment are made available to GMU community for school-related and some personal use. Audio/visual equipment can be checked out through the Library. All GMU property and equipment are made available on a first come, first serve basis, with priority given to official University use in case of a conflict. Equipment is not insured for non-University use.

Property

All groups and individuals who have been approved by the Office of the CEO may use University facilities, with priority being given to those whose activities are directly related to the mission of the University. All such activities must be in harmony with God's work at the University. The name Grace Mission University is to be linked only with those programs clearly endorsed and sponsored by the University. Groups or individuals wishing to use the facilities should contact the Office of the CEO for final approval and for reservations of the facilities at least two weeks ahead of the date desired.

Responsibility for Guests and Family Members

Employees may be held responsible for damage to GMU property by family members or other visitors who are guests of employees. Employees are discouraged from bringing children to work. The University will not be responsible for injuries sustained on University premises by children who attend work with parents.

Parking

Parking is available in the church parking lot. If needed, overflow parking is available across Brookhurst St.

Maintenance and Inspection

Operation and maintenance of Grace Mission University facilities is provided by Grace Korean Church and is directed by the Dean of Students. A maintenance inspection is conducted regularly by the Grace Korean Church maintenance team in compliance with city regulations for Fullerton, CA. This includes a regular inspection of the elevator.

Insurance

Since Grace Mission University meets on the campus of our sponsoring church, we are covered by the umbrella policies of Grace Ministries International. Our carrier, GuideOne, provides comprehensive coverage including school and building liability, fire, building, etc. Insurance coverage is reviewed by the business manager each November.

Safety & Security

Fire Drills

Fire drills are explained during new student orientation. Expect at least one fire drill per semester. In the event of a fire drill or fire, walk to the nearest exit and wait at the outskirts of the parking lot. Be careful to stay out of the way of fire engines or other emergency vehicles.

Fire Alarms

Fire alarms are located on both floors.

Fire Equipment

Six fire extinguishers are available for emergencies. Fire extinguishers are located as follows:

- Outside the library (by the door)
- In the kitchen
- At the bottom of the stairs in the center of the building
- Outside the door to the men's bathroom
- Outside the upstairs classrooms
- Outside the upstairs student reading room

To operate our fire extinguishers:

1. hold the fire extinguisher upright and pull out the pin on the handle
2. stand back eight feet and aim at the base of the fire
3. squeeze the lever on the handle and sweep side to side

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the College may impose a fine for damages or administer disciplinary action.

Earthquakes

Southern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to "Duck, Cover, and Hold."

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information, or wait for school officials to give the "all clear."

Reporting Possible Hazards, Suspicious Activities, and Suspicious Strangers

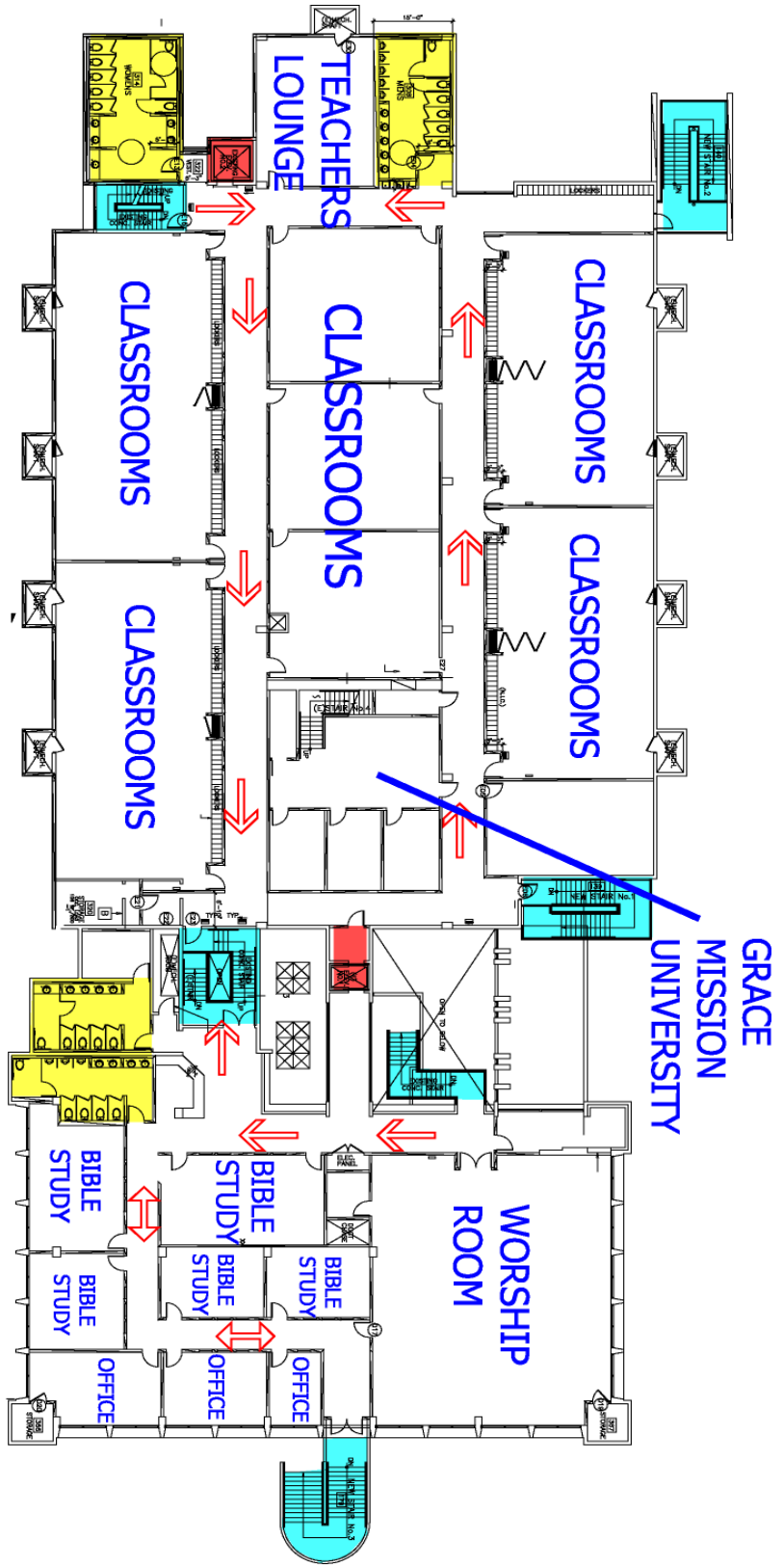
If you notice any needed repair (especially if it poses a safety hazard), suspicious activity, or suspicious stranger, please inform the office.

Security Tips

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you. If you would like an escort to the parking lot across the street, please inform the office.
3. Always lock rooms and automobiles when they are unoccupied.
4. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
5. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
6. Look inside your car before entering; also check vehicle for possible break-ins. Assailants sometimes hide in the back seat of a vehicle.
7. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
8. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
9. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

Emergency Evacuation Plan

THIRD FLOOR



Cultural Resources

Southern California is one of the richest areas for cultural resources. GMU students can learn abundant cultural aspects and enjoy the specific features of Southern California as well as America. GMU students can visit following valuable spots in an hour from school.

Disneyland Park

Welcome to the place where imagination is the destination. For young and old, big and small — it's the happiest place on earth! Come build memories with your family that last a lifetime as you discover the wonder of this magical, fantastical world. When you enter one of the Lands that comprise Disneyland Park, stories come to life around you, immersing you in tales from some of your favorite Disney films.

Address: 1313 S. Disneyland Drive, Anaheim, CA 92802

Phone: 310-548-7562

Web: www.disneyland.disney.go.com

Balboa Park

Balboa Park is the nation's largest urban cultural park. Home to 15 major museums, renowned performing arts venues, beautiful gardens and the San Diego Zoo, the Park has an ever-changing calendar of museum exhibitions, plays, musicals, concerts, and classes—all in the beautiful and timeless setting of this must-see San Diego attraction.

Address: 1549 El Prado, San Diego, CA, 92101

Phone: 800-719-8951

Web: www.balboapark.org/

Cabrillo Marine Aquarium

Cabrillo Marine Aquarium engages all visitors in education, recreation and research to promote knowledge, appreciation and conservation of the marine life of Southern California. With its spectacular natural setting adjacent to Cabrillo Beach Coastal Park and the Port of Los Angeles, Cabrillo Marine Aquarium is uniquely suited to its leadership role in marine science education, aquaculture research and community recreation. The historic Frank Gehry-designed aquarium displays the largest collection of Southern California marine life in the world. Since 1935, CMA has provided visitors with both a natural and interactive approach to learning about the marine environment of Southern California.

Address: 3720 Stephen M. White Drive, San Pedro, CA 90731,

Phone: 310-548-7562

Web: [/www.cabrillomarineaquarium.org](http://www.cabrillomarineaquarium.org)

Other sites of Cultural Resources

Name	Type	Summary
Old Mill	Mill	1816 adobe grist mill for Mission San Gabriel, also known as El Molino Viejo Museum

La Casa Primera de Rancho San Jose	Historic house	1837 adobe home, operated by the Historical Society of Pomona Valley
Rancho Los Cerritos	Historic house	1844 two-story Monterey-style adobe home
Adobe de Palomares	Historic house	1850s adobe ranch home, operated by the Historical Society of Pomona Valley
Gamble House	Historic house	1908 Craftsman-style house
Adamson House	Historic house	1929 home decorated with Malibu Potteries tile, tour includes adjoining Malibu Lagoon Museum
Point Vicente Interpretive Center	Natural history	adjacent to Point Vicente Light
Dominguez Rancho Adobe Museum	Historic house	Adobe ranch home, also known as Rancho San Pedro
Mission San Gabriel Arcángel	Historic church	Also contains a museum about the church's history
American Museum of Ceramic Art	Art	also known as AMOCA
Durrell House Museum	Historic house	also known as Azusa Historical Museum, operated by the Azusa Historical Society
Los Angeles Contemporary Exhibitions	Art	Also known as LACE, contemporary art exhibition space and archive of the visual arts for the city of Los Angeles
Armand Hammer Museum of Art	Art	Also known as the Hammer Museum, collection includes French 19th century masters, European old master paintings, American artists from the 18th to 20th centuries, works by 19th century French satirist Honoré Daumier and contemporaries, sculpture and contemporary art
Ralph J. Bunche House	Biographical	Also known as the Ralph Bunche Peace & Heritage Center
California Heritage Museum	Art	American decorative and fine arts, includes Monterey furniture and many examples of California tile and pottery
Long Beach Museum of Art	Art	American decorative arts objects, early 20th century European art, California Modernism and contemporary art of California
Martial Arts History Museum	History	An historic and cultural look at Asian forms of martial arts. Changing exhibits
Getty Villa	Cultural	Another site of the J. Paul Getty Museum, arts and cultures of ancient Greece, Rome and Etruria
Hollywood Heritage Museum	History	Archival photographs from silent movie picture productions, movie props, historic documents and movie memorabilia
Los Encinos State Historic Park	History	Area agriculture history and historic adobe house
Roslin Art Gallery	Art	Armenian folk art and contemporary art gallery
Ararat-Eskijian Museum	Ethnic	Armenian history and culture
Pasadena Museum of California Art	Art	Art and design that originates from California
Judson Studios	Art	Art gallery and stained glass workshops
Pacific Asia Museum	Art	Arts and culture of Asia and the Pacific Islands

Descanso Gardens	Historic house	Botanic gardens, also features Boddy House, a 22 room mansion
Ramona Museum of California History	History	California history
Leonis Adobe	Living	California ranch life of the late 1800s
Academy of Motion Picture Arts and Sciences Galleries	Art	Changing exhibits related to films, film-making, film creators and film personalities
MAK Center for Art and Architecture	Art	Changing exhibits that challenge the relationship between art and architecture; located in the Schindler House
Architecture & Design Museum	Architecture	changing exhibits, information and education center about architecture, interior design, landscape design, fashion design and product design
Drum Barracks	Civil War	Civil War-era military facility with museum containing camp models, period displays
Wende Museum	History	Cold War history of Eastern Europe, open Fridays or by appointment
Norton Simon Museum	Art	Collections include European Impressionist paintings, sculpture, tapestry and some South Asian sculpture
SPARC Gallery	Art	Community art center and gallery
Neff Park	Local history	contains Neff Home, a historic house museum, and Neff Barn with local history exhibits
Santa Monica Museum of Art	Art	Contemporary art
Museum of Latin American Art	Art	Contemporary Latin American art
George Westmore Research Library & Museum	Cosmetics	cosmetics and hair styling memorabilia, open by appointment
Fashion Institute of Design & Merchandising Museum	Textile	Costumes, accessories, textiles & perfume
Hollywood Museum	Media	costumes, props, models, set pieces and more from movies and movie stars
La Historia Historical Society Museum	Ethnic	culture of the barrios of El Monte
Schindler House	Historic house	Designed by architect Rudolf Schindler, also features the MAK Center for Art and Architecture
Hollyhock House	Historic house	Designed by Frank Lloyd Wright, centerpiece of Barnsdall Art Park
Natural History Museum of Los Angeles County	Natural history	Displays include animal habitats, dinosaurs, pre-Columbian cultures and the Ralph M. Parsons Discovery Center and Insect Zoo
Rancho Los Alamitos	Historic house	Early 1800s adobe ranch house and barns with animals
Lummis House	Historic house	Early 1900s rock house, also known as El Alisal
Hathaway Ranch Museum	Local history	early California ranch life and the oil boom of the 20s and 30s
Rubel Castle	Art	Eclectic mix of rock buildings, discarded items and a renovated citrus packing house

Heritage Square Museum	Open air	Eight structures tell the story of the settlement and development of Southern California from the Civil War to the early 20th Century
Autry National Center	Culture	Established in 2003 following the merger of the Southwest Museum of the American Indian, the Women of the West Museum, and the Museum of the American West (formerly the Autry Museum of Western Heritage)
REDCAT	Art	Exhibition venue of the California Institute of the Arts, with public art gallery
Griffith Observatory	Science	Exhibits include astronomy, planets, stars, the cosmos, gravity, the sun and moon
Workman and Temple Family Homestead Museum	Historic house	Features the 1870s Workman House, 1920s La Casa Nueva, a Spanish Colonial Revival mansion, and El Campo Santo, one of the region's oldest private cemeteries
Paley Center for Media	Media	Formerly the Museum of Television & Radio
Page Museum (La Brea Tar Pits)	Natural history	Fossils, located in Museum Row
Southwest Museum	Native American	Galleries are closed for rehabilitation, but the museum still offers programs, events and a gift shop; now part of the Autry National Center
Hollywood Bowl Museum	History	gallery of photos from performers at the Hollywood Bowl
Eames Office	Architecture	gallery with rotating exhibitions, photography and artifacts from the Charles Eames family collection
Museum of Neon Art	Art	Historic and contemporary art using neon lighting
Chinese American Museum	Ethnic - Chinese	History and experience of Chinese Americans in the state of California, also fine art exhibits, part of El Pueblo de Los Angeles State Historic Park
Fort MacArthur Museum	Military	History of the fort and its role in defending the Los Angeles area
Salvation Army Museum of the West	History	history of the Salvation Army in the Western United States
Los Angeles Museum of the Holocaust	History	Holocaust history
Skirball Cultural Center	Jewish	Home of the Skirball Museum with exhibits about Jewish culture, accomplishments and the history of the Jewish people in the United States
Forest Lawn Memorial Park (Hollywood Hills)	History	Houses the Hall Of Liberty American History Museum
Heritage Park	Open air	includes authentic Tongva Native American village, ranch home, and train depot complete with locomotive
Pasadena Museum of History	Multiple	includes Fenyes Mansion with turn-of-the-century furnishings and art, the Finnish Folk Art Museum and changing exhibits of local culture and history
Barnsdall Art Park	Art	Includes Los Angeles Municipal Art Gallery, Barnsdall Gallery Theatre and Hollyhock House
Catalina Island Museum	Local history	includes Native American artifacts, over 10,000 photographs and images, a large collection of Catalina-made pottery and tile, ship models and maritime artifacts

El Pueblo de Los Angeles State Historic Park	Multiple	Includes Olvera Street, Avila Adobe, Chinese American Museum, Italian Hall Museum, Plaza Firehouse Museum, Sepulveda House, and changing exhibits in El Pueblo Gallery, Pico House, Hellman/Quon building
Los Angeles County Museum of Art	Art	Includes Pavilion for Japanese Art, collections of African, Ancient Americas, American, Middle Eastern, Chinese and Korean, Contemporary, Egyptian, European, Latin American and Asian art, costumes & textiles, decorative arts and design, photography
Lanerman House	Historic house	1915 Arts & Crafts-style bungalow
Pico Rivera Historical Museum	Local history	housed in an 1887 train depot
Guinness World Record Museum	Entertainment	located on Hollywood Boulevard
Monterey Park Historical Museum	Local history	operated by the Monterey Park Historical Society
Hayes House & Museum	Local history	operated by the San Gabriel Historical Association
Japanese American National Museum	Ethnic - Japanese	Japanese American history, culture and art, located in Little Tokyo
Korean American Museum	Ethnic - Korean	Korean American history, culture and art
Korean Cultural Center	Ethnic - Korean	Korean history and culture, changing exhibits of traditional and contemporary art
The Huntington Library	Multiple	Library, art collection, historic Beaux-Art mansion and botanical gardens
Los Angeles Maritime Museum	Maritime	Local maritime, diving and fishing industries, ship models, sailor's artifacts, local history, USS Los Angeles
Grammy Museum	Music	located a L.A. Live
Geffen Contemporary at MOCA	Art	Located in Little Tokyo district, branch of Museum of Contemporary Art, Los Angeles
Craft and Folk Art Museum	Folk Art	located in Museum Row
Ripley's Believe It or Not!	Entertainment	Located on Hollywood Boulevard
Museum of Contemporary Art	Art	Main branch is located on Grand Avenue in Museum Row, Geffen Contemporary is in the Little Tokyo district of Downtown Los Angeles, and Pacific Design Center facility is in West Hollywood
Wally Parks NHRA Motorsports Museum	Automotive	Memorabilia, automobiles and motorcycles related to the sport of hot rodding
American Military Museum and Heritage Park	Military	military vehicles and artillery
Walt Disney's Carolwood Barn	Railroad	Miniature barn used by Walt Disney, houses Disney and steam-train-related memorabilia
San Fernando Museum of Art & History	Art	museum and cultural arts center
Archival Center Museum	History	museum of the Archival Center of the Archdiocese of Los Angeles, located at Mission San Fernando Rey de

		España, history of the archdiocese including exhibits about archbishops and cardinals, papal collection, art, missions, religious objects
Queen Mary	Museum ship	Ocean liner
Arcadia Historical Museum	Local history	officially known as The Ruth and Charles Gilb Arcadia Historical Museum
Los Angeles Fire Department Museum and Memorial	Firefighting	Old Fire Station 27 is located on on Cahuenga Boulevard in Hollywood, history of the department, antique equipment and fire engines; Old Fire Station 36 is located in San Pedro, also called the Harbor Museum
Avila Adobe	Historic house	Oldest standing residence in Los Angeles, part of El Pueblo de Los Angeles State Historic Park
Getty Center	Art	One site of the J. Paul Getty Museum, exhibits classical sculpture and art, European paintings, drawings, manuscripts, sculpture, decorative arts and photography
Burbank Police and Fire Museum	Multiple	open by appointment
Baldwin Park Museum	Local history	operated by the Baldwin Park Historical Society
Gordon R. Howard Museum	Local history	operated by the Burbank Historical Society
Chatsworth Museum	Local history	operated by the Chatsworth Historical Society at the Homestead Acre
Hill-Palmer Cottage	Historic house	Operated by the Chatsworth Historical Society, also known as the Homestead Acre
Firehouse Jail Museum	Jail	operated by the Covina Valley Historical Society
Heritage House, Covina	Historic house	operated by the Covina Valley Historical Society
Downey History Center	Local history	operated by the Downey Historical Society
Duarte Historical Museum	Local history	operated by the Duarte Historical Society
Doctor's House Museum & Gazebo	Historic house	operated by the Glendale Historical Society
Centennial Heritage Park	Open air	operated by the Glendora Preservation Foundation, includes Hamilton House, carriage house, windmill, citrus grove, print shop
Hermosa Beach Historical Museum	Local history	operated by the Hermosa Beach Historical Society
Pomona Ebell Museum of History	Local history	operated by the Historical Society of Pomona Valley
Temple City Museum	Local history	operated by the Historical Society of Temple City
Bolton Hall Museum	Local history	Operated by the Little Landers Historical Society
Redondo Beach Historical Museum	Local history	operated by the Redondo Beach Historical Society
San Dimas Museum	Local history	operated by the San Dimas Historical Society
Andres Pico Adobe	Historic house	Operated by the San Fernando Valley Historical Society
Muller House Museum	Historic house	operated by the San Pedro Historical Society
Heritage Junction Historic Park	Open air	operated by the Santa Clarita Valley Historical Society
Kingsbury House	Historic house	operated by the Santa Clarita Valley Historical Society

		at Heritage Junction Park
Saugus Train Station Museum	Railroad	operated by the Santa Clarita Valley Historical Society at Heritage Junction Park
Lizzie's Trail Inn	Historic site	operated by the Sierra Madre Historical Preservation Society
Richardson House (Sierra Madre, California)	Historic house	operated by the Sierra Madre Historical Preservation Society
South Pasadena Historical Museum	Local	operated by the South Pasadena Preservation Foundation
Western Museum of Flight	Aviation	Operated by the Southern California Historical Aviation Foundation, collection of notable jet and propeller-drive airplanes
Bailey House (Whittier, California)	Historic house	operated by the Whittier Historical Society
Whittier Museum	Local history	operated by the Whittier Historical Society
Watts Towers	Art	Outdoor folk art tower sculptures
Bunny Museum	Commodity	over 12,000 bunny collectibles
Nethercutt Collection	Automobile	over 130 antique, classic and special interest automobiles
Psychiatry: An Industry of Death	Religious	Owned and operated by the Citizens Commission on Human Rights, an anti-psychiatry organization founded by the Church of Scientology
Foursquare Heritage Center	Biographical	parsonage home of Aimee Semple McPherson, next to Angelus Temple
Williamson Gallery	Art	part of Art Center College of Design
Cal State Northridge Art Galleries	Art	part of Cal State Northridge
Paul Gray PC Museum	Technology	Part of Claremont Graduate University, history of personal computers
Vincent Price Art Museum	Art	part of East Los Angeles College, includes art from Africa, Peruvian and Mexican artifacts dating from 300 B.C., North American Indian Art, and important works from the renaissance to the present day
Plaza Firehouse Museum	Firefighting	part of El Pueblo de Los Angeles State Historic Park
Sepulveda House	Local history	part of El Pueblo de Los Angeles State Historic Park, historic house and visitor center with exhibits about the area
Italian Hall Museum	Ethnic	part of El Pueblo de Los Angeles State Historic Park, history and contributions of Italian Americans in Los Angeles
Ruth Chandler Williamson Gallery	Art	Part of Scripps College
Warner Brothers Museum	Media	part of the VIP Tour of Warner Brothers Studio, motion picture and television memorabilia, information
Raymond M. Alf Museum of Paleontology	Paleontology	Part of The Webb Schools
Fowler Museum	Cultural	Part of UCLA, collections include art, ethnographic and archaeological objects representing prehistoric, historic,

		and contemporary cultures of Africa, Native and Latin America, and Asia and the Pacific
USC Fisher Museum of Art	Art	part of University of Southern California, contemporary and old master exhibitions
Museum of the Academy of Motion Picture Arts and Sciences	Media	Planned museum
San Gabriel River Discovery Center	Natural history	planned museum to complement the existing Whittier Narrows Nature Center, focus on local watershed issues
Burbank Aviation Museum	Aviation	planned museum with temporary displays of local aviation history
Children's Museum of Los Angeles	Children's	Planned new facility at Hansen Dam, old museum closed
American Jewish University Art Galleries	Art	Platt and Borstein Art Galleries, Smalley Sculpture Garden
MOCA at The Pacific Design Center	Art	Presents new work by emerging and established artists, branch of Museum of Contemporary Art, Los Angeles
Will Rogers State Historic Park	Historic house	Ranch home of Will Rogers
Automobile Driving Museum	Automotive	restored antique, classic and special interest cars
Point Fermin Lighthouse Historic Site and Museum	Maritime	Restored lighthouse museum
Wells Fargo History Museum	History	role of the Wells Fargo company in southern California
Skatelab	Sports	Skatepark and museum of skateboarding, including the Skateboarding Hall of Fame
Mini Cake Museum	Food	small museum of cake decorations, located in the Hollenbeck Palms, a retirement community
William S. Hart Ranch and Museum	Historic house	Spanish-revival home of William S. Hart, contains original furnishings, western art, mementos of early Hollywood and Native American artifacts; operated by the Natural History Museum of Los Angeles County
Lomita Railroad Museum	Railroad	Steam locomotives
Travel Town Museum	Railroad	Steam locomotives and other rolling stock
Forest Lawn Memorial Park, Glendale	Art	The Forest Lawn Museum exhibits western bronzes, stained glass, historical American pieces, original paintings and cultural artifacts, with specific displays for different locations around the world
Malibu Lagoon Museum	Local history	tour includes adjoining Adamson House
Toyota USA Automobile Museum	Automobile	Toyota automobiles and history, open by appointment only
Banning Residence Museum	Historic house	Victorian mansion of Phineas Banning
Petersen Automotive Museum	Transportation	Vintage automobiles, history of autos in Los Angeles, automotive art, artifacts and memorabilia, located in

		Museum Row
Hollywood Wax Museum	Wax	Wax figures of media stars, fictional characters, famous politicians and a Chamber of Horrors
Oran Z's Pan African Black Facts & Wax Museum	African American	wax figures, cultural artifacts from throughout the African world, black memorabilia, Blacks in advertising, Negro League baseball history, autographs, historical artifacts, reference library
University Art Museum	Art	web, on the campus of California State University, Long Beach
International Printing Museum	History	working demonstrations of antique printing machines, history of books and printing, inventions and inventors that have changed the world
Museum of Tolerance	History	World racism & prejudice with a strong focus on the history of the Holocaust

STUDENT CONDUCT

Standards of Conduct

The GMU Code of Conduct is the basic criterion of behavior that represents a standard of Christ-like maturity for all who are a part of the university community.

Recognizing that involvement in the service of Christ requires personal commitment to the Lord Jesus Christ, GMU expects the members of its community to develop a consistent program leading to spiritual growth and maturity. Such a program should include:

1. Disciplined Bible study. A consistent personal study of the Bible is essential for spiritual growth (1 Pet. 2:2, Heb. 4:12).
2. Persistent prayer. By personal example, Jesus taught us the necessity of praying regularly and consistently, and the Bible exhorts us to “pray continually” (I Thess. 5:17).
3. Discipleship. All members of the GMU community should be involved in intentional discipleship. This includes forming personal friendships, structured accountability relationships, and/or small group fellowships (Phil. 3:17).
4. Church Attendance. All members of the GMU community should establish a church home and regularly attend worship services (Heb. 10:25, 1Cor. 16:13-16).
5. Christian Ministry. All members of the BCU community should be involved in some expression of Christian service and exercise spiritual gifts for the edification of the body (Eph. 4).

GMU expects all members of its community to demonstrate a lifestyle consistent with an effective Christ-like witness and one which exemplifies a life of integrity and Christian values. Thus GMU expects its community members to:

1. Members of the GMU community must abstain from such activities as sexual immorality, use of illegal drugs or harmful substances, the abuse of alcoholic beverages, smoking, profanity, obscenity, and dishonesty, including plagiarism (1Pet. 1:15-16, Rom. 12:1-2, 1 Cor. 5:1-8).
2. Respect peers and those in authority. There should be mutual love, honor, and respect among the GMU community (Rom. 12:10, 1Jn. 4:21, 1Pet. 2:17, Heb. 13:16-17).
3. Refrain from discrimination and harassment. All forms of racial and gender discrimination are violations of God’s laws. GMU prohibits all forms of unlawful harassment (Acts 10:34).
4. Practice biblical standards in dating and marriage. GMU expects members of its community to observe biblical standards pertaining to moral purity. God’s Word does not condone either pre- or extra- marital sexual activity (1Thess. 4)
5. Maintain appropriate appearance and dress. GMU requires its members to follow standards of modesty in dress and appearance. The GMU community should never allow their appearance to be a stumbling block to others (1 Tim. 4:11-12, 1Cor.

10:32).

Student conduct is under the supervision of the Student Dean. GMU reserves the right to dismiss, after due process, a student whose conduct is considered unsatisfactory. Demonstration of appropriate qualities of Christian character is a graduation requirement.

Sexual Harassment

GMU has a policy prohibiting any act involving sexual assault or harassment by any of its employees, students, staff, faculty, or anyone conducting business on school premises.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the perpetrator suggests that submission to or rejection of such conduct may be used as a basis for employment or academic progress decisions. Creating a hostile work environment by means of verbal harassment (e.g. sexual innuendos or humor) is also sexual harassment. It is also sexual harassment when such conduct has the purpose or effect of unreasonably interfering with the individuals work or scholastic performance, or creating an intimidating, or hostile environment. Coerced conduct (including blocking one's path) may be a form of sexual assault. Such behavior is not condoned at the GMU and will be grounds for dismissal and possibly legal action.

If you, as the victim, believe a sexual assault or harassment has been committed, report the assault immediately to the administration (who may request your permission to contact the police). We desire to do everything possible to protect victim's safety, reputation and emotional wellbeing. Therefore, a sympathetic, same-sex companion will be made available to be with a victim of such a crisis.

Any observer of a sexual assault crime should notify the school's administration immediately rather than take the initiative to contact the police. It is critical that the rights of victims are protected so that they accurately report the crime to authorities.

The police will arrive to review the crime, take a description of the attacker, etc. and ensure that the victim and his or her escort are transported to a medical facility. Confidentiality is required in order to protect all parties involved with the assault. Any inquiries from newspapers, employees, parents, or other students will be immediately forwarded to the school's president to avoid misrepresentation of the facts and breach of confidentiality.

Efforts will be made by the school staff or faculty member to help the victim deal with study-related difficulties resulting from the crime. Should a student, faculty member, or staff member be accused of the crime, appropriate disciplinary action will not occur until a formal investigation is completed. The victim will be informed of any disciplinary action that is taken or progress of appeals in connection with the sexual assault.

Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students should take all steps necessary to prevent sexual assault from occurring such as

expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

Student Discipline

Students are required to maintain standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of GMU. Students who do not maintain such standards may be denied the opportunity to continue in this school or to graduate from it.

Student Rights and Due Process

A student who believes that disciplinary procedures are unwarranted or unfair has the right to due process. The sequence of steps starts with a meeting with the student dean to make sure the student understands the offence and to evaluate the student's attitude. At that meeting, the student dean will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension and expulsion. At the point that the later three steps begin, a student may notify the dean of administration that he or she wants to appeal his or her case to a committee of disinterested faculty and students (i.e. members of the student government unless they are somehow involved). A final appeal can be made to the administrative council. In regard to discipline and due process, the student has the following rights:

- 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 disinterested faculty (two) and students (preferably two members of the student government) 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.

Disciplinary Procedures

The primary goals of discipline at GMU is restorative (i.e., not punitive) and the physical, emotional, and spiritual protection of the community.

The first step in student discipline is a meeting with the student dean to make sure the student understands the offence (admonition) and to evaluate the student's attitude. At that meeting, the student dean will provide the student written statement concerning the

suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension and expulsion. At the point that the later three steps begin, a student may appeal his case to a committee of disinterested faculty and students (see Student Rights and Due Process above). A final appeal can be made to the administrative council.

Grievance and Complaint Procedures

Students may submit any grievances that they might have with respect to academic affairs to the Dean of Academic Affairs. Other complaints may be submitted to either the academic or student dean. Upon receipt of the grievance, the Dean will meet with the student. An effort will be made to resolve the grievance. If the grievance is not resolved satisfactorily, the student may appeal the decision to the Academic Affairs Committee. The Dean forwards the grievance to the Academic Affairs Committee for resolution. The decisions of the Academic Affairs Committee are final and are non-appealable.

The following principles and procedures governing dismissal will be used if the reasons for dismissal are due to moral inconsistencies, significant neglect of duties, behavior, attitudes that are not in harmony with GMU's written policies, statements, standards, and ethical practices.

Dismissal of a student before graduation will be preceded by:

- a) discussions between the student and appropriate administrative officers (e.g., Dean of Academic Affairs or Dean of Student) looking toward a mutual agreement
- b) informal inquiry by appointed faculty committee, which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the administration
- c) a statement of charges framed with reasonable particularity by the Academic Dean and submitted to a committee of faculty and administrators (i.e., an ad hoc Grievance Committee consisting of dean of student, academic dean, one student selected by the Academic Dean, and one student selected by the student who has a grievance). Pending a final decision by the committee, no overt action relative to the student's activity is to be taken.

If a student has a grievance or a challenge to disciplinary or dismissal actions that she/he wishes to pursue through special procedures, he should inform the academic dean. The academic dean will form the ad hoc Grievance Committee consisting of dean of student, one student selected by the Academic Dean, one student selected by the student with a grievance, and the Academic Dean him or herself. The student with a grievance will write a report detailing his grievance and suggesting any desired changes. The committee will have a meeting to discuss the grievance, reasons the school administration has been pursuing its present course and determine any more investigation that is needed. A second meeting will be scheduled which will allow the committee to ask questions of the professor and the administration. Proposals for recourse, change or for dismissing the grievance without recourse or change will then be written and voted on by secret ballot. Dean of student will inform the committee of the vote tally. The vote of the committee will decide the matter unless dean of student asks the board to review the case (including minutes and

vote tally). In case of a tie vote, dean of student will make the decision. Careful minutes to both meetings should be kept including the results of the vote tally.

If any student feels he or she has been injured by a colleague, he should discuss the matter with the Academic Dean. If the aggrieved student wishes to pursue the matter further, it will be the function of an appointed committee composed of dean of student, Dean of Academic Affairs and one student to examine matters carefully and render a recommendation to dean of student.

If a student has grievances which he or she cannot work out with the school, he or she may call or write to:

TRACS Office
P.O. Box 328
Forest, Virginia 24551
(804) 525-9539 Fax (804) 525-9538

or

Association for Biblical Higher Education
5575 S. Semoran Blvd., Suite 26
Orlando, FL 32822-1781
Tel (407) 207-0808 Fax (407) 207-0840
e-mail: exdir@ABHE.org

or

Bureau for Private Postsecondary and Vocational Education
400 R Street Suite 5000
Sacramento, CA 95814-6200
(916)445-3427

APPENDIX

Incomplete Request Form

Name of Student	
Address	
Phone Number	
E-mail Address	

Course Number and Title	
Semester	
Professor	

Required Assignments that Were Completed	Percent of Total Course Grade for this Assignment	Student Grade for this Assignment

Required Assignments that Were <u>NOT</u> Completed (Name and Describe)	Percent of Total Course Grade for this Assignment

Student's Signature

Professor's Signature

Academic Dean's Signature

Attach a course syllabus to this form! Submit one copy the completed form to the academic dean, one to the professor, and one to the student. Remember that this work must be completed within one semester or the Incomplete grade will be turned into a failing grade (i.e. "F").

Student Government Bylaws

Part I General Rules

Article #1 (name) The association is to be named Student Association of International Reformed University

Article #2(location) The association is to be stationed in International Reformed University under Korean American Presbyterian Church' direct management theological school.

Article #3(purpose) The purpose of the association is the following.

- (1) To enhance the lectures that develop the workers of Christ.
- (2) To strengthen the members' faith and to enhance the fellowship among them.
- (3) To commit to active evangelism and other community services.

Part II Membership

Article #4(qualification) Membership is given to students at International Reformed University. However, if a student is temporarily absent from school without having applied for units, he/she will lose the membership.

Article #5(responsibility) Each member will bear the following duties

- (1) must observe all administrative regulations. .
- (2) must carry out the decisions made by the general assembly and the staff committee.
- (3) must pay membership fee

Article #6(right) According to the association' rules, a member has a right to participate in operation and management through the general .

Article #7(removal) A temporary general assembly may decide to remove a member from the association if any of the following circumstances arise.

1. when he/she deliberately does not observe the duties described in article #5.
2. if he/she disturbs the association' operation and activities.
3. if he/she causes defamation or damage to the association.

Part 3 Officers

Article #8 The association appoints the following positions in order to facilitate effective operation.

- (1) President: 1
- (2) Vice President : 2 (1 with B.A , 1 with M.Div)
- (3) General Director: 1
- (4) General Secretary: 1
- (5) Treasurer: 1

Article #9 The association' functions include the following.

- (1) President: represents the association and oversees the overall operation.

(2) Vice President: assists the president and acts as president during his absence.

(3) General Director: plans and promotes the activities.

(4) General Secretary: takes charge of general and public affairs.

(5) Treasurer: takes charge of the association's financial affairs.

(6) Sectional departments: the officers' committee may establish sectional departments for more effective management.

(i.g Faith department, music department, community service department, sports department)

Article #10(election) The officers are elected by the association's general assembly

Article #11(term of office) An officer's term of office is one year. An officer elected as a substituting replacement fulfills the remaining time of the absent officer. All officers can be reelected.

Part 4 Assembly

Article #12(general assembly) The general assembly is the association's highest legislative body.

Article #13(calling of the general assembly)

(1) The general assembly is consisted of regular assembly and provisional assembly.

(2) The regular assembly is called by the president once a year, worked around the university's annual assembly time.

(3) The provisional assembly is called when the president and the vice president are absent or when an emergent situation arises. In such cases, the president must call the meeting according to the majority's request and must announce it 15 days prior to the assembly.

Article #14(discussible affairs) The affairs discussed in the general assembly are as following.

(1) business/activity plan

(2) budgeting, settling and auditing accounts

(3) amending the articles of the association

(4) officer election

Article #15(quorum) is to open by the majority attendance. General decisions are finalized according to the majority agreement. (The statement of departure turned in prior to the meeting will be included in the quorum)

Part 5 Election

Article #16 The members have voting rights and electoral eligibility.

Article #17 (electoral eligibility) An eligible person for election must meet the following requirements. must have completed at least two semesters in the university. The president must have obtained at least a half of graduating units.

Article #18(voting rights) All members are granted the right to vote. However, a student who has temporarily withdrawn from school is not qualified.

Article #19(electing the officers) The election procedure is as described below.

(1) President: M.Div student

(2) Vice president: B.A student and M.Div student

(3) Electors are chosen by majority votes.

(4) A general director, general secretary, and treasurer are selected by the president and the vice president.

Article #20(nomination) Electoral candidates are nominated as followed.

- (1) Candidates must be nominated by at least two people
- (2) They must announce their candidacy at least two weeks prior to the election day

Article #21(officer absence by contingency) If an officer is absent due to contingency, substitute

- (1) President, Vice president: A temporary/provisional assembly must be called and elect substituting replacement.
- (2) Other officers : The committee of officers must elect substituting replacement.

Part 6 Financial Affairs

Article #22(membership fee and support money) The association' income include the membership fee, the university grant-in-aid and additional support.

Article #23(membership fee) The membership fee is \$30 for every semester and collected by the treasurer.

Article #24(auditing) The association will audit accounts when the assembly meets.

Article #25(fiscal year) The fiscal year of the association is based upon the association' session period.

Part 7 Additional Rules

Article #26(Article amendment) Article amendment is done as following.

- (1) If an article is to be amended, the general assembly is to propose amendments that will go into effect.
- (2) Any affair not decided by the assembly will be based upon general precedents.
- (3) The amended articles will be effective as soon as they get passed.

Academic Calendar

Spring Semester 2014

Registration	Jan. 2-30
Orientation	Jan. 30
Beginning of Classes	Feb. 3
Last Day to Register	Feb. 7
Last Day to Add / Drop Classes	Feb. 14
Spring Break	Mar. 17-20
Final Examinations	May 19-22
Commencement	June 2

Fall Semester 2014

Registration	Aug. 4-22
Orientation	Aug. 25
Beginning of Classes	Aug. 28
Last Day to Register	Sep. 5
Last Day to Add / Drop Classes	Sep. 12
Fall Break	Sep. 22-26
Thanksgiving Holiday	Nov. 27
Final Examinations	Dec. 8-12

Spring Semester 2015

Registration	Jan. 2-30
D.Miss Classes	Jan 12-24
Orientation	Jan. 29
Classes Begin	Feb. 2
Last Day to Register	Feb. 6
Last Day to Add / Drop Classes	Feb. 13
Spring Break	Mar. 2-6
Final Examinations	May 18-22
Commencement	June 1

Fall Semester 2015

D.Miss Classes	June 8-20
Registration	July. 1-Aug. 14
Orientation	Aug. 20
Classes Begin	Aug. 24
Last Day to Register	Aug. 28
Last Day to Add / Drop Classes	Sep. 4
Fall Break	Sep. 21-25
Thanksgiving Holiday	Nov. 26
Final Examinations	Dec. 7-11

Office Phone Number and Location

Room Directory			
Office	Room #	E-mail	Tel
Main Office	312	gmu@gm.edu	(714) 525-0088 (714) 525-0089 (F)
CEO, VP's Office	305B	ceo@gmuedu.org	(714) 525-0088
Dean of Academics	305C	dean@gm.edu	(714) 525-0088
Dean of Students	313	studentdean@gmuedu.org	(714) 525-0088
Director of Administration	323	administration@gmuedu.org	(714) 525-0088
Director of Information Technology	323	it@gmuedu.org	(714) 525-0088
Student and Exchange Visitor Information System	313	sevis@gmuedu.org	(714) 525-0088
Director of Distance Education	313	distance@gmuedu.org	(714) 525-0088
Chief Financial Aid Officer	323	FinancialAid@gmuedu.org	(714) 525-0088
Registrar	323	Registrar@gmuedu.org	(714) 525-0088
Chief Financial Officer	324	cfo@gmuedu.org	(714) 525-0088
Director of Development	324	business@gmuedu.org	(714) 525-0088
Conference Room	305		(714) 525-0088
Faculty Lounge	313		(714) 525-0088
Library	GL	library@gmuedu.org	(714) 525-0088

Campus Map & Directions:

If traveling **I-5 SOUTH**, take exit **#114B** onto **CA-91 EAST** toward **RIVERSIDE**, take exit **BROOKHURST RD**, make a **LEFT** turn, **CONTINUE** on **BROOKHURST** 0.8mi, turn **RIGHT** on **VALENCIA DRIVE**, GMU on the **LEFT SIDE** of **VALENCIA DRIVE**.

If traveling **I-5 NORTH**, take exit **#113A/BROOKHURST ST.** toward **LA PALMA AVE.** 0.5mi, turn **RIGHT** on **BROOKHURST**. **CONTINUE** on **BROOKHURST** 1.5mi, turn **RIGHT** on **VALENCIA DRIVE**, GMU on the **LEFT SIDE** of **VALENCIA DRIVE**.





GRACE MISSION UNIVERSITY

1645 W. Valencia Dr, Fullerton, CA, 92833

Phone: (714) 525-0088 Fax. 714) 525-0089

www.gm.edu E-Mail: gmu@gm.edu